



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

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Member](#)

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Business Meeting

3. Child Abuse Prevention Month 2025 Proclamation
4. Highway Use Permit, 2025-002 WTC Fiber Optic Cable
5. Sign Riley County Employee Action Form(s)

Review Minutes

6. Board of Riley County Commissioners - Regular Meeting - Apr 3, 2025 8:30 AM

Review Tentative Agenda

7. Tentative Agenda

Press Conference Topics

8. Discuss Press Conference

9:00 AM

Amanda Webb, Planning/Special Projects Director

9. Short Term Rental Regulations

9:30 AM

Press Conference

10. RCPD Update - Scott Hajek and Mark French (3-5 minutes)
11. Presentation of the Child Abuse Prevention Month 2025 Proclamation - Greg McKinley and Heather Ritchey (3-5 minutes)
12. Presentation of KAC Awards - Greg McKinley (15 minutes)

10:00 AM

Russel Stukey, Emergency Management Director

13. February Staff Update

14. Request to Administrative Assistant Position

10:15 AM

Bryant Parker, Counselor/Director of Administrative Services

15. Administrative Work Session
16. Pending County Projects County Counselor

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.



HEALTH DEPARTMENT
Proclamation

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

COMMISSION AGENDA REPORT

FROM: Heather Ritchey, Child Care Licensing Supervisor

MEETING: April 7, 2025

SUBJECT: Child Abuse Prevention Month 2025 Proclamation

PRESENTER: Heather Ritchey, Child Care Licensing Supervisor

POSSIBLE MOTION(S)

Move to approve the Child Abuse Prevention Month 2025 Proclamation.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- 2025 CAP Month Proclamation (DOCX)



CHILD ABUSE PREVENTION MONTH 2025 PROCLAMATION

WHEREAS, every family and child is filled with tremendous promise, and we all have a collective responsibility to prevent Adverse Childhood Experiences, foster the potential of every child, and promote positive childhood experiences; and

WHEREAS, positive childhood experiences-such as loving caregivers and safe, stable and nurturing relationships-play a vital role in helping children thrive by mitigating trauma and the negative impact of adverse childhood experiences; and

WHEREAS, families who receive the support they need before a crisis occurs are better equipped to provide a safe, healthy and nurturing environment, leading children who are safer, healthier and more hopeful about their futures; and

WHEREAS, childhood trauma, including abuse and neglect, can have long-term psychological, emotional, and physical effects throughout an individual's lifetime and impact future generations; and

WHEREAS, primary prevention of child abuse and neglect can reduce a lifetime economic burden associated with child maltreatment; and

WHEREAS, strengthening families through access to concrete economic social, and community-bases supports reduces the likelihood of abuse and neglect and ensures children have the foundation for life-long well-being; and

WHEREAS, communities must make every effort to promote programs and activities that create strong and thriving children and families; and

WHEREAS, we acknowledge that we must work together as a community to increase awareness about child abuse and contribute to promoting the social and emotional well-being of children and families in a safe, stable and nurturing environment; and

WHEREAS, investments in prevention initiatives-such as home visiting programs, family-strengthening policies, economic supports, and community-based child abuse prevention efforts-are essential to building safer, healthier communities for children and families; and

WHEREAS, prevention remains the best defense for our children and families.

THEREFORE, we, the Board of County Commissioners of Riley County, Kansas, do hereby proclaim April 2025 as **Child Abuse Prevention Month** in Riley County.

In WITNESS WHEREOF, we have here unto set our hands and caused the seal of the Riley County, Kansas, to be affixed this 7th day of April 2025.

BOARD OF COUNTY COMMISSIONERS
OF RILEY COUNTY KANSAS

Chairman

Member

Member

ATTEST:

Rich Vargo, Riley County Clerk

Attachment: 2025 CAP Month Proclamation (15662 : Child Abuse Prevention Month Proclamation)



PUBLIC WORKS
Permit

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 7, 2025

SUBJECT: Highway Use Permit, 2025-002 WTC Fiber Optic Cable

PRESENTER: John Ellermann, Director of Public Works

BACKGROUND

WTC has requested permission to bore/ plow fiber optic cable according to the details shown on the attached maps.

POSSIBLE MOTION(S)

Move to approve the Highway Use Permit granting WTC permission to complete work as outlined in permit application.

Enclosures:

- 2025-002 WTC Fiber Optic Cable Various Loc (PDF)

Permit No. 2025-002

APPLICATION FOR HIGHWAY USE PERMIT
Riley County, Kansas

WTC Communications Inc. New Fiber Optic Cable
Applicant Name Type of Construction
1009 Lincoln Ave Wamego KS 66547
Applicant Mailing Address City State Zip

Applicant hereby requests permission to bore/plow fiber optic cable
along and/or across the public roads of Riley County, Kansas, according to the details and route shown on the attached plans and standards for said construction.

A \$100 Application Fee and a detailed map of location (include an aerial when possible) are required.

