



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

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Chair](#)

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Business Meeting

3. 2024 Asphalt Overlay Program Bid Recommendation
4. Sign Riley County Employee Action Form(s)
5. Approve payroll/accounts payables (when completed)

Review Minutes

6. Board of Riley County Commissioners - Regular Meeting - Apr 1, 2024 8:30 AM
7. Board of Riley County Commissioners - Special Meeting - Apr 1, 2024 4:30 PM

Tentative Agenda

8. Tentative Agenda

Press Conference Topics

9. Discuss Press Conference

9:00 AM

Clancy Holeman, Counselor/Director of Administrative Services

10. Request to Fill Deputy County Counselor

9:15 AM

Michael Boller, Noxious Weed Director

11. Staff Update

9:30 AM

Anna Burson, Appraiser

12. Staff Update

- 9:45 AM Julie Gibbs, Health Department Director**
13. RCHD Request to apply for additional DECK grant funds
- 10:00 AM Amanda Webb, Planning/Special Projects Director**
14. Planning & Development - Staff Update
- 10:15 AM Elizabeth Ward, Human Resources Director**
15. Working session - Employee Policy Manual proposal
- 11:00 AM Clancy Holeman, Counselor/Director of Administrative Services**
16. Administrative Work Session
17. A Resolution Extending a Declaration of Local Disaster Emergency
- 11:20 AM David Adams, EMS/Ambulance Director**
18. Out of State Travel Request

Adjournment

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



PUBLIC WORKS
Recommendations

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

COMMISSION AGENDA REPORT

FROM: Andrea Rose, Administrative Assistant II

MEETING: April 4, 2024

SUBJECT: 2024 Asphalt Overlay Program Bid Recommendation

PRESENTER: Evan McMillan, Assistant Public Works Director

Staff has reviewed the sole bid from Shilling Construction Co., Inc., of Manhattan, KS for the 2024 asphalt overlay project of Stockdale and Blue River Hills Roads and found the bid to be in order.

Staff recommends awarding the bid to Shilling Construction Co., Inc., in the amount of \$1,602,010.00. The contractor proposes a May 1, 2024, start date and anticipates completion within 30 working days.

This project would be funded through the Public Works budget and the Sales Tax fund.

POSSIBLE MOTION(S)

Move to approve the bid from Shilling Construction Co., Inc., in the amount of \$1,602,010.00.

Move to deny the bid from Shilling Construction Co., Inc., in the amount of \$1,602,010.00.

Move to table for further discussion.

Enclosures:

- Bid Tab_2024 Asphalt Overlay (XLSX)

BID TABULATION SHEET

Riley County Public Works

Project: 2024 Asphalt Overlay Project

Date: March 28, 2023 at 10:50 a.m.

Shilling Construction Company
PO Box 1568
Manhattan, KS 66505

Alternate No. 1 - Stockdale, Blue River Hills Rd

<u>ITEMS</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>AMOUNT</u>
1.0" Asphalt Pavement Milling	149,000	1.36	202,640.00
1.5" Class A HMA - Commercial Overlay	13,200	\$ 106.00	\$ 1,399,200.00
Class A HMA - Commerical Pavement Patching	1	\$ 170.00	\$ 170.00
	TOTAL:		\$ 1,602,010.00

Proposed Start Date	05.01.2024
Proposed Working Days	30days



COUNTY CLERK & ELECTIONS
Personnel

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

COMMISSION AGENDA REPORT

FROM: Elizabeth Ward, Human Resources Director

MEETING: April 4, 2024

SUBJECT: Sign Riley County Employee Action Form(s)

PRESENTER: Elizabeth Ward, Human Resources Director

Enclosures:

- 2024-04 Clerical Assistant SDorsen EAF (DOCX)
- 2024-04 Facility and Grounds Tech - CBuntjer EAF (DOCX)
- 2024-04 Facility and Grounds Tech SSwitzer EAF (DOCX)
- 2024-04 Custodian AMckinley EAF (PDF)

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Sarah Dorsen**Status Change Date:** 04/29/2024**Status Change:** Separation**Date of Hire:** 03/06/2023**Seniority:** 1 Year(s), 0 Month(s)**Position:** Planning/Development Clerical Assistant **Position Type:** As Needed**Pay Range:** TASND**Pay Type:** Hourly**Base Rate:** \$15.00**Annualized Pay:** \$15,000.00**Funds Codes:** 1 – County General, 24 – Planning and Development**Supervisor:** Amanda Webb**Department Head:** Amanda Webb

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2024-04 Clerical Assistant SDorsen EAF (14646 : Employee Action Form (Green Sheet))

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 1603

Full Legal Name: Chelsea Buntjer

Status Change: New Hire

Seniority: 0 Years, 0 Months

Position: Facility & Grounds Tech I

Pay Grade: Range 4

Base Rate: \$19.03

Funds Codes: 1-County General, 40-Public Works, 81-Parks

Supervisor: David Willis

Status Change Date: 04/15/2024

Date of Hire: 04/15/2024

Position Type: Full Time

Pay Type: Hourly

Annualized Pay: \$39,582.40

Department Head:John Ellermann

BoCC Chair _____

BoCC Member _____

BoCC Member _____

Date _____

Date: _____

Date: _____

Attachment: 2024-04 Facility and Grounds Tech - CBuntjer EAF (14646 : Employee Action Form (Green Sheet))

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Samuel Switzer**Status Change Date:** 04/09/2024**Status Change:** New Hire**Date of Hire:** 04/09/2024**Seniority:** 0 Year(s), 0 Month(s)**Position:** Facility & Grounds Tech 1**Position Type:** Full Time**Pay Range:** Range 4**Pay Type:** Hourly**Base Rate:** \$19.03**Annualized Pay:** \$39,582.40**Funds Codes:** 1-County General, 40-Public Works, 81-Parks**Supervisor:** David Willis**Department Head:** John Ellermann

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2024-04 Facility and Grounds Tech SSwitzer EAF (14646 : Employee Action Form (Green Sheet))

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Angela Mckinley**Status Change Date:** 04/08/2024**Status Change:** New Hire**Date of Hire:** 04/08/2024**Seniority:** 0 Year(s), 0 Month(s)**Position:** Custodian**Position Type:** Full Time**Pay Range:** Range 1**Pay Type:** Hourly**Base Rate:** \$18.40**Annualized Pay:** \$38,272.00**Funds Codes:** 1-General, 40-Public Works**Supervisor:** Jeremiah Noll**Department Head:** John Ellermann

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2024-04 Custodian AMckinley EAF (14646 : Employee Action Form (Green Sheet))



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
April 08, 2024**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Chair](#)

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

1. Highway Use Permit for Evergy
2. Week of the Young Child Proclamation
3. National County Government Month Proclamation

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Rich Vargo, County Clerk

4. Year to date budget and expenditure reports

9:30 AM

Press Conference

5. Presentation of the Week of the Young Child Proclamation - John Ford and Jan Scheideman (3-5 minutes)
6. Presentation of the National County Government Month Proclamation - John Ford and Vivienne Leyva (3-5 minutes)

9:40 AM

Elizabeth Ward, Human Resources Director

7. Employee Procedures Manual

10:10 AM

John Ellermann, Public Works Director/County Engineer

8. Project update

10:40 AM

Clancy Holeman, Counselor/Director of Administrative Services

9. Administrative Work Session

Attachment: 04-08-24 tentative agenda (14191 : Tentative Agenda)

11:00 AM Katharine Hensler, Museum Director

10. Staff update

12:00 PM County Officials Luncheon

Adjournment

Announcements

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

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

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

Attachment: 04-08-24 tentative agenda (14191 : Tentative Agenda)



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
April 11, 2024**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Chair](#)

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

1. Discuss Good Morning Manhattan April 18th
2. Discuss Intergovernmental Luncheon April 22nd

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Clancy Holeman, Counselor/Director of Administrative Services

3. Administrative Work Session

9:20 AM

Break

9:30 AM

Shilo Heger, Treasurer

4. Monthly Revenue Reports

9:45 AM

Jason Smith, Manhattan Area Chamber of Commerce

5. Economic development update

10:00 AM

Julie Gibbs, Health Department Director

6. Staff update

10:30 AM

Budget and Planning Committee - Brittany Phillips, Budget and Finance Officer

7. Monthly Cash Flow Reports

Attachment: 04-11-24 tentative agenda (14191 : Tentative Agenda)

10:40 AM Shelley Woodard, Deputy County Counselor

8. Valleywood

Adjournment

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

Attachment: 04-11-24 tentative agenda (14191 : Tentative Agenda)



COUNTY CLERK & ELECTIONS
Personnel

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

COMMISSION AGENDA REPORT

FROM: Elizabeth Ward, Human Resources Director

MEETING: April 4, 2024

SUBJECT: Request to Fill Deputy County Counselor

PRESENTER: Clancy Holeman, County Counselor

BACKGROUND

The current Deputy County Counselor position will become vacant on April 30, 2024.

The Deputy position is integral to the County Counselor's office and the over all County as it is responsible for providing legal advice to the Board of County Commissioners and the elected and appointed officials of Riley County in a wide variety of legal subject areas. Those areas include but are not limited to: contracts; the Kansas Open Meetings Act; the Kansas Open Records Act; real property law; real property title issues; collection of county accounts in pending bankruptcies; public construction projects and their financing; benefit district formation and assessment; road opening; personnel issues; real property tax foreclosure and the supervision of two staff members in that effort; delinquent personal property tax collection; and enforcement of County zoning and sanitary codes. This advice must be communicated either verbally or in writing, as appropriate. And the Deputy must be willing and able to litigate county issues in the Kansas state or federal trial and appellate courts and administrative agencies, at the direction of the Board of Riley County Commissioners.

Further, the unique skills required to perform this job to standard include the ability to communicate the above legal advice in a timely manner which always complies with the highest ethical standards required by the Kansas Supreme Court's "Kansas Rules of Professional Conduct." Additionally, the successful candidate must respect and participate daily within a cooperative organizational culture operating between the County Commission and all the following separate and distinct departments in the Riley County governmental structure: the County Attorney; Register of Deeds; County Treasurer; County Clerk; Emergency

Management/Volunteer Fire; Emergency Medical Service/Ambulance; Riley County Health Department; County Appraiser; Public Works; Noxious Weed/Household Hazardous Waste; Planning and Development; Community Corrections; and Information Technology/GIS. While they are not Riley County departments, this “cooperative organizational culture” also includes the Riley County Police Department and K-State Extension.

For the reasons listed above the Counselor’s office and Human Resources believe this will be a unique position to fill and may take more time to find the right candidate.

It is important to also understand, when considering this request, that the current County Counselor will retire January 1, 2025. With the timeline for this office, it is vital to get a high quality candidate, who can learn the requirements of the deputy position in a short period of time.

DISCUSSION

In 2023/2024 Riley County has filled an Assistant County Attorney position and the Deputy County Counselor. Each of these positions has taken several months to secure the right candidate.

Additionally, because of the vast number of projects and nuances to the work in this position, the County Counselor highly recommends the county work to fill the Deputy position ASAP.

By advertising now, we hope to interview by the end of April and have someone in the position by Mid-May. This is a very aggressive timeline, which will completely depend on candidate interest.

FISCAL IMPACT

The Deputy County Counselor falls into the pay grade of FF with a pay range of:

Position	Grade	Minimum	Midpoint	Maximum
Deputy County Counselor	FF	\$107,030.21	\$139,171.17	\$171,312.13

The approved budget for 2024 includes an annualized salary of \$134,109.60 and benefits of \$52,973. We expect the new candidate to have a similar number of years of experience.

RECOMMENDATION(S)

I recommend the Board of County Commissioners approve the requisition to open the Deputy County Counselor position and follow the timeline outlined above.

POSSIBLE MOTION(S)

I move to approve the above plan to hire and onboard for the Deputy County Counselor position.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- Deputy County Counselor Position Description (PDF)
- PAF Deputy Counselor (DOCX)

RILEY COUNTY, KANSAS JOB DESCRIPTION

Job Title:	DEPUTY RILEY COUNTY COUNSELOR		
Department:	Administrative Services	Division:	County Counselor
Reports To:	County Counselor of Riley County, Kansas		
Pay Grade:	FF	Status:	Fulltime
FLSA Status:	Exempt		

Position Summary: The Deputy County Counselor assists the Riley County Counselor to provide legal counsel to the Board of Commissioners and County Department Heads. The position is a resource to the County for matters involving – contractual agreements, Benefit Districts, the annual filing of a tax foreclosure case, will assist with human resources matters, and may be asked to provide advice and direction to the Board of Commissioners on all areas of county government as needed.

