



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

115 North 4th Street  
Manhattan, KS 66502  
[www.rileycountyks.gov](http://www.rileycountyks.gov)

Cindy Kabriel  
785-565-6200

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**Commission Chambers**

**8:30 AM**

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[District 1 – John Ford, Member](#)

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

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

**8:30 AM**

**Call to Order**

**Pledge of Allegiance**

**Public Comment**

1. Public Comments

**Commission Comments**

2. Commission Comments

**Business Meeting**

3. Jackson Township Trustee appointment
4. Bid Recommendation for 2025 Equipment Lease
5. Discuss County Officials Luncheon
6. Approve payroll/accounts payables (when completed)

**Review Minutes**

7. Board of Riley County Commissioners - Regular Meeting - Mar 31, 2025 8:30 AM

**Review Tentative Agenda**

8. Tentative Agenda

**Press Conference Topics**

9. Discuss Press Conference

**9:00 AM**

**Elizabeth Ward, Human Resources Director**

10. Human Resources Monthly Update

**9:15 AM**

**Michael Boller, Noxious Weed/HHW Director**

11. Staff Update
12. Property Tax Lien Unpaid Balance Cost Share Chemical Sell
13. 2024 Noxious Weed Annual Report and 2025 Management Plan

**9:30 AM**

**Anna Burson, Appraiser**

14. Appraiser's Office April Staff Update

- 9:45 AM Shilo Heger, Treasurer**  
15. Request to Fill Customer Service Rep Position County Treasurer
- 10:00 AM Amanda Webb, Planning/Special Projects Director**  
16. Planning & Development - Staff Update
- 10:15 AM Bryant Parker, Counselor/Director of Administrative Services**  
17. Administrative Work Session
- 10:35 AM Jacob Hansen, Deputy County Counselor**  
18. Executive session to discuss confidential legal advice regarding potential litigation issues
- 11:05 AM Brittany Phillips, Budget and Finance Officer**  
19. Discontinue of Federal Grant Funds
- 11:25 AM Elizabeth Ward, Human Resources Director**  
20. Out of State Travel Request - SHRM National Conference
- 11:30 AM Jacob Hansen, Deputy County Counselor**  
21. Selection Date of BOCC Findings; Approval of Publication Notice for Annexation Request by Charles Brunner. 5111 Murray Road
- 11:40 AM Jared Tremblay, MPO Planning Manager**  
22. US-24 Corridor Management Plan update

**Adjournment**

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



**COUNTY CLERK &  
ELECTIONS**  
*Appointment*

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

## COMMISSION AGENDA REPORT

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**FROM:** Rich Vargo, County Clerk  
**MEETING:** April 3, 2025  
**SUBJECT:** Jackson Township Trustee appointment  
**PRESENTER:** Rich Vargo, County Clerk

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### POSSIBLE MOTION(S)

Move to accept Larry Larson's resignation and appoint Christopher Deijent as Jackson Township Trustee.

Move to deny

Move to modify

Move to table

**Enclosures:**

- Jackson Township appointment (PDF)

# JACKSON TOWNSHIP TRUSTEE LETTER OF RESIGNATION

TO THE BOARD OF RILEY COUNTY COMMISSIONERS:

I Larry Larson, Township Trustee of Jackson Township do hereby tender my resignation from the aforementioned Township Board effective April 1/2025.

Signed this 24th day of March 2025.

Larry Larson  
Print Name

Jackson Township Trustee  
Officer Title

Larry Larson  
Signature

Attachment: Jackson Township appointment (15596 : Jackson Township Officer)

# RECOMMENDATION FOR APPOINTMENT TO FILL VACANCY ON TOWNSHIP BOARD

K.S.A. 25-1606. Vacancies. *All vacancies in the offices of trustee, clerk, or treasurer of any township shall be filled by appointment by the board of county commissioners.*

TO THE BOARD OF RILEY COUNTY COMMISSIONERS:

We the Township board of Jackson Township, have a vacancy on the Township Board in the office of Trustee. We would like to recommend the appointment of Christopher Deigent, to fill this position pursuant to K.S.A. 25-1606 effective April 1, 2025.  
Thank you for your attention to this matter.

Signed this 27<sup>th</sup> day of March, 2025.

TOWNSHIP BOARD MEMBERS

[Signature]  
Frank C. Hagenmaier

Attachment: Jackson Township appointment (15596 : Jackson Township Officer)



**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:** April 3, 2025

**SUBJECT:** Bid Recommendation for 2025 Equipment Lease

**PRESENTER:** Alvin Perez, Operations Manager

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Riley County Public Works staff has reviewed the proposal submitted for 2025 equipment lease program.

White Star Machinery of Manhattan, KS provided the only lease proposal.

Staff recommends awarding the contract to White Star Machinery of Manhattan, KS .

### **POSSIBLE MOTION(S)**

Move to approve

Move to deny

Move to table for further discussion

#### **Enclosures:**

- Bid Tab 2025 Equipment Lease (XLSX)

Bid Tab **Skid Loader/ Mini Track Loader Lease 2025**

| Vendors                               |   | White Star Machinery<br>3695 Green Valley Pkwy<br>Manhattan, KS 66502 | Total for 3 units | Berry Tractor<br>1750 SW 41st<br>Topeka, KS 66609 | Equipment Share<br>1305 SW 42nd St<br>Topeka, KS 66609 | Foley Equipment<br>5104 Skyway Dr.<br>Manhattan, KS 66503 | G.W. Van Keppel<br>3501 SE 21st<br>Topeka, KS 66607 | Kan Equip Inc.<br>18035 East Hwy 24<br>Wamego, KS 66547 | Murphy Tractor<br>1621 NW Gage Blvd.<br>Topeka, KS 66618 | Reed & Company<br>4455 KS-99<br>Wamego, KS 66547 | Central Power Systems<br>1944-B N. 9th St.<br>Salina, KS 67401 |
|---------------------------------------|---|-----------------------------------------------------------------------|-------------------|---------------------------------------------------|--------------------------------------------------------|-----------------------------------------------------------|-----------------------------------------------------|---------------------------------------------------------|----------------------------------------------------------|--------------------------------------------------|----------------------------------------------------------------|
| Rubber Tire Skid Loader               |   |                                                                       |                   |                                                   |                                                        |                                                           |                                                     |                                                         |                                                          |                                                  |                                                                |
| Annual Rental Cost                    | 3 | \$13,500.00                                                           | \$40,500.00       | NA                                                | NA                                                     | NA                                                        | NA                                                  | NA                                                      | NA                                                       | NA                                               | NA                                                             |
| Purchase price at end of 36 mo period | 3 | \$28,500.00                                                           | \$85,500.00       | NA                                                | NA                                                     | NA                                                        | NA                                                  | NA                                                      | NA                                                       | NA                                               | NA                                                             |
| Purchase Price if not Leased          | 3 | \$68,304.27                                                           | \$204,912.81      | NA                                                | NA                                                     | NA                                                        | NA                                                  | NA                                                      | NA                                                       | NA                                               | NA                                                             |
| Mini Track Loader                     |   |                                                                       |                   |                                                   |                                                        |                                                           |                                                     |                                                         |                                                          |                                                  |                                                                |
| Annual Rental Cost                    | 3 | \$16,500.00                                                           | \$49,500.00       | NA                                                | NA                                                     | NA                                                        | NA                                                  | NA                                                      | NA                                                       | NA                                               | NA                                                             |
| Purchase Price at end of 36 mo period | 3 | \$36,500.00                                                           | \$109,500.00      | NA                                                | NA                                                     | NA                                                        | NA                                                  | NA                                                      | NA                                                       | NA                                               | NA                                                             |
| Purchase price if not leased          | 3 | \$82,263.39                                                           | \$246,790.17      | NA                                                | NA                                                     | NA                                                        | NA                                                  | NA                                                      | NA                                                       | NA                                               | NA                                                             |

Public Works Staff  
Recommends



**Board of Riley County  
Commissioners  
Regular Meeting  
TENTATIVE Agenda  
April 07, 2025**

115 North 4th Street  
Manhattan, KS 66502  
[www.rileycountyks.gov](http://www.rileycountyks.gov)

Cindy Kabriel  
785-565-6200

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**Commission Chambers**

**8:30 AM**

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[District 1 – John Ford, Member](#)

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

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

**8:30 AM**

**Call to Order**

**Pledge of Allegiance**

**Public Comment**

**Commission Comments**

**Business Meeting**

1. Highway Use Permit for WTC

**Review Minutes**

**Review Tentative Agenda**

**Press Conference Topics**

**9:00 AM**

**Amanda Webb, Planning/Special Projects Director**

2. Comprehensive Plan Update Subcommittee Report

**9:30 AM**

**Press Conference**

3. RCPD Update - Scott Hajek and Mark French (3-5 minutes)
4. Presentation of KAC Awards - Greg McKinley (15 minutes)

**10:00 AM**

**Russel Stukey, Emergency Management Director**

5. Staff update
6. Request to fill

**10:15 AM**

**Amanda Webb, Planning/Special Projects Director**

7. Short Term Rental Regulations

**10:45 AM**

**Bryant Parker, Counselor/Director of Administrative Services**

8. Administrative Work Session

**Adjournment**

Attachment: 04-07-25 tentative agenda (15633 : Tentative Agenda)

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**Board of Riley County  
Commissioners  
Regular Meeting  
TENTATIVE Agenda  
April 10, 2025**

115 North 4th Street  
Manhattan, KS 66502  
[www.rileycountyks.gov](http://www.rileycountyks.gov)

Cindy Kabriel  
785-565-6200

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**Commission Chambers**

**8:30 AM**

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[District 1 – John Ford, Member](#)

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

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

**8:30 AM**

**Call to Order**

**Pledge of Allegiance**

**Public Comment**

**Commission Comments**

**Business Meeting**

1. Discuss Joint City/County/County Meeting
2. Discuss Intergovernmental Luncheon

**Review Minutes**

**Review Tentative Agenda**

**Press Conference Topics**

**9:00 AM**

**Bryant Parker, Counselor/Director of Administrative Services**

3. Administrative Work Session

**9:20 AM**

**Jacob Hansen, Deputy County Counselor**

4. Addendum for Claflin Lease with Pawnee Mental Health Services

**9:30 AM**

**Shilo Heger, Treasurer**

5. Staff update

**9:45 AM**

**Jason Smith, Manhattan Area Chamber of Commerce**

6. Economic development update

**10:00 AM**

**Diane Creek, Health Department Director and Jacob Clarke, Clinic Supervisor**

7. Staff update

**10:45 AM**

**Katharine Hensler, Museum Director**

8. Staff update

Attachment: 04-10-25 tentative agenda (15633 : Tentative Agenda)

**11:00 AM      Budget and Planning Committee - Brittany Phillips, Budget and Finance Officer****9.      Cash Flow Reports****Adjournment**

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Attachment: 04-10-25 tentative agenda (15633 : Tentative Agenda)



**COUNTY CLERK & ELECTIONS**  
*Staff Update*

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

## MEMORANDUM

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

**MEETING:** April 3, 2025

**SUBJECT:** Human Resources Monthly Update

**PRESENTER:** Elizabeth Ward

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Enclosures:

- HR Monthly Report -March 2025\_correct font (PPTX)



# Human Resources

## March 2025



# Riley County Human Resources



Furthering the mission of Riley County  
through People, Policy and Process.



# Recruitment and Retention

|                                           | Regular Employees | Seasonal/Stipend<br>EE/Intern |
|-------------------------------------------|-------------------|-------------------------------|
| Current headcount                         | 283               | 353                           |
| Hires-Feb & Mar                           | 7                 | 9                             |
| Hires – current year                      | 10                | 9                             |
| Separations – Feb & Mar                   | 6                 | 16                            |
| Separations - current year                | 10                | 19                            |
| Turnover Rate-annual                      | 21.6%             |                               |
| Average tenure                            | 9 years           |                               |
|                                           |                   |                               |
| Current openings                          | 8                 |                               |
| -PW, Parks, EMS, Comm Corr, HD, Appraiser |                   |                               |



## Performance and Development-Current

Supervisor training -Highly Effective Managers continues

Employee Day 2025 – planning committee

Onboarding Committee developing Phase 2 improvements to orientation and onboarding



# Employee Enrichment

## KPERS Retirement seminars

- February 11
- 60+ employees attended

## KPERS Advisory Council Appointment

- First meeting April 11

## KPERS 457 seminars

- March 13

## Medicare Basics seminar with Extension (within 5 years)

- June 11
- PW @ 7:30 am "Breakfast and Learn"
- Office Complex @12:00 "Lunch and Learn"



- Michele working with Fire to complete I-9 audit
- Conducted 9 interview rounds with 6 departments
- Driver DQ – partnership with Konza Labs for DOT Return to Duty, random testing management and FMSCA Clearinghouse reqs
- SHRM Legal Conference education
- Career Fairs
  - Blue Valley – Wakefield, Riley County, Manhattan Catholic & Blue Valley
  - Hutchinson Community College
  - Washburn Tech

Michele attending Public Sector Human Resource Assoc meeting



## 2025 Current Projects

- FMLA filing system – shift to electronic filing
- Kymberlee transferring Fire dept personnel files electronically
- Personnel Budgets at Department Level
- Continued mentoring in Health Department
- Monitoring policy changes at federal and state levels
- CDL training in PW, began process with DLTS training services
- FMLA supervisor training



# 2025 Current Projects

Per policy, pulled CPI-U for 2024 December to December.

| Year | Jan  | Feb  | Mar  | Apr  | May  | Jun  | Jul  | Aug  | Sep  | Oct  | Nov  | Dec | Annual | HALF1 | HALF2 |
|------|------|------|------|------|------|------|------|------|------|------|------|-----|--------|-------|-------|
| 2015 | -0.3 | -0.5 | -0.9 | -1.1 | -0.8 | -0.7 | -0.5 | -0.3 | -0.8 | -0.3 | -0.2 | 0.0 | -0.5   | -0.7  | -0.4  |
| 2016 | 0.8  | 0.4  | 0.5  | 0.8  | 0.8  | 0.8  | 0.4  | 0.6  | 1.1  | 1.0  | 1.2  | 1.8 | 0.8    | 0.7   | 1.0   |
| 2017 | 2.2  | 2.4  | 1.9  | 1.8  | 1.4  | 0.9  | 1.3  | 1.5  | 1.5  | 1.5  | 1.9  | 1.7 | 1.7    | 1.8   | 1.6   |
| 2018 | 1.6  | 1.7  | 1.8  | 1.8  | 2.3  | 2.5  | 2.4  | 2.1  | 1.9  | 2.2  | 1.4  | 1.3 | 1.9    | 2.0   | 1.9   |
| 2019 | 0.8  | 1.3  | 1.7  | 1.5  | 1.3  | 1.2  | 1.5  | 1.5  | 1.4  | 1.5  | 1.9  | 2.3 | 1.5    | 1.3   | 1.7   |
| 2020 | 2.5  | 2.1  | 1.0  | -0.4 | -0.4 | 0.4  | 0.7  | 1.1  | 1.3  | 1.0  | 1.0  | 1.1 | 1.0    | 0.9   | 1.0   |
| 2021 | 1.2  | 1.7  | 3.0  | 4.9  | 5.6  | 5.8  | 5.9  | 5.7  | 5.7  | 6.6  | 7.3  | 7.5 | 5.1    | 3.7   | 6.5   |
| 2022 | 7.9  | 8.0  | 8.6  | 8.2  | 8.8  | 9.5  | 8.6  | 8.1  | 8.1  | 7.4  | 6.8  | 6.0 | 8.0    | 8.5   | 7.5   |
| 2023 | 6.0  | 5.6  | 4.9  | 4.9  | 3.7  | 2.4  | 2.9  | 3.4  | 3.2  | 2.9  | 2.9  | 3.2 | 3.8    | 4.5   | 3.1   |
| 2024 | 2.7  | 2.8  | 2.8  | 2.8  | 2.7  | 2.5  | 2.7  | 2.6  | 2.5  | 2.6  | 2.6  | 3.0 | 2.7    | 2.7   | 2.7   |
| 2025 | 3.4  | 3.1  |      |      |      |      |      |      |      |      |      |     |        |       |       |



# Riley County Committee Update

- Have received lists of committee participation from each Department
- Sorting them into internally managed and externally managed (ex. Riley County versus KDHE) and gathering meeting frequency
  - Will submit the full list to Commissioners for review

Riley County employees participate in:

- 56 internally managed committees and
- 37 externally managed committees



**NOXIOUS WEED/HHW**  
*Staff Update*

**Michael Boller**  
Noxious Weed Director  
6245 Tuttle Creek Blvd  
Manhattan, KS 66503  
Phone: 785-539-3202

## STAFF REPORT

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**FROM:** Michael Boller Director Riley County Noxious Weed

**MEETING:** April 3, 2025

**SUBJECT:** Staff Update

**PRESENTER:** Michael Boller Director Riley County Noxious Weed

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Enclosures:

- 4-3-25 Staff Report (DOC)

## Riley County Noxious Weed/HHW Department

Michael Boller, Director

April 3, 2025

### Staff Report

#### Noxious Weed/Mowing:

- Spring spraying will begin this month with bare ground applications on county roads. Bare ground includes sign spraying, roadside, guardrails and parking lots and utility areas maintained by the county.
- Solid spraying for noxious and annual weeds will begin this month as weather permits. Last fall we were unable to solid spray, so we are going to try to get Two-Thirds of the county sprayed out this spring. Usually we do just one-third in the spring.
- Spring seeding projects on the county right-of-way began March 21<sup>st</sup>. Public Works crews were busy over the fall with ditch clean outs and projects so there are several areas in the county that will require seeding. There are over 36 project areas across the county and crews began in the north part of the county and worked south. Due to favorable conditions all the projects were seeded as of April 1<sup>st</sup>.
- The Noxious Weed Department currently has a full stock of cost share chemical to sell for treatment of noxious weeds. We also offer sprayers for rental. Riley County is one of only a handful in the state that offers this service.
- County roadside mowing will begin in May and all equipment is ready and available. We received our new roadside mower tractor and mower on April 1<sup>st</sup> which is just in time for the mow season.

#### HHW:

- Next HHW collection at Howie's Recycling is Saturday, April 12, 2025, from 8:00am to 12:00 noon. No business waste will be accepted at this event or truck loads of waste.
- Clean Harbors (HHW contractor) conducted clean-out at our facility in March.
- The Riley County HHW Facility has recycled latex paint to give away. We have one gallon and five-gallon containers available.
- Regional training for HHW operators will be conducted in cooperation with Barton County Community College. The training will take place in April at the Riley County Public Works training room.
- Clean Harbors conducted Phase I at the Bala site on March 27<sup>th</sup>. The hazardous barrels were successfully overpacked and soil samples of the burn pit were taken. DOT standards require a specific profile be created for the chemical barrels prior to transport. This can take quite a long time for labs to come up with the specific chemical. I have reached out to MFD and hopefully we can have there HAZ 1 truck take samples and help us to make a profile quicker



**NOXIOUS WEED/HHW**  
*Recommendations*

**Michael Boller**  
Noxious Weed Director  
6245 Tuttle Creek Blvd  
Manhattan, KS 66503  
Phone: 785-539-3202

## COMMISSION AGENDA REPORT

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**FROM:** Michael Boller Director Riley County Noxious Weed Department

**MEETING:** April 3, 2025

**SUBJECT:** Property Tax Lien Unpaid Balance Cost Share Chemical Sell

**PRESENTER:** Michael Boller Director Riley County Noxious Weed Department

---

### **BACKGROUND**

On 5-23-2023 Blaine Schurle picked up 10 gallons of 2/4 D Amine for the treatment of Musk Thistle which is a noxious weed in Kansas. He listed the address that the chemical was to be used as 13533 Parallel Road which is also his listed residence. Total amount of chemical was \$186.56. Mr. Schurle was sent an itemized invoice for the chemical but failed to pay for the chemical. Several more mailings of the invoice were made in attempt to collect payment but no response. As per state statute KSA 2-1320 a 10% fee was added on 03/01/2024 for a total of \$204.16. Several more attempts to collect the debt were made. As per state statute an itemized invoice was sent to Blaine Schurle via certified mail on 3/27/2024 which he signed for. Mr. Schurle has failed to pay the amount of chemical and penalty and as per state statute I hereby request that the county moves forward with placing a tax lien on the property of the amount of \$204.16 plus interest as per statute.

### **RECOMMENDATION(S)**

Recommend the Board of County Commissioners approve the filing of attached legal document with County Clerk and Register of Deeds for the collection of debt via a tax lien.

### **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:**

- scan (003) (PDF)

PROOF OF NOTIFICATION  
FOR NOXIOUS WEED LIEN ASSESSMENT  
(K.S.A. 2-1320 and 2-1332)

STATE OF KANSAS  
RILEY COUNTY, ss:

I, Michael Boller, being first duly sworn upon oath depose and state that I am the duly appointed, qualified and acting county noxious weed director of the above named county; and that the board of county commissioners of said county has authorized and directed the affiant to notify the landowner hereinafter named, by submitting an itemized statement of account as to the costs of materials, labor, and use of equipment for the control and eradication of noxious weeds upon the land of such person, to wit:

13533 Parallel Road Barnes Kansas 66933 S03 , T06 , R05E , ACRES 295.3 , E2 SEC LESS ROW

That affiant was further directed by the Board of County Commissioners to notify each landowner having an outstanding account with on unpaid balance that if the amount of such balance as shown in the itemized statement is not paid to the county treasurer of said county within thirty (30) days of the date of said notice, a penalty charge of ten percent (10%) of the unpaid balance shall be added to the account and the total amount thereof shall become a lien upon the real estate. In addition, the amount of the unpaid balance, including penalty charge, draws interest at the rate described for delinquent taxes pursuant to K.S.A. 79-2968 and amendments thereto.

That on the 27<sup>th</sup> day of March 2024, the affiant served upon true and correct copy of the attached itemized statement and notice upon the landowner in the manner prescribed by law by enclosing a copy of such notice in a sealed envelope, properly addressed, to said landowner, to-wit:

Blaine Schurle 13533 Parallel Road Barnes Kansas 66933

by depositing the same in the United States mail, postage prepaid, marked certified mail with return receipt requested, at Manhattan, Kansas, on March 14, 2024.

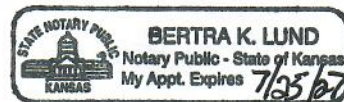
  
Michael Boller, Director  
Noxious Weed Department

SUBSCRIBED AND SWORN TO before me this 10<sup>th</sup> day of March, 2025.

  
Notary Public

My Commission Expires: 7/25/2027

(seal)



NOTE: This proof of notification should be filed with the County Clerk immediately following the mailing of the statement and notice to the landowner involved. The statement and notice for landowners with delinquent accounts, should be mailed immediately following December 31 of each year.

Attachment: scan (003) (15598 : Tax Lien Unpaid Noxious Weed Chemical Sell)



**NOXIOUS WEED/HHW**  
*Report*

**Michael Boller**  
Noxious Weed Director  
6245 Tuttle Creek Blvd  
Manhattan, KS 66503  
Phone: 785-539-3202

## COMMISSION AGENDA REPORT

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**FROM:** Michael Boller Director Riley County Noxious Weed

**MEETING:** April 3, 2025

**SUBJECT:** 2024 Noxious Weed Annual Report and 2025 Management Plan

**PRESENTER:** Michael Boller Director Riley County Noxious Weed

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### **BACKGROUND**

2024 Annual Noxious Weed Report and 2025 Management Plan

### **DISCUSSION**

Annual Report outlines current status of populations of Noxious Weeds in Riley County for the 2024 year and the 2025 Management Plan outlines acceptable practices approved by the state for treatment of Noxious Weeds within Riley Co and resources available for the treatment as well as areas for treatment. These are annual reports required by the Kansas Department of Ag and are an annual reports.

### **RECOMMENDATION(S)**

Recommend approval of 2024 Annual Report and 2025 Management Plan

### **POSSIBLE MOTION(S)**

Move to approve

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

**Enclosures:**

- 2025-management-plan-form (DOCX)
- 2024 Noxious Weed Annual report (PDF)

## 2025 Management Plan

For Riley County

Michael Boller, County Weed Director

Specify the goals and priorities of the program for the coming year.

Continue with a specific management plan including chemical treatment of guardrails, signs, bridges, roadside seeding with brome and fescue mix. Spray and treat noxious weeds on county, state and township roads that contract with the county. Mow all county roads and do brush removal and brush spraying in the fall.

Specify the goals and priorities of the program for the next five years.

Continue to maintain a specific treatment program for all identified species of noxious weed in Riley Co. This includes a month-by-month program throughout the year. Focus on areas that are easily controlled. Encourage and meet more with individual townships and help them maintain a treatment program for township roads. Continue to work with private landowners and help educate them on the need for treatment of noxious weeds and weed control. Issue warnings and hold private landowners accountable if they are unwilling to comply.

Describe the areas which noxious weed species are known to occur within the county and specific locations of new infestations and areas particularly susceptible to new infestations.

|                   |                                                                                                                                       |
|-------------------|---------------------------------------------------------------------------------------------------------------------------------------|
| Field bindweed    | State, county, townships road right of way. Fenceline private property, Pasture.                                                      |
| Musk thistle      | State, county, townships road right of way. Fenceline private property, Pasture.                                                      |
| Sericea lespedeza | State, county, townships road right of way. Fenceline private property, Pasture.                                                      |
| Johnsongrass      | State, county, townships road right of way. Fenceline private property, Wet land / Water source areas inside city limits of Manhattan |
| Bur ragweed       |                                                                                                                                       |
| Canada thistle    |                                                                                                                                       |
| Hoary cress       | Kansas State University (State Property), Section of Federal land on Fort Riley.                                                      |
| Leafy spurge      |                                                                                                                                       |
| Quackgrass        |                                                                                                                                       |
| Kudzu             | There has been a small section on state right of way road but has been treated for several years.                                     |
| Russian knapweed  |                                                                                                                                       |

List any non-noxious invasive weed species you plan to control and the types of integrated weed control methods you plan on using on them.

Eastern Red Cedar mechanical control in the state, county right of ways.

List your planned integrated weed management goals and procedures, with emphasis on noxious weed control on private land, including but not limited to biological control agent selection and distribution, pesticide selection and application and cultural and mechanical controls.

#### Biological Controls

Head weevil is active in Riley County but is not allowed as only control of Musk Thistle.

#### Chemical Controls

Monthly treatment of county, state and township right of way. Specific species of noxious weed will have specific chemical control. Treatment program will be based on growth cycle and time of year and weather. Riley County offers cost share chemical for control of all noxious weeds active in Riley County. We provide chemical and direction on when to spray different species of noxious weeds. We also provide 4 different rental sprayers that landowners may rent at a reduced rate to help combat infections on their ground.

#### Cultural Controls

#### Mechanical Controls

Mechanical control is not allowed as the primary method of control however if a field is close to going to seed and chemical control is not viable in timeframe then property owners may choose to mow down active plants to keep the plant from going to seed or keep the seed closer to the ground to help prevent the spread by wind etc. Owner will then need to follow up with chemical control.

|                                                                                            |                                                           |
|--------------------------------------------------------------------------------------------|-----------------------------------------------------------|
| Estimate the projected personnel, operations, and equipment costs of the proposed program. |                                                           |
| Personnel costs                                                                            | Personnel Services \$460,100                              |
| Operations costs                                                                           | Total Expenditures \$205,000                              |
| Equipment costs                                                                            | Fuel, Main Costs Expense total for all equipment \$35,377 |

List the methods you plan to use to encourage compliance and the enforcement actions you will take if necessary.

Place public notice in local papers.  
 Meet with townships to offer contractual roadside spraying.  
 Meet with landowners at public events.

#### COMPLAINT PROCEDURE

Verify complaint.  
 Contact landowners.  
 Send an informational letter.  
 Send enforcement letter.  
 Send warning notice.  
 Send legal notice.  
 Enforced treatment / compliance.

List your plans for working with state and/or federal agencies to control the noxious weeds on state and/or federal lands.

I often meet with specific stakeholders on specific areas in Riley County that are owned by state and federal agencies. This includes a meeting with Kansas State University. Recently have developed a great connection with the City of Manhattan to have city employees treat noxious weeds within the city limits. Also, we renewed the annual KDOT contract to have Riley County control noxious weed on state property.

Describe your education and outreach plans for the coming year. Include training and professional development for yourself and your staff. (Attend District meetings? Annual Conference? Recertification?)