In support of its application, the Applicant states it is in the best interest of the residents of Riley County to allow construction of said facility. In addition, Applicant agrees as follows:

- A. Facility shall be installed in conformance with all items on approved plans, pertinent national codes/standards and the Riley County Highway Use Permit Requirements and Procedures. Any request for variance shall be an addendum to this application. Any utility sharing facilities with another entity is required to obtain a separate Highway Use Permit for their installation.
- B. A refundable deposit as specified in the Riley County Highway Use Permit Requirements and Procedures, made payable to Riley County, Kansas, shall accompany this application to guarantee satisfactory performance of the conditions of this permit.
- C. The County Engineer and/or the Township Trustee shall have the authority to require any needed repairs resulting from such construction in the road right-of-way for a period of one year from date of completed construction.
- D. In the event of road improvement or maintenance within the right-of-way, the applicant or its assigns will be responsible for the relocation of the facility at no cost to Riley County or the Township.
- E. **Applicant shall notify the County Engineer at least 2 business days prior to the beginning of construction and upon completion of construction at 785-537-6330.**
- F. It is understood, the work shall commence within three (3) months of the permit approval and be completed within thirty (30) days of the estimated duration of construction otherwise, the permit becomes null and void, unless an extension of time is approved.
- G. Applicant further represents it shall comply with and abide by any rule, regulation or condition of the permit made by the County Engineer and/or the Township Trustee.

Submitted by:

Submitter's signature

Date

Shawn Smith OSP Manager
Printed Name & Title

785-456-1022
Submitter's Telephone Number

ssmith@wtcs.com
Submitter's Email Address

3/24/2025
Proposed Date of Construction

Contractor Name

Bob Hull Construction
Contractor Telephone Number

785-292-4858
Contractor Telephone Number

Estimated Duration of Construction

RECOMMENDED BY:

Riley County Engineer

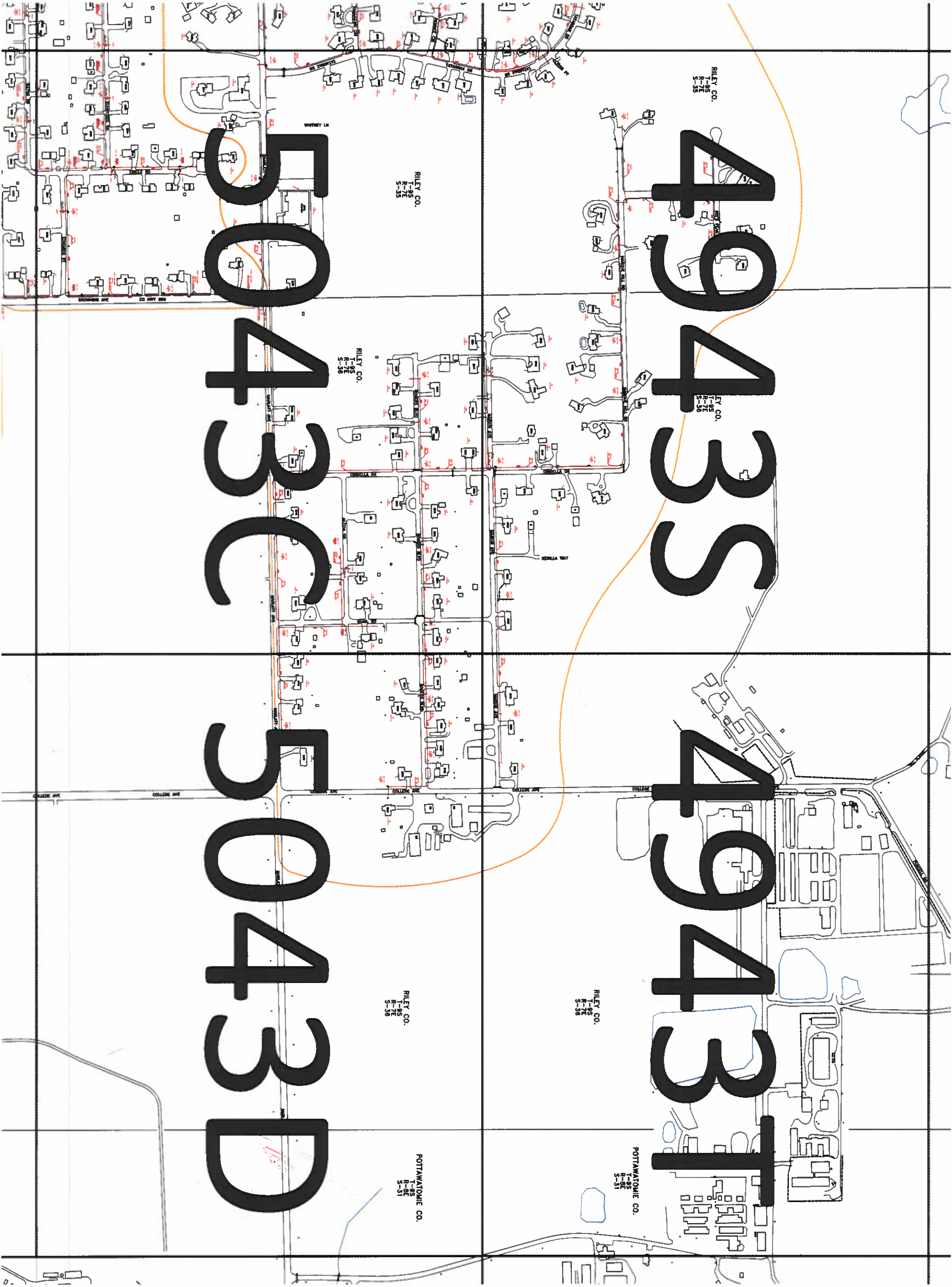
Permit granted this ____ day of _____, 20____.