Essential Functions:

- Represent the Board of County Commissioners under the purview and direction of the County Counselor.
- Give advice on legal questions and assist the County Counselor on legal matters. In the absence or unavailability of the County Counselor, advise department heads and department supervisors with legal questions.
- Commence, prosecute, or defend, as the case requires, assigned civil suits or actions in which County is interested and represent County generally in all matters of civil law.
- Draw contracts and other papers or documents required by the County, as directed, and furnish opinions in writing upon legal matters pending before the County, when requested.
- Assist the County Counselor in performing the duties provided by K.S.A. 19-716 and amendments thereto.
- Collect delinquent personal property taxes, as directed, in collaboration with appropriate County Departments. .
- Assist the Human Resources Director and Department Heads in personnel matters, as required.
- Supervise the preparation and filing of bankruptcy court, mortgage foreclosure and probate claims for real and personal property tax debts owed Riley County.
- Serve as the primary point of contact for formation and expansion of Riley County sewer, water, and paving districts, in coordination with the Riley County Clerk and Public Works departments, citizen petitioners, and other interested parties. .
- Collaborate with the Planning & Development department to enforce zoning and sanitary codes.
- Conduct a real property tax foreclosure case annually.

Secondary Functions:

- Attend the meetings of the Board; and present proposed policies, programs and plans aimed at addressing overall county needs for review, revisions and approval by the Board of Commissioners as needed.
- Perform other duties as assigned.

Position Requirements:

Education: Must be a juris doctorate graduate from a properly accredited law school. Must have and maintain a license to practice law in Kansas District Courts and in Kansas Federal District Courts.

Experience: A minimum of five years legal experience, in Kansas local government law required, preferably at the County level.

Appropriate combination of education and experience will be considered in lieu of requirements.

Updated Jan 2023

Attachment: Deputy County Counselor Position Description (14644 : Request to Fill Deputy County Counselor)

Skills: Ability to work independently carrying out the duties of the position under the direction and standards set by the County Counselor. .Ability to provide advice and representation to the other elected and appointed officials of Riley County when appropriate whenever the situation does not present conflict of interest with representation of the Board of County Commissioners.

Supervisory Control: The position holder reports directly to the County Counselor. Duties are performed independently and on counsel's own initiative, in accordance with established office procedures, the Kansas Rules of Professional Conduct, state and federal statutes and administrative regulations, applicable case law and applicable local city ordinances and county resolutions. The employee consults with the County Counselor to establish priorities, set deadlines, define the scope of major projects, and determine the type of work to be done on large or critical projects. The County Counselor provides direction and review, when necessary.

Supervisory Responsibility: This position directly supervises the Senior Legal Assistant and the Office Manager.

Guidelines: The Kansas Rules of Professional Conduct, Federal, State, and local laws, administrative regulations, and applicable case law, along with established office procedures and Riley County Personnel policies are the guidelines. The County Counselor provides additional guidelines and general direction. These additional guidelines may be provided orally or in writing. The proper use of these guidelines requires extensive training, previous experience, and good judgement to interpret and apply them to a variety of specific situations.

Complexity: This position works a wide range of tasks which require special knowledge. The work requires decisions to be made that involve the assessment of unusual circumstances, prioritizing projects, using variations in approach, and the proper use of incomplete and/or conflicting data. This position requires the employee to routinely exercise independent judgment and make careful interpretations of guidelines in order to best utilize labor, equipment, and materials effectively. . In most cases, the obvious course of action is taken but, in some situations, different options must be considered, and independent decisions must be made.

Scope and Effect of Work: This position has direct effect in the success or failure of the County Counselor's office. This position is responsible for making sound decisions which limit the County's liability exposure, foster good relationships with the public and enhance the County's professional image.

Personal Contacts: Many contacts are involved. These include personal contacts with local, state, and federal officials both within Riley County and in other agencies, news media, contractors, and private citizens. Contacts may be initiated by the County Counselor, by other officials, or by members of the public. They may be groups or individuals and may be scheduled in advance or impromptu at either the workplace, other offices, in the homes of citizens, or other locations throughout the County or State.

Purpose of Contacts: To exchange information; to educate and report to higher officials within the county, state, and federal government; to receive requests for service; to gain support and funding for required projects; to persuade officials or private parties to initiate or respond to beneficial projects; to recruit; to provide public education and information through news media; and to obtain needed equipment and supplies. The purpose of the contracts may or may not be understood beforehand. Ability to persuade and educate others toward certain courses of action is a very important factor.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to stand; walk; sit; use hands to finger, handle, talk or hear. The employee must occasionally lifts/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, ability to adjust focus.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

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. Other duties may be assigned by the Board of Riley County Commissioners, or the County Counselor.

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.

Requisition Approval Process

- Submitted by Jana Kurczewski Chingway on 04/02/2024 at 07:13 AM
- Clarence Holeman, Final Approval

Internal Position Details (not displayed on job posting)		
Company Riley County, KS	Position Template Deputy Riley County Counselor [DPTYCNSLR]	Work Location CPE Building
Job ID 2353776	Salary 107,030 - 139,171	Supervisor Position Yes
Pay Grade FF [FF]	EEO Class Professionals [2]	Workers Compensation 8820 [8820]
Cost Center 1 County General [1]	Cost Center 2 Counselor [4]	Cost Center 3 --
1 Job Slot DEPUTY -1		

Supervisor: Clarence Holeman

Department Head: Clarence Holeman

☒ No changes to Position or Budget

☒ Position Description attached

Total annual hours: 2080

☒ Budgeted

☐ New or updated position description

☐ New request for budget (details attached)

Salary: \$139,171

Budget for Benefits: 54,972.55

Total proposed annual budget: \$194,143.55

Additional Position Comments: _____

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Original document stored in Human Resources

Revised 2023-01



NOXIOUS WEED/HHW
Staff Update

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

STAFF REPORT

FROM: Michael Boller Director Riley County Noxious Weed Dept.

MEETING: April 4, 2024

SUBJECT: Staff Update

PRESENTER: Michael Boller Director Riley County Noxious Weed Dept.

Enclosures:

- 4-4-24 Staff Report (DOC)

Riley County Noxious Weed/HHW Department

Michael Boller, Director

April 4, 2024

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. One-third of the county is solid sprayed every year. This year the south section of the county will be treated.
- Spring seeding projects on county right-of-way began in March. There were approximately 30 locations this year which was down from 45 last year. Crews began in the north part of the county and worked their way south. As of April 1st, all locations have been seeded.
- Noxious Weed Department currently has a full stock of cost share chemical to sale for treatment of noxious weeds. As reported last month buyers of large quantity (over 180 gallons) may require an inspection prior to sale so landowners should plan accordingly. This is to help ensure compliance with State Statute.
- County roadside mowing will begin in May and all equipment is ready and available.

HHW:

- Next HHW collection at Howie's Recycling is Saturday, April 13th, 2024 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) will conduct a clean-out at our facility on April 9th. Costs for clean-outs and treatment of hazardous waste has stabilized since this time last year.
- 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 April 11th at the Riley County Public Works training room.
- Justin Brenner and I attended the WORKS conference for solid waste and HHW in Salina and we both received our 8 hours HHW processing recertification.



COUNTY APPRAISER'S OFFICE
Staff Update

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

STAFF REPORT

FROM: Appraiser's Office

MEETING: April 4, 2024

SUBJECT: Staff Update

PRESENTER: Anna Burson

Enclosures:

- 4-4-24 Staff UPDATE (PDF)



Riley County Appraiser's Office Staff Update

BOCC April 4th, 2024
Anna Burson

Personal Property

- Our team is processing the renditions received and assessing penalties for the non-returns, while updating valuation for 2024. Personal Property notice of value is scheduled to mail by May 1st.

AG Use

- As a reminder AG Use maps will be going in the mail by May 15th to all property owners with agricultural land. We ask property owners to review and update these maps accordingly and please reach out to our office if they have any questions or concerns.

Residential

- 2024 valuation notices went out February 23rd and the deadline to file an appeal was March 25th 2024. If a property owner missed the deadline the next opportunity to appeal the 2024 valuation will be when they pay their taxes in December as a Payment Under Protest.
- Our residential team is currently meeting with property owners who have appealed their 2024 valuation. Our goal is to have conducted all hearings by April 15th. Currently other members of the residential team are reviewing sales and training. We have just over 331 residential appeals relating to 2024 valuation. Additionally, we have 3 small claims hearings and one full board hearing concerning 2023 residential property valuation. There are approximately 148 residential home sales so far for 2024. The median sale price is \$239,750 and the average sale price is \$248,974. Our sales ratio currently stands at 97%. It is important to note that these statistics are calculated using unvalidated sales. This simply means our team has not had the opportunity to review the sales information to ensure each sale represents market and this statistic will change once we have worked through these sales in the coming months.

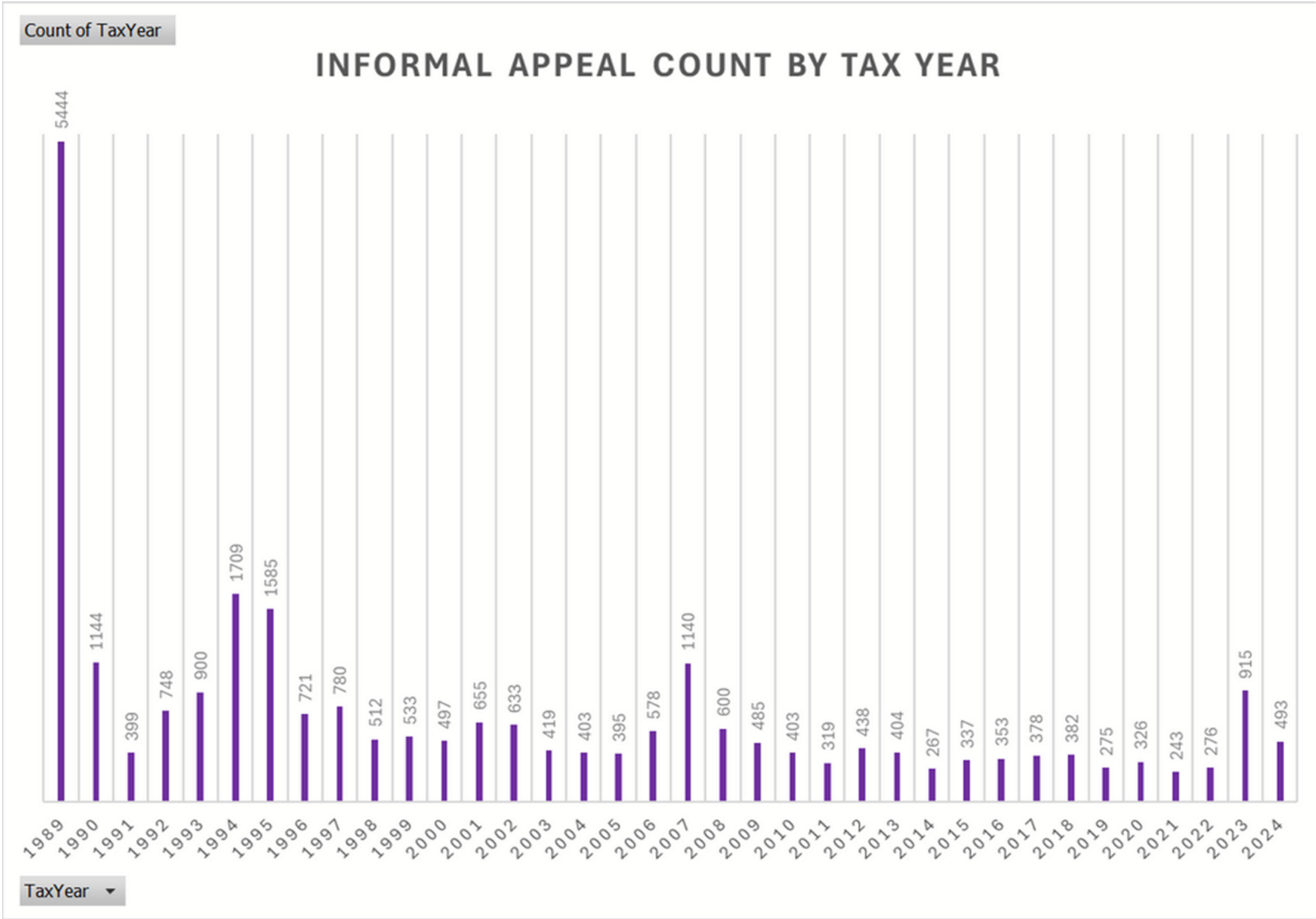
Commercial:

- Our Commercial team is currently holding hearings, preparing for BOTA, reviewing applications for the open commercial position, and working sales and AR. The next slide shows the updates to the open Commercial BOTA cases.