All certified operators will be attending the Annual Conference and receiving credits for their certification. We will also have other members of our state that are not certified to attend as well as helping sell chemicals and answer questions about control. Weed Director will be attending basic weed school again as I help host the school. In addition, I will be attending annual conferences and receiving training towards certification for both 6,9A and 5 certifications. I also attend most NE District Meetings and I can learn about most recent trends and treatment programs.

List the facilities and equipment available for use in managing the noxious weeds in your county, including a list of the equipment available for rent to the public and the rent you charge.

#### EQUIPMENT

1. 2015 Ford 1 ½-ton 4 wheel drive truck with a 500-gallon Bean sprayer
2. 2017 Ford 1 ½-ton 4-wheel drive truck with 500-gallon Bean sprayer
3. 2012 New Holland T6020 mower tractor
4. 2012 New Holland T4.75 loader/mower tractor
5. 2020 New Holland T6.145 tractor mower
6. 2022 John Deere 6020

Riley County currently offers (4) 200-gallon rental sprayers with broadcast and hand wand capabilities. They rent for \$35 a day, \$60 for the weekend or \$200 for the week.

#### Noxious Weed Department Employees

| Name           | Title      | Years of service in the Nx Weed Dept. | # Jobs within the county |
|----------------|------------|---------------------------------------|--------------------------|
| Michael Boller | Director   | 7                                     | 2                        |
| Kevin Wilcox   | Applicator | 1                                     | 1                        |
| Ryan Ascher    | Applicator | 4                                     | 1                        |
| John Reves     | Operator   | 3                                     | 1                        |

#### Weed Program Funding

#### Cost Share Sales

☐

Tax Millage

☒

General Funds

☒

Direct County Sales

☐

Voucher Program

I certify that this is the official 2024 Management Plan of Riley County

Michael Boller, County Weed Director 03/25/2025

Date

|       |                       |       |      |
|-------|-----------------------|-------|------|
| _____ | , County Commissioner | _____ | Date |
| _____ | , County Commissioner | _____ | Date |
| _____ | , County Commissioner | _____ | Date |



**NOXIOUS WEED DEPARTMENT**

# **2024 ANNUAL REPORT**

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# Annual Noxious Weed Eradication Progress Report 2024

as required by KSA 2-1316



Riley County Noxious Weed Department

Noxious Weed Supervisor:

Michael Boller

## Noxious Weed Department Personnel

| Name           | Job Title                       | % Time Spent on Noxious Weeds | Weed Director Salary |
|----------------|---------------------------------|-------------------------------|----------------------|
| Michael Boller | Director                        | 50                            | \$120,304.15         |
| John Reves     | Roadside Maintenance Technicia  | 100                           |                      |
| Justin Brenner | HHW Facility Mgr.               | 0                             |                      |
| Kevin Wilcox   | Commercial Pesticide Applicator | 100                           |                      |
| Lori Hanson    | Administrative Clerk            | 75                            |                      |
| Ryan Ascher    | Commercial Pesticide Applicator | 100                           |                      |

## Financial Summary - Noxious Weed Fund

|                                   | Amount           |
|-----------------------------------|------------------|
| Mil levy for 2024                 | 39.956           |
| General Fund Mill Equivalent 2024 |                  |
| County valuation for 2024         | \$792,782,029.00 |
| Beginning Budget Balance for 2024 | \$894,703.00     |

### Revenues

|                      |                     |
|----------------------|---------------------|
| Chemical Sale        | \$38,053.04         |
| Equipment            | \$16,575.00         |
| Labor Income         | \$47,669.30         |
| Sales Tax Payable    | \$169.18            |
| <b>Total Revenue</b> | <b>\$102,466.52</b> |

### Expenditures

|                              |                     |
|------------------------------|---------------------|
| Capital Outlay               | \$7,475.00          |
| Chemical Purchase            | \$47,412.80         |
| Commodities                  | \$13,453.49         |
| Contractual Services         | \$93,659.46         |
| Personnel Services           | \$580,239.87        |
| <b>Total Expenditures</b>    | <b>\$742,240.62</b> |
| <b>Ending Budget Balance</b> | <b>\$155,411.18</b> |

Carryover to next year's budget for 2024 to 2025

\$0.00

### Capital Outlay Fund

|                       | Amount        |
|-----------------------|---------------|
| Beginning Balance     | \$7,475.00    |
| Receipts              | \$0.00        |
| Expenditures          | \$7,475.00    |
| <b>Ending Balance</b> | <b>\$0.00</b> |

Attachment: 2024 Noxious Weed Annual report (15599 : Noxious Weed Annual Report and Management Plan)

# Annual Noxious Weed Eradication Progress Report

## Riley County Noxious Weed Department

Year  
2024



### Estimated Acreage of Noxious Weeds

| Noxious Weed      | Private        | County        | Township     | State        | Federal    | City        | Total          |
|-------------------|----------------|---------------|--------------|--------------|------------|-------------|----------------|
| Field Bindweed    | 3000.0         | 510.0         | 480.0        | 350.0        | 0.0        | 40.0        | 4380.0         |
| Hoary Cress       |                | 1.0           |              | 1.0          |            |             | 2.0            |
| Johnsongrass      | 300.0          | 20.0          | 15.0         | 30.0         |            | 12.0        | 377.0          |
| Musk Thistle      | 8000.0         | 450.0         | 250.0        | 75.0         |            | 15.0        | 8790.0         |
| Sericea Lespedeza | 1000.0         | 22.0          | 5.0          | 20.0         |            | 14.0        | 1061.0         |
| <b>Totals</b>     | <b>12300.0</b> | <b>1003.0</b> | <b>750.0</b> | <b>476.0</b> | <b>0.0</b> | <b>81.0</b> | <b>14610.0</b> |

### Estimated Acreage of Noxious Weed on Private Land sub-section

| Noxious Weed      | Wheat      | Corn       | Soybean    | Grain      | CRP           | Pasture       | Other         | Fallow | Non-Ag | Total          |
|-------------------|------------|------------|------------|------------|---------------|---------------|---------------|--------|--------|----------------|
| Field Bindweed    | 5.0        | 0.0        | 5.0        | 0.0        | 400.0         | 1540.0        | 1050.0        |        |        | 3000.0         |
| Johnsongrass      |            |            |            |            | 80.0          | 50.0          | 170.0         |        |        | 300.0          |
| Musk Thistle      |            |            |            |            | 400.0         | 7000.0        | 600.0         |        |        | 8000.0         |
| Sericea Lespedeza |            |            |            |            | 450.0         | 500.0         | 50.0          |        |        | 1000.0         |
| <b>Totals</b>     | <b>5.0</b> | <b>0.0</b> | <b>5.0</b> | <b>0.0</b> | <b>1330.0</b> | <b>9090.0</b> | <b>1870.0</b> |        |        | <b>12300.0</b> |

Weeds declared Noxious by the County:

Multiflora Rose ☐

Bull Thistle ☐

### Herbicide Disbursement Summary

| Chemical                                      | Purchase Price | Cost Share Price | Total Disbursed |
|-----------------------------------------------|----------------|------------------|-----------------|
| 2, 4-dichlorophenoxyacetic acid, choline salt | \$31.36        | \$25.28          | 54.250 gal      |
| 2,4D Amine/Drexel                             | \$14.08        | \$11.20          | 377.500 gal     |
| 2-4 D Amine / Alligare                        | \$21.76        | \$12.48          | 189.000 gal     |
| 2-4 D Amine/Cornbelt                          | \$14.08        | \$11.20          | 15.000 gal      |
| 2-4 D Amine/Tenkoz                            | \$21.76        | \$17.28          | 175.000 gal     |
| 2-4 D Ester/Tenkoz                            | \$32.40        | \$25.92          | 25.000 gal      |
| Fluroxypyr- meotvl/Tricolovr-butotvl          | \$129.12       | \$103.36         | 57.500 gal      |
| Glyphosate                                    | \$31.02        | \$24.91          | 118.500 gal     |
| Imazapic, ammonium salt                       | \$2.34         | \$1.87           | 640.000 oz      |
| Metsulforam-methyl                            | \$2.34         | \$1.87           | 2270.000 oz     |
| PICLORAM                                      | \$50.88        | \$40.64          | 279.375 gal     |

### Enforcement Summary

|                 |   |
|-----------------|---|
| Warning Notices | 9 |
| Legal Notices   | 0 |
| Court Cases     | 0 |

|                      |   |
|----------------------|---|
| Diversion Agreements | 0 |
| Accounts to Tax Roll | 0 |
| Meetings Sponsored   | 0 |

|                         |   |
|-------------------------|---|
| Demonstration Plots     | 0 |
| Feed and Hay Inspection | 0 |
| Publish General Notice  | 2 |

Enforcement Comments:

We certify this is a correct copy of the Riley County Noxious Weed Department Program for 2024

We certify that Michael Boller is employed as Riley County Noxious Weed Department Director for 2025

Chairman, Board of County Commissioners \_\_\_\_\_ Date \_\_\_\_\_

County Commissioner \_\_\_\_\_ Date \_\_\_\_\_

County Commissioner \_\_\_\_\_ Date \_\_\_\_\_

County Commissioner \_\_\_\_\_ Date \_\_\_\_\_

County Commissioner \_\_\_\_\_ Date \_\_\_\_\_

County Noxious Weed Director \_\_\_\_\_ Date \_\_\_\_\_

# Annual Noxious Weed Eradication Progress Report Treatment Summary for Noxious Weeds

Riley County Noxious Weed Department

2024 ★

## Field Bindweed

| Enforcement          | January | February | March | April | May | June | July | August | September | October | November | December: | Totals |
|----------------------|---------|----------|-------|-------|-----|------|------|--------|-----------|---------|----------|-----------|--------|
| Warning Notice       |         |          |       |       |     |      |      |        |           |         |          |           | 0      |
| Legal Notice         |         |          |       |       |     |      |      |        |           |         |          |           | 0      |
| Court Cases          |         |          |       |       |     |      |      |        |           |         |          |           | 0      |
| Diversion Agreements |         |          |       |       |     |      |      |        |           |         |          |           | 0      |

## Acreage Treated

|                 | January | February | March | April | May   | June  | July | August | September | October | November | December: | Totals |
|-----------------|---------|----------|-------|-------|-------|-------|------|--------|-----------|---------|----------|-----------|--------|
| County          |         |          |       | 40.0  | 98.0  | 4.0   | 15.0 | 19.0   |           |         |          |           | 176.0  |
| Private         |         |          |       | 50.0  | 525.0 |       | 67.5 |        |           |         |          |           | 642.5  |
| Private Other   |         |          |       |       | 10.0  |       |      | 5.0    |           |         |          |           | 15.0   |
| Private Pasture |         |          |       | 20.0  |       | 100.0 | 5.0  | 64.0   |           |         |          |           | 250.0  |
| State           |         |          |       |       |       | 30.0  |      |        |           |         |          |           | 439.0  |
| Township        |         |          |       |       | 30.0  | 190.0 |      |        |           |         |          |           | 30.0   |
| Total Acreage   |         |          |       | 110.0 | 663.0 | 324.0 | 87.5 | 88.0   |           |         |          |           | 250.0  |
|                 |         |          |       |       |       |       |      |        |           |         |          |           | 1522.5 |

## Approved Herbicides and Methods

|                             | January | February | March | April | May   | June  | July | August | September | October | November | December: | Totals |
|-----------------------------|---------|----------|-------|-------|-------|-------|------|--------|-----------|---------|----------|-----------|--------|
| 2,4-D AMINE                 |         |          |       | 50.0  | 45.0  | 10.0  | 67.5 | 29.0   |           |         |          | 50.0      | 251.5  |
| 2,4-D LV ESTER              |         |          |       |       |       | 60.0  |      |        |           |         |          |           | 60.0   |
| Freelexx 4#                 |         |          |       |       | 30.0  | 19.0  | 5.0  | 9.5    |           |         |          |           | 63.5   |
| GLYPHOSATE                  |         |          |       |       | 10.0  | 30.0  | 5.0  | 40.0   |           |         |          |           | 85.0   |
| GLYPHOSATE + 2,4-D Amine    |         |          |       | 10.0  |       | 20.0  |      |        |           |         |          |           | 30.0   |
| GLYPHOSATE + 2,4-D LV ESTER |         |          |       | 10.0  |       |       |      |        |           |         |          |           | 10.0   |
| PICLORAM                    |         |          |       |       | 480.0 |       | 10.0 | 9.5    |           |         |          | 200.0     | 699.5  |
| PICLORAM + 2,4-D Amine      |         |          |       | 40.0  | 98.0  | 185.0 |      |        |           |         |          |           | 323.0  |
| Total Acreage               |         |          |       | 110.0 | 663.0 | 324.0 | 87.5 | 88.0   |           |         |          | 250.0     | 1522.5 |

# Annual Noxious Weed Eradication Progress Report Treatment Summary for Noxious Weeds

Riley County Noxious Weed Department

Johnsongrass

2024 ★

## Enforcement

|                      | January | February | March | April | May | June | July | August | September | October | November | December: | Totals |
|----------------------|---------|----------|-------|-------|-----|------|------|--------|-----------|---------|----------|-----------|--------|
| Warning Notice       |         |          |       |       |     |      |      |        |           |         |          |           | 0      |
| Legal Notice         |         |          |       |       |     |      |      |        |           |         |          |           | 0      |
| Court Cases          |         |          |       |       |     |      |      |        |           |         |          |           | 0      |
| Diversion Agreements |         |          |       |       |     |      |      |        |           |         |          |           | 0      |

## Acreage Treated

|                  | January | February | March | April | May  | June | July | August | September | October | November | December: | Totals |
|------------------|---------|----------|-------|-------|------|------|------|--------|-----------|---------|----------|-----------|--------|
| City             |         |          |       |       |      |      |      |        |           |         |          |           | 5.0    |
| County           |         |          |       |       |      |      | 5.0  |        |           |         |          |           | 8.0    |
| County Full Cost |         |          |       |       |      |      | 10.0 |        |           |         |          |           | 10.0   |
| Private          |         |          |       |       | 10.0 |      | 20.0 |        | 10.0      |         |          |           | 40.0   |
| Private Other    |         |          | 10.0  |       |      |      |      | 35.0   |           |         |          |           | 45.0   |
| Private Pasture  |         |          |       |       | 60.0 | 40.0 | 30.0 |        |           |         |          |           | 130.0  |
| Total Acreage    |         |          | 10.0  |       | 70.0 | 40.0 | 65.0 | 53.0   |           |         |          |           | 238.0  |

## Approved Herbicides and Methods

|               | January | February | March | April | May  | June | July | August | September | October | November | December: | Totals |
|---------------|---------|----------|-------|-------|------|------|------|--------|-----------|---------|----------|-----------|--------|
| GLYPHOSATE    |         |          | 10.0  |       | 70.0 | 40.0 | 65.0 | 52.0   |           |         |          |           | 237.0  |
| PLATEAU       |         |          |       |       |      |      |      | 1.0    |           |         |          |           | 1.0    |
| Total Acreage |         |          | 10.0  |       | 70.0 | 40.0 | 65.0 | 53.0   |           |         |          |           | 238.0  |

# Annual Noxious Weed Eradication Progress Report Treatment Summary for Noxious Weeds

## Riley County Noxious Weed Department

### 2024

#### Musk Thistle

| Enforcement          | January | February | March | April | May | June | July | August | September | October | November | December | Totals |
|----------------------|---------|----------|-------|-------|-----|------|------|--------|-----------|---------|----------|----------|--------|
| Warning Notice       |         |          |       |       |     |      |      |        |           |         |          |          | 0      |
| Legal Notice         |         |          |       |       |     |      |      |        |           |         |          |          | 0      |
| Court Cases          |         |          |       |       |     |      |      |        |           |         |          |          | 0      |
| Diversion Agreements |         |          |       |       |     |      |      |        |           |         |          |          | 0      |

#### Acreage Treated

| County          | January | February | March | April | May    | June   | July | August | September | October | November | December | Totals |
|-----------------|---------|----------|-------|-------|--------|--------|------|--------|-----------|---------|----------|----------|--------|
| Private         |         |          |       | 40.0  | 98.0   |        |      |        |           |         |          |          | 138.0  |
| Private Other   |         |          |       | 160.0 | 485.0  |        | 7.5  |        | 5.0       |         |          |          | 652.5  |
| Private Pasture |         |          | 80.0  | 286.0 | 994.0  | 1050.0 | 40.0 | 40.0   | 40.0      |         |          |          | 2710.0 |
| State           |         |          |       |       |        | 30.0   |      |        |           |         |          |          | 30.0   |
| Township        |         |          |       |       | 30.0   | 190.0  |      |        |           |         |          |          | 220.0  |
| Total Acreage   |         |          | 80.0  | 486.0 | 1607.0 | 1270.0 | 47.5 | 45.0   | 40.0      |         |          |          | 3755.5 |

#### Approved Herbicides and Methods

|                         | January | February | March | April | May    | June   | July | August | September | October | November | December | Totals |
|-------------------------|---------|----------|-------|-------|--------|--------|------|--------|-----------|---------|----------|----------|--------|
| 2,4-D AMINE             |         |          | 80.0  | 290.0 | 245.0  | 285.0  | 22.5 | 40.0   | 40.0      |         |          |          | 1002.5 |
| 2,4-LV ESTER            |         |          |       |       |        | 5.0    |      |        |           |         |          |          | 5.0    |
| Freelexx 4#             |         |          |       |       | 30.0   | 15.0   |      |        |           |         |          |          | 45.0   |
| GLYPHOSATE              |         |          |       | 10.0  | 10.0   | 40.0   | 25.0 | 5.0    |           |         |          |          | 90.0   |
| METSULFORAM METHYL      |         |          |       | 16.0  | 4.0    |        |      |        |           |         |          |          | 20.0   |
| PICLORAM                |         |          |       |       | 720.0  | 320.0  |      |        |           |         |          |          | 1040.0 |
| PICLORAM + 2,4-D Amine  |         |          |       | 170.0 | 578.0  | 605.0  |      |        |           |         |          |          | 1353.0 |
| PICLORAM + 2,4-LV ESTER |         |          |       |       | 20.0   |        |      |        |           |         |          |          | 20.0   |
| Total Acreage           |         |          | 80.0  | 486.0 | 1607.0 | 1270.0 | 47.5 | 45.0   | 40.0      |         |          |          | 3755.5 |

# Annual Noxious Weed Eradication Progress Report Treatment Summary for Noxious Weeds

## Riley County Noxious Weed Department

### 2024

Sericea Lespedeza

| Enforcement          | January | February | March | April | May | June | July | August | September | October | November | December | Totals |
|----------------------|---------|----------|-------|-------|-----|------|------|--------|-----------|---------|----------|----------|--------|
| Warning Notice       |         |          |       |       |     |      |      |        |           |         |          |          | 0      |
| Legal Notice         |         |          |       |       |     |      |      |        |           |         |          |          | 0      |
| Court Cases          |         |          |       |       |     |      |      |        |           |         |          |          | 0      |
| Diversion Agreements |         |          |       |       |     |      |      |        |           |         |          |          | 0      |

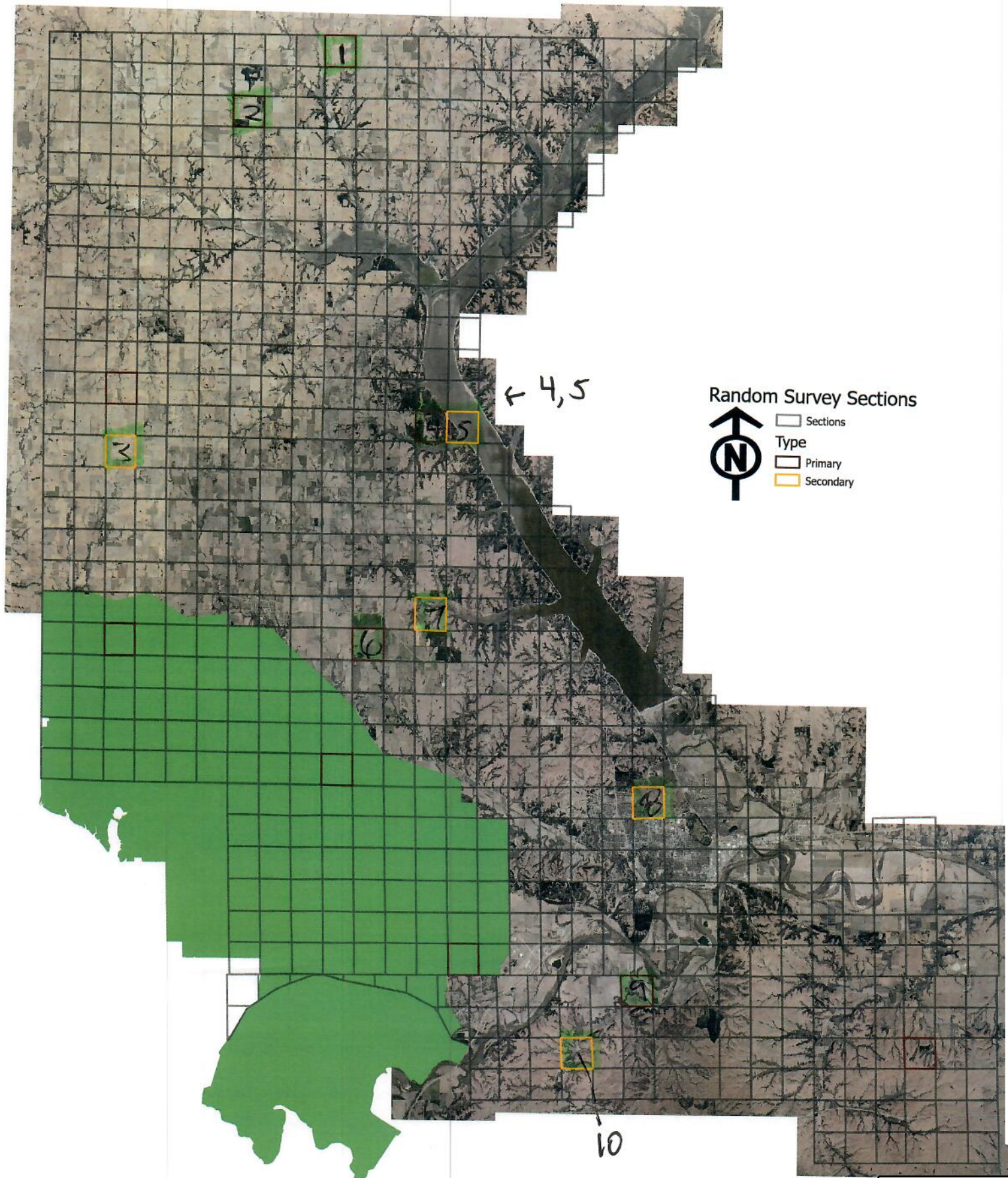
| Acreage Treated | January | February | March | April  | May    | June  | July  | August | September | October | November | December | Totals |
|-----------------|---------|----------|-------|--------|--------|-------|-------|--------|-----------|---------|----------|----------|--------|
| County          |         |          |       |        |        |       |       |        |           |         |          |          | 18.0   |
| Private         |         |          |       | 24.0   | 8.0    | 120.0 | 48.0  | 1.0    | 17.0      |         |          |          | 200.0  |
| Private Other   |         |          |       |        |        |       |       | 8.0    |           |         |          |          | 8.0    |
| Private Pasture |         |          |       | 1024.0 | 1236.0 | 536.0 | 72.0  | 376.0  | 568.0     | 138.0   |          |          | 5230.0 |
| State           |         |          |       |        |        |       |       |        | 20.0      |         |          |          | 20.0   |
| Total Acreage   |         |          |       | 1048.0 | 1244.0 | 656.0 | 120.0 | 385.0  | 605.0     | 138.0   |          |          | 5476.0 |

| Approved Herbicides and Methods       | January | February | March | April  | May    | June  | July  | August | September | October | November | December | Totals |
|---------------------------------------|---------|----------|-------|--------|--------|-------|-------|--------|-----------|---------|----------|----------|--------|
| Fluroxypyr-methyl VT fluroxypyr-butyl |         |          |       | 960.0  | 952.0  | 200.0 | 40.0  |        |           |         |          |          | 2152.0 |
| METSULFORAM METHYL                    |         |          |       | 88.0   | 292.0  | 456.0 | 80.0  | 385.0  | 605.0     | 138.0   |          |          | 3324.0 |
| Total Acreage                         |         |          |       | 1048.0 | 1244.0 | 656.0 | 120.0 | 385.0  | 605.0     | 138.0   |          |          | 5476.0 |

## **2024 Survey Section Locations**

- 1) Bodaville and Liberty Lane**
- 2) School Branch and Glanzer**
- 3) Alert and Barton Road**
- 4) Tuttle Creek BLvd and Baldwin Park Road**
- 5) Wippleville Lane**
- 6) Sunstead Lane and W 92<sup>nd</sup>**
- 7) Stockdale and Mill Creek Road**
- 8) Marlatt and College ave**
- 9) Konza Prairie Natural Area**
- 10) Konza Prairie Natural Area**