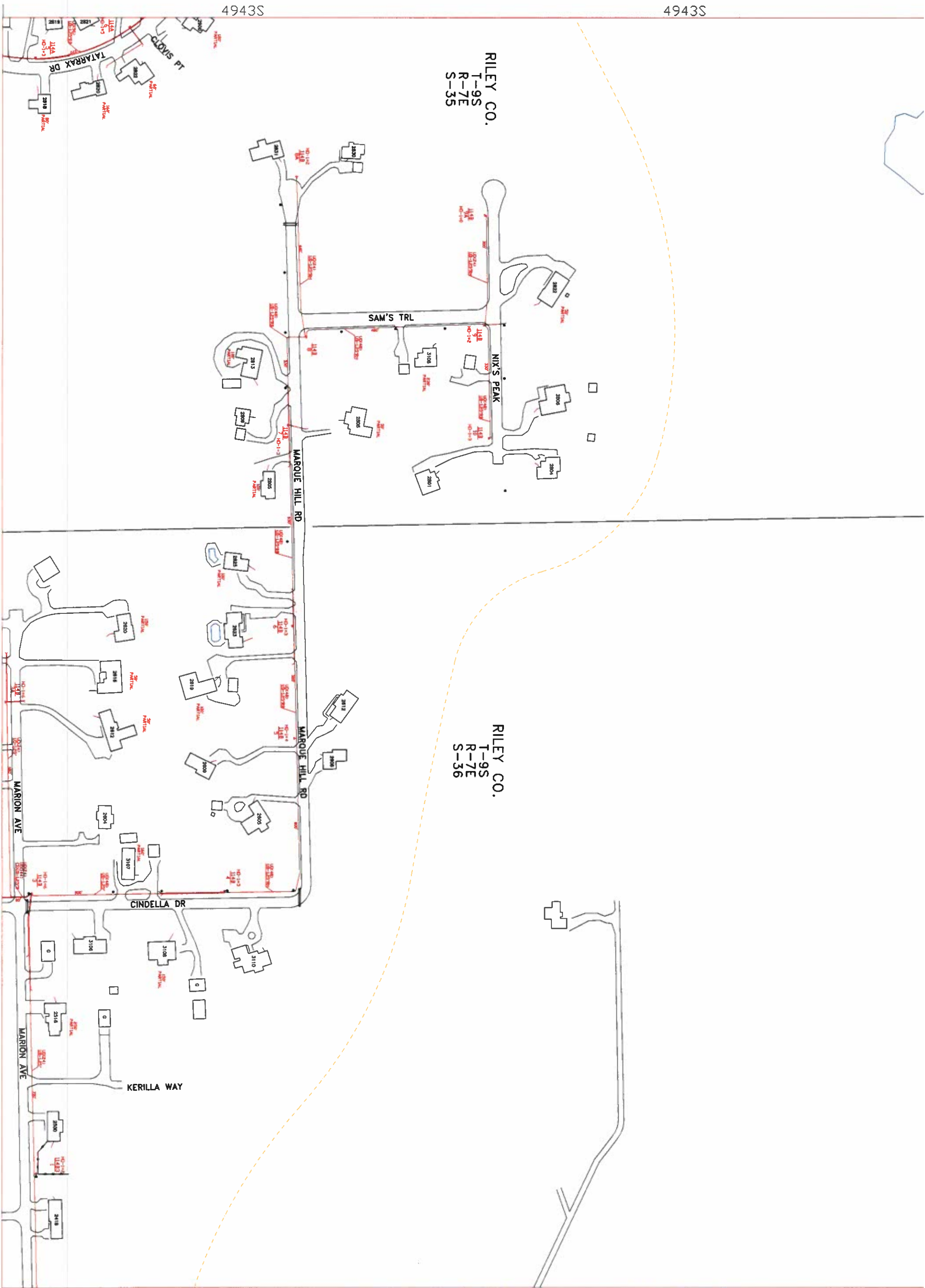
BOARD OF COUNTY COMMISSIONERS
RILEY COUNTY, KANSAS

Chairperson

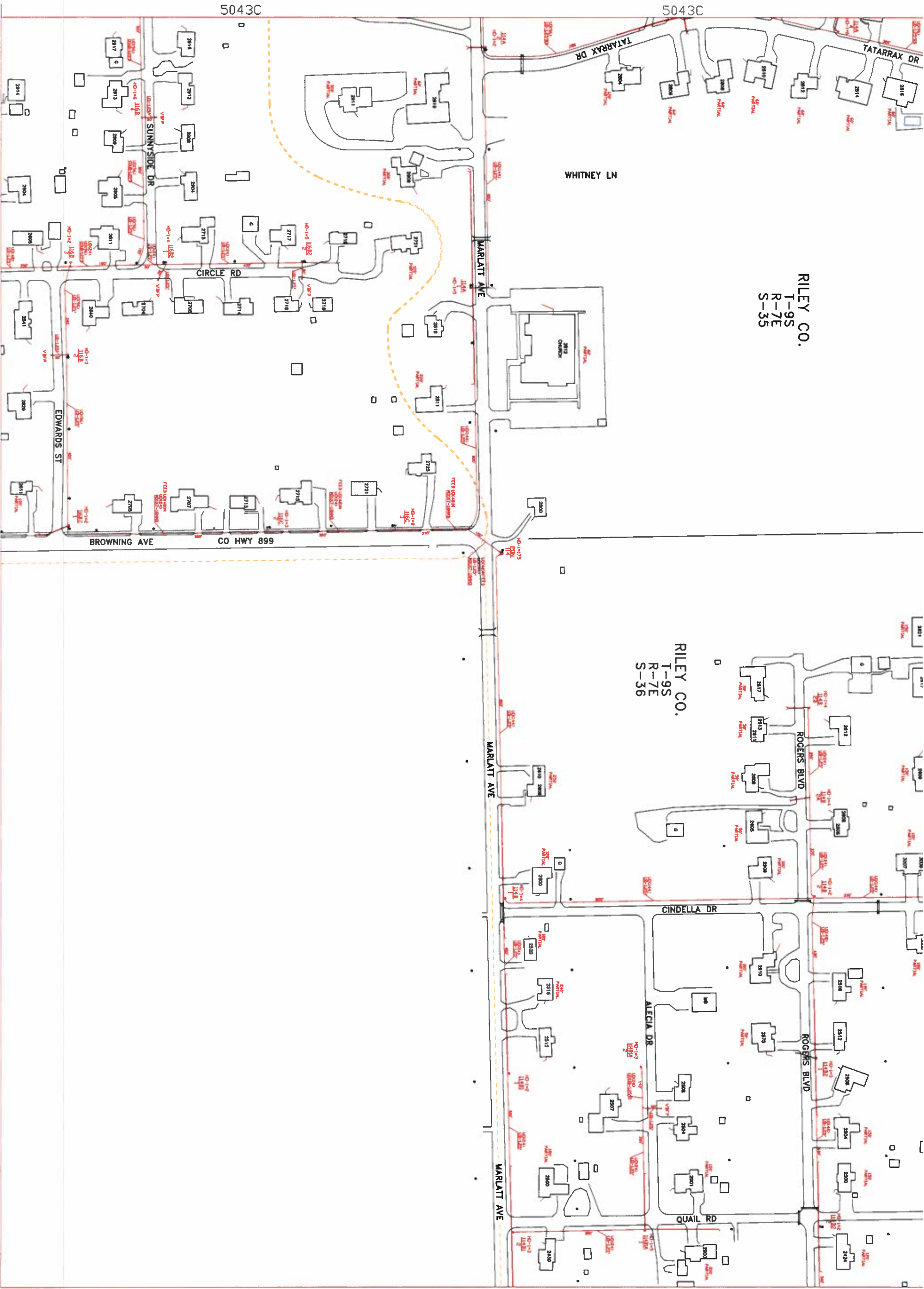
OFFICE USE ONLY:

Application Fee: 100\$1,000 Deposit ____ Bond ☒ Letter ____Receipt No. 13525 Date: 3/31/2025Signature: fron