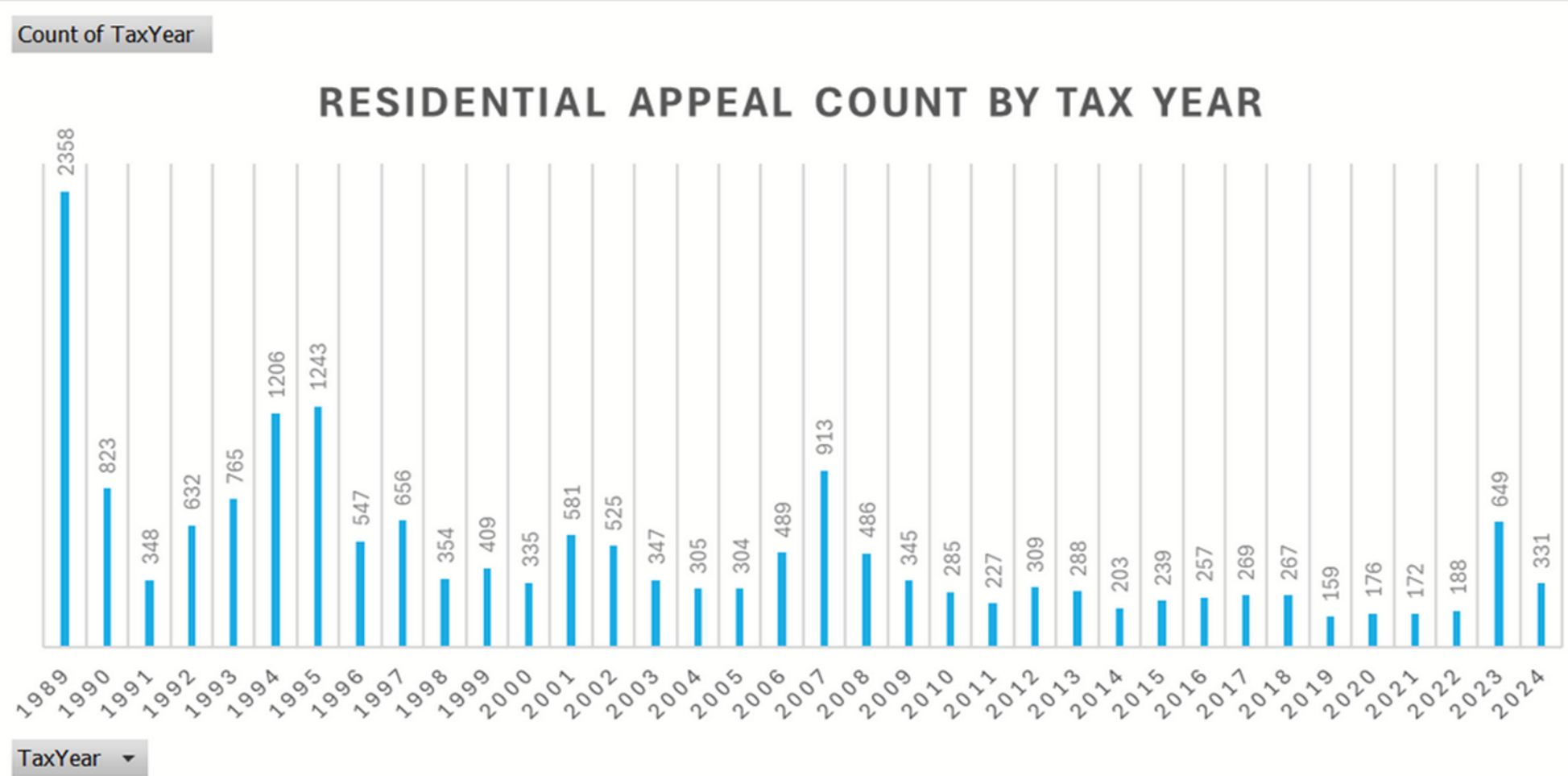
BOTA - OPEN										
3/27/2024										
DOCKET	PARCEL NUMBER	QR#	YEAR	PROPERTY OWNER	BUSINESS NAME/SITE	COUNTY VALUE	FINAL	TAXPAYER VALUE	SCHEDULED	
2024-403-PR	081-177-35-0-00-04-001.00-0	R5761	2023	MASTER TEACHER, THE	MASTER TEACHER, THE	\$137,560		\$68,780	TBA	
2023-2524-EQ	081-189-31-0-00-00-007.00-0	R6092	2023	COLONIAL GARDENS LLC (3050 TCB)	COLONIAL GARDENS MHP OFFICE	\$407,900		?	TUESDAY, SEPTEMBER 17, 2024 @9:00 AM FOR 2 HOURS	
2023-2523-EQ	081-189-31-0-00-00-010.00-0	R6096	2023	COLONIAL GARDENS LLC (3000 TCB)	COLONIAL GARDENS	\$8,856,630		\$8,327,504	TUESDAY, SEPTEMBER 17, 2024 @9:00 AM FOR 2 HOURS	
2023-2525-EQ	081-189-31-0-00-00-017.01-0	R6104	2023	COLONIAL GARDENS LLC (0000 E MARLATT)	COLONIAL GARDENS - VACANT	\$1,870		?	TUESDAY, SEPTEMBER 17, 2024 @9:00 AM FOR 2 HOURS	
2023-2526-EQ	081-203-06-2-70-18-001.00-0	R7912	2023	BLUE VALLEY MHC LLC	BLUE VALLEY MHC LLC	\$4,239,320		\$3,825,000	TUESDAY, SEPTEMBER 17, 2024 @11:00 AM FOR 1 HOUR	
2023-2441-EQ	081-203-07-2-20-09-003.00-0	R8759	2023	SUNFLOWER BANK	SUNFLOWER BANK	\$4,626,910		\$2,313,455	TUESDAY, JUNE 18, 2024 @ 3:30 FOR ONE HOUR IN TOPEKA	
2020-6179-PR	081-203-07-2-80-01-001.02-0	R9273	2019	BJS, INC	IHOP	\$1,974,000		\$1,000,000	MONDAY, JULY 22, 2024 @ 1:30 PM FOR 2 HOURS IN TOPEKA	
2020-6180-EQ	081-203-07-2-80-01-001.02-0	R9273	2020	BJS, INC	IHOP	\$1,974,000		\$1,482,207	MONDAY, JULY 22, 2024 @ 1:30 PM FOR 2 HOURS IN TOPEKA	
2021-1105-EQ	081-203-07-2-80-01-001.02-0	R9273	2021	BJS, INC	IHOP	\$1,974,000		\$1,300,000	MONDAY, JULY 22, 2024 @ 1:30 PM FOR 2 HOURS IN TOPEKA	
2020-1714-EQ	081-204-18-2-10-18-001.00-0	R9845	2020	MHTTTN MARKETPLACE	A&W/NOODLES/ETC.	\$2,100,000		\$1,365,000	TUESDAY, JULY 2, 2024 @ 1:30 PM FOR A HALF DAY IN TOPEKA	
2021-5574-EQ	081-204-18-2-10-18-001.00-0	R9845	2021	MHTTTN MARKETPLACE	A&W/NOODLES/ETC.	\$1,770,000		\$1,150,500	TUESDAY, JULY 2, 2024 @ 1:30 PM FOR A HALF DAY IN TOPEKA	
2022-1386-EQ	081-204-18-2-10-18-001.00-0	R9845	2022	MHTTTN MARKETPLACE	A&W/NOODLES/ETC.	\$1,670,000		1463240	TUESDAY, JULY 2, 2024 @ 1:30 PM FOR A HALF DAY IN TOPEKA	
2023-1154-EQ	081-204-18-2-10-18-001.00-0	R9845	2023	MHTTTN MARKETPLACE	A&W/NOODLES/ETC.	\$1,570,000		\$1,402,794	TUESDAY, JULY 2, 2024 @ 1:30 PM FOR A HALF DAY IN TOPEKA	
2020-1099-EQ	081-204-18-2-10-18-001.01-0	R9846	2020	WG-7060 KS, LLC	WALGREENS (BLUEMONT) PARKING LOT	\$133,660		?	CONTINUED	
2021-1437-EQ	081-204-18-2-10-18-001.01-0	R9846	2021	WG-7060 KS, LLC	WALGREENS (BLUEMONT) PARKING LOT	\$140,910		prior year value	CONTINUED	
2022-2165-EQ	081-204-18-2-10-18-001.01-0	R9846	2022	WG-7060 KS, LLC	WALGREENS (BLUEMONT) PARKING LOT	\$140,040		?	CONTINUED	
2023-1916-EQ	081-204-18-2-10-18-001.01-0	R9846	2023	WG-7060 KS, LLC	WALGREENS (BLUEMONT) PARKING LOT	\$139,920		?	TBA	
2020-1097-EQ	081-204-18-2-10-18-002.00-0	R9847	2020	WG-7060 KS, LLC	WALGREENS (BLUEMONT)	\$2,398,740		?	CONTINUED	
2021-1435-EQ	081-204-18-2-10-18-002.00-0	R9847	2021	WG-7060 KS, LLC	WALGREENS (BLUEMONT)	\$2,478,940		prior year value	CONTINUED	
2022-2164-EQ	081-204-18-2-10-18-002.00-0	R9847	2022	WG-7060 KS, LLC	WALGREENS (BLUEMONT)	\$2,480,660		?	CONTINUED	
2023-1914-EQ	081-204-18-2-10-18-002.00-0	R9847	2023	WG-7060 KS, LLC	WALGREENS (BLUEMONT)	\$2,479,080		?	TBA	
2020-1098-EQ	081-204-18-2-10-18-011.00-0	R9848	2020	WG-7060 KS, LLC	WALGREENS (BLUEMONT) PARKING LOT	\$119,500		?	CONTINUED	
2021-1436-EQ	081-204-18-2-10-18-011.00-0	R9848	2021	WG-7060 KS, LLC	WALGREENS (BLUEMONT) PARKING LOT	\$126,850		prior year value	CONTINUED	
2022-2166-EQ	081-204-18-2-10-18-011.00-0	R9848	2022	WG-7060 KS, LLC	WALGREENS (BLUEMONT) PARKING LOT	\$126,000		?	CONTINUED	
2023-1915-EQ	081-204-18-2-10-18-011.00-0	R9848	2023	WG-7060 KS, LLC	WALGREENS (BLUEMONT) PARKING LOT	\$125,850		?	TBA	
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	JULY 2ND 1:30 1/2 DAY IN TOPEKA	
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	JULY 2ND 1:30 1/2 DAY IN TOPEKA	
2022-1387-EQ	081-204-18-2-10-20-004.02-0	R9855	2022	MANHATTAN MARKETPLACE SC LLC	MCALISTER'S	\$1,090,000		?	JULY 2ND 1:30 1/2 DAY IN TOPEKA	
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	JULY 2ND 1:30 1/2 DAY IN TOPEKA	
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		?	JULY 2ND 1:30 1/2 DAY IN TOPEKA	
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	JULY 2ND 1:30 1/2 DAY IN TOPEKA	
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	JULY 2ND 1:30 1/2 DAY IN TOPEKA	
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	JULY 2ND 1:30 1/2 DAY IN TOPEKA	
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	JULY 2ND 1:30 1/2 DAY IN TOPEKA	
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		\$478,968	JULY 2ND 1:30 1/2 DAY IN TOPEKA	
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	JULY 2ND 1:30 1/2 DAY IN TOPEKA	
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		2	JULY 2ND 1:30 1/2 DAY IN TOPEKA	
2021-1662-EQ	081-204-18-2-30-03-004.00-0	R10629	2021	KSU REAL ESTATE FUND LLC	HOLIDAY INN CAMPUS	\$3,820,400		\$2,060,000	JULY 2ND 11:00 1 HOUR IN TOPEKA	
2022-2163-EQ	081-204-18-2-30-03-004.00-0	R10629	2022	KSU REAL ESTATE FUND LLC	HOLIDAY INN CAMPUS	\$4,011,420		\$3,630,000	JULY 2ND 11:00 1 HOUR IN TOPEKA	
2024-402-PR	081-211-02-0-00-00-001.00-0	R13450	2023	MASTER TEACHER, THE	MASTER TEACHER, THE	\$2,855,840		\$1,427,920	TBA	
2020-1749-EQ	081-211-11-0-40-13-003.00-0	R15610	2020	CENTRO BRADLEY SPE 3 LLC	WESTLOOP SHOPPING CENTER	\$22,914,700		\$17,790,000	JULY 2ND 9:00 2 HOURS IN TOPEKA	
2021-1660-EQ	081-211-11-0-40-13-003.00-0	R15610	2021	CENTRO BRADLEY SPE 3 LLC	WESTLOOP SHOPPING CENTER	\$22,833,000		\$21,160,000	JULY 2ND 9:00 2 HOURS IN TOPEKA	
2022-2172-EQ	081-211-11-0-40-13-003.00-0	R15610	2022	CENTRO BRADLEY SPE 3 LLC	WESTLOOP SHOPPING CENTER	\$23,790,490		\$22,550,000	JULY 2ND 9:00 2 HOURS IN TOPEKA	
2023-1157-EQ	081-211-11-0-40-13-003.00-0	R15610	2023	CENTRO BRADLEY SPE 3 LLC	WESTLOOP SHOPPING CENTER	\$23,790,490		\$22,070,000	JULY 2ND 9:00 2 HOURS IN TOPEKA	
2023-2450-EQ	081-211-12-0-020-01-027.02-0	R15648	2023	MERCY REGIONAL HEALTH CNTR INC	VIA CHRISTI HOSPITAL	\$8,644,170		\$4,322,085	DISMISSED	
	081-211-12-0-20-01-001.00-0	R15620	2023	MERCY REGIONAL HEALTH CNTR INC	VACANT LOT NEXT TO HOSPITAL	\$779,150		\$389,575		
2023-2451-EQ	081-211-12-0-20-01-027.01-0	R15647	2023	MERCY HEALTH CENTER OF MANHATTAN	MHTTN SURGICAL HOSPITAL	\$6,176,700		\$3,089,350	DISMISSED	
2023-2352-EQ	081-211-12-0-30-01-008.01-0	R16064	2023	FOUNDERS HILL APARTMETNS LLC	FOUNDERS HILL APARTMETNS LLC	\$15,086,080		\$13,500,000	DISMISSED	
2020-915-EQ	081-211-12-0-30-11-004.01-0	R16204	2020	GLASS INVESTMENTS LLC	WALGREENS (ANDERSON AVE)	\$2,715,200		?	FRIDAY, DECEMBER 13, 2024 9:00AM FOR 2 HOURS IN TOPEKA	
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	FRIDAY, DECEMBER 13, 2024 9:00AM FOR 2 HOURS IN TOPEKA	
2022-2155-EQ	081-211-12-0-30-11-004.01-0	R16204	2022	GLASS INVESTMENTS LLC	WALGREENS (ANDERSON AVE)	\$2,812,400		?	FRIDAY, DECEMBER 13, 2024 9:00AM FOR 2 HOURS IN TOPEKA	
2023-2296-EQ	081-211-12-0-30-11-004.01-0	R16204	2023	GLASS INVESTMENTS LLC	WALGREENS (ANDERSON AVE)	\$2,812,400			FRIDAY, DECEMBER 13, 2024 9:00AM FOR 2 HOURS IN TOPEKA	
2023-2351-EQ	081-211-12-0-40-08-004.00-0	R16397	2023	CHASE MANHATTAN APARTMENTS LLC	CHASE MANHATTAN APARTMENTS LLC	\$12,473,850		\$11,400,000	DISMISSED	
2023-7746-EQ	081-212-03-0-10-05-015.00-0	R16689	2023	OPAT, STEVEN I & MARIA E	(RESIDENTIAL PROPERTY)	\$385,570		\$345,000	STIPULATED	
2023-7258-EQ	081-212-04-0-40-05-006.00-0	R307908	2023	BREILING, KURT JOHN	(RESIDENTIAL PROPERTY)	\$867,530		\$727,000	MONDAY, APRIL 8, 2024 @11:30 AM FOR 30 MINUTES IN TOPEKA	
2022-5112-EQ	081-216-14-0-10-03-006.02-0	R19739	2022	ICON INVESTMENTS LLC	AUTO MUSEUM PARKING LOT	\$1,220,060		\$272,021	TUESDAY, JUNE 18, 2024 @ 9:00 FOR A HALF DAY IN TOPEKA	
2023-1869-EQ	081-216-14-0-10-03-006.02-0	R19739	2023	ICON INVESTMENTS LLC	AUTO MUSEUM PARKING LOT	\$1,270,180		\$200,000	TUESDAY, JUNE 18, 2024 @ 9:00 FOR A HALF DAY IN TOPEKA	
2023-2393-EQ	081-216-23-0-10-08-001.00-0	R20575	2023	GENESIS HEALTH CLUBS OF MHTTN LLC	GENESIS	\$8,152,300		\$4,076,150	FRIDAY, SEPTEMBER 6, 2024, @9:00 AM FOR 1 HOUR IN TOPEKA	