# Random Survey Sections-2022



## BUDGET SUMMARY

DEC 2024

|          |                                   | BUDGET        | PREVIOUS<br>EXPENSES | CURRENT<br>EXPENSES | EXPENSES<br>TO DATE | BALANCE       |                |
|----------|-----------------------------------|---------------|----------------------|---------------------|---------------------|---------------|----------------|
|          | <b>PERSONNEL SERVICES:</b>        |               |                      |                     |                     | \$ 894,703.00 |                |
|          |                                   |               |                      |                     |                     | \$ 894,703.00 |                |
| 1001     | Regular Salaries                  | \$ 447,359.00 | \$ 403,221.95        | \$ 32,412.79        | \$ 435,634.74       | \$ 459,068.26 |                |
| 1005     | Overtime                          | \$ 12,406.00  | \$ 3,461.78          | \$ 563.25           | \$ 4,025.03         | \$ 455,043.23 |                |
| 1504     | FICA                              | \$ 35,172.00  | \$ 30,289.51         | \$ 2,445.25         | \$ 32,734.76        | \$ 422,308.47 |                |
| 1506     | Health Insurance                  | \$ 98,804.00  | \$ 56,924.33         | \$ 5,411.96         | \$ 62,336.29        | \$ 359,972.18 |                |
| 1508     | KPERS                             | \$ 47,172.00  | \$ 41,726.21         | \$ 3,383.33         | \$ 45,109.54        | \$ 314,862.64 |                |
| 1510     | State Unemployment                | \$ 460.00     | \$ 369.66            | \$ 29.85            | \$ 399.51           | \$ 314,463.13 | \$44,246.43    |
|          | <b>PERSONNEL SERV SUBTOTAL:</b>   | \$ 641,373.00 |                      |                     | \$ 580,239.87       | \$ 314,463.13 | Personnel tc   |
|          | <b>CONTRACTUAL SERVICES:</b>      |               |                      |                     |                     |               |                |
| 2010     | Postage/Freight/Shipping          | \$ 500.00     | \$ 161.21            |                     | \$ 161.21           | \$ 314,301.92 |                |
| 2030     | Pagers & Cell Phone Service       | \$ 2,460.00   | \$ 2,201.65          | \$ 180.00           | \$ 2,381.65         | \$ 311,920.27 |                |
| 2080     | Printing Services                 | \$ 500.00     | \$ 333.52            | \$ 344.31           | \$ 677.83           | \$ 311,242.44 |                |
| 2110     | Advertising & Legal Pubs          | \$ 200.00     | \$ 222.03            |                     | \$ 222.03           | \$ 311,020.41 |                |
| 2122     | Vehicle/Fleet Insurance           | \$ 3,000.00   | \$ 3,551.00          |                     | \$ 3,551.00         | \$ 307,469.41 |                |
| 2200     | Office Equipment Rental           | \$ 400.00     | \$ -                 |                     | \$ -                | \$ 307,469.41 |                |
| 2210     | Machinery Equipment Rental        | \$ 5,000.00   | \$ -                 |                     | \$ -                | \$ 307,469.41 |                |
| 2300     | Tax Payment                       | \$ 50.00      | \$ -                 | \$ 168.18           | \$ 168.18           | \$ 307,301.23 |                |
| 2400     | Repair/Maintain Co Vehicles       | \$ 4,000.00   | \$ 625.15            | \$ 508.23           | \$ 1,133.38         | \$ 306,167.85 |                |
| 2420     | Repair/Mowing+OtherEquip          | \$ 15,000.00  | \$ 1,903.60          | \$ 4,000.00         | \$ 5,903.60         | \$ 300,264.25 |                |
| 2430     | Comp Software Main/Support        | \$ 1,000.00   | \$ 600.00            |                     | \$ 600.00           | \$ 299,664.25 |                |
| 2480     | Repair/Main Bldg+Grounds          | \$ 2,000.00   | \$ 5,485.73          |                     | \$ 5,485.73         | \$ 294,178.52 |                |
| 2510     | Mileage/tolls/parking/rental      | \$ 500.00     | \$ -                 |                     | \$ -                | \$ 294,178.52 |                |
| 2520     | Lodging                           | \$ 1,000.00   | \$ -                 |                     | \$ -                | \$ 294,178.52 |                |
| 2540     | Meals                             | \$ 500.00     | \$ 241.40            | \$ 45.68            | \$ 287.08           | \$ 293,891.44 |                |
| 2550     | Dues/Memberships/Registration     | \$ 1,000.00   | \$ 900.00            | \$ 100.00           | \$ 1,000.00         | \$ 292,891.44 | \$11,034.39    |
| 2560-950 | IN-State Training                 | \$ 1,000.00   | \$ 1,379.60          |                     | \$ 1,379.60         | \$ 291,511.84 | Contractual t  |
| 2570     | Subscriptions                     | \$ 100.00     | \$ 31.00             |                     | \$ 31.00            | \$ 291,480.84 | (includes HH)  |
| 2990     | Household Hazardous Waste         | \$ 90,000.00  | \$ 64,386.73         | \$ 5,687.99         | \$ 70,074.72        | \$ 221,406.12 |                |
|          | <b>CONTRACTUAL SERV SUBTOTAL:</b> | \$ 128,210.00 |                      |                     | \$ 93,057.01        | \$ 221,406.12 |                |
|          | <b>COMMODITIES:</b>               |               |                      |                     |                     |               |                |
| 3010     | Office Supplies                   | \$ 500.00     | \$ 68.06             | \$ 233.11           | \$ 301.17           | \$ 221,104.95 |                |
| 3032     | Supplies-Printer                  | \$ 800.00     | \$ 377.02            |                     | \$ 377.02           | \$ 220,727.93 |                |
| 3040     | Clothing                          | \$ 900.00     | \$ 364.98            | \$ 557.71           | \$ 922.69           | \$ 219,805.24 |                |
| 3045     | Protective Equipment              | \$ 500.00     | \$ 269.96            |                     | \$ 269.96           | \$ 219,535.28 |                |
| 3080     | Fuel & Lubricants                 | \$ 2,000.00   | \$ 286.49            | \$ 428.17           | \$ 714.66           | \$ 218,820.62 |                |
| 3085     | Propane                           | \$ 150.00     | \$ -                 |                     | \$ -                | \$ 218,820.62 |                |
| 3090     | Custodian Supplies                | \$ 500.00     | \$ 264.00            |                     | \$ 264.00           | \$ 218,556.62 |                |
| 3100     | Chemical                          | \$ 100,770.00 | \$ 27,706.80         | \$ 19,706.00        | \$ 47,412.80        | \$ 171,143.82 | \$19,706.00    |
| 3140     | Parts & Tools < \$100             | \$ 4,000.00   | \$ 859.21            | \$ 36.97            | \$ 896.18           | \$ 170,247.64 | Chemical tota  |
| 3150     | Parts & Tools > \$100             | \$ 8,000.00   | \$ 2,304.14          | \$ 3,452.94         | \$ 5,757.08         | \$ 164,490.56 |                |
| 3220     | Seed/Fertilizer                   | \$ 6,000.00   | \$ 750.00            |                     | \$ 750.00           | \$ 163,740.56 | \$4,708.90     |
| 3990     | Other Supplies & Materials        | \$ 1,000.00   | \$ 854.38            |                     | \$ 854.38           | \$ 162,886.18 | Commodities    |
|          | <b>COMMODITIES SUBTOTAL:</b>      | \$ 125,120.00 |                      |                     | \$ 58,519.94        | \$ 162,886.18 | (no chemical)  |
|          | <b>CAPITAL OUTLAY:</b>            |               |                      |                     |                     |               |                |
| 4010     | Office Equipment                  |               | \$ -                 |                     | \$ -                | \$ 162,886.18 |                |
| 4020     | Other Equipment                   | \$ -          | \$ -                 | \$ 7,475.00         | \$ 7,475.00         | \$ 155,411.18 |                |
| 4040     | Furniture > \$100                 | \$ -          | \$ -                 |                     | \$ -                | \$ 155,411.18 |                |
| 4130     | Building Improvements             | \$ -          | \$ -                 |                     | \$ -                | \$ 155,411.18 |                |
|          | <b>CAPITAL OUTLAY SUBTOTAL:</b>   | \$ -          |                      |                     | \$ 7,475.00         | \$ 155,411.18 |                |
|          |                                   | \$ 894,703.00 |                      |                     |                     |               | \$7,475.00     |
|          |                                   | \$ 894,703.00 | \$ 652,121.10        | \$ 87,170.72        | \$ 739,291.82       | \$ 155,411.18 | Cap Outlay tot |

Attachment: 2024 Noxious Weed Annual report (15599 : Noxious Weed Annual Report and Management Plan)

**RILEY COUNTY NOXIOUS WEED DEPARTMENT**  
**REVENUE REPORT**  
**FOR THE YEAR ENDING DECEMBER 31, 2024**

|                      | CHEMICAL  | TAX    | LABOR    | EQUIP    | MATERIAL | MISC | TOTAL     |
|----------------------|-----------|--------|----------|----------|----------|------|-----------|
| <b>COSTSHARE:</b>    | 29,479.61 | 175.33 | 0.00     | 200.00   | 0.00     | 0.00 | 29,854.94 |
| RC Fire              | 90.24     | 0.00   | 396.64   | 220.00   | 0.00     | 0.00 | 706.88    |
| ATA Bus              | 0.00      | 0.00   | 656.94   | 728.75   | 0.00     | 0.00 | 1,385.69  |
| Pawnee Mental Health | 0.00      | 0.00   | 594.96   | 660.00   | 0.00     | 0.00 | 1,254.96  |
| RC Museum            | 0.00      | 0.00   | 49.58    | 55.00    | 0.00     | 0.00 | 104.58    |
| RC Police Dept       | 902.40    | 0.00   | 1,351.06 | 1,306.25 | 0.00     | 0.00 | 3,559.71  |
| RC Solid Waste       | 151.44    | 0.00   | 508.20   | 508.75   | 0.00     | 0.00 | 1,168.39  |
| <b>TOTAL</b>         | 1,144.08  | 0.00   | 3,557.38 | 3,478.75 | 0.00     | 0.00 | 8,180.21  |

**TOWNSHIPS:**

|              |          |      |          |          |      |      |          |
|--------------|----------|------|----------|----------|------|------|----------|
| Ashland      | 0.00     | 0.00 | 0.00     | 0.00     | 0.00 | 0.00 | 0.00     |
| Bala         | 860.16   | 0.00 | 396.64   | 440.00   | 0.00 | 0.00 | 1,696.80 |
| Center       | 0.00     | 0.00 | 0.00     | 0.00     | 0.00 | 0.00 | 0.00     |
| Fancy Creek  | 0.00     | 0.00 | 0.00     | 0.00     | 0.00 | 0.00 | 0.00     |
| Grant        | 614.40   | 0.00 | 198.32   | 220.00   | 0.00 | 0.00 | 1,032.72 |
| Jackson      | 0.00     | 0.00 | 0.00     | 0.00     | 0.00 | 0.00 | 0.00     |
| Madison      | 0.00     | 0.00 | 0.00     | 0.00     | 0.00 | 0.00 | 0.00     |
| Manhattan    | 470.40   | 0.00 | 198.32   | 220.00   | 0.00 | 0.00 | 888.72   |
| May Day      | 1,146.88 | 0.00 | 594.96   | 660.00   | 0.00 | 0.00 | 2,401.84 |
| Ogden        | 313.60   | 0.00 | 99.16    | 110.00   | 0.00 | 0.00 | 522.76   |
| Sherman      | 962.56   | 0.00 | 495.80   | 550.00   | 0.00 | 0.00 | 2,008.36 |
| Swede Creek  | 0.00     | 0.00 | 0.00     | 0.00     | 0.00 | 0.00 | 0.00     |
| Wildcat      | 0.00     | 0.00 | 0.00     | 0.00     | 0.00 | 0.00 | 0.00     |
| Zeandale     | 627.20   | 0.00 | 198.32   | 220.00   | 0.00 | 0.00 | 1,045.52 |
| <b>TOTAL</b> | 4,995.20 | 0.00 | 2,181.52 | 2,420.00 | 0.00 | 0.00 | 9,596.72 |

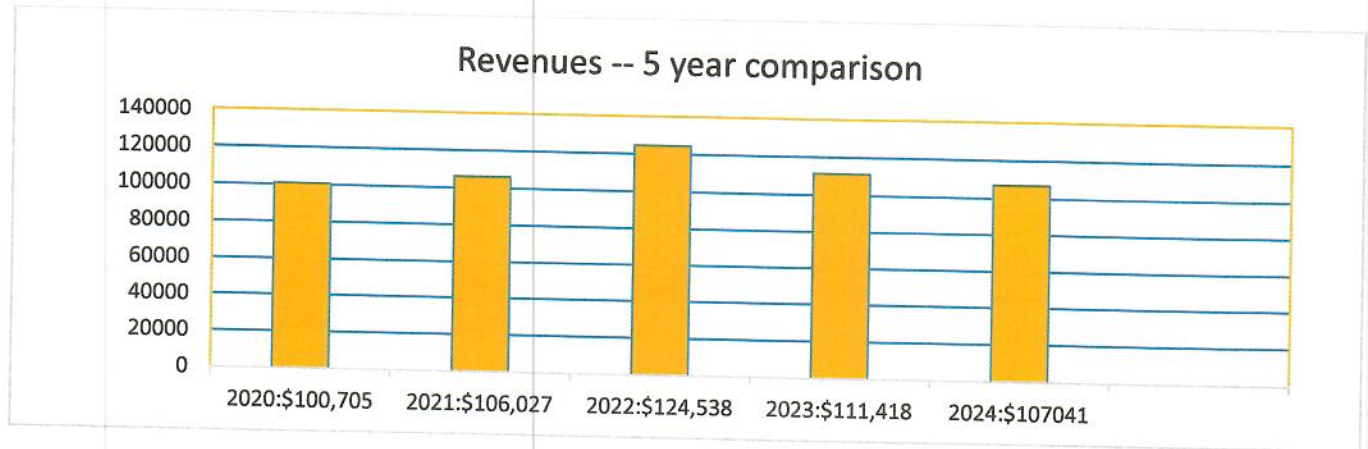
**OTHER FULL COST:**

|                             |           |        |           |           |      |           |            |
|-----------------------------|-----------|--------|-----------|-----------|------|-----------|------------|
| Big Lakes                   | 0.00      | 0.00   | 34,462.44 | 7,800.00  | 0.00 | 0.00      | 42,262.44  |
| Cities                      | 1,391.20  | 0.00   | 0.00      | 0.00      | 0.00 | 0.00      | 1,391.20   |
| E-Waste                     | 0.00      | 0.00   | 0.00      | 0.00      | 0.00 | 0.00      | 0.00       |
| KDOT                        | 128.72    | 0.00   | 1,313.88  | 1,457.50  | 0.00 | 3,722.18  | 6,622.28   |
| Oil Filters                 | 0.00      | 0.00   | 0.00      | 0.00      | 0.00 | 240.00    | 240.00     |
| Property Mgmt               | 0.00      | 0.00   | 0.00      | 0.00      | 0.00 | 1,046.00  | 1,046.00   |
| RS Used Oil                 | 0.00      | 0.00   | 0.00      | 0.00      | 0.00 | 1,157.25  | 1,157.25   |
| Schools                     | 0.00      | 0.00   | 0.00      | 0.00      | 0.00 | 0.00      | 0.00       |
| SQG                         | 0.00      | 0.00   | 0.00      | 0.00      | 0.00 | 5,061.95  | 5,061.95   |
| State of KS                 | 0.00      | 0.00   | 0.00      | 0.00      | 0.00 | 0.00      | 0.00       |
| Deep Creek Sewer            | 180.48    | 0.00   | 99.16     | 55.00     | 0.00 | 0.00      | 334.64     |
| Terra Heights               | 362.56    | 0.00   | 396.64    | 535.00    | 0.00 | 0.00      | 1,294.20   |
|                             | 0.00      | 0.00   | 0.00      | 0.00      | 0.00 | 0.00      | 0.00       |
| <b>TOTAL</b>                | 2,062.96  | 0.00   | 36,272.12 | 9,847.50  | 0.00 | 11,227.38 | 59,409.96  |
| <b>TOTAL REIMBURSEMENTS</b> | 37,681.85 | 175.33 | 42,011.02 | 15,946.25 | 0.00 | 11,227.38 | 107,041.83 |

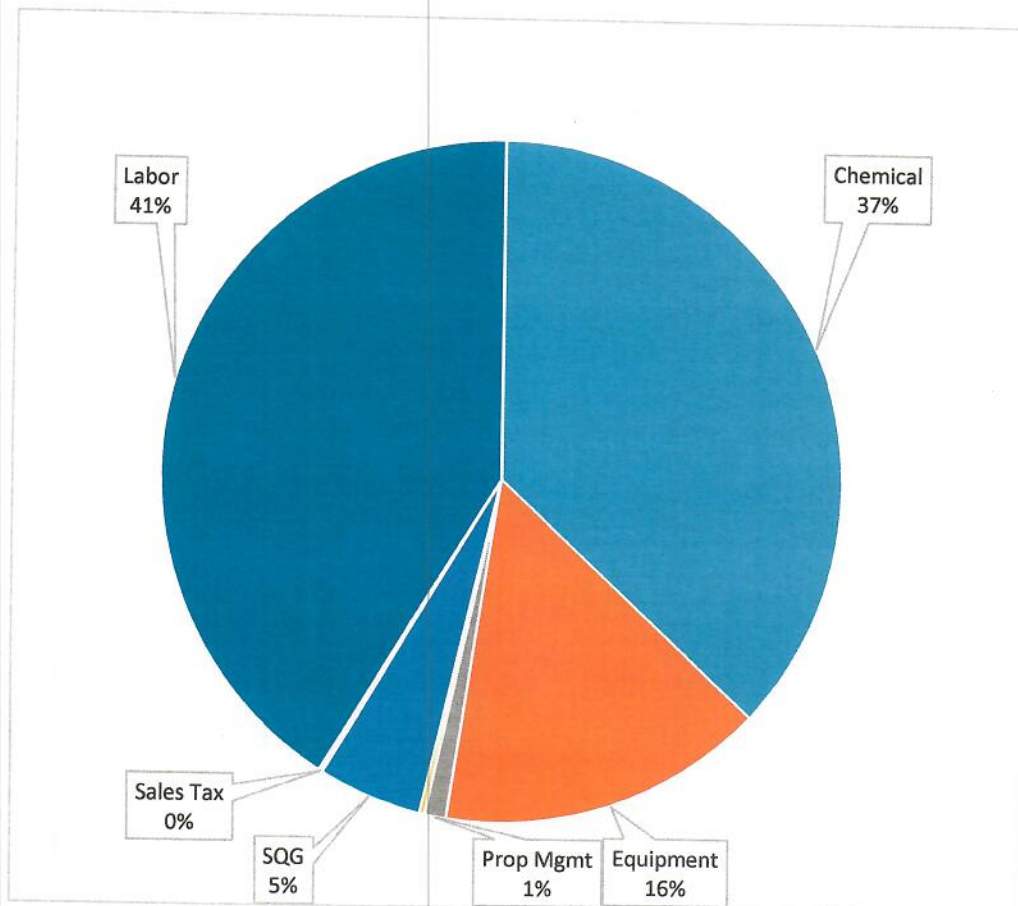
## REVENUES 2024

## Revenues

## 5 year Comparison



## 2024 Breakdown



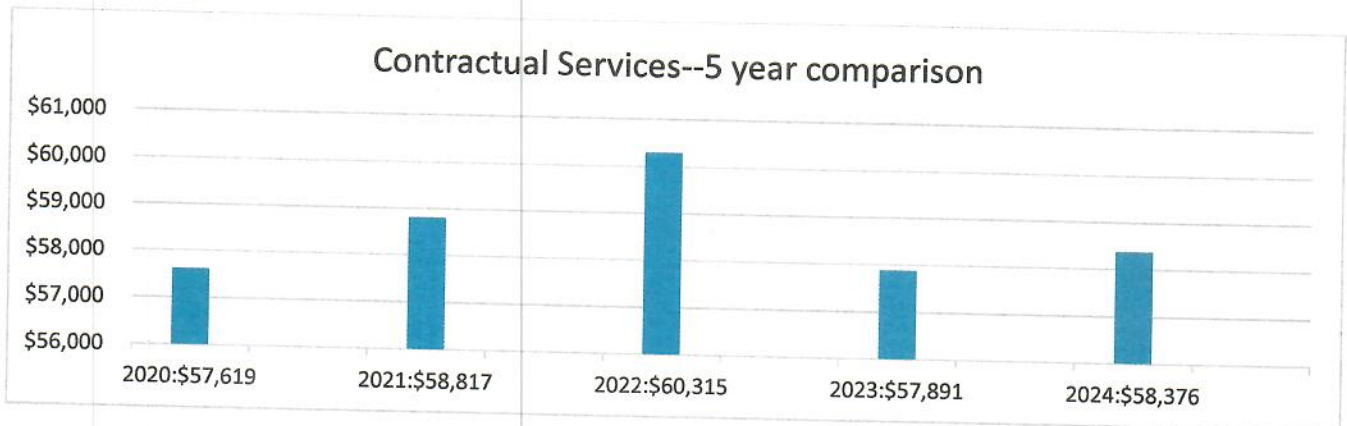
**RILEY COUNTY NOXIOUS WEED DEPARTMENT  
CONTRACTUAL SERVICES REPORT  
FOR THE YEAR ENDING DECEMBER 31, 2024**

|                      | WEED<br>CONTROL | EQUIP.<br>REPAIR | SEEDING     | MOWING/<br>BRUSH | SNOW<br>REMOVAL | MISC.            | TOTAL            |
|----------------------|-----------------|------------------|-------------|------------------|-----------------|------------------|------------------|
| <b>RILEY COUNTY:</b> |                 |                  |             |                  |                 |                  |                  |
| ATA Bus              | 0.00            | 0.00             | 0.00        | 0.00             | 594.96          | 0.00             | 594.96           |
| Pawnee Mental Health | 0.00            | 0.00             | 0.00        | 0.00             | 471.01          | 0.00             | 471.01           |
| RC Police Dept.      | 347.06          | 0.00             | 0.00        | 0.00             | 979.21          | 0.00             | 1,326.27         |
| RC Solid Waste       | 99.16           | 0.00             | 0.00        | 0.00             | 309.88          | 0.00             | 409.04           |
| RL Co Fire District  | 396.64          | 0.00             | 0.00        | 0.00             | 0.00            | 0.00             | 396.64           |
| <b>TOTAL</b>         | <b>842.86</b>   | <b>0.00</b>      | <b>0.00</b> | <b>0.00</b>      | <b>2,355.06</b> | <b>0.00</b>      | <b>3,197.92</b>  |
| <b>TOWNSHIPS:</b>    |                 |                  |             |                  |                 |                  |                  |
| Ashland              | 0.00            | 0.00             | 0.00        | 0.00             | 0.00            | 0.00             | 0.00             |
| Bala                 | 396.64          | 0.00             | 0.00        | 0.00             | 0.00            | 0.00             | 396.64           |
| Center               | 0.00            | 0.00             | 0.00        | 0.00             | 0.00            | 0.00             | 0.00             |
| Fancy Creek          | 0.00            | 0.00             | 0.00        | 0.00             | 0.00            | 0.00             | 0.00             |
| Grant                | 198.32          | 0.00             | 0.00        | 0.00             | 0.00            | 0.00             | 198.32           |
| Jackson              | 0.00            | 0.00             | 0.00        | 0.00             | 0.00            | 0.00             | 0.00             |
| Madison              | 0.00            | 0.00             | 0.00        | 0.00             | 0.00            | 0.00             | 0.00             |
| Manhattan            | 198.32          | 0.00             | 0.00        | 0.00             | 0.00            | 0.00             | 198.32           |
| May Day              | 594.96          | 0.00             | 0.00        | 0.00             | 0.00            | 0.00             | 594.96           |
| Ogden                | 99.16           | 0.00             | 0.00        | 0.00             | 0.00            | 0.00             | 99.16            |
| Sherman              | 495.80          | 0.00             | 0.00        | 0.00             | 0.00            | 0.00             | 495.80           |
| Swede Creek          | 0.00            | 0.00             | 0.00        | 0.00             | 0.00            | 0.00             | 0.00             |
| Wildcat              | 0.00            | 0.00             | 0.00        | 0.00             | 0.00            | 0.00             | 0.00             |
| Zeandale             | 198.32          | 0.00             | 0.00        | 0.00             | 0.00            | 0.00             | 198.32           |
| <b>TOTAL</b>         | <b>2,181.52</b> | <b>0.00</b>      | <b>0.00</b> | <b>0.00</b>      | <b>0.00</b>     | <b>0.00</b>      | <b>2,181.52</b>  |
| <b>OTHER:</b>        |                 |                  |             |                  |                 |                  |                  |
| Big Lakes            | 0.00            | 0.00             | 0.00        | 0.00             | 0.00            | 42,215.40        | 42,215.40        |
| Cities               | 0.00            | 0.00             | 0.00        | 0.00             | 0.00            | 0.00             | 0.00             |
| E-Waste              | 0.00            | 0.00             | 0.00        | 0.00             | 0.00            | 0.00             | 0.00             |
| KDOT                 | 2,826.08        | 0.00             | 0.00        | 0.00             | 0.00            | 0.00             | 2,826.08         |
| Oil Filters          | 0.00            | 0.00             | 0.00        | 0.00             | 0.00            | 1,010.00         | 1,010.00         |
| Property Mgmt        | 0.00            | 0.00             | 0.00        | 0.00             | 0.00            | 1,066.00         | 1,066.00         |
| RS Used Oil          | 0.00            | 0.00             | 0.00        | 0.00             | 0.00            | 949.75           | 949.75           |
| Schools              | 0.00            | 0.00             | 0.00        | 0.00             | 0.00            | 0.00             | 0.00             |
| SQG                  | 0.00            | 0.00             | 0.00        | 0.00             | 0.00            | 4,433.82         | 4,433.82         |
| State of KS          | 0.00            | 0.00             | 0.00        | 0.00             | 0.00            | 0.00             | 0.00             |
| Deep Creek Sewer     | 99.16           | 0.00             | 0.00        | 0.00             | 0.00            | 0.00             | 99.16            |
| Terra Heights        | 396.64          | 0.00             | 0.00        | 0.00             | 0.00            | 0.00             | 396.64           |
|                      | 0.00            | 0.00             | 0.00        | 0.00             | 0.00            | 0.00             | 0.00             |
| <b>TOTAL</b>         | <b>3,321.88</b> | <b>0.00</b>      | <b>0.00</b> | <b>0.00</b>      | <b>0.00</b>     | <b>49,674.97</b> | <b>52,996.85</b> |
| <b>GRAND TOTAL</b>   | <b>6,346.26</b> | <b>0.00</b>      | <b>0.00</b> | <b>0.00</b>      | <b>2,355.06</b> | <b>49,674.97</b> | <b>58,376.29</b> |

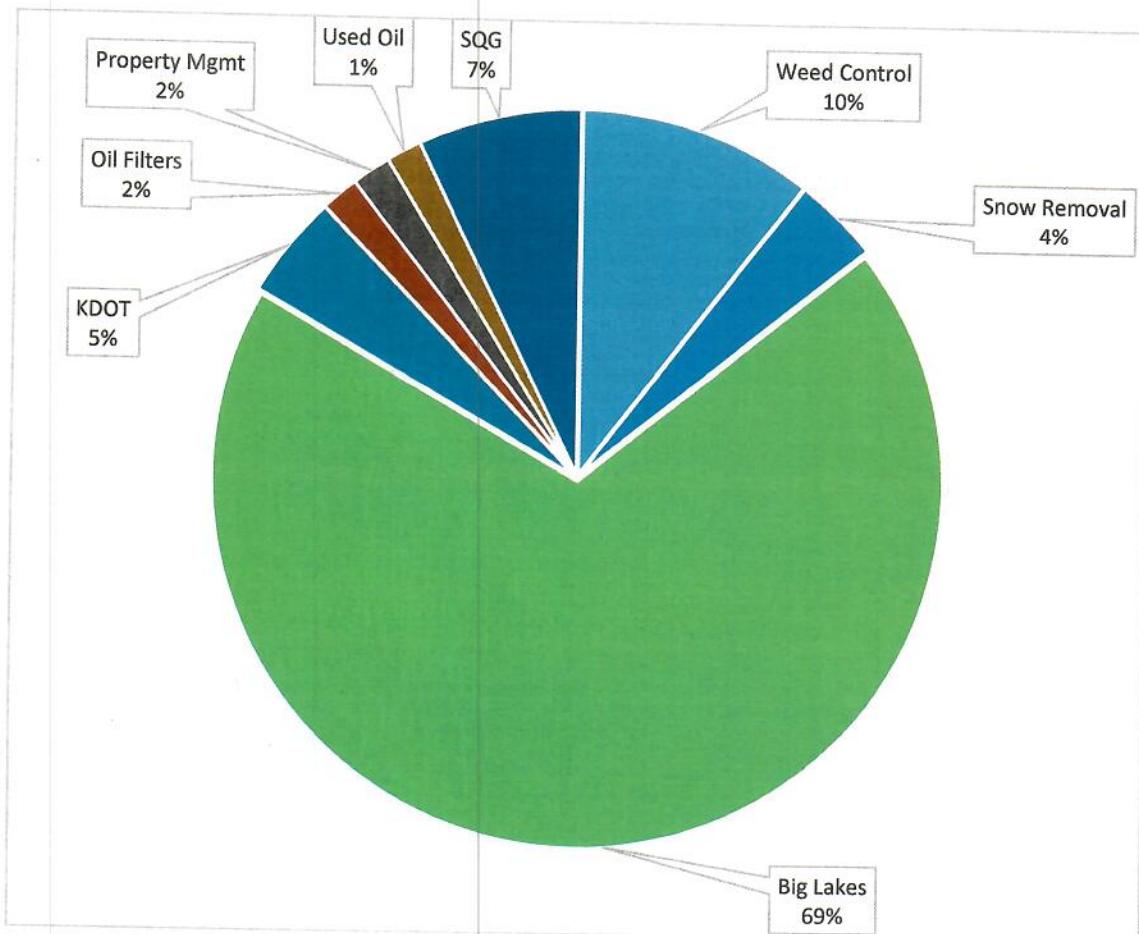
## CONTRACTUAL SERVICES 2024

## Contractual Services

## 5 year Comparison



## 2024 Breakdown



## 2024 No Charge Summary

|   |                              |               |
|---|------------------------------|---------------|
| 1 | Riley County Clerk           | \$ 10,659.70  |
| 2 | Riley County Health Dept     | \$ -          |
| 3 | Riley County Museum          | \$ 421.43     |
| 4 | Riley County Parks           | \$ -          |
| 5 | Riley County Road & Bridge   | \$ 7,672.53   |
| 6 | Riley County Weed Department | \$ 102,320.74 |
| 7 | RC Emer Mgmt / Ambulance     | \$ 396.64     |
| 8 | Veterans Cemetary            | \$ 136.35     |