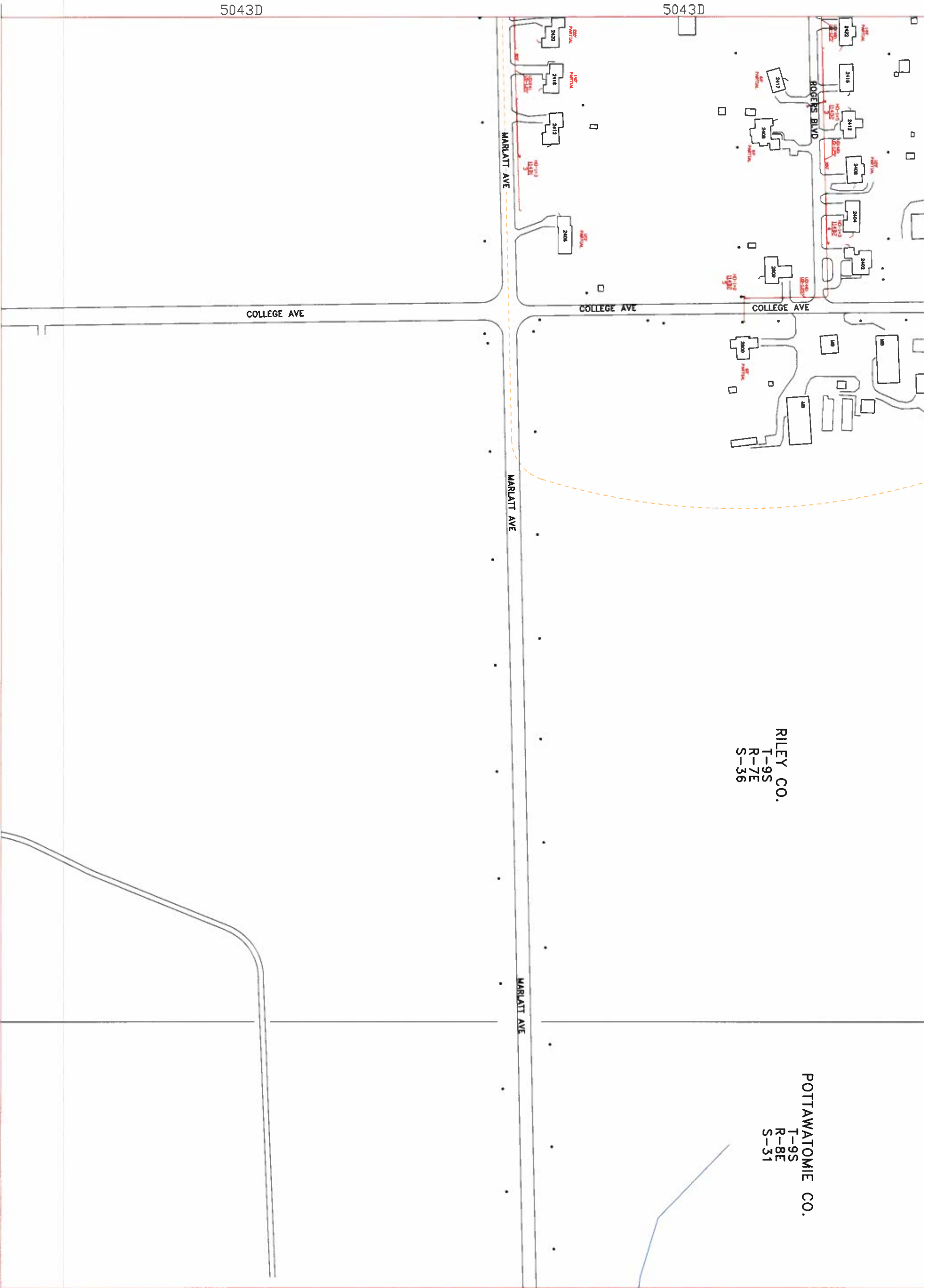


Attachment: 2025-002 WTC Fiber Optic Cable Various Loc (15650 : Highway Use Permit-2025-002 WTC Fiber Optic)



Attachment: 2025-002 WTC Fiber Optic Cable Various Loc (15650 : Highway Use Permit-2025-002 WTC Fiber Optic)

PROJECT# 2692419 WAMEGO TELEPHONE (SECTION VIEW)		REVISIONS:		DATE:		MAP# 5043C		Hunfel Engineering		SCALE: 1" = 100'		LEGEND		MAP# 5043C	
DRAWN BY: BRIAN SMITH		DATE: 9/29/04		POSTED BY:		DATE:		CHECKED BY:		DATE:		APPROVED BY:		DATE:	



Attachment: 2025-002 WTC Fiber Optic Cable Various Loc (15650 : Highway Use Permit-2025-002 WTC Fiber Optic)



**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 7, 2025

SUBJECT: Sign Riley County Employee Action Form(s)

PRESENTER: Elizabeth Ward, Human Resources Director

Enclosures:

- 2025-04 IOneal EAF (DOCX)
- 2025-03 JNixon EAF (DOCX)
- 2025-04 MHorstmeier EAF (DOCX)

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Isaac O'Neal**Status Change Date:** 04/10/2025**Status Change:** New Hire**Date of Hire:** 04/10/2025**Seniority:** 0 Year(s), 0 Month(s)**Position:** Volunteer Firefighter**Position Type:** As Needed**Pay Range:** TASND**Pay Type:** Stipend**Base Rate:** \$0.00**Annualized Pay:** \$0.00**Funds Codes:** 183- Fire District #1/ 183- Fire District #1**Supervisor:** Jake Konrardy**Department Head:** Russel Stukey

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Joy Nixon**Status Change Date:** 04/08/2025**Status Change:** New Hire**Date of Hire:** 04/08/2025**Seniority:** 0 Year(s), 0 Month(s)**Position:** Volunteer Firefighter**Position Type:** As Needed**Pay Range:** TASND**Pay Type:** Stipend**Base Rate:** \$0.00**Annualized Pay:** \$0.00**Funds Codes:** 183- Fire District #1/ 183- Fire District #1**Supervisor:** Jake Konrardy**Department Head:** Russel Stuke

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2025-03 JNixon EAF (15659 : Employee Action Form (Green Sheet))

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Michelle Horstmeier**Status Change Date:** 04/14/2025**Status Change:** Promotion**Date of Hire:** 10/24/2022**Seniority:** 2 Year(s), 4 Month(s)**Position:** Public Health Emergency Preparedness Coordinator [PHEP]**Position Type:** Full Time**Pay Range:** 10**Pay Type:** Hourly**Base Rate:** \$29.47**Annualized Pay:** \$61,297.60**Funds Codes:** Health Department [30] / HD-Emerg Preparedness [410]**Supervisor:** Laurie Harrison**Department Head:** Diane Creek

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2025-04 MHorstmeier EAF (15659 : Employee Action Form (Green Sheet))