BOTA - OPEN									
2/28/2024									
2020-1525-EQ	081-216-24-0-20-01-002.00-0	R21281	2020	HD DEVELOPMENT OF MARYLAND	HOME DEPOT	\$7,200,000		\$4,070,000	DECISION PENDING briefs must be filed by March 1st
2021-2023-EQ	081-216-24-0-20-01-002.00-0	R21281	2021	HD DEVELOPMENT OF MARYLAND	HOME DEPOT	\$7,200,000		\$4,070,000	DECISION PENDING briefs must be filed by March 1st
2022-1355-EQ	081-216-24-0-20-01-002.00-0	R21281	2022	HD DEVELOPMENT OF MARYLAND	HOME DEPOT	\$7,200,000		\$4,070,000	DECISION PENDING briefs must be filed by March 1st
2020-914-EQ	081-216-24-0-20-02-001.00-0	R21288	2020	TARGET CORPORATION	TARGET	\$9,850,000		?	MONDAY & TUESDAY OCTOBER 28 & 29 2024 @ 9:00 AM
2021-1440-EQ	081-216-24-0-20-02-001.00-0	R21288	2021	TARGET CORPORATION	TARGET	\$9,700,000		prior year value	MONDAY & TUESDAY OCTOBER 28 & 29 2024 @ 9:00 AM
2022-2157-EQ	081-216-24-0-20-02-001.00-0	R21288	2022	TARGET CORPORATION	TARGET	\$9,700,000		?	MONDAY & TUESDAY OCTOBER 28 & 29 2024 @ 9:00 AM
2023-2295-EQ	081-216-24-0-20-02-001.00-0	R21288	2023	TARGET CORPORATION	TARGET	\$9,700,000		?	MONDAY & TUESDAY OCTOBER 28 & 29 2024 @ 9:00 AM
Total County Value in Question						\$296,003,110			

Informal Appeal Summary



2024 Appeal Count by Property Type	
Property Type	Appeal Count
A	18
C	55
F	45
N	1
R	331
V	43
Grand Total	493



Attachment: 4-4-24 Staff UPDATE (14637 : Appraiser's Office staff Update)



HEALTH DEPARTMENT
Grant

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

COMMISSION AGENDA REPORT

FROM: Julie Gibbs

MEETING: April 4, 2024

SUBJECT: RCHD Request to apply for additional DECK grant funds

PRESENTER: Julie Gibbs

BACKGROUND

We currently have funding through KDHE for our Drug Endangered Children of Riley County efforts. With these funds, we have hired a part time DECK Coordinator and have implemented several strategies to reduce the gaps in the care of children affected by drug endangered homes. Through the work that has been done so far and assessment of the community, we know that more time is needed in this area.

DISCUSSION

KDHE has announced additional funding for DECK recipients. We would like to apply for an extension in Andrea's time to continue this very important work through September 2025. This would increase Andrea's time by 9 hours/week (16-25 hours).

FISCAL IMPACT

We are requesting enough funding to cover the additional hours and the entire benefits. The total ask is \$25,957.43.

RECOMMENDATION(S)

We recommend the BOH approve the request to apply for additional DECK funds.

POSSIBLE MOTION(S)

Move to approve

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- Riley County Health Department_AHOD 2024-2025 (AHOD 2024-2025) (PDF)
- Form-20240301090745 (PDF)
- 2024-04 Drug Endangered Children PAF (PDF)

Grant Application Signature Page
State of Kansas Department of Health and Environment

Grant Period: July 01 2024 - September 30 2025

1000 SW Jackson, Suite 340
Topeka, Kansas 66612-1365

This form, complete with signatures, is required to complete your Aid to Local and/or MIECHV application package.
Upload as an attachment under Work Area, Agency Imports and under the upcoming grant period year: 2024 for ATL and 2023 for MIECHV.
ATL applications due at noon on March 15, 2023.
MIECHV applications are due at noon on July 7, 2023.
Applications Due April 15, 2024

Applicant:(Name of Agency)

Riley County Health Department

Address2030 Tecumseh Road
Manhattan,Kansas 66502-3541**KGMS Administrator**

Julie Gibbs

KGMS Administrator Phone

7857764779

Programs

AHOD - Existing	\$25,957.43
Total	\$25,957.43

Signatures_____
President/Chairman Local Board of Health or Board of Directors_____
Administrator/Director_____
Date:_____
Date:

Attachment: Riley County Health Department_AHOD 2024-2025 (AHOD 2024-2025) (14647 : RCHD Request to apply)

County : Riley
Form Name: AHOD - Existing

Administrator: Julie Gibbs

Fiscal Officer: Shelley Hays

A scoring guide will be used for reviewing proposals. The scoring guide has a 50-point total scoring system, composed

- **Applicant Information Form (0 points)**
- **Personnel (2.5 points)** -- List any additional personnel working on this grant who were not included in the original application and briefly describe their roles, credentials and relevant experience.
- **Assessment of Newly Identified Needs (7.5 points)** Include a description of newly identified community needs related to drug endangered children, substance use disorder, harm reduction, and overdose prevention. Provide an overview of current community-level data and include any other pertinent information as it relates to the need for implementing this enhancement your community.
- **Collaboration and Community Support (10 points)** Please list any newly identified community partners collaborating on this enhancement and describe how the proposed enhancement will improve collaboration between local stakeholders and/or engage new stakeholders. Describe steps that will be taken to ensure that efforts are not duplicated among organizations within the community, especially any BJA-funded projects.
- **Project Description (15 points)** -- Describe your proposed enhancement. Detail how this enhancement will address the community's needs. Identify which activities from the list of "Other activities to be considered" are included in the project, as well as other innovative efforts.
- **Project Evaluation and Action Plan (5 points)** -- Describe how you will evaluate the enhancement. What is/are the outputs and the short-term outcome(s) of the enhancement (e.g., products developed and disseminated)? How will you measure progress?
- **Sustainability (5 points)** -- Describe how the enhanced project will be financially sustained in the long-term, including leveraging funding from other sources. How will you continue to measure impact beyond the end of the grant? Applicants that demonstrate a commitment to sustain projects beyond contractual requirements will be scored at a higher level.
- **Budget (5 points)** Please follow the instructions for the budget and budget justification in the Kansas Grant Management System. The maximum allowable budget is \$75,000 for existing grantees.

Name of person completing application

Shanika Rose

Email address of person completing application

srose@rileycountyks.gov

Phone Number

7857764779

Personnel (5 points)

Julie Gibbs, MPH, Administrative Director and Local Health Officer -. Administers the health department staff, affiliated grants, and budget (with the assistance of the fiscal analyst). Also serves on the Flint Hills Wellness Coalition board. Shelley Hays, MA, Fiscal Analyst - currently manages grant funds for the entire health department. Jenni Ebert, Community Health Educator - educates on opioid use/misuse, resources in our area. This preventative education directed to high school students. Shanika Rose, BS, MA, Health Educator and Accreditation Coordinator - educates the public on public health issues, assists the Flint Hills Wellness Coalition directives, Vice President of the Manhattan Area Risk Prevention Coalition, and

conducts the workgroups associated with our Community Health Improvement Plan and serves on the Board of our Local Domestic Violence Sexual Assault Shelter and will be the direct supervisor of this coordinator. Breva Spencer, LBSW, Maternal and Child Health Program Supervisor manages the MCH program, to include writing grants, overseeing 8 employees and the programs/events associated. MCH programs utilize ACEs on intake forms for all new clients. Vivienne Leyva, Riley County Public Information Officer - responsible for communicating with the public, media, and coordinating with other agencies, as necessary, with incident related information requirements.