**TOTAL**

**\$ 121,607.39**

# Riley County Noxious Weed Department

13.b

## Chemical Sales Report

Start Date 01/01/24  
End Date 12/31/24

| Chemical                | Cost Share Chemical |                    | No Charge Chemical Used |                    | Full Cost Chemical |                   | Total Units | Total Sales        |
|-------------------------|---------------------|--------------------|-------------------------|--------------------|--------------------|-------------------|-------------|--------------------|
|                         | Units               | Total \$           | Units                   | Total \$           | Units              | Total \$          |             |                    |
| 4# 2,4 D Amine          | 152.50              | \$1,903.20         | 6.50                    | \$100.88           | 30.00              | \$465.60          | 189.00 gal  | \$2,469.68         |
| 4# Amine                | 15.00               | \$168.00           | 0.00                    | \$0.00             | 0.00               | \$0.00            | 15.00 gal   | \$168.00           |
| 4# LoVol Ester 2,4-D    | 25.00               | \$648.00           | 0.00                    | \$0.00             | 0.00               | \$0.00            | 25.00 gal   | \$648.00           |
| Amine 4#                | 112.50              | \$1,404.00         | 62.50                   | \$970.00           | 0.00               | \$0.00            | 175.00 gal  | \$2,374.00         |
| DeAmine 4               | 305.00              | \$3,675.20         | 0.00                    | \$0.00             | 72.50              | \$1,125.20        | 377.50 gal  | \$4,800.40         |
| Escort XP               | 640.00              | \$1,196.80         | 0.00                    | \$0.00             | 0.00               | \$0.00            | 640.00 oz   | \$1,196.80         |
| Escort XP               | 2232.00             | \$4,227.84         | 28.00                   | \$65.52            | 20.00              | \$46.80           | 2280.00 oz  | \$4,340.16         |
| Freelexx 4# Choline     | 0.00                | \$0.00             | 13.00                   | \$407.68           | 45.00              | \$1,411.20        | 58.00 gal   | \$1,818.88         |
| Garlon 3A               | 0.00                | \$0.00             | 2.50                    | \$148.00           | 0.00               | \$0.00            | 2.50 gal    | \$148.00           |
| Imitator Plus           | 65.00               | \$1,128.00         | 3.50                    | \$62.16            | 17.50              | \$428.40          | 86.00 gal   | \$1,618.56         |
| MAKAZE Herbicide        | 42.50               | \$1,327.60         | 0.00                    | \$0.00             | 25.00              | \$1,024.00        | 67.50 gal   | \$2,351.60         |
| Pasturegard HL High Lo  | 57.50               | \$5,943.20         | 0.00                    | \$0.00             | 0.00               | \$0.00            | 57.50 gal   | \$5,943.20         |
| Plainview SC            | 0.00                | \$0.00             | 43.50                   | \$15,701.76        | 3.50               | \$1,263.36        | 47.00 gal   | \$16,965.12        |
| Plateau                 | 0.00                | \$0.00             | 10.00                   | \$11.20            | 0.00               | \$0.00            | 10.00 oz    | \$11.20            |
| Sonar Genesis Aquatic H | 0.00                | \$0.00             | 0.00                    | \$0.00             | 96.00              | \$268.80          | 96.00 oz    | \$268.80           |
| Stingray                | 0.00                | \$0.00             | 0.00                    | \$0.00             | 16.00              | \$93.76           | 16.00 oz    | \$93.76            |
| Tordon 22K              | 190.00              | \$7,880.00         | 41.25                   | \$2,360.16         | 51.25              | \$2,607.60        | 282.50 gal  | \$12,847.76        |
| <b>Totals</b>           |                     | <b>\$29,501.84</b> |                         | <b>\$19,827.36</b> |                    | <b>\$8,734.72</b> |             | <b>\$58,063.92</b> |

Attachment: 2024 Noxious Weed Annual report (15599 : Noxious Weed Annual Report and Management Plan)

# Riley County Noxious Weed Department

## Road Cost Report

Start Date  
01/01/24

End Date  
12/31/24

| Roads                        | Miles | Noxious Weed Control | Annual Weed Control | Brush Control | Bareground Application | Mowing   | Seeding | Brush Removal | Chemical Mowing | Snow Removal | Total Cost | Unit Cost /Mile |
|------------------------------|-------|----------------------|---------------------|---------------|------------------------|----------|---------|---------------|-----------------|--------------|------------|-----------------|
| 362 - Swede Creek Rd         | 14.78 | 545.78               |                     | 598.33        | 513.17                 | 13005.26 | 731.64  |               |                 |              | 15394.18   | 1041.55         |
| 376 - Fancy Creek            | 12.34 | 485.55               | 70.04               | 439.93        | 1508.35                | 13903.74 |         |               |                 |              | 16407.61   | 1329.63         |
| 378 - Green Road             | 10.67 | 120.42               |                     |               | 1311.49                | 7406.90  | 373.53  |               |                 |              | 9212.34    | 863.39          |
| 380 - Secrest Road           | 1.68  | 278.31               | 70.04               |               |                        | 3228.66  |         |               |                 |              | 3577.01    | 2129.17         |
| 384 - Walsburg               | 10.25 | 539.10               | 110.82              |               | 339.97                 | 4047.82  | 920.80  |               |                 |              | 5958.51    | 581.32          |
| 388 - Barton Road            | 4.06  | 272.66               |                     |               | 1332.97                | 3210.34  | 209.16  |               |                 |              | 5025.13    | 1237.72         |
| 390 - University Park Road   | 3.44  | 154.27               |                     |               | 816.33                 | 5542.78  |         |               |                 |              | 6513.38    | 1893.42         |
| 392 - Fairview Church Rd     | 6.01  | 311.57               | 87.41               |               | 218.56                 | 4885.30  | 353.32  |               |                 |              | 5856.16    | 974.40          |
| 394 - Mill Creek Rd          | 1.89  | 31.36                |                     |               | 142.89                 | 2003.70  |         |               |                 |              | 2177.95    | 1152.35         |
| 396 - Stockdale/Riley/Welsh  | 10.85 | 481.88               | 1210.48             |               | 2271.48                | 7646.61  | 189.16  |               |                 |              | 117799.61  | 1087.52         |
| 402 - Mill Cove Drive        | 4.55  | 257.43               |                     |               | 510.91                 | 7129.32  |         | 489.60        |                 |              | 8387.26    | 1843.35         |
| 404 - Barnes Rd              | 0.99  | 381.78               |                     |               | 567.30                 | 905.27   |         |               |                 |              | 1854.35    | 1873.08         |
| 406 - Marlatt Avenue         | 1.57  | 36.86                |                     |               | 723.02                 | 2929.97  |         |               |                 |              | 3689.85    | 2350.22         |
| 408 - Scenic Dr              | 0.91  | 274.44               |                     |               | 284.79                 | 857.06   | 378.32  |               |                 |              | 1794.61    | 1972.10         |
| 410 - EMS Service/CiCo Park  | 0.96  | 36.86                |                     |               |                        |          |         |               |                 |              | 36.86      | 38.40           |
| 412 - Anderson Avenue        | 11.63 | 798.56               |                     |               | 972.11                 | 8949.44  | 1400.38 |               |                 |              | 12120.49   | 1042.17         |
| 416 - New Skyway Drive       | 4.90  | 371.58               |                     |               |                        | 13665.96 |         |               |                 |              | 14037.54   | 2864.80         |
| 418 - Staggy Hill Rd         | 3.22  | 329.95               |                     |               | 420.71                 | 2258.23  |         |               |                 |              | 3008.89    | 934.44          |
| 420 - EurekaDr&WildcatCkR    | 8.94  | 351.71               |                     |               | 653.48                 | 8527.07  | 567.48  |               |                 |              | 10099.74   | 1129.72         |
| 421 - Pillsbury              | 2.35  | 561.81               |                     |               | 298.92                 | 1741.09  |         |               |                 |              | 2601.82    | 1107.16         |
| 422 - Daniels Drive          | 3.26  | 561.81               |                     |               | 199.28                 | 2675.81  | 541.48  |               |                 |              | 3978.38    | 1220.36         |
| 424 - S 33rd/W 32nd/S St     | 5.60  | 460.61               |                     |               | 944.83                 | 4250.98  |         |               |                 |              | 5656.42    | 1010.08         |
| 426 - Boller Road            | 1.09  | 171.90               |                     |               | 89.97                  | 2185.07  |         |               |                 |              | 2446.94    | 2244.90         |
| 865 - Lasita/May Day/Stanton | 6.31  | 333.67               |                     | 235.48        | 331.35                 | 4007.40  | 274.37  |               |                 |              | 5182.27    | 821.28          |
| 873 - Lasita Rd              | 6.16  | 330.22               | 87.41               |               | 316.31                 | 5641.94  | 233.95  |               |                 |              | 6609.83    | 1073.02         |
| 875 - Crooked Ck/Winkler/O   | 20.67 | 777.75               | 268.27              | 281.53        | 1098.63                | 13841.32 | 686.64  |               |                 |              | 16954.14   | 820.23          |
| 877 - Peach Grove/Union      | 6.50  | 528.06               | 110.82              | 235.48        | 363.64                 | 9048.44  | 353.32  |               |                 |              | 10639.76   | 1636.89         |
| 883 - Bridge View Hgts       | 1.40  | 278.31               | 70.04               |               | 212.12                 | 1256.22  |         |               |                 |              | 1816.69    | 1297.64         |
| 885 - Keats/HI-View          | 5.68  | 268.67               |                     |               | 608.32                 | 1256.22  | 189.16  |               |                 |              | 2322.37    | 408.87          |
| 887 - 68th/RandomWood/69t    | 4.52  | 639.31               |                     |               | 576.52                 | 2812.55  | 463.74  |               |                 |              | 4492.12    | 993.83          |
| 889 - W. 62nd Ave            | 0.49  | 262.68               |                     |               | 89.97                  | 192.16   |         |               |                 |              | 544.81     | 1111.86         |

## Riley County Noxious Weed Department

## Road Cost Report

Start Date  
01/01/24

End Date  
12/31/24

| Roads                        | Miles         | Noxious Weed Control | Annual Weed Control | Brush Control  | Bareground Application | Mowing           | Seeding        | Brush Removal | Chemical Mowing | Total Cost       | Unit Cost /Mile |
|------------------------------|---------------|----------------------|---------------------|----------------|------------------------|------------------|----------------|---------------|-----------------|------------------|-----------------|
| 891 - Blue Ridge Road        | 1.14          | 110.77               |                     |                | 142.89                 | 249.37           | 189.16         |               |                 | 692.19           | 607.18          |
| 893 - Gard/Senn/Malnut Crk   | 7.03          | 182.96               |                     | 235.48         | 2102.03                | 4989.04          |                |               |                 | 7509.51          | 1068.21         |
| 895 - Blue River Hills/Swede | 8.30          | 441.78               | 465.54              | 158.40         | 729.00                 | 3300.84          | 378.32         |               |                 | 5473.88          | 659.50          |
| 897 - Tuttle Cove/Rose Hill  | 16.79         | 248.97               |                     | 362.85         | 669.07                 | 6062.34          |                |               |                 | 7343.23          | 437.36          |
| 899 - Charlson Road and W    | 1.26          | 36.86                |                     |                |                        |                  |                |               |                 | 36.86            | 29.25           |
| 901 - McDowell Ckr/Collge    | 11.13         | 1089.23              |                     |                | 1098.93                | 11787.72         |                |               |                 | 13975.88         | 1255.69         |
| 903 - Denison Ave/Henton     | 5.24          | 276.42               |                     |                | 743.94                 | 3251.87          |                |               |                 | 4272.23          | 815.31          |
| 905 - Casement Road          | 1.55          | 145.76               |                     |                | 490.25                 | 2338.36          |                |               |                 | 2974.37          | 1918.95         |
| 907 - Fairmont Park Streets  | 1.56          | 36.86                |                     |                |                        | 79.79            |                |               |                 | 116.65           | 74.78           |
| 911 - Deep Creek Rd          | 9.91          | 1051.09              |                     |                | 1235.80                | 10188.05         |                |               |                 | 12474.94         | 1258.82         |
| 917 - Tabor Valley Rd        | 6.86          | 561.81               |                     |                | 845.19                 | 6921.58          | 1372.91        |               |                 | 9701.49          | 1414.21         |
| Other Ady Addition           | 0.00          |                      |                     |                |                        |                  |                |               |                 | 1025.40          | #DIV/0!         |
| Other Leonardville Yard      | 0.00          | 146.10               | 373.18              |                |                        | 1395.80          |                |               |                 | 1915.08          | #DIV/0!         |
| Other NW Yard                | 0.00          |                      | 244.40              |                |                        | 2233.28          |                |               |                 | 2477.68          | #DIV/0!         |
| Other PW Storage Yard        | 0.00          |                      | 244.40              |                |                        |                  |                |               |                 | 244.40           | #DIV/0!         |
| Other Winkler Yard           | 0.00          |                      | 373.18              |                |                        |                  |                |               |                 | 373.18           | #DIV/0!         |
| <b>Total Road Cost</b>       | <b>248.44</b> | <b>15563.48</b>      | <b>3786.03</b>      | <b>2547.48</b> | <b>25774.49</b>        | <b>212836.07</b> | <b>9806.84</b> | <b>489.60</b> |                 | <b>270803.99</b> |                 |
| <b>Percentage</b>            | <b>5.75%</b>  | <b>1.40%</b>         | <b>0.94%</b>        | <b>9.52%</b>   | <b>78.59%</b>          | <b>3.62%</b>     | <b>0.18%</b>   |               |                 |                  |                 |

## RILEY COUNTY NOXIOUS WEED DEPARTMENT

## EQUIPMENT COST REPORT

2024

| STAR WEED & FUEL EQUIP #               | Repairs/Parts | Maint Costs | Fuel        | Depreciation | Sub Total    | Maint No Charge | Expense Total | Income      | No Charges   | Loss/Gain     | 2024 USAGE | ODO 12/31/24 | ODO 12/31/22 |
|----------------------------------------|---------------|-------------|-------------|--------------|--------------|-----------------|---------------|-------------|--------------|---------------|------------|--------------|--------------|
| #102 - 2012 LandPride Mower/ZeroTurn M | \$0.00        |             | \$ 29.44    |              | \$ 50.82     |                 | \$ 50.82      |             |              |               |            | Unknown      | Unknown      |
| #104 - 2005 Dodge                      | -             |             | \$ 50.82    |              | \$ 50.82     |                 | \$ 50.82      |             |              |               |            | 163667       | 163667       |
| #105 - 2017 Ford F550 4x4XL            | \$ 6.87       |             | \$ 2,175.03 |              | \$ 2,181.90  | \$ 1,065.97     | \$ 3,247.87   | \$ 4,482.50 | \$ 10,835.00 | \$ 12,069.63  | 6,675      | 56270        | 49595        |
| #107--500 gal J Bean sprayer           | \$ -          |             |             |              | \$ -         |                 | \$ -          |             |              |               |            |              |              |
| #108 - 2018 Bandit Chipper             | \$ -          |             | \$ 77.02    | \$ 3,861.00  | \$ 3,938.02  |                 | \$ 3,938.02   |             |              |               |            |              |              |
| #109--2018 500g JOHN BEAN SPRAYER      | \$ -          |             | \$ 63.08    | \$ 3,254.00  | \$ 3,317.08  | 396.64          | \$ 3,713.72   |             |              |               |            |              |              |
| #110 - 2020 Air compressor             | \$ -          |             | \$ -        | \$ 90.00     | \$ 90.00     |                 | \$ 90.00      |             |              |               |            |              |              |
| #111 - Wyle Sprayer (Sprayer #5)       | \$ -          |             | \$ -        | \$ 875.81    | \$ 875.81    |                 | \$ 875.81     |             |              |               |            |              |              |
| #113 - 2022 Ford F550 4x4 John         | \$ -          |             | \$ 1,433.38 | \$ 4,953.00  | \$ 6,431.10  | 892.44          | \$ 7,323.54   | \$ 1,581.25 | \$ 1,935.50  | \$ (3,806.79) | 4,895      | 15392        | 10497        |
| #116 - 2013 Ford F250 ExtendCab        | \$ -          |             | \$ 724.52   |              | \$ 724.52    |                 | \$ 724.52     |             |              |               |            |              |              |
| #117 - 2013 Ford F250 CrewCab          | \$ -          |             | \$ 1,671.08 |              | \$ 1,671.08  |                 | \$ 1,671.08   |             | \$ 3,094.50  | \$ 1,423.42   | 8,129      | 48504        | 43655        |
| #118 - 2015 Ford F550                  | \$ -          |             | \$ 1,875.73 | \$ 3,928.00  | \$ 5,803.73  | 942.02          | \$ 6,745.75   | \$ 2,846.25 | \$ 10,353.75 | \$ 6,454.25   | 5,054      | 64558        | 91603        |
| #119 - 2018 Dodge Ram                  | \$ -          |             | \$ 2,251.90 | \$ 2,842.00  | \$ 5,093.90  |                 | \$ 5,093.90   |             | \$ 661.00    | \$ (4,432.90) | 10,552     | 68650        | 58098        |
| #401 - 2020 New Holland T6.145         | \$ 316.76     | \$ 208.60   | \$ 2,570.91 | \$ 7,995.00  | \$ 11,091.27 | 4,239.09        | \$ 15,330.36  |             | \$ 48,870.00 | \$ 33,539.64  | 517        | 2885         | 2368         |
| #402 - 2012 NH Tractor/pull Mowers Rye | \$ 2,014.84   |             | \$ 1,382.38 |              | \$ 3,397.22  | 6,077.88        | \$ 9,475.10   | \$ 315.00   | \$ 27,630.00 | \$ 18,469.90  | 287        | 4831         | 4544         |
| #403 2023 John Deere Tractor           | \$ -          | \$ 105.00   | \$ 4,659.30 |              | \$ 4,764.30  | 1,487.40        | \$ 6,251.70   |             | \$ 54,000.00 | \$ 47,748.30  | 462        | 594          | 132          |
| #406 - 2012 NH Tractor/SideRearMower   | \$ -          |             | \$ 160.42   |              | \$ 160.42    |                 | \$ 160.42     |             | \$ 4,500.00  | \$ 4,339.58   |            | 4794         | 4794         |
| #407 - 2012 NH loader Tractor          | \$ 72.60      |             | \$ 80.53    |              | \$ 153.13    | 2,528.58        | \$ 2,681.71   |             | \$ 6,390.00  | \$ 3,708.29   | 69         | 1386         | 1317         |
| #600 - No Till Drill                   | \$ -          |             |             |              | \$ -         | 99.16           | \$ 99.16      |             |              |               |            |              |              |
| 10' Heavy Duty LandPride Rotary mower  | \$ -          |             |             | \$ 2,457.81  | \$ 2,457.81  |                 | \$ 2,457.81   |             |              |               |            |              |              |
| 704-- HHW trailer owned by RL CO       | \$ -          |             |             |              | \$ -         |                 | \$ -          |             |              |               |            |              |              |
| Chainsaws                              | \$ -          |             |             |              | \$ -         |                 | \$ -          |             |              |               |            |              |              |
| Rental Sprayers                        | \$ 380.67     |             |             |              | \$ 380.67    | 2,355.05        | \$ 2,735.72   | \$ 200.00   |              | \$ (2,535.72) |            |              |              |
| TOTALS:                                | \$2,836.46    | \$313.60    | \$19,205.54 | \$30,256.62  | \$52,582.78  | \$20,084.23     | \$72,667.01   | \$9,425.00  | \$168,269.75 | \$105,027.74  |            |              |              |



**COUNTY APPRAISER'S  
OFFICE**  
*Staff Update*

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

## STAFF REPORT

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**FROM:** Appraiser's Office

**MEETING:** April 3, 2025

**SUBJECT:** Appraiser's Office April Staff Update

**PRESENTER:** Anna Burson

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Enclosures:

- 4-3-25 Appraiser's Office Staff Update (PDF)



# April 3<sup>rd</sup>, 2025

## *BOCC Staff Update*

Anna Burson  
RES, RMA  
*Riley County Appraiser*



## Personal Property/ Appraisal Support & AG use

- Processing changes and setting values from the Renditions returned by property owners.
  - Setting values for all other Personal property with no changes.
  - Assisting with updating and managing Digital processes for the various residential phases. Preparing for hearings and managing the workflow for requests.
  - Preparing to mail Personal Property Notice of Values.
- 273 Ag properties are due for annual reinspection this year.
  - Our Ag appraiser is working through sales of ag land as they are received.
  - Verifying agricultural use on properties who failed to return the Ag questionnaire that went out last year.
  - Our ag appraiser is conducting informal appeals that involve AG land or challenges to classification.

## Residential

- 105 residential sales to date. Median Sale price is \$240,500 and Average sale price is \$263,366.
- Currently the sales ratio for unvalidated sales is 93%. Sales will remain unvalidated until after certification in June.
- There are 70 new permits for 2025 and 286 permit rechecks from 2024.
- The residential team has begun annual review, are conducting 2025 Informal appeals, and completing field inspections as needed.
- We have two pending small claim appeals from the first half of 2024 PUP's.

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## Commercial

- The Commercial team is working through annual review, conducting informal appeals, and preparing for BOTA hearings.
- There are 7 Commercial sales to date.

# 2025 Informal Appeal Summary- 439 total

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**AG-9**

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**Commercial- 46**

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**Farmhomesite-8**

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**Residential- 314**

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**Vacant- 60**

## BOTA - OPEN

4/3/2025

| DOCKET       | PARCEL NUMBER                | QR#     | YEAR | PROPERTY OWNER                        | BUSINESS NAME/SITE                  | COUNTY<br>VALUE | FINAL       | TAXPAYER<br>VALUE | SCHEDULED                                                         |
|--------------|------------------------------|---------|------|---------------------------------------|-------------------------------------|-----------------|-------------|-------------------|-------------------------------------------------------------------|
| 2024-2422-EQ | 081-177-25-0-10-01-004.00-0  | R5874   | 2024 | RIVERCHASE LLC                        | RIVERCHASE LLC                      | \$5,310,090     |             | \$4,183,683       | PENDING                                                           |
| 2024-2423-EQ | 081-177-25-0-10-01-007.00-0  | R5878   | 2024 | RIVERCHASE LLC                        | RIVERCHASE LLC                      | \$20,710        |             | \$16,317          | PENDING                                                           |
| 2024-2424-EQ | 081-189-31-0-00-00-007.00-0  | R8092   | 2024 | COLONIAL GARDENS LLC (3050 TCB)       | COLONIAL GARDENS MHP OFFICE         | \$396,700       |             | \$332,339         | PENDING-PER CAROLINE'S EMAIL NOTIFICATION 06/05/2024              |
| 2024-2425-EQ | 081-189-31-0-00-00-010.00-0  | R8096   | 2024 | COLONIAL GARDENS LLC (3000 TCB)       | COLONIAL GARDENS                    | \$9,317,830     |             | \$7,791,037       | PENDING-PER CAROLINE'S EMAIL NOTIFICATION 06/05/2024              |
| 2024-2426-EQ | 081-189-31-0-00-00-017.01-0  | R8104   | 2024 | COLONIAL GARDENS LLC (0000 E MARLATT) | COLONIAL GARDENS - VACANT           | \$1,870         |             | \$1,564           | PENDING-PER CAROLINE'S EMAIL NOTIFICATION 06/05/2024              |
| 2024-2427-EQ | 081-203-06-2-70-18-001.00-0  | R7912   | 2024 | BLUE VALLEY MHC LLC                   | BLUE VALLEY MHC LLC                 | \$4,433,750     |             | \$3,800,000       | PENDING-PER CAROLINE'S EMAIL NOTIFICATION 06/05/2024              |
| 2024-5727-EQ | 081-203-07-2-80-01-001.02-0  | R9273   | 2023 | BJS INC                               | IHOP RESTAURANT                     | \$1,974,000     |             | \$1,275,570       | PENDING-PER CAROLINE'S EMAIL NOTIFICATION 08/07/2024              |
| 2025-310-PR  | 081-203-07-2-80-01-001.02-0  | R9273   | 2024 | BJS INC                               | IHOP RESTAURANT                     | \$1,667,880     |             | \$1,200,000       | PENDING                                                           |
| 2020-1714-EQ | 081-204-18-2-10-18-001.00-0  | R9845   | 2020 | MHTTN MARKETPLACE                     | A&W / NOODLES/ETC.                  | \$2,100,000     |             | \$1,365,000       | WEDNESDAY, JUNE 18, 2025, @ 9:00 A.M. IN TOPEKA FOR ONE DAY       |
| 2021-5574-EQ | 081-204-18-2-10-18-001.00-0  | R9845   | 2021 | MHTTN MARKETPLACE                     | A&W / NOODLES/ETC.                  | \$1,770,000     |             | \$1,150,500       | WEDNESDAY, JUNE 18, 2025, @ 9:00 A.M. IN TOPEKA FOR ONE DAY       |
| 2022-1386-EQ | 081-204-18-2-10-18-001.00-0  | R9845   | 2022 | MHTTN MARKETPLACE                     | A&W / NOODLES/ETC.                  | \$1,670,000     |             | 1463240           | WEDNESDAY, JUNE 18, 2025, @ 9:00 A.M. IN TOPEKA FOR ONE DAY       |
| 2023-1154-EQ | 081-204-18-2-10-18-001.00-0  | R9845   | 2023 | MHTTN MARKETPLACE                     | A&W / NOODLES/ETC.                  | \$1,570,000     |             | \$1,402,794       | WEDNESDAY, JUNE 18, 2025, @ 9:00 A.M. IN TOPEKA FOR ONE DAY       |
| 2024-2774-EQ | 081-204-18-2-10-18-001.00-0  | R9845   | 2024 | MHTTN MARKETPLACE                     | A&W / NOODLES/ETC.                  | \$1,610,000     |             | ?                 | REINSTATED - PENDING                                              |
| 2024-1202-EQ | 081-204-18-2-10-20-004.01-0  | R9854   | 2024 | MANHATTAN MARKETPLACE SC LLC          | BEST BUY                            | \$2,460,000     |             | ?                 | WEDNESDAY, SEPTEMBER 3, 2025 @ 9:00 A.M. IN TOPEKA FOR ONE DAY    |
| 2021-285-PR  | 081-204-18-2-10-20-004.02-0  | R9855   | 2020 | MANHATTAN MARKETPLACE SC LLC          | MCALISTER'S                         | \$1,375,000     |             | \$1,114,370       | WEDNESDAY, JUNE 18, 2025, @ 9:00 A.M. IN TOPEKA FOR ONE DAY       |
| 2021-5575-EQ | 081-204-18-2-10-20-004.02-0  | R9855   | 2021 | MANHATTAN MARKETPLACE SC LLC          | MCALISTER'S                         | \$1,160,000     |             | \$1,114,370       | WEDNESDAY, JUNE 18, 2025, @ 9:00 A.M. IN TOPEKA FOR ONE DAY       |
| 2022-1387-EQ | 081-204-18-2-10-20-004.02-0  | R9855   | 2022 | MANHATTAN MARKETPLACE SC LLC          | MCALISTER'S                         | \$1,090,000     |             | ?                 | WEDNESDAY, JUNE 18, 2025, @ 9:00 A.M. IN TOPEKA FOR ONE DAY       |
| 2023-1155-EQ | 081-204-18-2-10-20-004.02-0  | R9855   | 2023 | MANHATTAN MARKETPLACE SC LLC          | MCALISTER'S                         | \$1,029,000     |             | \$984,227         | WEDNESDAY, JUNE 18, 2025, @ 9:00 A.M. IN TOPEKA FOR ONE DAY       |
| 2024-2777-EQ | 081-204-18-2-10-20-004.02-0  | R9855   | 2024 | MANHATTAN MARKETPLACE SC LLC          | MCALISTER'S                         | \$1,070,000     |             | ?                 | REINSTATED - PENDING                                              |
| 2020-1713-EQ | 081-204-18-2-10-20-005.00-0  | R9857   | 2020 | MANHATTAN MARKETPLACE SC LLC          | BED BATH & BEYOND & OTHER RETAILERS | \$4,585,000     |             | ?                 | WEDNESDAY, JUNE 18, 2025, @ 9:00 A.M. IN TOPEKA FOR ONE DAY       |
| 2021-2046-EQ | 081-204-18-2-10-20-005.00-0  | R9857   | 2021 | MANHATTAN MARKETPLACE SC LLC          | BED BATH & BEYOND & OTHER RETAILERS | \$4,125,000     |             | \$3,415,016       | WEDNESDAY, JUNE 18, 2025, @ 9:00 A.M. IN TOPEKA FOR ONE DAY       |
| 2022-1385-EQ | 081-204-18-2-10-20-005.00-0  | R9857   | 2022 | MANHATTAN MARKETPLACE SC LLC          | BED BATH & BEYOND & OTHER RETAILERS | \$4,015,000     |             | \$3,415,016       | WEDNESDAY, JUNE 18, 2025, @ 9:00 A.M. IN TOPEKA FOR ONE DAY       |
| 2023-1153-EQ | 081-204-18-2-10-20-005.00-0  | R9857   | 2023 | MANHATTAN MARKETPLACE SC LLC          | BED BATH & BEYOND & OTHER RETAILERS | \$3,785,000     |             | \$3,278,465       | WEDNESDAY, JUNE 18, 2025, @ 9:00 A.M. IN TOPEKA FOR ONE DAY       |
| 2024-2776-EQ | 081-204-18-2-10-20-005.00-0  | R9857   | 2024 | MANHATTAN MARKETPLACE SC LLC          | BURLINGTON / CRUMBL                 | \$3,890,000     |             | ?                 | REINSTATED - PENDING                                              |
| 2020-1715-EQ | 081-204-18-2-10-20-013.00-0  | R302812 | 2020 | MANHATTAN MARKETPLACE SC LLC          | VACANT - WAS PAUL MITCHELL SALON    | \$745,000       |             | \$484,250         | WEDNESDAY, JUNE 18, 2025, @ 9:00 A.M. IN TOPEKA FOR ONE DAY       |
| 2021-5576-EQ | 081-204-18-2-10-20-013.00-0  | R302812 | 2021 | MANHATTAN MARKETPLACE SC LLC          | VACANT - WAS PAUL MITCHELL SALON    | \$630,000       |             | \$478,988         | WEDNESDAY, JUNE 18, 2025, @ 9:00 A.M. IN TOPEKA FOR ONE DAY       |
| 2022-1388-EQ | 081-204-18-2-10-20-013.00-0  | R302812 | 2022 | MANHATTAN MARKETPLACE SC LLC          | VACANT - WAS PAUL MITCHELL SALON    | \$380,000       |             | \$190,000         | WEDNESDAY, JUNE 18, 2025, @ 9:00 A.M. IN TOPEKA FOR ONE DAY       |
| 2023-1156-EQ | 081-204-18-2-10-20-013.00-0  | R302812 | 2023 | MANHATTAN MARKETPLACE SC LLC          | VACANT - WAS PAUL MITCHELL SALON    | \$255,000       |             | ?                 | WEDNESDAY, JUNE 18, 2025, @ 9:00 A.M. IN TOPEKA FOR ONE DAY       |
| 2024-2775-EQ | 081-204-18-2-10-20-013.00-0  | R302812 | 2024 | MANHATTAN MARKETPLACE SC LLC          | VACANT - WAS PAUL MITCHELL SALON    | \$580,000       |             | ?                 | REINSTATED - PENDING                                              |
| 2024-2781-EQ | 081-211-11-0-40-13-003.00-0  | R15610  | 2024 | CENTRO BRADLEY SPE 3 LLC              | WESTLOOP SHOPPING CENTER            | \$24,216,200    |             | ?                 | PENDING                                                           |
| 2020-915-EQ  | 081-211-12-0-30-11-004.01-0  | R16204  | 2020 | GLASS INVESTMENTS LLC                 | WALGREENS (ANDERSON AVE)            | \$2,715,200     |             | ?                 | THURSDAY, JULY 10, 2025 @ 9:00 AM IN TOPEKA FOR ONE DAY           |
| 2021-1439-EQ | 081-211-12-0-30-11-004.01-0  | R16204  | 2021 | GLASS INVESTMENTS LLC                 | WALGREENS (ANDERSON AVE)            | \$2,812,400     |             | prior year value  | THURSDAY, JULY 10, 2025 @ 9:00 AM IN TOPEKA FOR ONE DAY           |
| 2022-2155-EQ | 081-211-12-0-30-11-004.01-0  | R16204  | 2022 | GLASS INVESTMENTS LLC                 | WALGREENS (ANDERSON AVE)            | \$2,812,400     |             | ?                 | THURSDAY, JULY 10, 2025 @ 9:00 AM IN TOPEKA FOR ONE DAY           |
| 2023-2298-EQ | 081-211-12-0-30-11-004.01-0  | R16204  | 2023 | GLASS INVESTMENTS LLC                 | WALGREENS (ANDERSON AVE)            | \$2,812,400     |             | ?                 | THURSDAY, JULY 10, 2025 @ 9:00 AM IN TOPEKA FOR ONE DAY           |
| 2024-1201-EQ | 081-211-12-0-30-11-004.01-0  | R16204  | 2024 | GLASS INVESTMENTS LLC                 | WALGREENS (ANDERSON AVE)            | \$2,879,000     |             | ?                 | THURSDAY, JULY 10, 2025 @ 9:00 AM IN TOPEKA FOR ONE DAY           |
| 2024-2365-EQ | 081-216-14-0-10-03-006.02-0  | R19739  | 2024 | ICON INVESTMENTS LLC                  | AUTO MUSEUM PARKING LOT             | \$1,297,170     |             | ?                 | CONTINUANCE PENDING                                               |
| 2023-2393-EQ | 081-216-23-0-10-08-001.00-0  | R20575  | 2023 | GENESIS HEALTH CLUBS OF MHTTN LLC     | GENESIS HEALTH CLUBS OF MHTTN LLC   | \$8,152,300     |             | \$4,076,150       | WEDNESDAY, JULY 16, 2025, @ 1:30 P.M. IN TOPEKA FOR 1/2 DAY       |
| 2024-2368-EQ | 081-216-23-0-10-08-001.00-0  | R20575  | 2024 | GENESIS HEALTH CLUBS OF MHTTN LLC     | GENESIS HEALTH CLUBS OF MHTTN LLC   | \$8,441,700     |             | ?                 | WEDNESDAY, JULY 16, 2025, @ 1:30 P.M. IN TOPEKA FOR 1/2 DAY       |
| 2018-2047-EQ | 081-216-24-0-20-01-002.00-0  | R21281  | 2018 | HD DEVELOPMENT OF MARYLAND            | HOME DEPOT                          | \$6,435,400     | \$4,070,000 | \$4,200,000       | Oral Arguments Heard in Topeka waiting for Decision               |
| 2024-2358-EQ | 081-216-24-0-20-01-002.00-0  | R21281  | 2024 | HD DEVELOPMENT OF MARYLAND            | HOME DEPOT                          | \$7,000,000     |             | \$4,200,000       | PENDING                                                           |
| 2020-914-EQ  | 081-216-24-0-20-02-001.00-0  | R21288  | 2020 | TARGET CORPORATION                    | TARGET                              | \$9,850,000     |             | ?                 | THURSDAY & FRIDAY MAY 29 & 30 2025 @ 9:00 AM IN TOPEKA FOR 2 DAYS |
| 2021-1440-EQ | 081-216-24-0-20-02-001.00-0  | R21288  | 2021 | TARGET CORPORATION                    | TARGET                              | \$9,700,000     |             | prior year value  | THURSDAY & FRIDAY MAY 29 & 30 2025 @ 9:00 AM IN TOPEKA FOR 2 DAYS |
| 2022-2157-EQ | 081-216-24-0-20-02-001.00-0  | R21288  | 2022 | TARGET CORPORATION                    | TARGET                              | \$9,700,000     |             | ?                 | THURSDAY & FRIDAY MAY 29 & 30 2025 @ 9:00 AM IN TOPEKA FOR 2 DAYS |
| 2023-2295-EQ | 081-216-24-0-20-02-001.00-0  | R21288  | 2023 | TARGET CORPORATION                    | TARGET                              | \$9,700,000     |             | ?                 | THURSDAY & FRIDAY MAY 29 & 30 2025 @ 9:00 AM IN TOPEKA FOR 2 DAYS |
| 2024-1203-EQ | 081-216-24-0-20-02-0001.00-0 | R21288  | 2024 | TARGET CORPORATION                    | TARGET                              | \$9,700,000     |             | ?                 | THURSDAY & FRIDAY MAY 29 & 30 2025 @ 9:00 AM IN TOPEKA FOR 2 DAYS |