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

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Member](#)

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

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

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Bryant Parker, Counselor/Director of Administrative Services

3. Administrative Work Session

9:20 AM

Jacob Hansen, Deputy County Counselor

4. Addendum for Claflin Lease with Pawnee Mental Health Services

9:30 AM

Shilo Heger, Treasurer

5. Staff update

9:45 AM

Jason Smith, Manhattan Area Chamber of Commerce

6. Economic development update

10:00 AM

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

7. Staff update

10:30 AM

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

Attachment: 04-10-25 tentative agenda (15634 : Tentative Agenda)

8. Cash Flow Reports

10:45 AM Katharine Hensler, Museum Director

9. Staff update

11:00 AM Bryant Parker, Counselor/Director of Administrative Services

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

11:30 AM Bryant Parker, Counselor/Director of Administrative Services

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

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: 04-10-25 tentative agenda (15634 : Tentative Agenda)



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
April 14, 2025**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Member](#)

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Rich Vargo, County Clerk

1. Year to date budget and expenditure reports

9:15 AM

Laurie Harrison, Emergency Management Coordinator

2. Out of State Travel Request

9:20 AM

Elizabeth Ward, Human Resources Director and Vivienne Leyva, PIO

3. Flint Hills Leadership Program and NACo Leadership Academy 2025

9:30 AM

Press Conference

4. Presentation of Certificate of Recognition for Years of Service to Lynne Berry - Greg McKinley (3-5 minutes)

9:40 AM

Jared Tremblay, MPO Planning Manager

5. EV Readiness Plan

10:10 AM

John Ellermann, Public Works Director/County Engineer

6. Project update

10:40 AM

Bryant Parker, Counselor/Director of Administrative Services

Attachment: 04-14-25 tentative agenda (15634 : Tentative Agenda)

7. Administrative Work Session

12:00 PM

County Officials Luncheon**Adjournment****Announcement**

Riley County Planning Board/Board of Zoning Appeals meeting will be held tonight at 7:00 p.m. in the Commission Chambers, Courthouse Plaza East Building, 115 N. 4th Street.