13.b

Assessment of Newly Identified Needs (7.5 points)

Currently, our coordinator plays a pivotal role in coordinating various aspects of our drug endangered children work in Riley County, including community outreach and engagement, program training development for our community, increasing partnerships, providing education on our prevention efforts, etc. However, due to the limited hours allotted to this position, we are unable to fully capitalize on the coordinator's expertise and dedication. By expanding the hours for the coordinator position, we will be able to achieve several key objectives: Enhanced our drug endangered children alliance's effectiveness: With more time dedicated to coordination and implementation, our program will be better equipped to achieve its goals and objectives. The coordinator will have the bandwidth to develop and implement more robust strategies, resulting in greater impact in our community. Increase community engagement of Riley county partners and residents : Our coordinator plays a vital role in fostering relationships with community partners including but not limited to Riley County Attorney's Office, Riley County Emergency Medical Services, Konza Prairie Community Health Center, Riley County Community Corrections, Manhattan Fire Department, Kansas State University, The City of Manhattan, Riley County Police Department, Be Able Community Center, Manhattan Area Risk Prevention Coalition, Kansas Bureau of Investigations, Pawnee Mental Health, USD 378, 383 and 384, Flint Hills Wellness Coalition, and Community Care Team. With additional hours, the coordinator will have more opportunities to engage with our community partners and establish a stronger working relationship, and leverage resources to support our DEC initiatives. Improve Outreach and Visibility: A significant portion of the coordinator's role involves outreach and communication efforts to raise awareness of DEC and its impact. With expanded hours, we can intensify our outreach efforts, reach a broader audience, and amplify our message to the community. Better management of DEC goals and objectives: Managing a complex program requires time, attention to detail, and effective coordination. By increasing the hours for the coordinator position, we can ensure better program management, streamline processes, and address emerging needs and challenges more effectively.

Collaboration and Community Support (10 points)

Riley County Health Department has long standing partnerships with many organizations in the community as mentioned throughout this grant application. These partnerships were strengthened during the pandemic, as many of these agencies worked together on a variety of Covid response efforts. RCHD collaborates with the Flint Hills Wellness Coalition, USD 383 school district, Pawnee Mental Health Services, the Riley County Crisis Center, Riley County District Court, Riley County Community Corrections, the Maternal and Child Health Program, the Child Care Licensing Program, the Raising Riley Program, the WIC program, Konza Prairie Community Health Center, Wabaunsee County Health Department, Geary County Health Department, Pottawatomie County Health Department, and the Riley County Police Department to establish a Drug Endangered Coalition for our area. We will continue to grow this coalition along the way, bringing more representatives from other partnering organizations to the table. By organizing a formal coalition, we will work to achieve goals and raise awareness about the issue in our community. Our overarching goals to promote and protect public safety, increase access to treatment and recovery services, prevent and mitigate adverse childhood experiences, and improve the communication and collaboration of services in our area. Another great benefit of organizing a formal coalition and linking to the existing Community Care Team, is reducing our chances of duplication of efforts. The purpose of the Flint Hills Community Care Team is to provide person-centered care by improving health outcomes for the most vulnerable members of our community by developing wrap around services through multi-agency partnerships and care coordination. The Flint Hills Wellness Coalition launched the FHCCT as a pilot project in October 2018 in response to the Riley County Health Department's Community Health Improvement Plan process that identified lack of access and coordination of services as primary community concern. FHCCT has nearly 30 participating agencies who meet on the first and third Wednesdays of the month from 12-1pm with referrals being made by any participating agency or directly to the FHCCT. Referrals most often include assistance for low income housing, transportation, medical services, substance use treatment services, and mental health services. The DECK Coordinator will be required to attend FHCCT meetings to help link services. These two groups will work together in many instances as many of the individuals and families the FHCCT assisted with in the past bring complex issues that will rely on the expertise of representatives on the Riley County DECK Coalition.

Project Description (15 points)

This project is currently in the process of forming a coalition to address the community needs, based on available data. The RCHD has strong community partners and has developed a Substance Misuse Task Force. We also have a strong working relationship with our Manhattan Risk Prevention Coalition (MARPC). They are supportive of this work as we currently do not have any other coalition specifically addressing drug endangered children in the area. The goal is to have Drug Endangered Children Alliance focus under the education and prevention subcommittee. We are now assessing to see whether this work is a better fit under the task force or the work of our risk prevention coalitions. Our part time DECK Coordinator (hired through these grant funds) is currently working to provide training for community members and professionals focused on adverse childhood experiences/trauma informed systems of care. This Coordinator will also conduct an assessment of the community that is specifically related to this area of focus. This data will help guide future work done by the coalition. The Coordinator will assist our County Public Information Office with media campaigns, at the direction of the coalition and using credible information from state and federal government entities to raise awareness and educate the community. The Coordinator will also work with the RCHD Opioid Community Health Educator on initiatives to reduce stigma for substances use disorders/mental health issues. This Coordinator will work under the supervision of our Health Educator and the Accreditation coordinator to look at how we can fully impact our community. Currently our coordinator has made great headway into identifying the needs and our community and we would like to increase the capacity of this work. Our coordinator will meet with the Community Health Worker through Konza

Attachment: Form-20240301090745 (14647 : RCHD Request to apply)

Prairie Community Health Center to serve on the coalition and assist with some of this work in the underserved, vulnerable populations. activities and projects managed by the Coordinator will be determined and the work will be guided by decisions made by the coalition, which will be evidence-based and data-driven. We will utilize the National DEC's Drug Endangered Children Roadmap and Toolkit as resources to help guide our work. Much of the work will start with the coalition sharing information and resources, therefore assisting the Coordinator and other members to link to resources. Another valuable resource the Coordinator can utilize is the Community Care Team, established in 2018. The two coalitions can share information and resources, thus building the bridge and closing more of the "gap" that is preventing linkage to care. We can utilize our referral program, IRIS to refer patients, thus reducing the chance of loss to follow up and giving us valuable data! We have great support from our largest school district here in Riley County. The Coordinator will work directly with the schools, the Child Care Licensing Program, and the MCH Program here at the health department to provide care bags for drug endangered children. The coordinator has developed a working relationship with DCF and the Riley County Police Department to also assist with the delivery of the care bags to drug endangered children. Along with all of this, we recognize the importance of training our professionals in the area. We will provide training for community members and professionals focused on adverse childhood experiences and trauma informed systems of care. We will also provide other trainings for professionals such as mental health first aid and psychological first aid, as well as providing them with resources they might need for the children they assist.

13.b

Project Evaluation and Action Plan (15 points)

Our main goals include increasing awareness of the DEC and the work that the coalition does in the area, reducing mental health and substance use stigma, work with community partners to enhance linkage to care, and improve the overall "system" by enhancing communication and collaboration across the board. To achieve these goals, our actions in the project description are critical. We will measure our action steps by first defining baseline numbers through our assessment and our referral system (IRIS), along with the information we already have obtained (ACEs scores, CINC reports etc.) Based on the information already available to us, we hope to decrease the number of reports to RCPD and we hope to increase the number of referrals made to programs. Not only that, but we will also track these clients to make sure they are getting the help they need and not lost to follow up. To fully evaluate the success of our program, we must measure along the way. We can do this through regularly running reports on IRIS (quarterly), conducting focus groups with the coalition members, surveys and focus groups with clients, a post assessment after one year. At the Riley County Health Department (RCHD), our vision of "Healthy People in a Healthy Community" propels our mission to promote and safeguard the health and safety of our community through evidence-based practices, prevention, and education. Grounded in our core values of inclusivity, quality service, leadership with integrity, and advocacy for public health policies, we serve over 72,000 citizens of Riley County, including the City of Manhattan. Project Overview: Our ongoing success in leadership within the Flint Hills Wellness Coalition (FHWC) underscores our commitment to collaborative efforts. With RCHD's Administrative Director and Health Educator serving on the coalition, alongside our staff representation across three key workgroups, we have been instrumental in driving impactful initiatives. These efforts encompass a wide array of achievements, including enhancing access to healthy foods, reducing food waste, improving mental health resources, advocating for tobacco-free public spaces, improving housing, fostering bicycle/pedestrian-friendly environments while focusing on our communities transportation efforts. Evaluation Approach: Our extensive experience in community needs assessments, exemplified by our active involvement in the Riley County Comprehensive Community Needs Assessment (CHA) in 2020 and our latest Community Health Improvement Plan (CHIP) in 2023, speaks to our proficiency in primary and secondary data collection. By engaging over 200 community partners, we ensure a comprehensive understanding of our community's health needs and facilitate data-driven decision-making. Also, our successful implementation of the Integrated Intake and Referral System (IRIS) helps with our commitment to streamlined service delivery and collaboration. With 31 community partners engaged, including key stakeholders in substance abuse prevention and public safety, IRIS serves as a vital tool for seamless referrals and enhanced access to services. Through our participation in community-level trainings on substance abuse prevention and mental health, such as Mental Health First Aid and adverse childhood experiences (ACES) prevention, we equip our staff with the knowledge and skills necessary to address complex public health challenges effectively. Furthermore, our management of 17 grants, ranging from local to federal levels, underscores our capacity for resource mobilization and effective grant management. Noteworthy initiatives include the Overdose Data to Action Grant from KDHE and the Outreach, Prevention, Early Intervention (OPEI) grant under the Maternal and Child Health Program, which supports home visits by social workers, among other critical services. Our diverse range of programs, including Child Care Licensing, Raising Riley, and the Women, Infants, and Children (WIC) program, leverage IRIS for streamlined referrals and comprehensive service delivery. Our multifaceted approach to program implementation and evaluation, bolstered by our extensive experience, strategic partnerships, and commitment to evidence-based practices, positions RCHD as a leader in promoting community health and well-being. For more information, please visit our website at www.rileycountyks.gov and follow us on Facebook at <https://www.facebook.com/Rileycountyhealthdepartment>.

Sustainability (5 points)

While our coalition or taskforce possesses the intrinsic capability to sustain its operations independently and benefits from complimentary training programs such as mental health first aid, sustained financial backing is imperative to perpetuate our vital campaigns, furnish resources for our professionals, and execute essential activities, projects, and programs. Our Manhattan Area Risk Prevention coalition is funded with a federal Drug Free Communities grant and has the established history to continue this work in our community. Moreover, leveraging the county's dedicated Public Information Officer will be instrumental in our outreach efforts, particularly through the development of impactful social media campaigns. One of the tasks of our coordinator as we continue to identify the needs of our community related to DEC is to complete a comprehensive sustainability plan, coupled with proactive pursuit of opportunities to underwrite significant projects that will assist in our ability as a community to continue this critical work but also ensure its longevity beyond the tenure of our current grant cycle. Additionally, as part of our commitment to ongoing evaluation and improvement, Riley County Health Department (RCHD) will integrate select assessment questions, facilitated by the DECK Coordinator, into the community needs assessment conducted every five years. We are scheduled to complete our next Community needs assessment in Fall of 2024. This strategic alignment will enable us to gauge the efficacy of our initiatives and refine our approach to better serve the community's evolving needs.