Total County Value in Question

\$181,241,000

**PENDING REAL ESTATE EXEMPTION APPLICATIONS AT BOTA**  
**3/28/2025**

**14.a**

| COUNT | DOCKET                              | PARCEL ID                   | QUICK REF | OWNER                                   | SITUS                          | 2023 VALUATION | 2024 Valuation | 2025 VALUATION |
|-------|-------------------------------------|-----------------------------|-----------|-----------------------------------------|--------------------------------|----------------|----------------|----------------|
| 1     | 2024-270-TX<br>TO BOTA 01/25/2024   | 081-204-18-2-40-08-001.00-0 | R11005    | TEMPLE OF PEACE CHURCH                  | 330 SUNSET AVE                 | \$ 765,790     | \$ 802,750     | \$ 779,150     |
| 2     | 2024-590-TX<br>TO BOTA 02/16/2024   | 081-165-15-0-00-00-005.00-0 | R4741     | S.A.V.E. FARM                           | 00000 N 52ND ST., RILEY        | (EXEMPT 23)    | \$ 24,030      | N/A-SOLD       |
| 3     | 2024-590-TX<br>TO BOTA 02/16/2024   | 081-165-160-00-00-005.00-0  | R4749     | S.A.V.E. FARM                           | 9680 N 52ND ST., RILEY         | (Exempt 23)    | \$ 266,240     | \$ 262,490     |
| 4     | 2024-891-TX<br>TO BOTA 03/15/2024   | 081-085-21-0-10-05-004.00-0 | R1037     | RANDOLPH COMMUNITY CHURCH               | 105 GARRISON ST, RANDOLPH      | (Exempt 23)    | \$ 361,000     | \$ 361,000     |
| 5     | 2024-2524-TX<br>TO BOTA 05/21/2024  | 081-204-18-2-70-20-002.00-0 | R11790    | ROMAN CATHOLIC DIOCESE OF SALINA KANSAS | 721 PIERRE ST                  | \$ 61,360      | \$ 62,590      | \$ 59,960      |
| 6     | 2024-6662-TX<br>TO BOTA 09/25/2024  | 081-216-13-0-20-02-001.00-0 | R19378    | KSU CONTROLLERS OFFICE                  | 2323 ANDERSON AVE              | (Exempt 23)    | (Exempt 24)    | \$ 6,196,800   |
| 7     | 2024-7010-TX<br>TO BOTA 10/22/2024  | 081-203-07-2-70-05-004.00-0 | R8887     | CLOVIA ALUMNAE ASSOCIATION              | 1200 PIONEER LANE              | (Exempt 23)    | \$ 1,204,700   | \$ 1,109,640   |
| 8     | 2024-7008-TX<br>TO BOTA 10/23/2024  | 081-216-24-0-40-04-003.00-0 | R21537    | FLINT HILLS BREADBASKET                 | 2326 SKY VUE LANE              | N/A            | \$ 543,100     | \$ 850,600     |
| 9     | 2024-7008-TX<br>TO BOTA 10/23/2024  | 081-216-24-0-40-04-001.00-0 | R21535    | FLINT HILLS BREADBASKET                 | 620 ROSENCUTTER RD             | N/A            | \$ 645,980     | \$ 653,300     |
| 10    | 2024-7009-TX<br>TO BOTA 10/24/2024  | 081-151-01-0-30-13-006.00-0 | R4245     | ARTS & MEMORIES MUSEUM INC              | 219 BROADWAY ST. RILEY         | \$ 87,060      | \$ 91,580      | \$ 92,570      |
| 11    | 2024-71693-TX<br>TO BOTA 11/05/2024 | 081-219-29-0-00-00-006.02-0 | R21810    | CITY OF MANHATTAN                       | 00000 EUREKA DR                | (Exempt 23)    | (Exempt 24)    | (EXEMPT)       |
| 12    | 2024-7162-TX<br>TO BOTA 11/05/2024  | 081-219-29-0-00-00-006.01   | R21809    | CITY OF MANHATTAN                       | 5781 EUREKA DR                 | \$ 1,300       | \$ 1,170       | \$ 1,000       |
| 13    | 2024-7170-TX<br>TO BOTA 11/06/2024  | 081-216-14-0-20-02-027.00-0 | R19898    | CITY OF MANHATTAN                       | 925 VILLAGE DRIVE              | N/A            | \$ 1,260       | \$ 1,260       |
| 14    | 2024-7071-TX<br>TO BOTA 11/06/2024  | 081-216-14-0-10-05-002.00-0 | R19742    | CITY OF MANHATTAN                       | 1001-1023 GARDEN WAY           | \$ 81,350      | \$ 81,350      | \$ 81,350      |
| 15    | 2024-7182-TX<br>TO BOTA 11/08/2024  | 081-205-15-0-00-00-001.00-0 | R12729    | CITY OF MANHATTAN                       | 00000 HARWOOD RD (71.4 ACRES)  | \$ 790         | \$ 760         | \$ 740         |
| 16    | 2024-7181-TX                        | 081-205-16-0-00-00-001.00-0 | R12731    | CITY OF MANHATTAN                       | 00000 HARWOOD RD (120.9 ACRES) | \$ 44,830      | \$ 36,930      | \$ 26,840      |

Attachment: 4-3-25 Appraiser's Office Staff Update (15652 : Appraiser's Office April Staff

|    |                    |                              |         |                                                 |                                    |               |               |              |
|----|--------------------|------------------------------|---------|-------------------------------------------------|------------------------------------|---------------|---------------|--------------|
|    | TO BOTA 11/08/2024 |                              |         |                                                 |                                    |               |               |              |
| 17 | 2024-7180-TX       | 081-216-14-0-10-10-003.00-0  | R19853  | CITY OF MANHATTAN                               | 155 BETHANY DR                     | \$ 560        | \$ 660        | \$ 55        |
|    | TO BOTA 11/08/2024 |                              |         |                                                 |                                    |               |               |              |
| 18 | 2024-7286-TX       | 081-204-18-2-30-01-012.00-0  | R10622  | CITY OF MANHATTAN                               | 1318 LARAMIE ST                    | \$ 11,979,340 | \$ 12,823,720 | \$ 12,833,35 |
|    | TO BOTA 11/25/2024 |                              |         |                                                 |                                    |               |               |              |
| 19 | 2024-7245-TX       | 081-211-11-0-10-04-010.00-0  | R14631  | MHTTN AREA TECHNICAL COLLEGE BOARD OF DIRECTORS | 3136 DICKENS AVE                   | (Exempt 23)   | (Exempt 24)   | \$ 8,774.29  |
|    | TO BOTA 11/20/24   |                              |         |                                                 |                                    |               |               |              |
| 20 | 2025-18-TX         | 081-151-01-0-20-15-004.00-0  | R4102   | RILEY METHODIST CHURCH, RILEY                   | 110 E ASH ST., RILEY               | (Exempt 23)   | \$ 375,000    | \$ 381,15    |
|    | TO BOTA 12/31/2024 |                              |         |                                                 |                                    |               |               |              |
| 21 | 2025-21-TX         | 081-043-080--0-00-00-005.0-0 | R436    | FANCY CREEK ZION CEMETARY CORPORATION           | 20421 OBER RD., RANDOLPH           | \$ 2,970      | \$ 2,970      | \$ 3,09      |
|    | TO BOTA 12/31/2024 |                              |         |                                                 |                                    |               |               |              |
| 22 | 2025-21-TX         | 081-044-17-0-00-00-001.00-0  | R441    | FANCY CREEK ZION CEMETARY CORPORATION           | 00000 OBER RD., RANDOLPH           | \$ 17,370     | \$ 17,870     | \$ 18,35     |
|    | TO BOTA 12/31/2024 |                              |         |                                                 |                                    |               |               |              |
| 23 | 2025-34-TX         | 081-204-18-2-30-03-001.00-0  | R10628  | KSU AGRICULTURAL DEPT                           | 1615 ANDERSON AVE                  | \$ 1,633,500  | \$ 1,633,500  | \$ 1,633,50  |
|    | TO BOTA 12/31/2024 |                              |         |                                                 |                                    |               |               |              |
| 24 | 2025-49-TX         | 081-122-10-0-40-04-001.00-0  | R3427   | LEONARDVILLE COMMUNITY CHURCH INC               | 111 N COLORADO ST., LEONARDVILLE   | (Exempt 23)   | \$ 156,960    | \$ 167,30    |
|    | TO BOTA 01/13/2025 |                              |         |                                                 |                                    |               |               |              |
| 25 | 2025-49-TX         | 081-122-10-0-40-05-002.00-0  | R3436   | LEONARDVILLE COMMUNITY CHURCH INC               | 00000 N COLORADO ST., LEONARDVILLE | (Exempt 23)   | \$ 389,530    | \$ 389,53    |
|    | TO BOTA 01/13/2025 |                              |         |                                                 |                                    |               |               |              |
| 26 | 2025-63-TX         | 081-204-18-2-70-10-006.00-0  | R11686  | U.S.D. #383                                     | 114 S 8th ST                       | N/A           | N/A           | \$ 192.05    |
|    | To BOTA 12/30/2024 |                              |         |                                                 |                                    |               |               |              |
| 27 | 2024-6495-IRB      | 081-211-01-0-00-00-001.81    | R310163 | 1960 KIMBALL LLC                                | 1960 KIMBALL AVE                   | N/A           | \$ 15,371,000 | \$ 15,203,00 |
|    | To BOTA 3/03/2025  |                              |         |                                                 |                                    |               |               |              |
|    |                    |                              |         |                                                 |                                    | \$ 14,676,220 | \$ 34,894,650 | \$ 50,072,86 |

REMAINING PENDING \$ 14,676,220 \$ 34,894,650 \$ 50,072,860

# Other Projects



Budgets



Open Positions



Hearings & Training



Legislation



Thank you



**COUNTY TREASURER'S  
OFFICE**  
*Personnel*

**Shilo Heger**  
Treasurer  
110 Courthouse Plaza  
Manhattan, KS 66502  
Phone: 785-537-6320

## COMMISSION AGENDA REPORT

---

**FROM:** Shilo Heger

**MEETING:** April 3, 2025

**SUBJECT:** Request to Fill Customer Service Rep Position County Treasurer

**PRESENTER:** Shilo Heger

---

### **BACKGROUND**

I have had a customer service representative position open since the end of November. We had decided to wait to fill this position until after Commercial/IRP registration season was over. During this time we did not take any driver's license appointments because we did not have the staff coverage. I am now requesting to fill this position in order to fill all the front counter positions.

### **DISCUSSION**

We have one employee from the counter dedicated daily to perform drivers' license transactions. That leaves 8 employees at the counter to assist with motor vehicle and tax transactions. Without this position it would hinder our ability to assist customers in a timely manner especially if there are absences due to vacation or illnesses.

### **FISCAL IMPACT**

The employee who left was budgeted as a CSR II for 2025. This position would be filled as a CSR I so there would not be a negative impact on the treasurer's budget.

### **RECOMMENDATION(S)**

I request the Board of County Commissioners approve the request to fill this position.

### **POSSIBLE MOTION(S)**

Move to approve

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

**Enclosures:**

- 2025-03 Customer Svc Rep I PAF (DOCX)
- Customer Service Rep I Position Description (PDF)

Requisition Approval Process

- Submitted by Shilo Heger on 03/27/2025 at 03:29 AM
- Elizabeth Ward, Final Approval

Internal Position Details (not displayed on job posting)

|                                            |                                                       |                                            |
|--------------------------------------------|-------------------------------------------------------|--------------------------------------------|
| <b>Company</b><br>Riley County, KS         | <b>Position Template</b><br>Customer Svc Rep I [CSRI] | <b>Work Location</b><br>Office Building    |
| <b>Job ID</b><br>3153529                   | <b>Salary</b><br>\$18.90-20.54/hour                   | <b>Supervisor Position</b><br>No           |
| <b>Pay Grade</b><br>Pay Grade 4 [4]        | <b>EEO Class</b><br>Administrative Support [6]        | <b>Workers Compensation</b><br>8810 [8810] |
| <b>Cost Center 1</b><br>County General [1] | <b>Cost Center 2</b><br>Treasurer [7]                 | <b>Cost Center 3</b><br>--                 |
| <b>1 Job Slot</b><br>CUSTOME-1             |                                                       |                                            |

Supervisor: Donna Borgerding

Department Head: Shilo Heger

☒ No changes to Position or Budget

☐ Budgeted

☐ New request for budget (details attached)

☒ Position Description attached

☐ New or updated position description

Total annual hours:2080

Salary: \$42,723.20

Budget for Benefits: \$ 16,875.66

Total proposed annual budget: \$59,598.56

Additional Position Comments: \_\_\_\_\_

BoCC Chair

\_\_\_\_\_

Date: \_\_\_\_\_

BoCC Member

\_\_\_\_\_

Date: \_\_\_\_\_

BoCC Member

\_\_\_\_\_

Date: \_\_\_\_\_

Original document stored in Human Resources

Revised 2023-01

Attachment: 2025-03 Customer Svc Rep I PAF (15590 : Request to Fill Customer Service Rep I)

|                     |                                          |                  |               |
|---------------------|------------------------------------------|------------------|---------------|
| <b>Job Title:</b>   | <b>CUSTOMER SERVICE REPRESENTATIVE I</b> |                  |               |
| <b>Department:</b>  | Treasurer                                | <b>Division:</b> | Motor Vehicle |
| <b>Reports To:</b>  | Vehicle Supervisor                       |                  |               |
| <b>Pay Range:</b>   | 4                                        | <b>Status:</b>   | Full Time     |
| <b>FLSA Status:</b> | Non-Exempt                               |                  |               |

**PURPOSE:** Accurate titling and registration of motor vehicles in Riley County, including specialized plates, repossessions, disability placards and refunds. Accurate collection of personal property and real estate taxes. Determine status of military for personal property tax exemption.

#### **ESSENTIAL FUNCTIONS:**

- Process title and registration applications.
- Advise customer for each independent situation, using Kansas Motor Vehicle laws and Kansas Department of Revenue Rules and Regulations and Federal Custom Laws.
- Analyze and verify legal documentation for titling and registering motor vehicles to determine authenticity and correctness of the documents.
- Keep abreast of constantly changing State regulations and statutes.
- Balance cash drawer daily
- Determine the proper tax situs, assign the proper tax code(s), and classify vehicle for registration.
- Calculate and collect personal property and real estate taxes, including appropriate delinquent fees and interest.
- Respond to telephone inquiries. Review customer needs solve the customer's concerns.

#### **SECONDARY FUNCTIONS:**

- Open office each morning and secure documents at night.
- Process lienholder mailings
- Order supplies.
- Process antique motor vehicle billings
- Process refunds on motor vehicle transactions
- Correspond with customer as needed.
- Assist with Webtags as needed.
- Process lien releases.
- Assist with filing and other duties as assigned.

#### **POSITION REQUIREMENTS:**

**Education:** High School diploma or equivalent required.

Successful completion of the MOVRS system for motor vehicle titling and registration through the Kansas Department of Revenue is mandatory upon hire.

**Experience:** 1 year experience in money handling. One year experience in working with the public. One year experience in an office environment.

**Knowledge/Skills:** Knowledge of Kansas Motor Vehicle laws and Kansas Department of Revenue motor vehicle rules and regulations as they apply to various types of vehicles including cars, trucks, motorcycles, motor homes, motor bikes, trailers, recreational vehicles, etc. Ability to use independent judgment, initiative, and discretion to make determinations and analyze whether documents are complete, accurate and authentic. Knowledge of the Federal Soldiers' and Sailors' Civil Relief Act of

Updated 2023

Attachment: Customer Service Rep I Position Description (15590 : Request to Fill Customer Service Rep I)

2003 and Kansas Statute 79-5107(e) regarding exemption of military from personal property taxes. Ability to examine legal documents for completeness, accuracy and validity of the items presented, through training and experience.

Working knowledge of Kansas Motor Vehicle statutes. Working knowledge of computers is necessary. General knowledge of personal property and real estate tax laws for collection purposes.

**Supervisory Control:** Supervision by the vehicle supervisor as to the correctness of the work on motor vehicles.

**Supervisory Responsibility:** None

**Guidelines:** Kansas statutes and Department of Motor Vehicles rules and regulations. Must follow State, County and Riley County policies with regards to personal property tax, real estate tax, motor vehicle and personnel actions.

**Complexity:** Position requires self-motivation and critical thinking. Title-related statutes and guidelines are complex and must be applied appropriately to each situation using independent judgment. The work includes numerous routine problems and questions that must be solved in accordance with established rules and regulations. Decisions must be made that involve the assessment of unusual circumstances, and variations in approach. Many decisions must be made in many different areas with a completely different set of rules for each one that do not relate to each other. Accuracy of all work is essential.

**Scope & Effect of Work:** The position contributes to the overall smooth function of the County Treasurer's office and its mission. The impact of the work ultimately affects the customer and the legality of the transaction. The work in this position can affect the County's image and operations. Ineffective performance will negatively affect the quality of service provided by the County Treasurer.

**Personal Contacts:** Contacts include members of the general public, County Treasurer's office staff and supervisors and staff from other County Departments.

**Purpose of Contacts:** Inform customers as to the laws and regulations in our state regarding vehicle registration and titling and taxation. Carry out the duties of the office in an efficient and friendly manner, while abiding by Kansas statutes, county policies and office policies. There are numerous irate and unhappy customers who must be dealt with in a calm, courteous manner.

**Physical Demands/Effort:** The employee is required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; talk, hear and see. The employee must occasionally lift/pushes/pulls 20-50lbs, frequently lifts up of 10-25lbs and constant lift of up to 10lbs. Specific vision abilities required by this job include close vision, color vision, depth perception, and ability to adjust focus.

**Work Environment/Conditions:** The employee is exposed to normal noise level. However working conditions can become hostile with customers who are unhappy with the laws and procedures required.

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

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



**PLANNING &  
DEVELOPMENT**  
*Staff Update*

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

## STAFF REPORT

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**FROM:** Amanda Webb, Planning Director

**MEETING:** April 3, 2025

**SUBJECT:** Planning & Development - Staff Update

**PRESENTER:** Amanda Webb, Planning Director

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Enclosures:

- March 2025 (PDF)
- Staff Update (PDF)



## PLANNING & DEVELOPMENT ENVIRONMENTAL HEALTH

**Date:** April 3, 2025  
**To:** Riley County Board of County Commissioners  
**From:** Amanda Webb, Planning Director  
**Re:** Planning & Development March 2025 Staff Report

---

Keats Sewer Benefit District:

Project cost: \$4.8 million

- Funding
  - USDA Rural Development funding: USDA has awarded Keats a \$492,000 grant. The remaining \$618,000 will be in loan form payable over a 40-year period by benefit district residents.
    - Staff and engineers will meet with USDA staff this week to go over needed documentation to proceed.
  - Kansas Water Office (KWO) Technical Assistant Grant: Awarded \$359,100. Submitted three quarterly reports as required and have been reimbursed for all periods.
  - KWO Water Projects Grant: Keats was not awarded the first round of this grant. I applied for the second round in the amount of \$1,028,256. Keats was again not awarded during the second grant round.
  - KDHE Small Town Water & Sewer Infrastructure Assistance (STWSIA) grant: Awarded \$2,537,790. The grant agreement has been signed.
  - American Rescue Plan Act (ARPA) funds allocated by the BOCC: \$800,000
  - Total identified funding: \$4,188,890 (**87% grant funded**)
- Schedule (as of November 2024; subject to change as necessary)
  - Design/Survey/Easement completion: June 2025
  - KDHE/USDA Agency Review completion: September 2025
  - Bidding/Construction project award: December 2025
  - Construction starts: March 2026
  - Construction ends: February 2027
- Outreach
  - Created a brochure outlining the various grant/funding sources.
  - Held community meeting on November 12.
  - Sent several updates to the email group.
  - Webpage: [www.rileycountyks.gov/2062](http://www.rileycountyks.gov/2062).
  - Keats community residents have their own webpage.
- Engineering
  - Submitted preliminary field check plans for Riley County review.
  - Field survey work on going.
  - BG Consultants have met with several property owners on site.
    - They are still working to meet with all property owners as necessary. For any they have not yet connected with, they've left a letter with contact information on their front door.

- Working on updating preliminary sewer alignments.

#### Comprehensive Plan Update:

- BOCC allocated a total of \$150,000 towards consultant services for this project.
- The contract with Stantec was finalized on December 19, 2024. They are doing background work by reviewing existing relevant local and regional plans, gathering data, and evaluating existing conditions.
- The Comprehensive Plan Committee reconvened on February 5, 2025. Stantec discussed the process, schedule, and next steps forward.
- Biweekly communications meetings have resumed.
- The subcommittees have begun meeting again.
  - Discussing subcommittee progress with the BOCC on April 7.
- Community workshop scheduled for May 14, 2025 at Pottorf Hall. More information to come.
- Website: [www.rileycountyks.gov/plan](http://www.rileycountyks.gov/plan).

#### Rural Economic Development Advisory Board (REDAB):

- REDAB was transferred from Extension to Planning & Development.
- Monthly meetings will take place at 3:00 pm on the third Wednesday of each month.
- The committee is working on their mission and direction. We have invited each BOCC member to attend upcoming meetings (one commissioner per next three meetings). Commissioner McKinley attended the February 19 meeting, and Commissioner Ford attended the March 19 meeting. We had a great discussion with both commissioners.
  - Commissioner Focke will attend the April 16 meeting.