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: 04-14-25 tentative agenda (15634 : Tentative Agenda)



**PLANNING &
DEVELOPMENT**
Work Session

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

COMMISSION AGENDA REPORT

FROM: Amanda Webb, Planning Director

MEETING: April 7, 2025

SUBJECT: Short Term Rental Regulations

PRESENTER: Amanda Webb, Planning Director

See attachments.

Enclosures:

- April STR discussion (PDF)
- STR Regulations (PDF)



PLANNING & DEVELOPMENT ENVIRONMENTAL HEALTH

Date: April 7, 2025
To: Riley County Board of County Commissioners
From: Amanda Webb, Planning Director
Re: Short Term Rental Regulations – work session

We've been discussing additional parameters for Riley County's Short Term Rental regulations during work sessions over the last couple months. After our last discussion in March 10, the BOCC directed staff to add language regarding being current on all taxes and fees, and that the responsible agent must be a resident of Riley County. I've placed both items within the text below to show how it would appear in the current regulations.

3 – Licensing Requirements

Add (f): The owner of the property must be current on all applicable local, state, and federal taxes and county fees owed in connection with the short-term rental.

5 – Responsible agent required

- (a) Each owner of a short-term rental shall designate a person or company to serve as the responsible agent. An owner of a short-term rental may designate himself/herself as the agent.
- (b) The responsible agent shall have access and authority to assume management of the short-term rental and take remedial measures. The responsible agent must reside within Riley County while guests are in residence at the short-term rental. The agent shall be available 24 hours a day, 7 days a week to respond to complaints regarding the condition or operation of the short-term rental, the conduct of guests, or violations related to these regulations. The responsible agent must be able to affirmatively respond to complaints within an hour of notification of such complaint.

The BOCC further discussed setting limitations on the number of STRs in a given area and/or establishing setbacks/distances between properties containing short-term rental structures. Much of the reasoning had to do with attempting to mitigate traffic and parking issues. We may be able to obtain this result simply by adding setback/distance requirements, but there are examples of both provided below.

I believe this language would be most fitting included as an additional parameter within the General Requirements section as shown below.

2 – General Requirements

Add (d) establishing densities and setback/distance requirements between short-term rentals.

The BOCC asked for additional examples to consider for this language.

Options (examples):

Many jurisdictions limit the number of STRs in a given subarea and/or a zip code.

Jefferson County, WA: In each of the county's zip codes, rentals for less than 30 days shall not exceed the number established by the Board of County Commissioners. In the event the Board has not established maximum numbers of rentals (cap) in each zip code, the cap in each zone shall not exceed 3% of the total number of housing units.

Wabaunsee County, KS: To preserve the single family zoning and nature of Lake Wabaunsee, there will be a limit of 10 Short Term Rentals within the area governed by LWID.

Others use distance/setbacks or a combination of the two:

Chelan County, WA: 200' as measured from all points of the existing short-term dwelling structures to proposed short-term dwelling structures. This distance is not subject to variances.

City of Independence, MO: Number of STRs are limited in an area by allowing no more than one per eight residences within a block face. They also require a 500' distance from the property line of any existing or proposed STR.

City of Fairway, KS: Requires 1,000 feet between short-term rental properties.

*We will look at GIS maps "live" during the work session so you can get an idea how the various distances would look in different density neighborhoods.

2. Measurement of Separation

For purposes of the above requirements, the separation distance is measured in a straight line, without regard to intervening objects or structures, from the closest part of any structure, including signs and roof overhangs, used in conjunction with the sexually oriented business to the closest point on property boundaries, or rights-of-way associated with those items listed above.

3. One per Structure

It shall be unlawful for any person to operate or cause to be operated more than one Sexually Oriented Business in any building, structure, or portion thereof.

AB. Shooting Range (outdoor)

1. Minimum Parcel Size and Setbacks

- a. The minimum parcel size shall be three acres.
- b. The minimum distance from any firing point (excluding archery) shall not be less than 3000 feet from a residential district; 3000 feet from a residence; and 500 feet from a property line. No portion of an archery range shall be located within 300 feet of a residential district; within 300 feet of a residence; or within 100 feet of a property line.

2. Traffic

The site shall have access to a road of sufficient capacity and surface type to safely accommodate the traffic the use will generate.

3. Hours of Operation

Activities shall be limited to the hours between sunrise and 10:00 PM.

4. Design

All facilities shall be designed and constructed in accordance with nationally recognized guidelines for such facilities, such as The National Rifle Association's "The NRA Range Source Book: A Guide to Planning and Construction". A landscape plan shall be submitted with the conditional or special use application and approved by the Board of Zoning Appeals or the BOCC, respectively. Such plan shall indicate the location and types of plantings to be made to aid in noise suppression and visual enhancement.

AC. Short-Term Rental

1. Purpose

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

2. General Requirements

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

3. Licensing Requirements

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

4. Standards

All short-term rentals shall meet the following standards.