Attachment: Form-20240301090745 (14647 : RCHD Request to apply)

Salary

Description	Request	Total
DEC Coordinator	\$14,634.67	\$14,634.67
Total	\$14,634.67	\$14,634.67

Benefits

Description	Request	Total
FICA	\$1,119.55	\$1,119.55
KPERS	\$1,551.28	\$1,551.28
Unemployment	\$14.63	\$14.63
Health Insurance	\$8,637.30	\$8,637.30
Total	\$11,322.76	\$11,322.76

Equipment/Supplies

Description	Request	Total
No data to display		
Total	\$0.00	\$0.00

Travel - In-State

Description	Request	Total
No data to display		
Total	\$0.00	\$0.00

Travel - Out-of-State

Description	Request	Total
No data to display		
Total	\$0.00	\$0.00

Contractual

Description	Request	Total
No data to display		
Total	\$0.00	\$0.00

Other

Description	Request	Total
No data to display		
Total	\$0.00	\$0.00

Carryover for second fiscal year

Attachment: Form-20240301090745 (14647 : RCHD Request to apply)

Description	Request	Total
Description	Request	Total
No data to display		
Total	\$0.00	\$0.00

Request	Grand Total
\$25,957.43	\$25,957.43

Budget Narrative/Justification

Salary

Please list name (vacant if not yet filled), position type, percentage of time allocated to this funding source, and explanation of how the work will be project related for each proposed position.

Benefits

For fringe benefits, please list each item included in calculation and either a total percentage of salary or percentage of salary for each fringe category.

Equipment/Supplies

Detail all costs associated with program supplies and other consumables. (Costs under this category include printing, postage, general office supplies and computer equipment, etc.) Example of cost detail: 50,000 copies x .03 = \$1,500.00; 2 Dell laptops x \$1000 = \$2,000.00.

Travel - In-State

Describe the purpose for all in-state travel and how costs were determined. Detail all costs associated with travel including mileage, lodging, per diem, etc. Explain how the purpose is project related. Example of cost details: 2 nights hotel x 2 staff x \$100 per night = \$400.00; 1000 miles x .56 per mile = \$560.00.

Travel - Out-of-State

Describe the purpose for all out-of-state travel and how costs were determined. Detail all costs associated with travel including airline fees, mileage, lodging, per diem, etc. Explain how the purpose is project related. Example of cost details: Airline tickets for 2 staff x \$300 = \$600.00; 2 nights hotel staff x \$100 per night = \$400.00; 1000 miles x .56 per mile = \$560.00. MUST include explanation of why travel is necessary.

Attachment: Form-20240301090745 (14647 : RCHD Request to apply)

Provide name of vendor, purpose of contract, and explanation of why contract is necessary for the project.

Other

Provide justification for all other expenses necessary to achieve program outcomes not covered in any other budget category. Each item included in Other category should have a separate justification and explanation.

Attachment: Form-20240301090745 (14647 : RCHD Request to apply)

Attachment: Form-20240301090745 (14647 : RCHD Request to apply)

RILEY COUNTY POSITION ACTION FORM

Job Created By
AM Ashley Martinek on 09/26/2023

Posted on Career Page
County of Riley

Internal Position Details (not displayed on job posting)

Company Riley County, KS	Position Template Drug Endangered Children Coordinator [DEC Coord]	Work Location Health Department/EMS
Job ID 1976165	Salary \$19.79/hour	Supervisor Position No
Pay Grade Pay Grade 4 [4]	EEO Class Paraprofessionals [5]	Workers Compensation 8810 [8810]
Cost Center 1 Health Department [30]	Cost Center 2 HD-General [400]	Cost Center 3 --
1 Job Slot DRUG EN-1		

Supervisor: Shanika Rose

Department Head: Julie Gibbs

☐No changes to Position or Budget

☒Position Description attached

Total annual hours__1300__

☐Budgeted

☐New or updated position description

☒New request for budget (details attached)

Salary: \$25,727 Budget for Benefits: \$10,162 Total proposed annual budget: \$35,889

Additional Position Comments: __approx 1300 hours/year, 25 hours/week including previously approved hours, Expanded hours from June 1, 2024 thru Sept 30, 2025, filled by incumbent _____

BoCC Chair	_____	Date: _____
BoCC Member	_____	Date: _____
BoCC Member	_____	Date: _____

Attachment: 2024-04 Drug Endangered Children PAF (14647 : RCHD Request to apply)



PLANNING & DEVELOPMENT
Staff Update

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

STAFF REPORT

FROM: Amanda Webb, Planning Director

MEETING: April 4, 2024

SUBJECT: Planning & Development - Staff Update

PRESENTER: Amanda Webb, Planning Director

Enclosures:

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



PLANNING & DEVELOPMENT ENVIRONMENTAL HEALTH

Date: April 4, 2024

To: Riley County Board of County Commissioners

From: Amanda Webb, Planning & Special Projects Director

Re: Planning & Development March 2024 Staff Report

Keats Sewer Benefit District

- The USDA required Environmental Assessment is ongoing. KSHS requested a Phase II Cultural Survey. I am awaiting an updated cost summary from Buried Past (and subsequent contract) to proceed with this work.
- The on-site geotechnical evaluation is complete. Results should be available the second week in April.
- Riley County entered into an option agreement for the land adjacent to Keats Park to perform the necessary soil testing. The actual purchase (transfer of ownership) will only occur if the testing outcomes and funding options for the project come back favorable. The signed agreement was provided to residents after a written open records request was submitted.
- We await official award notification from the Kansas Water Office for the Technical Assistance grant and the Infrastructure grant.
- We continue to seek additional funding opportunities.
- Residents have started their own community webpage for the sewer district. We've been keeping in contact with a handful of Keats residents who serve as designated "liaisons" between county staff and the rest of the community.

Comprehensive Plan update:

- The BOCC has allocated a total of \$150,000 towards consultant services for this project.
- I brought a draft RFQ before the BOCC for consultant services on April 1. With the BOCC's support, I will issue this by week's end (no later than April 5). It will be sent to several planning firms, posted on the County's webpage, and posted on the American Planning Association's RFQ webpage.
- Once the consultant is on board, we will update the scope of work and tentative timeline. I have pushed the proposed completion date to no later than June 30, 2025.
- Meeting biweekly with Vivienne for public outreach.
- The logo, title, and tagline survey is available on the website at www.rileycountyks.gov/plan. There are 39 responses as of writing this report. The survey will be available for at least the next couple of weeks.
- I provided an update to both the Riley County Planning Board and the Manhattan Urban Area Planning Board at each of their regular meetings in March.
- Infrastructure and Ag/Land Use subcommittees met again.

Attachment: March PD Update (14638 : Staff Update)

Other:

- There are several Land Development Regulation amendments we will work through this year. Staff has prioritized items to address and created a corresponding calendar for both the Riley County Planning Board and the Manhattan Urban Area Planning Board. All final decisions will be made by the BOCC.
- Retreat planning: The Budget & Planning Committee met with each commissioner individually to understand each of their directions for the retreat and strategic planning. Staff confirmed these discussions and brought a draft Request for Qualifications (RFQ) to BOCC on April 1. With some changes discussed, the BOCC authorized staff to issue the RFQ for facilitator services. This will be issued by April 5, 2024 with a submittal deadline of May 10, 2024.
- Staff met with several residents from Terra Heights regarding Short Term Rental (STR) concerns. These same residents attended the March Riley County Planning Board meeting as well as a couple March BOCC meetings to share their concerns. Staff also brought an STR discussion to the BOCC on March 28, 2024. No direction was given as it was determined the main issue is enforcement limitations.
- We are amid interviews for the as-needed Clerical Assistant position. The position will become vacant on April 29, 2024. The hope is to hire a new person before that date to allow for cross training. There is room in Planning & Development's current 2024 budget for cross training.
- All property owners with an Active alternative wastewater system received a letter regarding the current annual inspection requirement. As per the Riley County Sanitary Code, anyone with an active alternative system must have the system inspected at least once per year and submit that inspection report to our department. We are usually able to offer this service but are unable to in 2024. Anyone who has not completed this requirement by December 1, 2024 is in violation of the Sanitary Code.

Solid Waste Management Committee:

- The state-mandated 5-year Solid Waste Management Plan update is due May 14, 2024.
- Subcommittees, divided by area of expertise and interest, reviewed each of the chapters and suggested changes and updates.
- The full committee met again on March 28. We went through all lingering questions and items to update.
- The Riley County Planning Board will review the proposed amendments at their April 8, 2024 meeting. RCPB will need to forward a recommendation to the Board of County Commissioners who will make the final decision. The document will then be transmitted to the state for final approval.
- The Solid Waste Management Committee will vote after the Riley County Planning Board reviews and makes recommendation to the BOCC.
- The BOCC will hold a public hearing for this item at their April 22, 2024 meeting.

NG911 committee

- The committee met on February 9.
- EM/EMS/911 is reviewing the list to determine the next road priority.

Current Planning:

- At the March 11, 2024 meeting, RCPB:
 - Held a public hearing to consider the request of Danielle Maple to replat Lots 288, 289, 290, and 291 of Additional No. 1 to University Park into one (1) lot. RCPB forwarded a recommendation of approval to the BOCC. The BOCC approved the request during their regular meeting on March 21, 2024.
 - Received a Comprehensive Plan Update report.

- Discussed the Land Development Regulation (LDR) proposed amendments.
- At the March 28, 2024 meeting, MUAPB:
 - Discussed the Land Development Regulation (LDR) proposed amendments.
 - Received a Comprehensive Plan Update report.
- At their April 8, 2024 meeting, RCPB will:
 - Hear from Troy Coberly regarding Short Term Rentals
 - Hold a public hearing to consider the request of Richard & Mitzi Hood to replat Lot A Lakeview Addition Unit Three and Lot 28 Lakeview Addition into a single lot.
 - Hold a public hearing to consider the request of Jeremy and Tiffay Fajen and John and Pamela Fajen to rezone a tract of land from Agriculture and Single Family Residential (SF-3) to Single Family Residential (SF-1) and plat the tract and Lot 2 of Bowman Subdivision No. 1 into a single lot.
 - Review the 2024 Solid Waste Management Plan
 - Hold a public hearing to consider the request of Evergy Kansas Central and David and Donna Cederburg for a Special Use Authorization to establish and operate an electrical substation in Ashland Township.
- One pre-application meeting held:
 - Front setback variance request
- Two agricultural exemptions issued:
 - Russel: final for house/land division
 - Boyd: final for house

Battery recycling educational program:

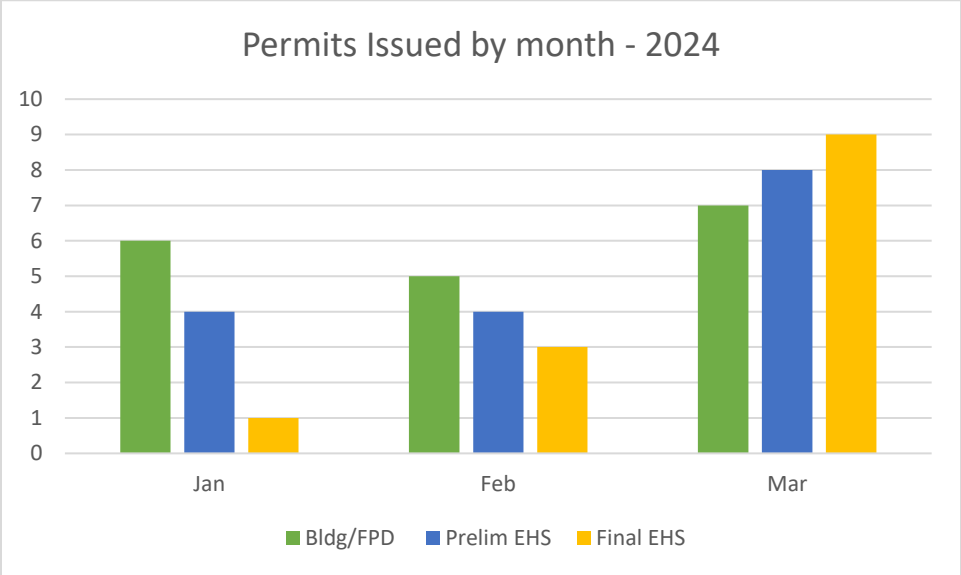
- There are many stickers and flyers still available for distribution. Anyone is welcome to pick up stickers and/or flyers. We are always looking for volunteers to help get stickers on trash totes.
- Website: <https://www.rileycountyks.gov/2024/Battery-Recycling>
- We plan to reenergize this program after the completion of the 5-year plan update.