#### Local Environmental Protection Program (LEPP) Grant:

Riley County was awarded \$50,000 from KDHE through the LEPP grant fund. This funding is available for low to moderate income households in need of repair or replacement of failed wastewater systems and components.

- Applications are ranked by need, applicant income, and severity of failure.
- We have so far assisted two property owners with replacement of their wastewater systems.
- We have opened the second application window and provided the application packet to several property owners with failing systems. The submittal deadline is May 5, 2025.
  - We have received three applications as of March 31, 2025.
- On December 12, 2024, KDHE updated their income guidelines and started utilizing the 2024 federal poverty guidelines moving forward. They've updated the eligibility amounts based on income:

200% or below the federal poverty level is eligible for up to 100% grant funds.

201% - 250% of the federal poverty level is eligible for up to 85% grant funds.

251% to 300% of the federal poverty level is eligible for up to 75% grant funds.

- Applied for SFY2026 LEPP grant funding. KDHE originally planned to announce awards in the second half of December 2024, but due to the large number of applications received, they will wait for their funding allocation before making award announcements.
- Adrienne Miller, KDHE Environmental Specialist Supervisor, visited with P&D staff on the LEPP grant on March 10.

#### Current Planning:

- The March meeting of the Riley County Planning Board/Board of Zoning Appeals (RCPB/BZA) was cancelled due to lack of petitions.
- At their March 13, 2025 meeting, the Manhattan Urban Area Planning Board:
  - Held a public hearing to consider the request by Chris Fox to Rezone a portion of two (2) unplatted tracts from I-2 (Heavy Industrial) to AG (Agricultural District).

- The BOCC heard the request at their March 31, 2025 meeting and approved the rezone.
- At the April 14, 2025 meeting, RCPB/BZA will:
  - Hold a public hearing to consider the request of Carson & Shelby Lang to rezone an unplatted tract of land from "AG" (Agricultural district) to "SF-1" (Single Family residential) in the Wildcat Township.
  - Hold a public hearing to consider the request of David & Marcy Uphoff to receive a Residential Use Designator – Country Estate for a tract of land in Grant Township.
  - Receive a Comprehensive Plan Update report.
  - Discuss the Agricultural Exemption process.
- Pre-application meetings held:
  - Two replats
  - Residential Use Designator – Country Estate

#### Other Items:

- Riley County Planning Board will now meet at 7:00 pm on the second Monday of every month. Meetings used to take place starting at 7:30 pm.
- School inspections – the BOCC voted to opt out of performing school inspections based on HB2754. The BOCC unanimously approved a charter resolution to cease performing school inspections. That resolution will now be published in the newspaper of record for two consecutive weeks, and it will be official 60 days following the final publication (assuming there are no protests/appeals during that time).
  - The resolution was published in The Mercury on February 8, and February 15. It will be effective on April 16, 60 days after the final publication date.
- Sanitary code amendments: Staff is working to identify items that need to be updated/addressed. KDHE has updated Bulletin 4.2, which is under review by the state. We should wait to fully update our code so we can ensure there will be no conflicts with the state's new regulations.
- Battery recycling
  - 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: <https://www.rileycountyks.gov/2024/Battery-Recycling>
- GovBuilt setup
  - Staff continue to work with GB to tailor the system to our needs.
  - Website: <https://rileycountyks.gov.govbuilt.com/>.

#### Coming Up:

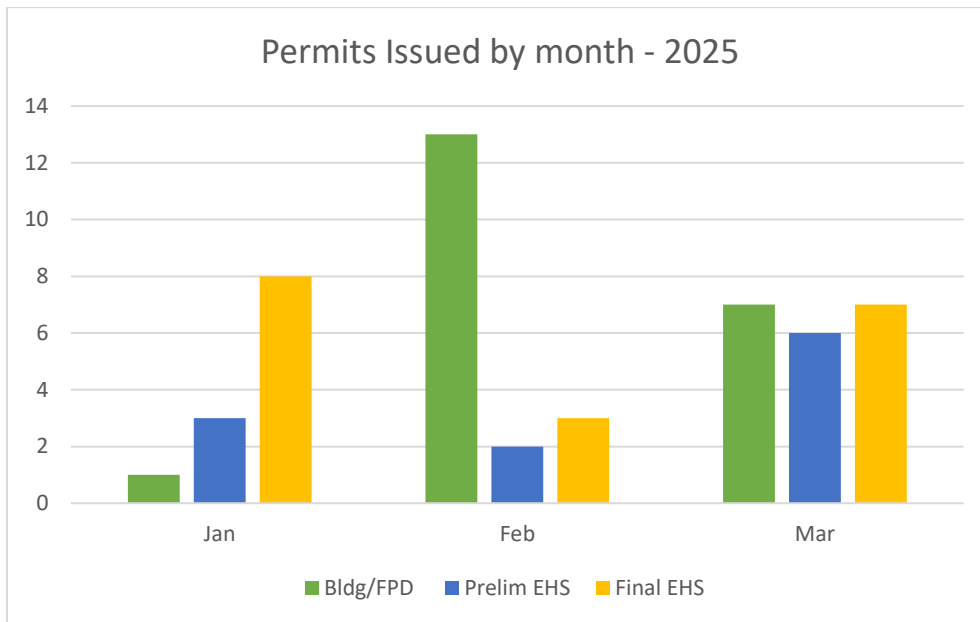
- I am out of the office on April 10 and 11, with the possibility of additional days. I will have some minor limitations for a period of time.
- Discussion on Short Term Rental regulations (April 7)
- Discussion on fining contractors for building without a permit (TBD)
- Presentation on different types of wastewater systems (TBD)

#### Also attended/participated in:

- KDHE Division of Water Resources Grants Workshop
- Waste Community Action Team (CAT)
- County Officials Luncheon
- KAC Webinar -
- Witt O'Briens biweekly check ins
- KS Infrastructure Hub Grants webinar
- Employee Training committee
- KACPZO board meetings
- Department Head committee

- Budget & Planning committee
- Legal roundtable meetings

| Permits Issued March 2025:                 |   |
|--------------------------------------------|---|
|                                            |   |
| Building/Sign Permits                      | 7 |
| Floodplain development permits             | 0 |
| Environmental Health permits (preliminary) | 6 |
| Environmental Health permits (final)       | 7 |
|                                            |   |



Planning and Development  
Staff Update  
March 27, 2025

| 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. Held committee kickoff meeting, created survey, issued RFQ with no responses. Community meetings complete. Survey closes December 1. Year to date report to BOCC on December 18th. Presented at community meeting in Leonardville on January 17th. Full committee reconvened on February 13th. Issued RFQ April 5 with due date of May 3. Interviewed Stantec and Olson Associates and selected one. BOCC allocated \$150K for consultant services. Consultant contract with Stantec approved. Comp Plan committee meeting on Feb. 5th.                                                                            | Monthly BOCC updates on-going. Subcommittees meeting. Staff meeting regularly with Stantec. Market analysis, forthcoming. Conducting stakeholder meetings.Community workshop scheduled for May 14th. | 11/1/2021  |                      | 10/31/2025 |
| Keats Sewer District                                                        | Amanda Webb & Ben Hamill  | Cost have risen significantly since original estimates and there are concerns with higher property owner cost. BOCC committed \$800,000 in ARPA funding. Geotech complete. Awarded KWO Technical Assistant Grant. Awarded KDHE infrastructure grant \$2.5m, awaiting grant agreement. Lagoon will have to be lined which will require irrigation and potential evaporation in the future. Cultural survey report complete and under review by state agencies. BOCC approved BG Consultant's engineering/design contract on August 5, 2024. Applied for KWO's WP grant (second round). USDA approved environmental assessment. USDA obligated funding to include \$492,000 grant. | Engineering is underway.                                                                                                                                                                             | 11/1/2014  |                      | 3/30/2027  |
| NG911 - Private Road Naming                                                 | Amanda Webb & Lisa Daily  | Committee met 2/9/2024. Emergency services and the committee want to pursue naming and renumbering Anderson Lane. BOCC didn't approve the renumbering portion of the request in 2020. Committee met 1/22/2025, and still want to proceed with Anderson Ln.                                                                                                                                                                                                                                                                                                                                                                                                                       | BOCC in support of proceeding with Anderson Lane. Need to send letter to property owners.                                                                                                            | 8/1/2015   |                      | 4/30/2025  |
| 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   |                      | 4/30/2025  |
| Regulations                                                                 |                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                      |            |                      |            |
| Land Development Regulation Amendments                                      | Amanda Webb & Bob Isaac   | Staff is organizing specific amendments and arranging discussions with planning boards. Part 1 approved. Updates made to regulations and resolution published. BOCC heard request August 22nd and tabled it to August 29th. Part 2 has been completed.                                                                                                                                                                                                                                                                                                                                                                                                                           | Schedule Part 3.                                                                                                                                                                                     | 1/1/2024   |                      | 12/31/2025 |
| Grants                                                                      |                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                      |            |                      |            |
| Keats Sewer District                                                        | Amanda Webb               | Cost have risen significantly since original estimates and there are concerns with higher property owner cost. BOCC committed \$800,000 in ARPA funding. Geotech complete. Awarded KWO Technical Assistant Grant. Awarded KDHE infrastructure grant \$2.5m, awaiting grant agreement. Lagoon will have to be lined which will require irrigation and potential evaporation in the future. Cultural survey report complete and under review by state agencies. BOCC approved BG Consultant's engineering/design contract on August 5, 2024. Applied for KWO's WP grant (second round). USDA approved environmental assessment. USDA obligated funding to include \$492,000 grant. | Engineering is underway.                                                                                                                                                                             | TBD        |                      | 3/30/2027  |
| Local Environmental Protection Program (LEPP)                               | Amanda Webb               | KDHE grant for low income property owners to repair or replacement private wastewater systems. Grant period July 1, 2024 through June 30, 2025. KDHE awarded grant; funding received. Opened first 60 day application window, which ended Oct. 4th. Received 5 applications two of which were eligible. We have funded replacement for two home owners.                                                                                                                                                                                                                                                                                                                          | Second application window open through May 5th.                                                                                                                                                      | 1/1/2024   |                      | 6/30/2025  |
| Current Planning                                                            |                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                      |            |                      |            |
| Baudoin - Replat                                                            | Bob Isaac                 | RCPB and BOCC approved.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Property owner to file plat.                                                                                                                                                                         | 9/26/2024  |                      | 6/1/2025   |
| Fox - Rezoning                                                              | Bob Isaac                 | MUAPB recommended approval to the BOCC.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Conduct BOCC hearing 3/31/25.                                                                                                                                                                        | 1/30/2025  |                      | 3/31/2025  |
| Gerken - RUD Extraneous Farmstead & Plat                                    | Bob Isaac                 | NOPH published and 1000' property owners notified.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Conduct MUAPB hearing 4/10/25 and BOCC hearing for plat 4/28/25.                                                                                                                                     | 2/19/2025  |                      | 4/10/2025  |
| Kramer - RUD Extraneous Farmstead                                           | Bob Isaac                 | Application received.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | On hold waiting for Elevation Certificate.                                                                                                                                                           | 2/23/2025  |                      | TBD        |
| Uphoff - RUD Country Estate                                                 | Bob Isaac                 | NOPH published and 1000' property owners notified.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Conduct RCPB hearing 4/14/25.                                                                                                                                                                        | 2/24/2025  |                      | 4/14/2025  |
| Lang - Rezone                                                               | Bob Isaac                 | NOPH published and 1000' property owners notified.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Conduct RCPB hearing 4/14/25 and BOCC hearing 5/1/25.                                                                                                                                                | 2/25/2025  |                      | 4/14/2025  |
| Fox - RUD Country Estate                                                    | Bob Isaac                 | Application received.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Process application. MUAPB 5/8/25                                                                                                                                                                    | 3/25/2025  |                      | 5/8/2025   |
| Thomas - Replat                                                             | Bob Isaac                 | Application received.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Process application. MUAPB 6/12/25                                                                                                                                                                   | 3/14/2025  |                      | 6/12/2025  |
| Permits                                                                     |                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                      |            |                      |            |
| 21-0146-MRWW Worrel                                                         | Ben Hamill & Jacob Hansen | 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. Sent a letter on April 12, 2023 requesting they call to set up appointment. Sent new letter with LEPP grant application to Worrels on August 23, 2024. To date, no response from Worrell's. Sent LEPP application.                                                                  | Waiting for response.                                                                                                                                                                                | 7/8/2021   |                      | 5/31/2025  |
| 22-0059-OWWD (7015 University Park Rd)                                      | Ben Hamill                | Property owner applied to build a stablization pond but didn't list a licensed installer. Initial inspection and preliminary approval was done by previous EHS, Perry Piper which listed Jay White Excavating. 2024 aerals show stablization pond has been built. 5/21/2024 Ben contacted Jay White and he confirmed he did not build the stablization pond.                                                                                                                                                                                                                                                                                                                     | Ben to send friendly letter.                                                                                                                                                                         | 3/18/2022  |                      | 4/30/2025  |
| 23-008-ACC Klein (15120 Green Randolph Rd)                                  | Darrin Hobbs & Ben Hamill | Application received and processed. Notified property owner that septic tank needs pumped.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Waiting on pumping report. I have contacted the owner and have not received pumping report or a plan of action yet. Ben will follow up with friendly letter for tank pumped.                         | 4/13/2023  |                      | 4/30/2025  |
| 23-050-ACC Connet (3761 Akin Rd)                                            | Darrin Hobbs & Ben Hamill | Applied to build an accessory building with a wash bay. Will have separate wastewater system for the accessory building. At this time, property owner doesn't know where he wants to put the system. There is not a current pumping report for the home. Property owner said tank was pumped within 5 years by previous owner, looking to see if pumping report can be found.                                                                                                                                                                                                                                                                                                    | Need Soil Profile Application and Pumping Report. I have visited the property and there hasn't been any construction started. Ben will follow up with friendly letter for tank.                      | 11/14/2023 |                      | 4/30/2025  |
| 23-023-OPWS Fowler (6825 Summit Ridge Dr)                                   | Ben Hamill                | On site well collapsed. Doesn't meet state setback requirements. Contacted KDHE and requested variance. Variance was approved. Issued preliminary approval 1/26/2024. Well drilled was dry, driller and property owner looking at second location for well.                                                                                                                                                                                                                                                                                                                                                                                                                      | Contact property owner to find out if second well was drilled. Inspect if well was drilled.                                                                                                          | 12/28/2023 |                      | 4/30/2025  |
| 24-004-MISC Holenbeck (6181 Deep Creek Rd)                                  | Darrin Hobbs & Ben Hamill | Trees in lagoon - needs a repair permit. 1/2/25 Darrin noted trees have been removed. No repair permit on file. Bldg permit has not been issued yet. EH has not been approved. Removed trees without a repair permit.                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Ben will follow up with property owner. Will follow up with Friendly Letter.                                                                                                                         | 2/13/2024  |                      | 4/30/2025  |
| 24-008-ACC Britt (1000 S Scenic Dr)                                         | Darrin Hobbs & Bob Isaac  | 03/11/2024 - Called applicant; told him an elevation certificate would be required for the BP; he said he was interested in obtaining a variance to build below freeboard standard; I told him the EC will provide us more info to get started on the variance process. - BOB 4/29/2024 - Waiting on plot plan and building plans. DGH                                                                                                                                                                                                                                                                                                                                           | Follow up with property owner.                                                                                                                                                                       | 3/1/2024   |                      | 4/30/2025  |

Attachment: Staff Update (15647 : Staff Update)

Planning and Development  
Staff Update  
March 27, 2025

| Projects                                                                           | Staff                                 | Status                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Task                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Start Date | Request to Prosecute | Deadline  |
|------------------------------------------------------------------------------------|---------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|----------------------|-----------|
| 24-022-ACC Reid (12028 Lakeshore Ln)                                               | Darrin Hobbs & Ben Hamill             | Replat has been filed and Variance to reduce side yard setback for accessory structures from 5 ft to 1 1/2 ft has been approved. Darris is ready to approve. EH - septic system is for 2 bedroom home, but appraiser's office has building listed as a 3 bedroom. Need to confirm number of conforming bedrooms before EH approval can be given.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Ben will visit site to confirm house is a 3 bedroom.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 6/17/2024  |                      | 4/30/2025 |
| 24-001-MH Zeller (5321 W 76th)                                                     | Darrin Hobbs & Ben Hamill             | Property owner replaced manufactured home with a new modular home without a building permit.24-019-OSPE Soil profile was done 8/29/24. No permit for the lagoon has been received and I believe Darrin said the lagoon has been built. Zach Zeller contacted for lagoon inspection and approval.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Ben to do site visit to verify fencing and obtain permit for lagoon.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 7/23/2024  |                      | 4/30/2025 |
| 24-029-ACC BPW Management (7661 Wales St)                                          | Darrin Hobbs                          | 4/29/2024 - Waiting on plot plan and building plans. DGH.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Waiting on Ag Exemption fee structure.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 8/22/2024  |                      | 4/30/2025 |
| 24-040-ACC Fowler (6825 Summit Ridge Dr)                                           | Darrin Hobbs                          | Property owner applied for permit to build after receiving a violation. Building has already been built in road ROW and in building setback and is also on a lot without a principal structure.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Darrin will contact owner.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 11/12/2024 |                      | 4/30/2025 |
| 24-015-RES Carlson (16010 Tuttle Creek Blvd)                                       | Darrin Hobbs, Ben Hamill & Lisa Daily | Ben emailed Dave 1/3/25. Rec'd response from Dave. Ben emailed Bob, Amanda & Darrin about setting up a meeting. Has meeting been set up? I am waiting on outcome before I pursue the private roading which cost him \$100.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Ben will contact property owner to set up meeting.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 11/21/2024 |                      | 4/30/2025 |
| Property Maintenance Code Violations                                               |                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |            |                      |           |
| Kilner - Unsafe structure                                                          | Darrin Hobbs & Jacob Hansen           | 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. 5/22/24 & 5/29/25 - Bryant, Darrin, Amanda and Vivienne have met regarding a new process for nuisance abatement under the new SB 384:<br>Step 1: Darrin and Bryant will draft a "Last Chance" letter to property owners outlining the new SB 384 and explaining the County's process in handling of the nuisance abatement.<br>Step 2: Vivienne will update the County's website with information regarding the SB 384 and education for the public on the nuisance abatement act and the County's process for handling these cases.<br>Step 3: Bryant will meet with each attorney who has been retained by the property owners to discuss the status of each property. Arraignment set for April 14, 2025. | 8/18/2016  |                      | 5/31/2025 |
| Zoning Violations                                                                  |                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |            |                      |           |
| Doyle - Illegal mobile home storage (Mobile Gardens) Violation #10-0050            | Jacob Hansen                          | 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. Sent a letter on April 12, 2023 requesting they call to set up appointment. Meeting scheduled for May 11, 2023. Met with property owner. She is trying to sell to neighbor.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | This property has changed ownership. The new owner is working in purchasing some adjacent lots from the Doyles so they can bring this into compliance.5/22/24 & 5/29/25 - Bryant, Darrin, Amanda and Vivienne have met regarding a new process for nuisance abatement under the new SB 384:<br>Step 1: Darrin and Bryant will draft a "Last Chance" letter to property owners outlining the new SB 384 and explaining the County's process in handling of the nuisance abatement.<br>Step 2: Vivienne will update the County's website with information regarding the SB 384 and education for the public on the nuisance abatement act and the County's process for handling these cases.<br>Step 3: Bryant will meet with each attorney who has been retained by the property owners to discuss the status of each property. Status Hearing set for April 7,      | 12/17/2010 | 4/17/2012            | 5/31/2025 |
| Doyle - Illegal salvage at residence Violation #05-0007                            | Jacob Hansen                          | 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. 6/15/2023 Staff and Counsel meet with Charlotte to come up with a plan on removing vehicles and mobile homes from the property. 7/13/2023 Darrin met with Charlotte to talk about the plan and also to review pictures provided of things needing remove. Darrin will be visiting the property 7/18/2023 to view first hand. There were more vehicles than originally thought and so numbers were revised accordingly. If they fail to meet any deadlines an injunction will be filed. The Doyles have removed some vehicles. They are currently about 3 vehicles behind schedule. Working to get them back on track. Darrin is going to go out in early January to see if they have gotten back on track. The petition asking for an injunction has been filed and the Doyles have hired counsel. Met with their attorney and he is going to meet with Charlottee about getting back on track. 5/7/24 Darrin met with Charlotte. | 5/22/24 & 5/29/25 - Bryant, Darrin, Amanda and Vivienne have met regarding a new process for nuisance abatement under the new SB 384:<br>Step 1: Darrin and Bryant will draft a "Last Chance" letter to property owners outlining the new SB 384 and explaining the County's process in handling of the nuisance abatement.<br>Step 2: Vivienne will update the County's website with information regarding the SB 384 and education for the public on the nuisance abatement act and the County's process for handling these cases.<br>Step 3: Bryant will meet with each attorney who has been retained by the property owners to discuss the status of each property. Status Hearing set for April 7, 2025.                                                                                                                                                      | 4/15/2013  | 9/14/2023            | 3/1/2025  |
| Kilner - Unsafe structure                                                          | Darrin Hobbs & Jacob Hansen           | 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. 5/22/24 & 5/29/25 - Bryant, Darrin, Amanda and Vivienne have met regarding a new process for nuisance abatement under the new SB 384:<br>Step 1: Darrin and Bryant will draft a "Last Chance" letter to property owners outlining the new SB 384 and explaining the County's process in handling of the nuisance abatement.<br>Step 2: Vivienne will update the County's website with information regarding the SB 384 and education for the public on the nuisance abatement act and the County's process for handling these cases.<br>Step 3: Bryant will meet with each attorney who has been retained by the property owners to discuss the status of each property. Arraignment set for April 14, 2025. | 8/18/2016  |                      | 3/1/2025  |
| 20-0063 - Satterlee: Inoperable vehicles and campers                               | Darrin Hobbs & Jacob Hansen           | 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. Process has been restarted due to senate bill. Items are being removed by the person buying the property from Satterlee.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Property should be sold to new property owner by end of April 2025.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 9/27/2021  |                      | 4/30/2025 |
| 20-0090 Fishgill LLC - 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Send notification letter. Working with legal on violation. Darrin will do a site inspection to determine if is auto repair which is allowed in C-2.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 12/22/2020 |                      | 4/30/2025 |

Attachment: Staff Update (15647 : Staff Update)

Planning and Development  
Staff Update  
March 27, 2025

| Projects                                                                                                                                | Staff                        | Status                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Task                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Start Date | Request to Prosecute | Deadline   |
|-----------------------------------------------------------------------------------------------------------------------------------------|------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|----------------------|------------|
| 23-007-CE Jones - 3981 Zeandale Rd                                                                                                      | Darrin Hobbs & Bryant Parker | Inspection conducted on 3/9/23 and confirmed someone is living a camper. Sent notification letter. No response from property owner, sent notice of violation and final notice of violation. Conducted final site inspection on 4/24/23 and someone is still living in camper.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Sent to Counselor's office to prosecute. Court system is down. Still need to contact RCPD. Trailer has been moved but appears to be occupied. Darrin is going to reach out to RCPD about accompanying him to check if it is occupied and then we can file an injunction in court if it still is. Darrin has not made contact to confirm if it is occupied. P&D went out and it appears there may be someone living there still but we don't have enough evidence at this point to move forward with enforcement from the Counselor. Need to contact RCPD still.Bryant, Darrin, Amanda and Vivienne have met regarding a new process for nuisance abatement under the new SB 384:<br>Step 1: Darrin and Bryant will draft a "Last Chance" letter to property owners outlining the new SB 384 and explaining the County's process in handling of the nuisance abatement.<br>Step 2: Vivienne will update the County's website with information regarding the SB 384 and education for the public on the nuisance abatement act and the County's process for handling these cases.<br>Step 3: Bryant will meet with each attorney who has been retained by the property owners to discuss the status of each property. Arraignment set for April 14, 2025. | 3/16/2023  | 5/15/2023            | 5/31/2025  |
| 23-015-CE Miller - 1382 Pillsbury Dr                                                                                                    | Darrin Hobbs & Jacob Hansen  | Friendly letter sent 9/28/23. 10/13/2023 friend of property owner can into office and met with Darrin & Shelly Woodard. It was recommended that property owner set up time speak with us. Notice of Violation sent 10/23/23. Meeting with property owner was scheduled for 11/15/2023. Property owner called 11/15/2023 will be meeting with an attorney 11/16/2023. Final Notice of Violation sent 11/15/2023. Meet with property owner 12/1/2023. Working with legal on violation. Mr. Miller sent an application to the state to operate a salvage yard. That was denied. The state also revoked his dealer license. A notice of violation has been sent. We met with Mr. Miller on 12/1/23. He has agreed to start removing cars and work with Darrin. He is going to remove 30 cars per month and if he falls behind we will file a petition with the court. Darrin is working with Mr. Miller to go out and check on progress. They are aiming for the week of 1/29. Mr. Miller made good progress in December but has not made additional progress.                              | The property is now up for sale. Next step is likely to file an enforcement action with the Court. 5/22/24 & 5/29/25 - Bryant, Darrin, Amanda and Vivienne have met regarding a new process for nuisance abatement under the new SB 384:<br>Step 1: Darrin and Bryant will draft a "Last Chance" letter to property owners outlining the new SB 384 and explaining the County's process in handling of the nuisance abatement.<br>Step 2: Vivienne will update the County's website with information regarding the SB 384 and education for the public on the nuisance abatement act and the County's process for handling these cases.<br>Step 3: Bryant will meet with each attorney who has been retained by the property owners to discuss the status of each property.                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 9/28/2023  |                      | 3/1/2025   |
| 23-016-CE Miller - 1420 Pillsbury Dr                                                                                                    | Darrin Hobbs & Jacob Hansen  | Friendly letter sent 9/28/23. 10/13/2023 friend of property owner can into office and met with Darrin & Shelly Woodard. It was recommended that property owner set up time speak with us. Notice of Violation sent 10/23/23. Meeting with property owner was scheduled for 11/15/2023. Property owner called 11/15/2023 will be meeting with an attorney 11/16/2023. Final Notice of Violation sent 11/15/2023. Meet with property owner 12/1/2023. Working with legal on violation. Mr. Miller sent an application to the state to operate a salvage yard. That was denied. The state also revoked his dealer license. A notice of violation has been sent. We met with Mr. Miller on 12/1/23. He has agreed to start removing cars and work with Darrin. He is going to remove 30 cars per month and if he falls behind we will file a petition with the court. Darrin is working with Mr. Miller to go out and check on progress. They are aiming for the week of 1/29. Miller made good progress in December but has not made additional progress. The property is now up for sale. | Next step is likely to file an enforcement action with the Court. 5/22/24 & 5/29/25 - Bryant, Darrin, Amanda and Vivienne have met regarding a new process for nuisance abatement under the new SB 384:<br>Step 1: Darrin and Bryant will draft a "Last Chance" letter to property owners outlining the new SB 384 and explaining the County's process in handling of the nuisance abatement.<br>Step 2: Vivienne will update the County's website with information regarding the SB 384 and education for the public on the nuisance abatement act and the County's process for handling these cases.<br>Step 3: Bryant will meet with each attorney who has been retained by the property owners to discuss the status of each property. Arraignment set for April 14, 2025. Defendant's attorney requested a jury trial.                                                                                                                                                                                                                                                                                                                                                                                                                             | 9/28/2023  |                      | 5/31/2025  |
| Sanitary Code Violations                                                                                                                |                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |            |                      |            |
| 21-0038 Worrell - Sanitation Violation                                                                                                  | Ben Hamill                   | 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. Sent a letter on April 12, 2023 requesting they call to set up appointment. Sent new letter with LEPP grant application to Worrells on August 23, 2024. To date, no response from Worrell's. Sent LEPP application.                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Waiting for response.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 6/23/2021  |                      | 5/31/2025  |
| 22-0016 Bath - sewage on ground                                                                                                         | Ben Hamill                   | 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. This property was sold and the new owner is working to try to purchase the surrounding property from the Doyles to correct the problem.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 7/22/2022  |                      | 12/31/2025 |
| 23-CES-005 Bean - Alternative system blower not working. Failed pump report on field.                                                   | Ben Hamill & Bryant Parker   | 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. Shelley confirmed both brothers are represented by counsel and one is trying to force a sale of the property. Will work with Ben to determine next steps from P&D. Next step is to prepare and mail notice of violation. Property taxes for 2018-2023 have not been paid on this property. Will be listed in next tax foreclosure case. Property removed from tax case, sold to 2M Restoration Inc. Deed filed on 02.27.2025. (B899/P2118)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 12/14/2022 |                      | 4/30/2025  |
| 25-002-CES SKR Investments LLC - Failed to complete 2024 Alternative System inspection.                                                 | Ben Hamill                   | Notice of Violation Letter sent 3-12-25, no response. Final Notice of Violation Letter sent 3-25-25, no response. Next step in violation will be Request To Prosecute. Request To Prosecute will be on 4-4-25.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Waiting for response. Next step will follow if no response is received by 4-4-25.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 3/12/2025  |                      | 4/4/2025   |
| 25-004-CES Coberly - Failed Septic System. Additional maintenance requirements for Septic System. Tank is no longer structurally sound. | Ben Hamill                   | Friendly Letter sent 3-5-25, no response. Notice of Violation Letter sent 3-18-25, no response. Next step in violation will be a Final Notice of Violation Letter, plan to send this on 3-28-25 if no response is received by this date.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Waiting for response. Next step will follow if no response is received by 4-28-25.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 3/5/2025   |                      | 4/28/2025  |
| 25-005-CES Born - Failed to complete 2024 Alternative System inspection.                                                                | Ben Hamill                   | Notice of Violation Letter sent 3-13-25, no response. Final Notice of Violation Letter sent 3-25-25, no response. Next step in violation will be Request To Prosecute. Request To Prosecute will be on 4-4-25.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Waiting for response. Next step will follow if no response is received by 4-4-25.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 3/13/2025  |                      | 4/4/2025   |
| 25-007-CES Didlake - Failed to complete 2024 Alternative System inspection.                                                             | Ben Hamill                   | Notice of Violation Letter sent 3-13-25, no response. Final Notice of Violation Letter sent 3-25-25, no response. Next step in violation will be Request To Prosecute. Request To Prosecute will be on 4-4-25.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Waiting for response. Next step will follow if no response is received by 4-4-25.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 3/13/2025  |                      | 4/4/2025   |
| 25-009-CES Wallace - Failed to complete 2024 Alternative System inspection.                                                             | Ben Hamill                   | Notice of Violation Letter sent 3-13-25, no response. Final Notice of Violation Letter sent 3-25-25, no response. Next step in violation will be Request To Prosecute. Request To Prosecute will be on 4-4-25.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Waiting for response. Next step will follow if no response is received by 4-4-25.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 3/13/2025  |                      | 4/4/2025   |
| 25-010-CES Innes - Failed to complete 2024 Alternative System inspection.                                                               | Ben Hamill                   | Notice of Violation Letter sent 3-13-25, no response. Final Notice of Violation Letter sent 3-25-25, no response. Next step in violation will be Request To Prosecute. Request To Prosecute will be on 4-4-25.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Waiting for response. Next step will follow if no response is received by 4-4-25.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 3/13/2025  |                      | 4/4/2025   |