- a. Sleeping quarters for short-term rental tenants shall only be located within a habitable structure and shall not be located in:
 - 1) Non-residential areas within buildings or accessory structures (e.g., shed, garage) that do not contain finished living space;
 - 2) Commercial or industrial spaces; or
 - 3) A temporary outdoor structure (e.g., tent) or recreational vehicle.
- b. The short-term rental shall remain compliant with all requirements of these regulations, the Riley County Sanitary Code, state and/or local fire codes, and any other applicable state or federal regulations.
- c. Use of the short-term rental for any special events, such as weddings, shall be subject to the requirements of [Section 5.7 Special Events](#).
- d. Use of the short-term rental shall be limited to activities customary to a residential dwelling unit.
- e. The short-term rental shall be equipped with an operational smoke detector in each bedroom, a fire extinguisher in the kitchen and in the furnace room, and a carbon monoxide detector.
- f. One off-street parking space for each bedroom within the short-term rental shall be designated and marked on the property. Parking shall be limited to designated areas as shown on the submitted property boundaries map, with overflow parking on the street where permitted. Parking on-site in non-designated areas shall be prohibited.
- g. The owner shall maintain weekly residential trash collection service and provide a sufficient number of covered trash containers. Trash containers shall not be left out at the collection point for more than 24 hours after collection. The property shall be kept free of trash and debris.

- h. Quiet hours shall be between the hours of 10:00 PM and 7:00 AM and noise generated during those hours shall not exceed 65 dBA at the property line.
- i. All outdoor lighting shall comply with the requirements set forth in [Section 6.11 – Outdoor Lighting](#).
- j. If pets are allowed, they shall be contained within the property boundaries or be on a leash when on a public street. Pet waste shall not be allowed to accumulate on the property and shall be properly disposed of.
- k. No more than two (2) overnight guests per bedroom plus an additional three (3) overnight guests shall be accommodated at any one time. A guest is a person over two (2) years of age. The number of bedrooms is determined by the approved building permit for the structure. A room shall not be used as a bedroom unless it has at least two (2) independent points of ingress/egress, one of which may be an egress window. For residential structures built prior to the effective date of these regulations, an egress window shall have a minimum clear opening width and height of 18 inches, a minimum total clear openable area of four (4) square feet, and a maximum sill height above floor level of 48 inches. Permanently installed step(s) may be used to attain maximum sill height. Such step(s) must have a minimum tread of 12 inches and a maximum riser heights of 16 inches. For residential structures built after the effective date of these regulations shall have a minimum net clear opening height dimension of 24 inches, a minimum net clear opening width dimension of 20 inches and a minimum net clear opening of 5.7 square feet. The net clear opening dimensions shall be the result of normal operation of the opening.

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

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

5. Responsible Agent Required

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

6. Application

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

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

7. Review

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

- a. The property has an outstanding violation of the Riley County Sanitary Code, state and/or local fire codes, and any other applicable state or federal regulations.
- b. The property does not comply with provisions of Riley County Sanitary Code, state and/or local fire codes, and any other applicable state or federal regulations.

- c. The applicant has knowingly made any false, misleading, or fraudulent statement of material fact in the application, or in any report or statement required to be filed that is related to the application.
- d. It is determined that the short-term rental property is not in a condition where it may be immediately rented on a short-term basis consistent with the requirements of these regulations.
- e. The property has been cited with two or more violations of these regulations within the previous 12 months.

8. Notice of Approval

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

9. Application Renewal

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

10. Revocation of License

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

AD. Single Family Non-Agricultural, Site Built

In commercial and industrial districts, the following standards shall apply:

1. Internal to Principal Building

The residential portion of the building shall be accessory to and completely internal to the principal non-residential building and shall not exceed 40% of the total square footage of the principal building.

2. Limits on Occupancy

The residential portion of the building shall only be occupied by either the owner, the operator or security personnel for the business.

AE. Small-Scale Business

The intent of the small-scale business use category is to allow residents in the AG district to operate small-scale commercial enterprises which are compatible with the rural character of the district, neighboring agricultural operations and surrounding residential uses. A small-scale business in the AG district shall comply with the following standards:

1. Owner

The use shall be operated or maintained by the owner, or occupant of the land upon which the activity is being conducted.



**EMERGENCY
MANAGEMENT/FIRE**
Staff Update

Russel Stukey
Emergency Management Director
115 North 4th Street
Manhattan, KS 66502
Phone: 785-537-6333

STAFF REPORT

FROM: Russel Stukey Emergency Services Director

MEETING: April 7, 2025

SUBJECT: February Staff Update

PRESENTER: Russel Stukey Emergency Services Director

EM/Fire/911 monthly Staff Update

Enclosures:

- 3, 2025 March staff time (1) (DOCX)



Monthly staff time report to BOCC, for the month of **March 2025**

911- Russel

- Constantly working on radio system management, analyzing opportunities to lower the annual operating costs of the 911 system.
- IWCE conference participation cancelled due to FEMA funding cuts
- L3 Harris has asked me to participate in the APCO conference in the first week of August