New permit software implementation:

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

Also attended/participated in:

- Attended the Focus on Building Rural Communities seminar in Leonardville on March 4.
- KAC legislative liaison zoom calls
- Legal roundtable
- Grants discussions w/ Witt O'Briens
- Employee training committee
- Department Head meeting
- Budget & Planning committee
- KS Assoc. of County Planning & Zoning Officials (KACPZO) – serving as treasurer, planning 2024 spring conference
- Joint city/county meeting
- Downtown Manhattan Inc.
- Flint Hills Wellness Coalition - housing workgroup
- EM/PD/PW coordination meeting
- Community officials luncheon



March 2024 permits issued:	
Building/Sign permits:	6
Floodplain development permits:	1
Environmental Health Permits (Preliminary Approval)	8
Environmental Health Permits (Final/Use)	9

Planning and Development
Staff Update
March 27, 2024

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.	Monthly BOCC updates on-going. BOCC allocated \$150K for consultant services. Draft RFQ before BOCC on April 1st. Issue by April 5th.	11/1/2021		12/31/2024
Keats Sewer District	Amanda Webb & EHS staff	Cost have risen significantly since original estimates and there are concerns with higher property owner cost. BOCC committed \$800,000 in ARPA funding. Held public meetings on March 9th and Sept 20th. BOCC approved amended agreement BG Consultants to evaluate lagoon option. Submitted USDA Application. Submitted KWO grant application in December.	Working on the environmental assessment required per USDA. Geo Tech assessment completed, awaiting results.	11/1/2014		6/30/2024
NG911 - Private Road Naming	Amanda Webb & Lisa Daily	NG911 Committee meeting scheduled for 2/13/2023 to discuss property owners on Boller Road using wrong numbers for their address. Discussed a property owner who applied for a building permit in which there are two tracts of land involved. Driveway is one tract and there the proposed building will be on the other tract which will create a private road. Planning & Development is to contact the property to start the process for the private road name and will assess the \$100.00 road name fee. Property owner decided to look to build elsewhere. Emergency Responders on NG911 Committee agreed to common sense exception and to address the Ashland fire station off of McDowell Creek Road. NG911 meeting was held and the committee agreed for GIS to contact property owners to approve the use of the 12865 and 12869 Boller Rd. Committee met 2/9/2024.	Emergency services to reevaluate the list. Schedule next meeting.	8/1/2015		5/1/2024
Develop Riley County - historic land use changes in Wildcat Creek Watershed	Darrin Hobbs	Information gathering from NASA complete for report. Report has been finalized. Waiting for end product.	Present report to all participating entities.	6/1/2020		12/31/2024
Solid Waste Management Plan	Amanda Webb	Five year update due May 14, 2024. Subcommittees are meeting.	Next meeting March 28, 2024. Plan before BOCC for approval on April 22nd.	11/1/2023		5/14/2024
Regulations						
Land Development Regulation Amendments	Amanda Webb & Bob Isaac	Staff is organizing specific amendments and arranging discussions with planning boards.	First round discussions with MUAPB March 28, 2024.	1/1/2024		12/31/2024
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. Held public meetings on March 9th and Sept 20th. BOCC approved amended agreement BG Consultants to evaluate lagoon option. Submitted USDA Application. Submitted KWO grant application in December.	Working on the environmental assessment required per USDA. Geo Tech assessment completed, awaiting results.	TBD		6/30/2024
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. Submitted grant application.	Waiting to hear from KDHE on award.	1/1/2024		6/30/2025
Current Planning						
Erichsen - RUD & Plat	Bob Isaac	RCPB 1/8/2024 meeting cancelled due to inclement weather. Hearing moved to 2/12/2024 meeting. RCPB and BOCC approved.	Plat filed and project closed.	11/17/2023		2/28/2024
Baudoin - Replat	Bob Isaac	NOPH published. MUAPB and BOCC approved.	Plat filed and project closed.	12/27/2023		2/27/2024
Boyd - Rezoning	Bob Isaac	RCPB and BOCC approved.	Resolution published	12/28/2023		3/7/2024
Wilkerson-Schlegal - Replat	Bob Isaac	RCPB and BOCC hearings conducted.	File plat.	6/30/2023		6/1/2024
Nelson - Plat	Bob Isaac	RCPB 1/8/2024 meeting cancelled due to inclement weather. Hearing moved to 2/12/2024 meeting. RCPB and BOCC approved.	Property owner to sign and file plat.	9/15/2023		4/30/024
Maple - Replat	Bob Isaac	RCPB and BOCC approved.	Property owner to sign and file plat.	12/29/2023		4/30/2024
Hood - Replat	Bob Isaac	NOPH published.	Conduct RCPB public hearing.	12/18/2023		4/8/2024
Fajen - Plat & Rezone	Bob Isaac	NOPH published.	Conduct RCPB public hearing.	2/26/2024		4/8/2024
Evergy - Special Use	Bob Isaac	NOPH published.	Conduct RCPB public hearing.	2/28/2024		4/8/2024
Permits						
21-0146-MRWW Worrel	Ben Hamill & Shelly Woodard	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. To date, no response from Worrell's.	7/8/2021		1/15/2024
21-0185-ADGR Myers & Maupin (shed)	Darrin Hobbs	Inspections completed, determined a variance is required. Bob and Darrin contacted property owner. Followed up with Mr. Maupin and advised him to visit the Planner, Bob Isaac. Property owner to date has not contacted the Planner.	Send violation notice.	8/23/2021		4/15/2024
22-010-ACC Meader	Darrin Hobbs & Ben Hamill	Application received and processed.	Property owner to provide construction plans to determine use of building. I have contacted the owner	11/4/2022		4/15/2024
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.	4/13/2023		4/15/2024
23-009-ACC Savener (1299 S Manhattan Ave)	Darrin Hobbs	Application received and processed. Property owner has applied for floodplain development permit.	Property owner needs to raise structure 1 additional foot, and submit updated elevation certificate. I have spoken to the property owner regarding this and he is aware.	4/21/2023		4/15/2024
23-022-MISC Reasoner (2961 Keats Ave)	Darrin Hobbs & Ben Hamill	Application received and processed. Notified property owner that septic tank needs pumped. Waiting on pumping report. Ben has called and left message for property owner. Property owner has not returned call.	Proceed with Sanitary Code violation. Friendly letter sent 12/6/23.	9/15/2023		5/1/2024
23-026-MISC Savener (1299 S Manhattan Ave)	Darrin Hobbs	Application received and processed.	Site inspection completed. Structure is a dog house. Looking into FP stuff. Needs to wetproof.	10/20/2023		5/1/2024
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 was notified on 12/18 and 12/19 to pump septic tank.	Send friendly letter. Need Soil Profile Application and Pumping Report.	11/14/2023		5/1/2024
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.	Inspect once well is drilled.	12/28/2023		5/1/2024
Property Maintenance Code Violations						

Attachment: Staff Update (14638 : Staff Update)

Projects	Staff	Status	Task	Start Date	Request to Prosecute	Deadline
Kilner - Unsafe structure	Darrin Hobbs & Shelley Woodard	Judge Bosch found Kilner in contempt.	Starting August 1, he will be assessed a \$100/day fine until property is in compliance. Planning Compliance Specialist to take weekly photos of site. Mr. Kilner hired an attorney (Bernard Irvine) who filed a motion to docket appeal out-of-time asked for extension to 2/8/23. Mr. Irvine filed a 2nd extension of time, new date is March 10. Waiting on the opinion from the Court of Appeals. The Court of Appeals ruled they could not hear the appeal. I sent a letter to Mr. Irvine that we will see if the property is brought into compliance the 2nd week of Jan. 2024. If not, we'll ask the court to enforce the order. Met with Mr. Kilner and his attorney on 1/24/24. Darrin is going to walk the property with him on 1/29 and identify everything that the order said must be cleaned up. He will go back out to double check after 2/28. Mr. Kilner was informed there will be no extension of that deadline. Darrin will schedule a time to check on the property to see if any progress has been made. If not, we will file with the court to have the order enforced.	8/18/2016		2/28/2024
23-003-CE Howard - 1303 Howard	Darrin Hobbs	Inspection conducted. Sent Notice and Order to Abate Violation. Property owner trying to find someone to remove old, abandoned mobile homes. Final notice sent to property owner. Property owner called stating she has not had any luck finding anyone to remove them.	Property owner called on 10/25/2023, has someone coming to give her an estimate.	2/9/2023		4/15/2024
Zoning Violations						
Doyle - Illegal mobile home storage (Mobile Gardens) Violation #10-0050	Shelly Woodard	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.	12/17/2010	4/17/2012	6/1/2024
Doyle - Illegal salvage at residence Violation #05-0007	Shelly Woodard	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.	Sent a letter on April 12, 2023 requesting they call to set up appointment. Meeting scheduled for May 11, 2023. Met with property owner. Set goad to remove a certain number of cars by 8/31 or a course case will be filed. 6/15/2023 Counsel and staff stet down with Charlotte and came up with a plan for removal of vehicles. Charlotte thought there were around 30 vehicles. Goal is to be down to 20 by 8/31/23, down to 10 by 10/10/23, and down to compliant vehicles by 11/9/23. 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. If not, we'll start the process of filing for an injunction in court. The Doyles have stopped making forward progress. Next step is to file a petition asking for an injunction. The petition has been filed and the Doyles have hired counsel. Will attempt to meet with their counsel to see if we can get an agreement for process. Met with their attorney. He is going to meet with Charlotte about getting back on track. I agreed to wait on asking for a hearing until he has had a chance to meet with them.	4/15/2013	9/14/2023	4/30/2024
Kilner - Unsafe structure	Darrin Hobbs & Shelley Woodard	Judge Bosch found Kilner in contempt.	Starting August 1, he will be assessed a \$100/day fine until property is in compliance. Planning Compliance Specialist to take weekly photos of site. Mr. Kilner hired an attorney (Bernard Irvine) who filed a motion to docket appeal out-of-time asked for extension to 2/8/23. Mr. Irvine filed a 2nd extension of time, new date is March 10. Waiting on the opinion from the Court of Appeals. See above about ruling. The Court of Appeals ruled they could not hear the appeal. I sent a letter to Mr. Irvine that we will see if the property is brought into compliance the 2nd week of Jan. 2024. If not, we'll ask the court to enforce the order. Met with Mr. Kilner and his attorney on 1/24/24. Darrin is going to walk the property with him on 1/29 and identify everything that the order said must be cleaned up. He will go back out to double check after 2/28. Mr. Kilner was informed there will be no extension of that deadline. Darrin will schedule a time to check on the property to see if any progress has been made. If not, we will file with the court to have the order enforced.	8/18/2016		2/28/2024
20-0063 - Satterlee: Inoperable vehicles and campers	Darrin Hobbs	Determined to be a violation. Notification letter sent. The Notification letter was resent by me for a fresh start to make contact with the property owner. Contacted property owner on what still needs to be removed and provided an aerial map. I sent another letter to the property owner on 6/15/2022, stating that this will be turned over to legal if no progress is made.	Request to Prosecute pending.	9/27/2021		4/15/2024
21-0053 Myers - building within setback	Darrin Hobbs	Inspection completed, Notification Letter and Violation Notice sent. Applications received and processed. Bob and Darrin visited with property owner on 10/27/21 to confirm a Certificate of Survey would need to be done to confirm if the "well house" is located in the building setback. Property owner indicated he wanted to seek legal counsel. 6/15/2022 I spoke with Wes Maupin today about where he was at on the variance process. I encouraged him to call and talk to Bob about the situation. He said that he has never talked to Bob. Send notice of violation for failing to apply for a variance.	Send letter to property owner.	7/14/2021		4/15/2024
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. No response.	Send notification letter. Working with legal on violation.	12/22/2020		4/15/2024
L21MHP-0004 TDJ Stables	Darrin Hobbs & Shelley Woodard	Renewal applications and fees received. License can't be issued until property is compliance sanitary code. EHS conducted site inspection, not in compliance with sanitary code.	Legal counsel to determine next course of action. The next step is to meet with the owner of TDJ Stables and go over the variance process. Then the next step after that is to draft a variance. Shelley is going to work one up to be presented after meeting with the property owner. A draft should be ready some time in early to mid January. The property owner has officially requested a variance. Variance packet has been sent to hearing office and meeting scheduled for 2/8/2024. The variance has been granted by the BOCC and now they just need to do the inspection to renew the license. Legal has closed violation. Compliance Specialist to renew license.	11/20/2020		4/30/2024

Attachment: Staff Update (14638 : Staff Update)