Attachment: Staff Update (15647 : Staff Update)

| Projects                                                                  | Staff      | Status                                                                                                                                                   | Task                                                                              | Start Date | Request to Prosecute | Deadline |
|---------------------------------------------------------------------------|------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|------------|----------------------|----------|
| 25-012-CES Damme - Failed to complete 2024 Alternative System inspection. | Ben Hamill | Notice of Violation Letter sent 3-26-25, waiting on response. Final Notice of Violation Letter will be sent 4-7-25 if no response is received by 4-7-25. | Waiting for response. Next step will follow if no response is received by 4-7-25. | 3/26/2025  |                      | 4/7/2025 |



**COUNTY CLERK & ELECTIONS**  
Funding

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

## MEMORANDUM

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**FROM:** Brittany Phillips, Budget & Finance Officer

**MEETING:** April 3, 2025

**SUBJECT:** Discontinue of Federal Grant Funds

**PRESENTER:** Brittany Phillips, Budget & Finance Officer

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Wednesday, March 26, 2025, Riley County Health Department, as well as Health Departments across the state, received notification of the discontinuation of federal funds effective March 24, 2025 for the following grants:

- CDC-RFA-IP19-1901, Immunization and Vaccine for Children
- National Initiative to Address COVID-19 Health Disparities Amount Populations at High-Risk and Underserved, Including Racial and Ethnic Minority Populations and Rural Communities
- CDC-RFA-DP21-2109 PKG 002 66150, Component B and Component C Community Health Worker Application
- Epidemiology and Laboratory Capacity for Infectious Diseases – Building and Strengthening Epidemiology, Laboratory and Health Information Capacity in State and Local Health Departments

The two highlighted grants reflect funding Riley County Health Department has either received in the past or currently has a grant for.

The ELC (Epidemiology and Laboratory Capacity for Infectious Diseases) funds were completely spent down by the end of June 2024. However, there is the potential of having to pay the CDC back for this funding, but no additional guidance has been given at this time.

Riley County also received COVID-19 IAP Supplemental funding, The Supplemental funding was already projected to end June 30, 2025 with no additional funding in the future. Riley County used this funding for a clerk position in the clinic and has also used it to pay for software and sharps compliance. There was a balance of \$25,009 as of December 31<sup>st</sup>, 2024.

Riley County applied for the Immunization Action Plan through KDHE for FY26. At this point this funding stream isn't affected by the Federal cuts. Riley County Health Department requested \$9,060.00 for FY26. The funding pays a small portion of an RN's salary. The remainder of the funding for the Immunizations program comes from insurance fees, client fees, and Riley County match.

With these changes, we would also reiterate the recommendation from state and federal officials to not be reactionary in our response. We will continue to monitor each change and expect direction from KDHE on this topic.

**Enclosures:**

- Grant Funding Letter - 3.26.25 (002) (PDF)

Office of the Secretary  
Curtis State Office Building  
1000 SW Jackson St., Suite 540  
Topeka, KS 66612-1367



Phone: 785-296-0461  
www.kdheks.gov

Janet Stanek, Secretary

Laura Kelly, Governor

Dear Partner,

The Kansas Department of Health and Environment (KDHE) was notified yesterday, March 25, 2025, that the Trump Administration, federal Department of Health & Human Services (HHS), and Centers for Disease Control and Prevention (CDC) have decided to terminate the grants listed below effective March 24, 2025. The termination impacts **the remaining COVID-19 funding** associated with the grants outlined below.

Given the partial termination, we ask that you **immediately discontinue** spending any funds associated with these grants while we assess the funding streams that are impacted by the termination and the future of the programs, as well as the staff, funded through the grants. Please be advised that any expenses incurred beyond March 24 will be **at your own risk**, as KDHE may not be able to reimburse any costs moving forward.

We understand that this decision by the Trump administration may raise questions and concerns about the impact on your operations and the Kansans who rely on them. We deeply regret the position that this has put you in, but this is the extent of the information available at this time. We are actively working to determine next steps and will provide further updates as soon as possible.

We appreciate your cooperation and patience as we navigate this situation.

#### Grants Affected:

- CDC-RFA-IP19-1901, Immunization and Vaccine for Children
- National Initiative to Address COVID-19 Health Disparities Amount Populations at High-Risk and Underserved, Including Racial and Ethnic Minority Populations and Rural Communities
- CDC-RFA-DP21-2109 PKG 002 66150, Component B and Component C Community Health Worker Application
- Epidemiology and Laboratory Capacity for Infectious Diseases – Building and Strengthening Epidemiology, Laboratory and Health Information Capacity in State and Local Health Departments

Thank you,

Janet Stanek  
Secretary  
Kansas Department of Health and Environment

Attachment: Grant Funding Letter - 3.26.25 (002) (15587 : Discontinue of Federal Grant Funds)



**COUNTY CLERK &  
ELECTIONS**

*Travel Request*

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

## COMMISSION AGENDA REPORT

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**FROM:** Elizabeth Ward, HR Director

**MEETING:** April 3, 2025

**SUBJECT:** Out of State Travel Request - SHRM National Conference

**PRESENTER:** Elizabeth Ward

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### **FISCAL IMPACT**

Total Conference cost to include airfare, lodging, registration and meals is \$4,620. This is to be paid from the Clerk's budget.

### **POSSIBLE MOTION(S)**

Move to approve the Out of State travel request for the SHRM 2025 National Convention for the Human Resources Director.

Move to approve

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

### **Enclosures:**

- Out of State Travel Request SHRM 2025 (PDF)

# RILEY COUNTY OUT OF STATE TRAVEL REQUEST/AUTHORIZATION

NAME: Elizabeth Ward DEPARTMENT: County Clerk

POSITION TITLE: HR Director DATE REQUESTED 6/28 - 7/3

FUND: \_\_\_\_\_

Travel From: MHK Date: 6/28

Travel To: San Diego, CA Date: 7/3

Purpose of Travel: **SHRM Annual 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    | Flight                  | \$568   |
| Lodging           | Bristol Hotel San Diego | \$1305  |
| Meals             | Various                 | \$252   |
| Registration/Fees | Conference              | \$2,495 |
| Other             |                         |         |

Total Estimated Travel Costs: \$4,620

Requested by:  Date: 3/21/25

Approved by: \_\_\_\_\_

Department Head:  Date: 3-21-25

Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Board of County Commissioners \_\_\_\_\_

Attest: \_\_\_\_\_ Date: \_\_\_\_\_

Riley County Clerk

cc: Department Head  
Department Assistant



**COUNTY  
COUNSELOR/ADMINISTRATIVE SERVICES**  
*Request*

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

## COMMISSION AGENDA REPORT

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**FROM:** Jacob Hansen, Deputy County Counselor

**MEETING:** April 3, 2025

**SUBJECT:** Selection Date of BOCC Findings; Approval of Publication Notice for Annexation Request by Charles Brunner. 5111 Murray Road

**PRESENTER:** Jacob Hansen, Deputy County Counselor

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### **BACKGROUND**

Attached is a copy of the City of Manhattan's transmittal letter (Attachment A) and certified resolution (Attachment B) requesting this Board make findings approving a request for annexation made to the City of Manhattan by Charles Brunner. Also attached is a copy of Charles Brunner's Petition for Annexation, the City of Manhattan's Presentation, and Staff Recommendation. (Attachment C).

The above documents were received by the Riley County Clerk for filing with that office March 24, 2025.

### **DISCUSSION**

The applicable statute (K.S.A. 12-520c) allows this Board thirty (30) calendar days from March 24, 2025 to make findings whether or not the requested annexation will "hinder or prevent the proper growth and development of the area or that of any other incorporated city located within the county." The deadline for this Board to make those findings and notify the City of Manhattan of its decision is Wednesday, April 23, 2025.

Case law requires this Board's decision on this annexation request include specific factual findings. The law does not require that a public hearing be held in this case, however, an open session for the public to provide comment on would be beneficial and assist the Board its determination of its factual findings.

The usual careful approach is necessary in this matter. Whatever decision this Board makes can be appealed to District Court by any “owner or city aggrieved” by your decision. If such an appeal is taken, the process must stand up to judicial scrutiny.

**FISCAL IMPACT**

N/A

**RECOMMENDATION(S)**

I recommend the Board hold a public session on a date prior to April 21, 2025, of the Board on the date selected.

**POSSIBLE MOTION(S)**

- A. “I move the Board authorize the Chairman to schedule a public comment period considering the City of Manhattan’s annexation of 5111 Murray Road, Manhattan, Kansas 66503 during the Board’s regularly scheduled meeting on the date selected.”
- B. “I move the Board **not** authorize the Chairman to schedule a public comment period.”

**Enclosures:**

- Attachment A (PDF)
- Attachment B (PDF)
- Attachment C (PDF)

FILED

2025 MAR 24 PM 12:36

COUNTY CLERK  
RILEY COUNTY, KANSAS

March 19, 2025

Board of Riley County Commissioners  
 c/o Rich Vargo  
 Riley County Clerk  
 110 Courthouse Plaza  
 Manhattan, KS 66502

SENT VIA E-MAIL to [rvargo@rileycountyks.gov](mailto:rvargo@rileycountyks.gov) and MAIL through US Postal Service

RE: Resolution No. 031825-B – Intent to Annex 5111 Murray Road

Dear County Clerk Rich Vargo:

Attached is a certified copy of Resolution No. 031825-B, pursuant to K.S.A. 12-520c, requesting the Board of County Commissioners of Riley County, within thirty (30) days of receipt of a certified copy of this resolution, make certain findings concerning the annexation of 5111 Murray Road, described herein that is not owned by the City and that is not adjoining the City, will not hinder or prevent the proper growth and development of the area or that of any other incorporated city located within Riley County.

On Tuesday, March 18, 2025, the City Commission approved Resolution No. 031825-B on a vote of 4-0.

If the Board should need anything further, please let me know.

Sincerely,

Brenda K. Wolf  
 City Clerk

25L007

Enclosures:

1. Resolution No. 031825-A
2. 031825 Agenda Item Packet

FILED

2025 MAR 24 PM 12:35

COUNTY CLERK  
JULY COUNTY, KANSAS**CERTIFICATION OF CLERK**

I, Brenda K. Wolf, the duly appointed, qualified, and City Clerk of Manhattan, Kansas, do hereby certify that the foregoing Resolution was duly adopted at a meeting of the City of Manhattan, Kansas, held on the 18<sup>th</sup> day of March, 2025, and that said Resolution has been compared by me with the original thereof on file and of record in my office, is a true copy of the whole of said original.

**IN WITNESS WHEREOF**, I have hereunto set my hand and the seal of the City of Manhattan, Kansas, 19<sup>th</sup> day of March, 2025.



Brenda K. Wolf, CMC, City Clerk

Attachment: Attachment B (15645 : Select Date for Annexation)

## RESOLUTION NO. 031825-B

**A RESOLUTION OF THE CITY OF MANHATTAN, KANSAS, PURSUANT TO K.S.A. 12-520c, REQUESTING THAT THE BOARD OF COUNTY COMMISSIONERS OF RILEY COUNTY, KANSAS, MAKE CERTAIN FINDINGS CONCERNING THE ANNEXATION OF A ±0.98 ACRE TRACT OF LAND**

**WHEREAS**, a written consent for annexation into the City of Manhattan dated February 3, 2025 has been submitted to the City by the owners of the real estate legally described as **Lot 6, Murray Addition, Riley County, Kansas** (hereinafter the “Real Estate”); and,

**WHEREAS**, all of the owners of the Real Estate, as the term “owners” is defined in K.S.A. 12-519, have duly executed the petition for annexation; and,

**WHEREAS**, the City of Manhattan is not an “owner” of the Real Estate; and,

**WHEREAS**, the Real Estate consists of a ±0.98-acre tract of land generally located on the southeast of Airport Road and Murray Road in Riley County; and,

**WHEREAS**, the Real Estate does not adjoin land within the contiguous boundaries of the City of Manhattan, Kansas, but is located within Riley County, Kansas, which is the same county as the City; and,

**WHEREAS**, the governing body of the City of Manhattan desires to annex the Real Estate pursuant to K.S.A. 12-520c; and,

**WHEREAS**, K.S.A. 12-520c requires, before the City can annex the Real Estate, that the Board of County Commissioners of Riley County find and determine that the annexation of the Real Estate will not hinder or prevent the proper growth and development of the area or that of any other incorporated city located within Riley County; and,

**WHEREAS**, the governing body of the City of Manhattan believes, and suggests, that such annexation will not hinder or prevent such growth and development, but that such annexation will improve and allow for such growth and development.

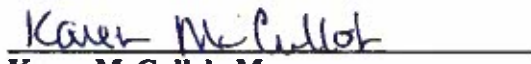
**NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF MANHATTAN, KANSAS:**

**SECTION 1.** That the governing body of the City of Manhattan finds that it is advisable, desirable, beneficial and in the interest of the public to annex the Real Estate to the City of Manhattan, Kansas.

**SECTION 2.** That the governing body hereby respectfully requests that the Board of County Commissioners of Riley County, within 30 days of the receipt of a certified copy of this Resolution, find and determine that the annexation of the Real Estate by the City of Manhattan, Kansas, will not hinder or prevent the proper growth and development of the area or that of any other incorporated city located within Riley County, all as provided in K.S.A. 12-520c.

**SECTION 3.** The governing body directs the City Clerk to file a certified copy of this Resolution with the Board of County Commissioners of Riley County.

**PASSED AND ADOPTED BY THE GOVERNING BODY OF THE CITY OF MANHATTAN, KANSAS, THIS 18<sup>TH</sup> DAY OF MARCH, 2025.**

  
Karen McCulloh, Mayor

ATTEST:

  
Brenda K. Wolf, CMC, City Clerk



# Annexation Application

## Application Information

This application is for property owner-initiated incorporation of land into the city of Manhattan.

### Annexation Process

“K.S.A. Chapter 12, Article 5 authorizes cities to annex land when the property owner petitions for annexation or consents to it.”

Please see [Section 26-9B-1](#) of the [Manhattan Development Code \(MDC\)](#).

### Required Documents

- [Petition to Annexation](#) This notarized document is completed by the legal property owner.
- [Property Owner Consent Form](#) If the applicant is not the property owner (an authorized agent is completing the application) or there are multiple property owners, a Property Owner Consent Form must be completed and submitted with this application.
- [Neighborhood Meeting Report](#) Download the instructions and required report form.
- **Property location map**

### Completeness Review

Only after an application is determined by City staff to be complete will a public hearing date be set.

For additional information on the application process, please reference [Sec. 26-8C Application review of the MDC](#).

## Property Information

### Address or general location or property

5111 Murray Rd, Manhattan, KS 66503

### Size of property

0.95

### Square feet or acres?

Acres

### Legal description of property

Legal.Description.5111MurrayRd.MHK.docx

## Project Information

### Pre-Application Conference date

12/18/2024

### Pre-Application Conference ID

254 965 163 736

### Project summary

The property located at 5111 Murray Rd, Manhattan, KS 66503 is within the Manhattan City urban area and the purposed use conforms with the Growth Vision of the Manhattan Urban Area Comprehensive Plan. Therefore the property owners are requesting annexation by the city for future water and sewer access due

to future services not being granted to the property without city annexation.

**Is the property in the Manhattan Urban Area?**

Yes

## Required Documents

**Neighborhood Meeting Report**

Neighborhood.Meeting.Report.5111.Murray.Rd.MHK.pdf

**Neighborhood Meeting date**

1/16/2024

Neighborhood.Meeting.Notice.5111.Murray.Rd.MHK.pdf

Neighborhood.Meeting.Mailing.List.5111.Murray.Rd.MHK.pdf

Neighborhood.Meeting.Attendees.5111.Murray.Rd.MHK.pdf

**Petition to annexation upload**

Petition.to.Annex.Doc.5111.Murray.Rd.MHK.pdf

Click to download the [petition to annexation document template](#)

**Property location map**

Map.5111.Murray.Rd.MHK.pdf

## Additional File Uploads

### Item 1

**Additional file upload**

Review.Annexation.Criteria(part1).pdf

Review.Annexation.Criteria(part2).pdf

## Property Ownership Information & Application Signature

**Role of the applicant**

Property Owner

**Are there additional property owners included in the application?**

Yes

## Property Ownership Information

### Property owner only

**Property Owner Name**

Charles Brunner

**Phone**

(402) 217-4425

**Email**

charlesbrunner@ymail.com

**Mailing Address**

808 W Bellezza St, Lincoln, Kansas 68523

By signing this application, the owner attests that all information and facts provided on this form and attachments are complete and accurate and that any omission or incorrect information may invalidate any notice or subsequent action taken by the Manhattan Urban Area Planning Board and the City Commission.

### Property Owner Signature

*Charles Brunner*

#### Name

Charles Brunner

#### Office

Owner

#### Date

2/3/2025

## Additional Property Owners

### Property Owner 1

#### Property Owner Name

Charles Brunner

#### Phone

(402) 217-4425

#### Email

charlesbrunner@ymail.com

#### Mailing Address

808 W Bellezza St, Lincoln, Kansas 68523

#### Property owner consent upload

Property-owner-consent-form.Charles.2-3-2025.pdf

Click to download the [property owner consent form](#)

### Property Owner 2

#### Property Owner Name

Julie Brunner

#### Phone

(785) 447-0992

#### Email

juliecmaison@gmail.com

#### Mailing Address

808 W Bellezza St, Lincoln, Kansas 68523

Attachment: Attachment C (15645 : Select Date for Annexation)

**Property owner consent upload**  
Property-owner-consent-form.Julie.2-30-2025.pdf

Click to download the [property owner consent form](#)

## Application Fee Payment

Please refer to the Community Development [fee schedule](#) that was used to determine the total fee amount.

**Annexation Fee**  
\$400.00

**Payment Type**  
Check

Make check payable to: **City of Manhattan**

Mail or deliver your check to:

Attn: Community Development Department  
City of Manhattan  
1101 Poyntz Avenue  
Manhattan, KS 66502

Attachment: Attachment C (15645 : Select Date for Annexation)

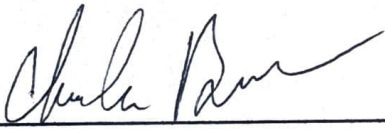
## PETITION FOR ANNEXATION

**CHARLES BRUNNER and JULIE BRUNNER**, ("Owners") pursuant to KSA 12-520c, hereby file this petition requesting that the City of Manhattan, Kansas annex the real estate described as Lot 6, Murray Addition, Riley County, Kansas (the "Real Estate"). In support of, and in furtherance of, this petition, Owners state, as follows:

The Real Estate is located totally within Riley County, Kansas.  
Owners are the sole owners of the Real Estate.

The Real Estate does not currently adjoin the City of Manhattan, and therefore, Owner acknowledges that the City cannot annex the Real Estate until, and unless, the Board of Riley County Commissioners, by a 2/3 vote of the members, find and determine that the annexation will not hinder or prevent the proper growth and development of the area or that of any other incorporated city located within Riley County.

**NOW THEREFORE**, the undersigned do hereby request that the City of Manhattan, Kansas, annex the Real Estate.

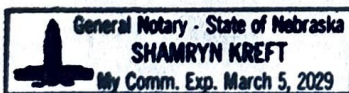
By:   
**Charles Brunner**  
Owner

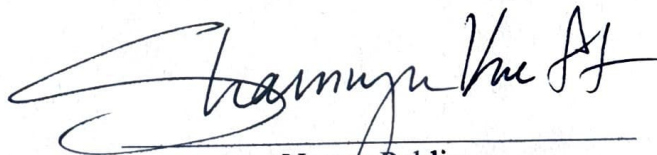
  
**Julie Brunner**  
Owner

STATE OF KANSAS, COUNTY OF RILEY, SS:

BE IT REMEMBERED, that on this 11<sup>th</sup> day of March, 2025, before me, the undersigned a notary public in and for the County and State aforesaid, came Charles Brunner and Julie Brunner, who are personally known to me to be the same persons who signed the foregoing Petition, and duly acknowledged their signatures for the purposes set forth in the Petition.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my notarial seal on the day and year last above written.



  
Notary Public

My appointment expires: 03/05/2029

# NEIGHBORHOOD MEETING

## REPORT

A Community Development Department Form

### Applicant Information

Applicant name: Charles Brunner

Project name: 5111 Murray Rd Annexation

### Report

1. Describe the outcome of the meeting including issues raised and other information deemed relevant.

The outcome of the meeting was that the neighboring businesses are aware that the area will eventually be annexed into the Manhattan city but several in attendance expressed concerns about when that would be. One gentleman is hoping to be retired by that time another neighbor preferred that her kids were out of the house before the area was annexed by the city. Those who had concerns suggested higher taxes and increased regulation for their concerns. Some expressed support for me to do what is in the best interest of my business.

### Attachments

The following attachments must be included with the submitted Neighborhood Meeting Report.

1. Copy of the meeting notice.
2. Copy of the mailing list.
3. Copy of attendee sign-in sheet.

### Attestation

By my signature on this form, I certify that I mailed notice to all owners of property within the regulatory notification area.

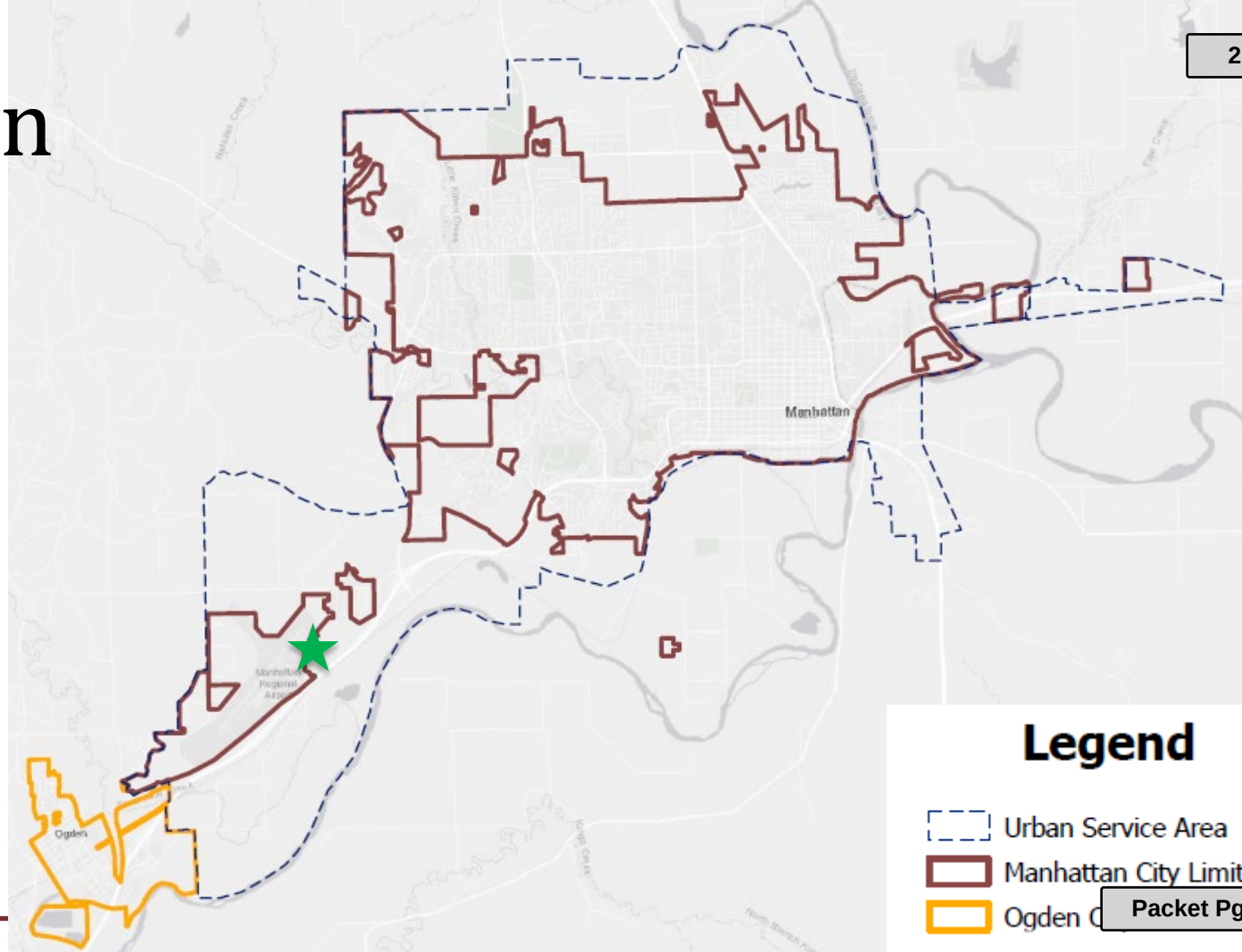
Print Name: Charles Brunner Date: 1/9/2025

Signature: Charles Brunner

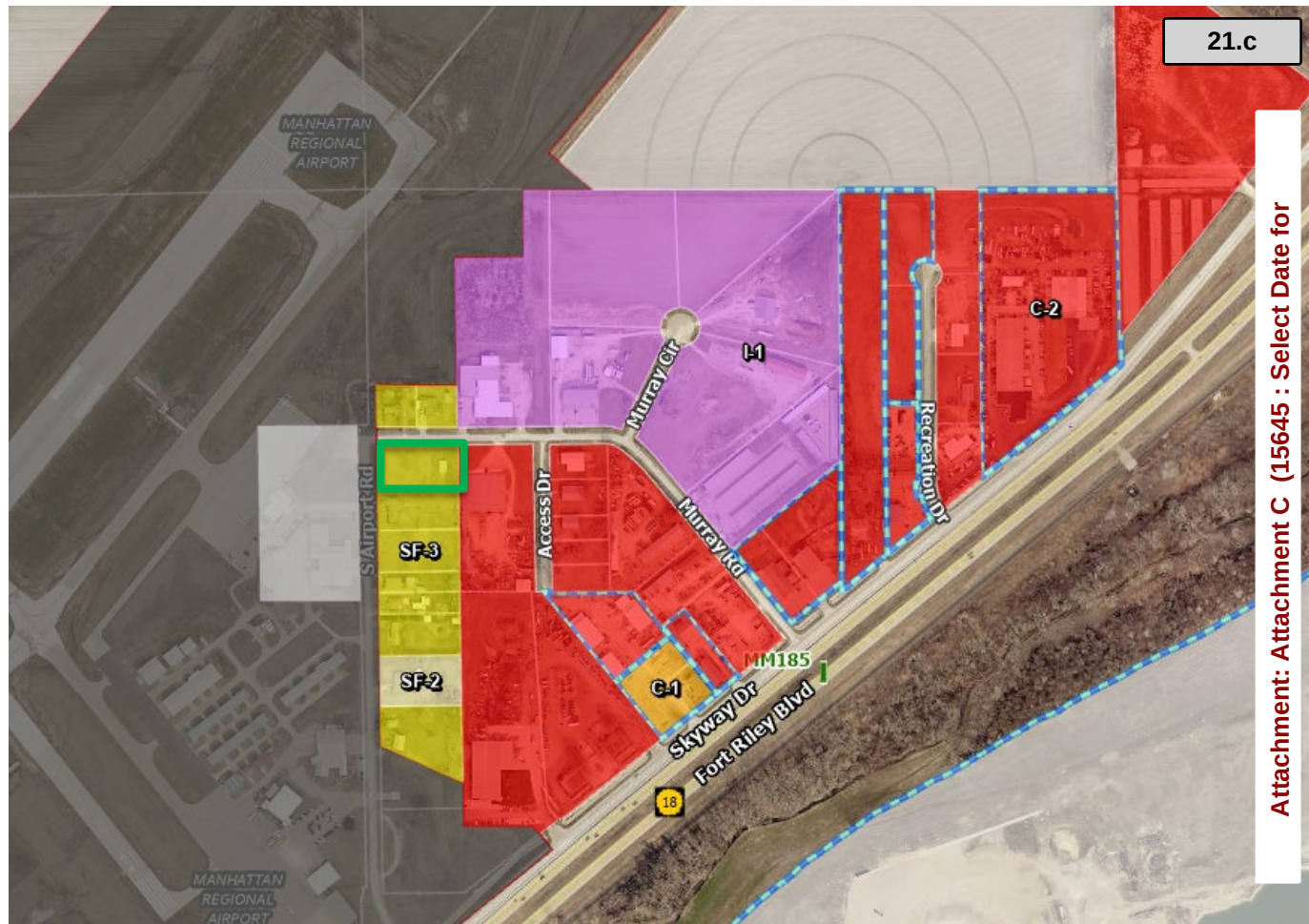
# Consent Island Annexation

5111 Murray Road

# Location



# Zoning





City of  
**Manhattan**  
Kansas



# Timeline

- March 18: Intent to Annex (CC)
- April 17: BOCC findings (no later than)
- Mid-May: 30-day appeal period
- May 20: 1<sup>st</sup> Reading of Ordinance (CC)
- June 3: 2<sup>nd</sup> Reading of Ordinance (CC)
- June 12: Public Hearing -Rezoning (MUAPB)
- July 1: 1<sup>st</sup> Reading of Rezoning (CC)
- July 15: 2<sup>nd</sup> Reading of Rezoning (CC)

# memorandum



To City Commission

From Stephanie Peterson, Director of Community Development

Date March 18, 2025

Subject **5111 Murray Road—Intent to Annex Resolution**

## Background

Charles and Julie Brunner, the owners of 5111 Murray Road, an approximately 0.98-acre tract of land, located east of the Manhattan Regional Airport, have submitted a Petition for the City to annex its property. In order to initiate an island annexation requested by the landowner, K.S.A. 12-520c requires the City to pass a resolution finding that the annexation is advisable and requesting the Board of County Commissioners find that the annexation of the land will not hinder or prevent the proper growth and development of the area or that of any other incorporated city located within the county.

## Factors supporting annexation

Several factors make it advisable to annex this land. The following facts support the County's ability to make the findings, noted above, which are required by Statute.

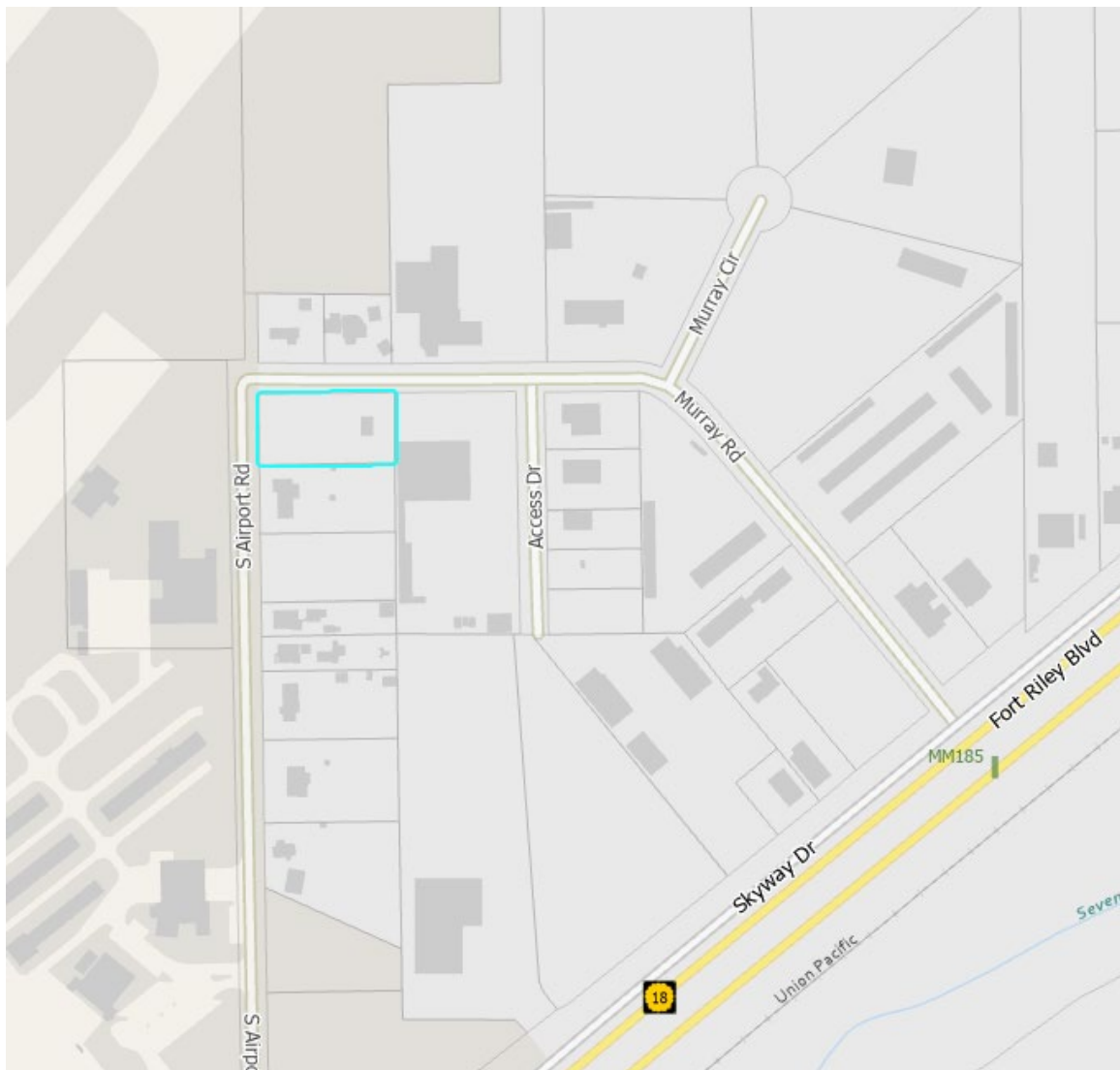
1. Future Land Use: The proposed annexation site is within City's Urban Service Area Boundary (USAB), as shown in the Manhattan Urban Area Comprehensive Plan (MUACP, 2015), which was jointly adopted by the Manhattan City Commission and the Riley County Commission. It has been determined by City staff that this site can be adequately served by City services.
2. Zoning: The proposed zoning for the property, Industrial/Commercial Service (ICS) District with Airport Overlay (O-A), is consistent with the surrounding uses to the east (commercial) and west (Manhattan Regional Airport). The properties north and south are zoned Riley County Single-Family Residential (SF-3). However, the MUACP Future Land Use map (2015) identifies all parcels within this area as either commercial or industrial.
3. City water and sanitary sewer utility services: City water and sanitary sewer utilities are in the vicinity and can adequately serve this property in the future with extensions of public water and sanitary sewer infrastructure. Any future extensions would likely be at the developer's expense.

Attachment: Attachment C (15645 : Select Date for Annexation)

## Conclusion

Based on the facts provided above, the annexation of this land by the City of Manhattan will not hinder or prevent the proper growth and development of the area or that of any other incorporated city located within the County. Annexation of this site will allow for the future development of this tract, consistent with the MUACP Future Land Use Map.

### Map of Subject Property





**OUTSIDE AGENCY**  
*Presentation*

**Outside Agency**  
110 Courthouse Plaza  
Manhattan, KS 66502  
Phone: 785-565-6200

## COMMISSION AGENDA REPORT

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**FROM:** Jared Tremblay, MPO Planning Manager

**MEETING:** April 3, 2025

**SUBJECT:** US-24 Corridor Management Plan update

**PRESENTER:** Jared Tremblay, MPO Planning Manager

---

### 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:**

- US 24 Corridor Plan (PDF)

# US-24 Corridor Management Plan Update

---



## Corridor Study

### 1. Update Existing Corridor Study

- Reassess existing plans based on growth/needs
- Update key project options/designs as needed
  - Flush Rd intersection
  - US-24 Blue River Bridges
  - Urbanization (4-lanes/6-lanes)

### 2. Extend Corridor Study

- Manhattan to US-77 (Riley)
- Intersection safety, capacity, design options
- ITS (Intelligent Transportation Systems)
- Pedestrian Connections

### 3. Cost-Benefit Analysis

- 2<sup>nd</sup> Connection options between MHK & Blue Township
  - Costs
  - Pros & Cons (travel times, traffic impacts, etc.)
  - Environmental & Hydrological impacts

## Cost-Benefit Analysis

# Study Costs

High-end estimates

22.a

## Cost-Benefit Analysis

- FHMPO Project (RFP & Admin) – No KDOT
- Consultant completes study

| \$150k  |     |
|---------|-----|
| \$115k  | PT  |
| \$17.5k | RL  |
| \$17.5k | MHK |

| \$150k             |                  |
|--------------------|------------------|
| <del>\$97.5k</del> | <del>KDOT</del>  |
| <del>\$52.5k</del> | <del>Local</del> |
| ↓                  |                  |
| RL                 | \$17.5k          |
| MHK                | \$17.5k          |
| MHK                | \$17.5k          |

## Corridor Study

- KDOT Project (RFP & Admin)
- 65/35 funding split (State/Local)
- Consultant completes study

| \$1m   |       |
|--------|-------|
| \$650k | KDOT  |
| \$350k | Local |

# Study Segments

**Corridor Study**

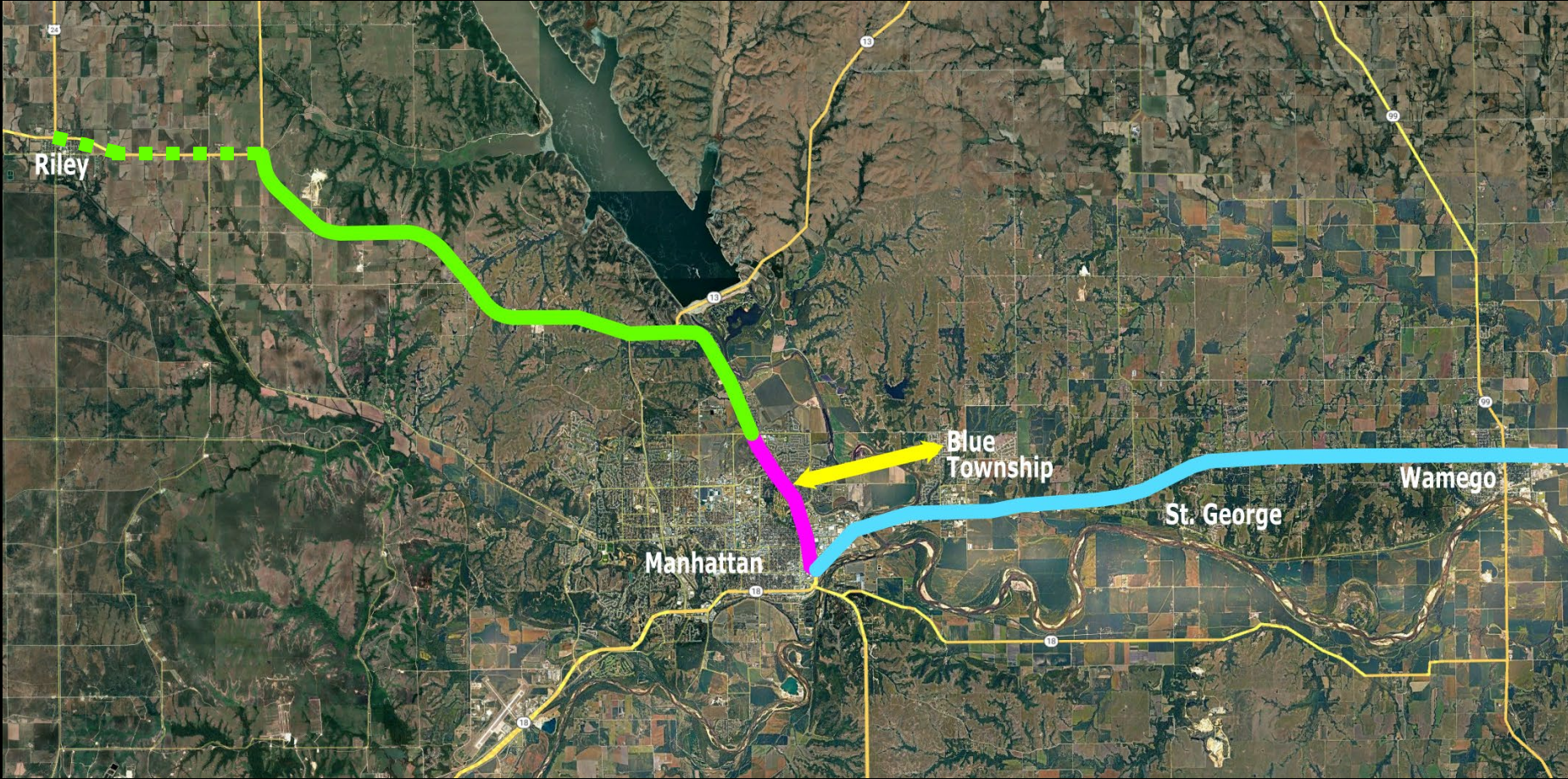
**A** Existing Corridor:  
*Wamego - Mall*

**B** Extension:  
*Mall – Marlatt Ave*

**C** Extension:  
*Marlatt Ave – US-77*

**Cost-Benefit Analysis**

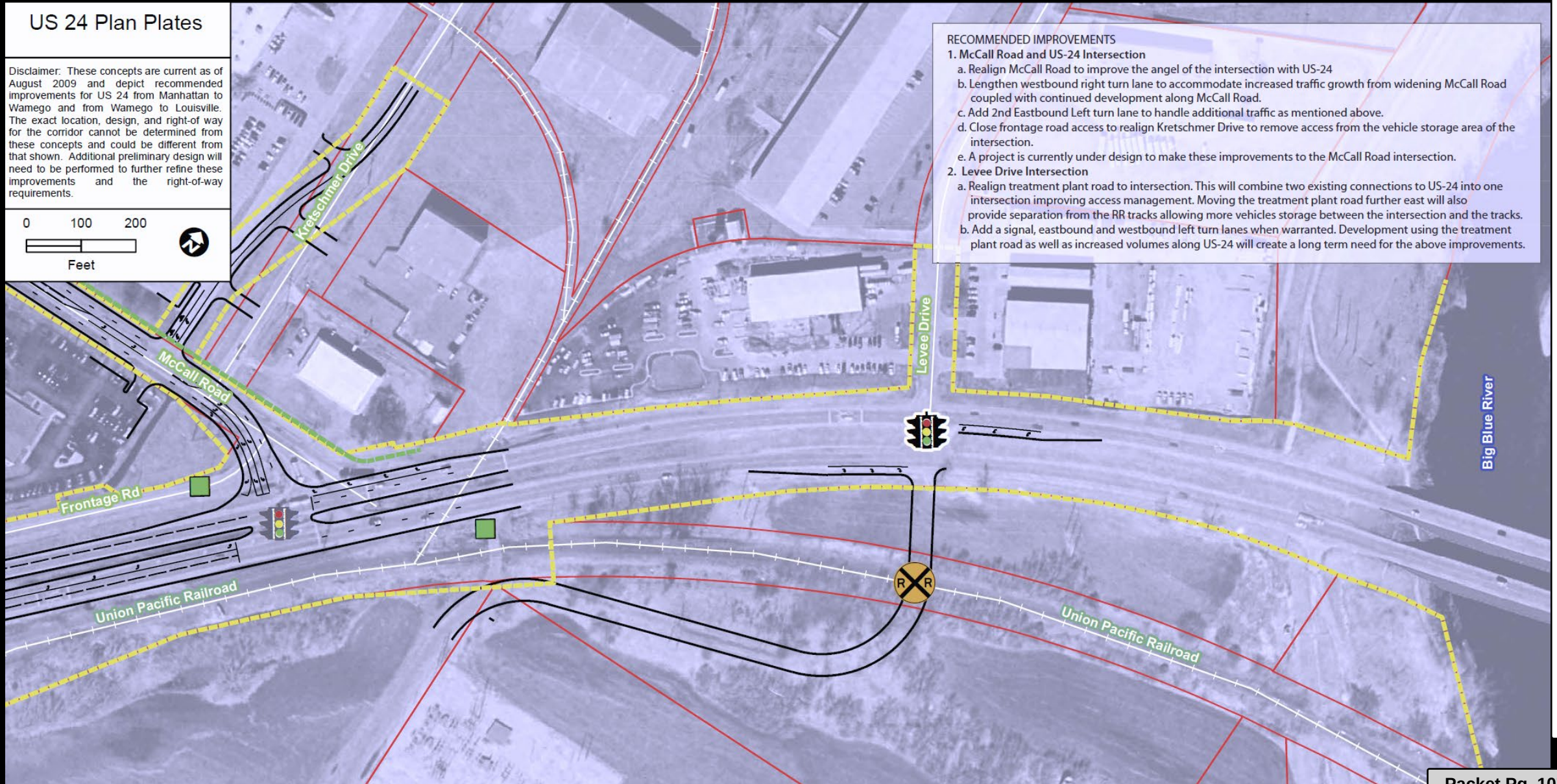
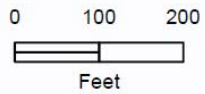
**D** 2<sup>nd</sup> Connection:  
*Blue Township - MHK*



Attachment: US 24 Corridor Plan (15653 : US 24 Corridor Plan)

## US 24 Plan Plates

Disclaimer: These concepts are current as of August 2009 and depict recommended improvements for US 24 from Manhattan to Wamego and from Wamego to Louisville. The exact location, design, and right-of-way for the corridor cannot be determined from these concepts and could be different from that shown. Additional preliminary design will need to be performed to further refine these improvements and the right-of-way requirements.



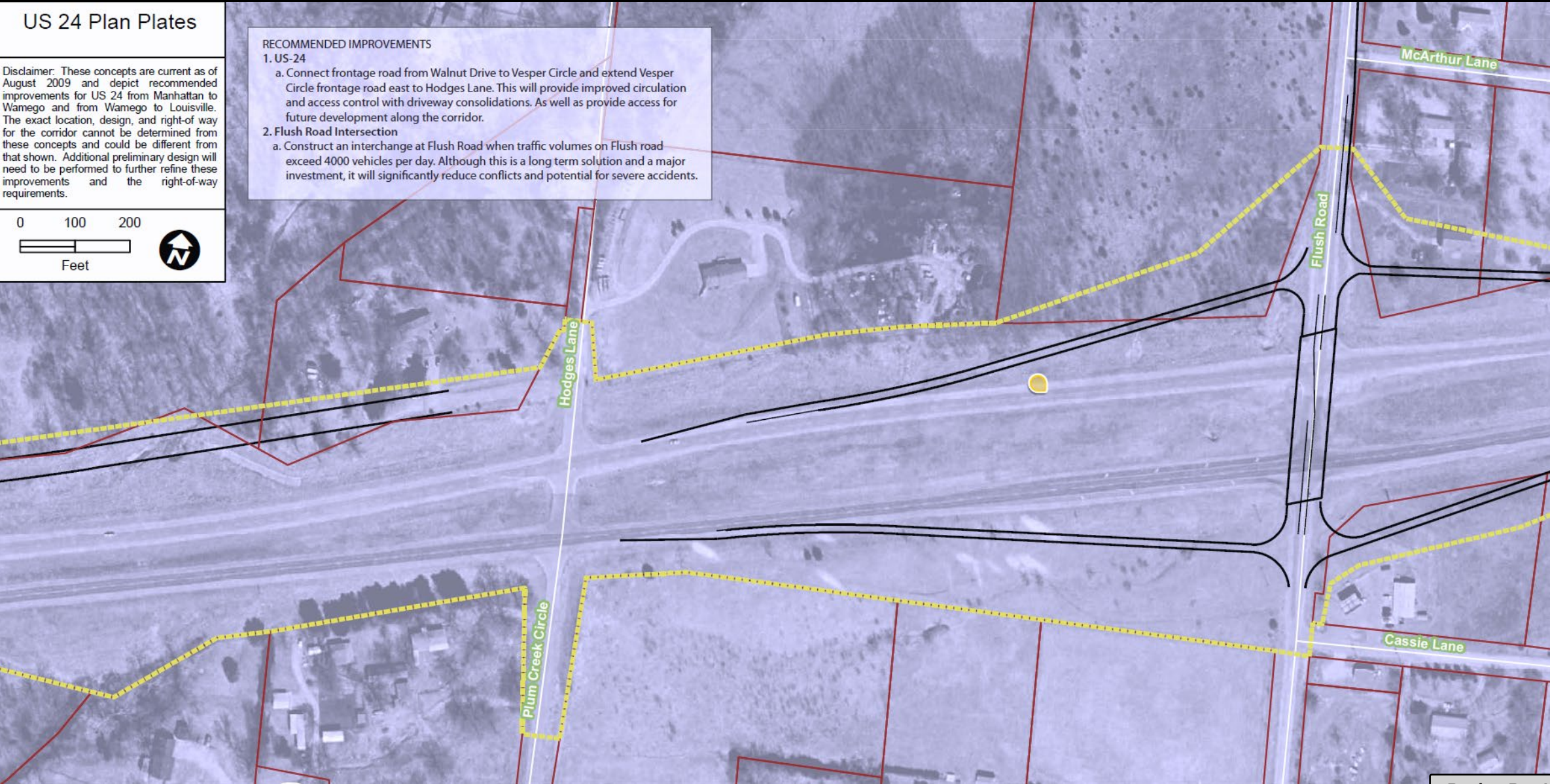
## RECOMMENDED IMPROVEMENTS

### 1. McCall Road and US-24 Intersection

- Realign McCall Road to improve the angle of the intersection with US-24
- Lengthen westbound right turn lane to accommodate increased traffic growth from widening McCall Road coupled with continued development along McCall Road.
- Add 2nd Eastbound Left turn lane to handle additional traffic as mentioned above.
- Close frontage road access to realign Kretschmer Drive to remove access from the vehicle storage area of the intersection.
- A project is currently under design to make these improvements to the McCall Road intersection.

## 2. Levee Drive Intersection

- a. Realign treatment plant road to intersection. This will combine two existing connections to US-24 into one intersection improving access management. Moving the treatment plant road further east will also provide separation from the RR tracks allowing more vehicles storage between the intersection and the tracks.
- b. Add a signal, eastbound and westbound left turn lanes when warranted. Development using the treatment plant road as well as increased volumes along US-24 will create a long term need for the above improvements.



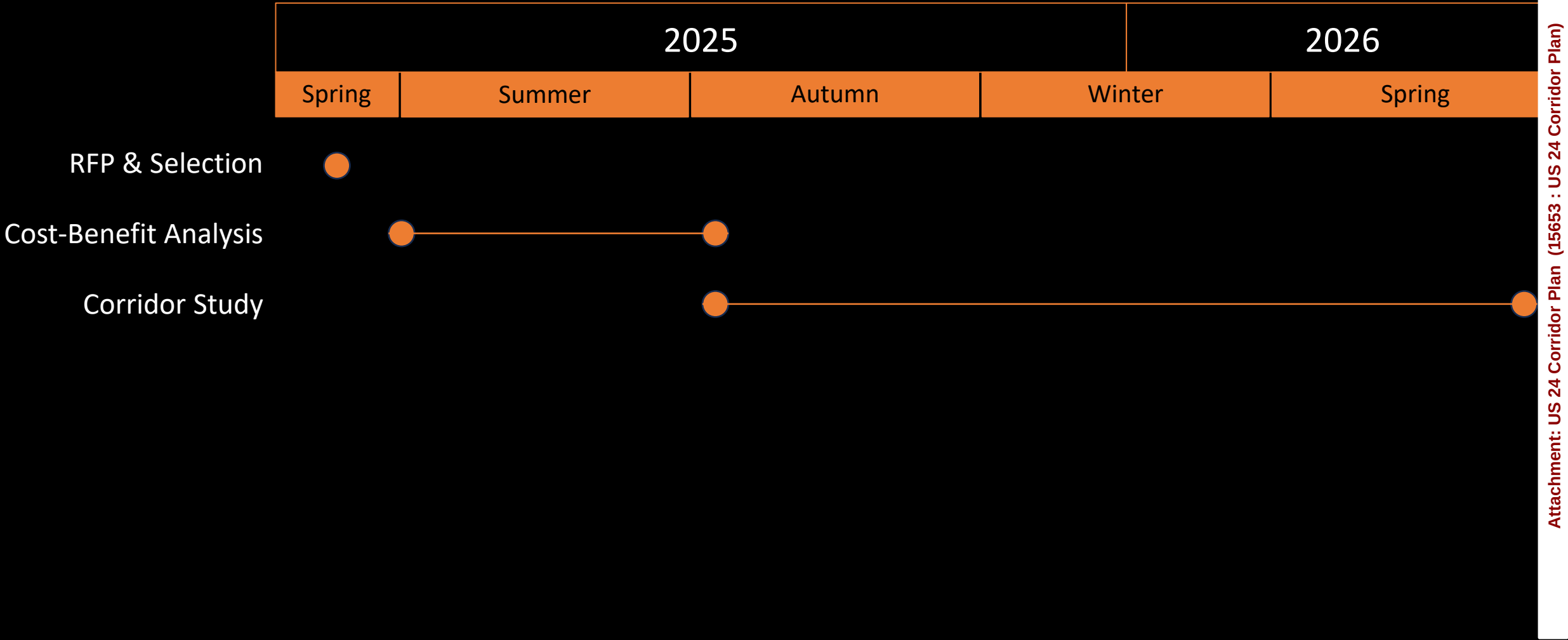
Goal:

Move the region past speculation, to focus on actual costs of realistic routes, so we can have a more productive & factual conversation on a way forward

What can we afford, what can we live with, what are the trade-offs

| Cost – Benefit Analysis |              |       |         |             |
|-------------------------|--------------|-------|---------|-------------|
| Opt.                    | Detail       | Cost  | Traffic | Hydro, etc. |
| 1                       | Road Upgrade | \$15m | X,000   | Low         |
| 2                       | Bridge A     | \$80m | Y,000   | High        |
| 3                       | Bridge B     | \$45m | Z,000   | Low         |
| 4...                    | ...          | ...   | ...     | ...         |

# Timeline



Attachment: US 24 Corridor Plan (15653 : US 24 Corridor Plan)

# THANK YOU!



**JARED TREMBLAY**, Planning Manager  
Tremblay@FlintHillsMPO.org

**FlintHillsMPO.org**