Projects	Staff	Status	Task	Start Date	Request to Prosecute	Deadline
21-0019 Britt - non compliance in flood hazard area/floodway	Darrin Hobbs & Shelley Woodard	Temporary Agreed Injunction filed with the Court. Review dates: July 15-DWS, August 15-No Rise, September 15-Riley County permit, November 1-Remove trees.	Settlement agreement filed. Darrin Hobbs to monitor for compliance, Darrin to monitor compliance and set contract date. Riley County FPD Permit issued 5/24/2022, and remove trees from property. Shelley sent a letter to Britt's attorney who said she would follow up with her client about the remaining issues. Shelley has reached out to Britt's attorney again to ask about progress. We may have to inform the court at some point that the final cleanup has not progressed.	4/6/2021		4/15/2023
22-008-CE Fowler-641 Zeandale Rd	Darrin Hobbs & Shelley Woodard	Building without a building permit.	Craig sent a letter and permit form requesting the completed permit application and check by April 28, 2023. Waiting on bank foreclosure. Court systems are down. Court systems just started coming back on line. Will see if there is any movement in the foreclosure.	3/16/2023		4/15/2024
23-007-CE Jones - 3981 Zeandale Rd	Darrin Hobbs & Shelley Woodard	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.	3/16/2023	5/15/2023	4/30/2024
23-015-CE Miller - 1382 Pillsbury Dr	Darrin Hobbs & Shelley Woodard	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.	9/28/2023		4/30/2024
23-016-CE Miller - 1420 Pillsbury Dr	Darrin Hobbs & Shelley Woodard	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.	9/28/2023		4/30/2024
Sanitary Code Violations						
21-0038 Worrell - Sanitation Violation	Ben Hamill & Shelly Woodard	Spoke to property owner and mailed repair application with no response, additionally lateral field installed unlawfully. Repair application received, no work done. Referred to legal for enforcement.	Met with Mrs. Worrel, she stated no Conservation money available. Told to contact USDA to see if they would qualify for low interest loan, they never. Legal sent compliance letter 08.05.2021. Staff to review compliance options. Counsel preparing a letter requesting a call to set up meeting (to include new staff). Sent a letter on April 12, 2023 requesting they call to set up appointment. To date, no response from Worrell's. Ben plans to reach out in the near future once there is more money available and see if they'll apply. If they won't, we'll evaluate for legal action.	6/23/2021		4/30/2024
21-0048 Wurtz - lagoon fencing requirement not completed	Ben Hamill & Shelly Woodard	Violation letter sent to property owner. Counsel sent a letter to property owner. Fencing deadline 8/31/2021 and seeding deadline 9/30/2021. No trespassing sign placed at entrance. Legal to to schedule meeting with staff.	Counsel preparing a letter requesting a call to set up meeting (to include new staff). Sent a letter on April 12, 2023 requesting they call to set up appointment. Mrs. Wurtz called. They are not living on the property. Will call once they are and lagoon is complete. Signed agreement is in place for property owner to install fence and seed. Need to check to see if this has been done. If not proceed with violation process.	7/9/2021		4/30/2024
22-0016 Doyle - 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		6/1/2024
23-CES-004 Innes - Alternative system pump and alarm float not working.	Ben Hamill	Friendly notification by phone 12-14-22, no reply. Notice of Violation sent 1-20-23. Received repair permit.	Wait for replacement of failed alarm and pump. Offer LEPP grant.	12/14/2022		8/1/2024
23-CES-005 Bean - Alternative system blower not working. Failed pump report on field.	Ben Hamill & Shelly Woodard	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.	12/14/2022		4/30/2024

Attachment: Staff Update (14638 : Staff Update)



COUNTY CLERK & ELECTIONS
Personnel

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

COMMISSION AGENDA REPORT

FROM: Elizabeth Ward, Human Resources Director

MEETING: April 4, 2024

SUBJECT: Working session - Employee Policy Manual proposal

PRESENTER: Elizabeth Ward

BACKGROUND

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

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

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

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

DISCUSSION

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

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

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

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

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

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

Policy changes

1) Page 17 - Holidays -holiday policy change proposed to:

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

Based on the attached chart outlining the days which would be considered holidays with this policy change, we recommend the original text stating:

Recommended motion: I recommend the policy be modified to

2 days for Christmas holiday as designated by the payroll calendar, by November 1 of the previous year.

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

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

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

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

3) Page 35 - Dress code has remained the same except allowing:

- Nose studs as acceptable body piercing.
- Visible tattoos not deemed offensive.

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

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

4) Page 36 - County ID badges - HD requires employees to visibly wear their name badges. The suggestion was made to require this for all employees.

5) Page 37-40 - Drug and Alcohol policy - this was updated to current practice and is in line with local and federal guidelines.

- Removed specific CDL drug and alcohol testing - this is in appendix.

6) Page 41-42- Electronic Communication policy and Bring Your Own Device policy both reflect current practice but are expected to be updated within the year.

7) Page 44 Use of Social Media policy was added.

8) Page 47 - Re-Employment after separation - the policy was expanded to allow employees who return to work to start accruing leave at the rate when they left.

9) Page 50 - Violence and Weapons policy - HANDOUT

10) Page 53 - Appendix - definitions moved to the back of the policy. Several new definitions required by new manual and some removed.

FISCAL IMPACT

None

RECOMMENDATION(S)

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

POSSIBLE MOTION(S)

Move to approve

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- Employee Policy Changes Exec Summary 2024-03_3rd session (DOCX)
- Proposed Holiday Policy Impact 2024 (PDF)



HUMAN RESOURCE DIVISION

Executive Summary of Riley County Employee Manual update (3rd session)

Policy changes

1) Page 17 – Holidays –holiday policy change proposed to:

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

Based on the attached chart outlining the days which would be considered holidays with this policy change, we recommend the original text stating:

Recommended motion: I recommend the policy be modified to

2 days for Christmas holiday as designated by the payroll calendar, by November 1 of the previous year.

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

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

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

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

3) Page 35 - Dress code has remained the same except allowing:

- Nose studs as acceptable body piercing.

- Visible tattoos not deemed offensive.

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

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

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

Year	Christmas Day	current days off	proposed days off
2024	Wednesday	1/2 day on Tuesday & Wednesday	Tuesday & Wednesday (1/2 day additional)
2025	Thursday	Thursday & Friday	no change
2026	Friday	1/2 day on Thursday & Friday	Thursday and Friday (1/2 day additional)
2027	Saturday	Friday	Friday & Monday (1 day additional)
2028	Monday	Monday	Monday & Tuesday (1 day additional)
2029	Tuesday	Monday and Tuesday	no change
2030	Wednesday	1/2 day on Tuesday & Wednesday	Tuesday & Wednesday (1/2 day additional)
2031	Thursday	Thursday & Friday	no change
2032	Saturday	Friday	Friday & Monday (1 day additional)
2033	Sunday	Monday	Monday & Tuesday (1 day additional)
2034	Monday	Monday	Monday & Tuesday (1 day additional)

Today < >

December 22 - 28, 2024

Week ▾

Sun	Mon	Tue	Wed	Thu	Fri	Sat
22	23	24	25	26	27	28
		Christmas Eve ↻	Christmas Day ↻			

Today < >

December 21 - 27, 2025

Week ▾

Sun	Mon	Tue	Wed	Thu	Fri	Sat
21	22	23	24	25	26	27
			Christmas Eve ↻	Christmas Day ↻		

Today < > **December 20 - 26, 2026** Week

Sun	Mon	Tue	Wed	Thu	Fri	Sat
20	21	22	23	24	25	26
				Christmas Ev	Christmas D a	

day < > **December 19 - 25, 2027** Week

Sun	Mon	Tue	Wed	Thu	Fri	Sat
19	20	21	22	23	24	25
					Christmas Ev	Christmas D a

day < > **December 24 - 30, 2028** Week

Sun	Mon	Tue	Wed	Thu	Fri	Sat
24	25	26	27	28	29	30
Christmas Ev	Christmas D a					

Today < > **December 23 - 29, 2029** Week

Sun	Mon	Tue	Wed	Thu	Fri	Sat
23	24	25	26	27	28	29
	Christmas Ev	Christmas D a				



**COUNTY
COUNSELOR/ADMINISTRATIVE
SERVICES**
Discussion

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

COMMISSION AGENDA REPORT

FROM: Clancy Holeman, County Counselor

MEETING: April 4, 2024

SUBJECT: A Resolution Extending a Declaration of Local Disaster Emergency

PRESENTER: Clancy Holeman, County Counselor

BACKGROUND

K.S.A. 48-932 provides authority for the Chairperson of any county commission to declare that a local disaster emergency has occurred whenever that official believes a local disaster has occurred or is imminent within the county.

On April 1, 2024, Chairman Ford issued such a local disaster declaration based upon a cybersecurity incident involving the Riley County Emergency Radio Communication System.

K.S.A. 48-932 ends that local disaster declaration on Monday, April 8, 2024 at 12:00 a.m., unless the BOCC approves an extension of the disaster declaration before that time.

DISCUSSION

This requested extension can be continued after the date selected, or ended before that date if future circumstances convince the BOCC such action is necessary.

FISCAL IMPACT

It is premature to provide an estimate of any fiscal impact of this event at this time.

RECOMMENDATION(S)

I recommend the Board accept the recommendation of Riley County Emergency Management that the BOCC extend the local disaster emergency declaration to a date the BOCC believes is reasonable.

POSSIBLE MOTION(S)

- A. “I move the Board sign the resolution as presented.”
- B. “I move the Board sign the resolution after the following changes are made... .”
- C. “I move the Board not sign the resolution.”

Enclosures:

- Resolution No. 040424-__ (DOCX)

RESOLUTION NO. 040424-___**A RESOLUTION EXTENDING A DECLARATION OF
LOCAL DISASTER EMERGENCY FOR RILEY COUNTY, KANSAS**

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

WHEREAS, K.S.A. 48-932 provides authority for the Board of Commissioners of any county in Kansas to extend a declaration of local disaster emergency; and

WHEREAS, a declaration of local disaster emergency was issued by the Chairman of this Board April 1, 2024, and continues today; and

WHEREAS, this Board finds such declaration of local disaster emergency should be continued, for the reasons stated therein and based upon the cybersecurity incident described therein, involving the Riley County Emergency Radio Communication System.

IT IS THEREFORE ORDERED, the declaration of local disaster emergency issued April 1, 2024, is hereby continued as described herein until the ____ day of April, 2024.

ADOPTED AND APPROVED this 4th day of April, 2024.

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

John Ford, Chairman

Greg McKinley, Vice Chairman

Kathryn Focke, Member

ATTEST:

Rich Vargo, Riley County Clerk

(Seal)

Attachment: Resolution No. 040424-___ (14648 : A Resolution Extending a Declaration of Local Disaster Emergency)



EMS/AMBULANCE
Travel Request

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

COMMISSION AGENDA REPORT

FROM: David Adams, EMS/Ambulance Director

MEETING: April 4, 2024

SUBJECT: Out of State Travel Request

PRESENTER: David Adams, EMS/Ambulance Director

FISCAL IMPACT

This request is to allow David Adams to represent Kansas EMS at the NAEMT 'Day on the Hill' in Washington D.C.. The purpose of the trip is to discuss Federal Legislation which will directly impact Emergency Medical Services in Kansas.

The total cost would be \$1,661.21 and is completely funded by the Kansas EMS Association. There will be no cost to Riley County however there is money budgeted in the 2024 budget so no adverse impact.

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:

- OUT OF STATE Travel Request2024 (DOC)

RILEY COUNTY OUT OF STATE TRAVEL REQUEST/AUTHORIZATION

NAME: David Adams **DEPARTMENT:** EMS/Ambulance

POSITION TITLE: Director **DATE REQUESTED** 4/4/2024

FUND: None

Travel From: Kansas City **Date:** 4/17/2024

Travel To: Washington D.C. **Date:** 4/20/2024

Purpose of Travel: **Kansas EMS Association has asked me to represent Kansas EMS and Riley County EMS at "EMS on the Hill" where we will meet with our national representatives. KEMSA is paying all costs related to the trip.**

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	Flights (covered)	\$397.21
Lodging	Hotel (covered)	\$520.00
Meals	Covered	\$189.00
Registration/Fees	Covered	\$60.00
Other		

Total Estimated Travel Costs: \$1,166.21

Requested by: _____ **Date:** _____

Approved by: _____

Department Head: _____ **Date:** _____

Chairman: _____ **Date:** _____

Board of County Commissioners

Attest: _____ **Date:** _____

Riley County Clerk

cc: Department Head
Department Assistant