Emergency Management-Russel

- Attended department head meetings
- Attended several commission meetings
- Working with IT and dispatch staff on the MCP CIP upgrade project
- Monitored and advised about severe winter weather affecting the area
- Participated in ESD meeting
- Participated in Employee Training Committee meetings
- Chaired NE KS Homeland Security Council meeting
- Presented staff update to BOCC
- Attended comprehensive plan infrastructure sub-committee meeting at MHK Public Library
- Working with committee, architect and BHS to finalize plans for EM/EOC remodel of old EMS building
- Place three light towers in Aggieville to support RCPD Fake Paddies day operations
- Attending county official's luncheon
- Hosted NWS severe weather awareness presentation
- Participated in KSU EM advisory committee
- Attended monthly KEMA meeting
- Deployed light towers to TCB and Marlat after an auto accident took out power to streetlights and traffic signals
- Attended Intergovernmental meeting and discussed SB199 and the planned Rock the Plains Concert
- Working on budget
- Preparing for 2026 budget
-

Assistant Director Laurie Harrison activity EM/911

Interim PHEP Coordinator

Interim Wildcat Region PHEP Coordinator

Interim Wildcat Region MRC Unit Leader

Kansas Emergency Management Association (KEMA):

Serve as Treasurer

Participate in Conference Committee planning

Attend NEKEMA meeting

Public Notification, Everbridge, Integrated Public Alert and Warning System (IPAWS):

Conduct monthly siren test, Everbridge test, IPAWS test

Attachment: 3, 2025 March staff time (1) (15648 : February Staff Time)



Update contacts

Serve as NE regional account administrator

Comprehensive Resource Management and Credentialing System (CRMCS):

Update resource list

Serve as account administrator

Northeast Regional Homeland Security Council (NERHSC):

Serve as project manager for Everbridge

Serve as project manager for CRMCS

Serve as KEMA representative

Emergency Management fund:

Oversee invoice payment process

911 fund:

Pay invoices

Track expenses and income

Provide 911 budget overview for 911 working group

Complete audit of 911 expenditures

Exercises:

Volunteer Management:

Training:

Misc:

Sponsor NWS public presentation

Serve as grant admin for HMEP commodity flow study

Participated in KSU EM advisory group

Present Emergency Preparedness at City Clerk statewide conference

Provide Emergency Preparedness info for KSU Collegian, KSNT

Public Health Emergency Preparedness (PHEP):

Prepare for PHEP coordinator interviews

Wildcat Region PHEP:

Provide exercise AAR/IP documents to KDHE

EM Planner

COOP: Reviewed all County Department COOP plans

Developed method for reviewing COOP plans

- lowest grade to highest and
- waiting on those moving or getting new Key personnel

Met with 3 out of 18 DH's to review plans and discuss updates and ideas

LEPC: Met with 3 out of 20 voting members to review process and discuss/identify their needs

- Regulatory
- Rule/Law
- Grant



- Other

Creating spreadsheet to help align identified whole community's requirements and needs

TIER II: Updated with all submitted Tier II's as of 3/12/2025

Plans: Reviewed and updated LEOP Archive. Updated Maintenance Tab with updates

Identified and reviewed all MOU's and MOA's associated with EM (expired and need updating)
Reviewed Farm Bureau Dam Plan. Scheduling meeting to update plan and schedule regulatory exercise.

Reviewed and updated partners about upcoming Mitigation Plan meeting (Apr 2nd)

Reviewed Debris Mgmt Plan (needs updating)

Reviewed Pre identified Shelter location folder (needs updating)

Helping identify preparedness priorities

EOC :

Built out PIO/JIC board on WebEOC for better communication capabilities and situational awareness.

Developed SITREP with Community Lifelines board on WebEOC for better situational awareness.

Training:

Attended Staging Area Manager on Mar 26& 27

Scheduling G2300 Intermediate EOC Functions (Sept 25-27, 2025)

CERT Train the Trainer Course (Mid-May or June)

Fire-Russel

- Continue to accept and process applications for volunteer firefighters
- Covered emergency calls
- Participated in RCFD# fire trainings
- Reviewing RCFD policies/SOG's
- Attended area Fire Chiefs meeting
- Working with staff to put new used trucks into service
- Attend funeral of Ivan Wienck long time RCFD volunteer and founding member
- State Fire Marshal looking to contract with fire departments to make reimbursement easier when deployed to large fires outside of "normal jurisdiction"
- Completed annual testing of large diameter hose
- Discussed SB199 year-round fireworks sales with legal
- Suspended and citizens burn permit and had a follow up conversation with the citizen
- I received a call about citizen whose permit was revoked burned under another person's permit and fire got away from them. Will follow up with County Attorney.
- Working on 2026 budget
-



Admin. Asst. M. Horstmeier

Continued to process invoices and receipts for AP and Purchase Card cycles.

Continued to maintain the hiring process by reviewing candidate applications, setting up interviews, sending pre-hiring courses, and providing gear once hired.

Continued to process and maintain Burn Permits for the county and update the Burn Permit map. Sent the monthly Riley County Prescribe Burn Report to the Kansas Forest Service for their records.

Continued to process any necessary Records Requests and provide incident reports as required.

Continued to assist with completing Incident reports as needed for NFIRs and payroll.

Attended meetings for REACH and the Onboarding committee.

Assisted and took pictures of the hose testing with Fire Catt. Posted about our annual hose testing on Facebook. Wrote a press release about the house fire south of Manhattan with the help of PIO Leyva.

Created the April issue of the Extinguisher Newsletter and distributed it to all by the 1st.

Worked on the VFA grant application which is due in the middle of April.

Working with IT to transfer all our paper incident and truck files to digital.

Attended the Kansas Wildfire Briefing weekly as needed.

Attended the Kansas Infrastructure Hub's presentation on "Peer to Peer Webinar- Finding Your Grants Strategy & More".

Attended KDEM's "Virtual Citizen Disaster Preparedness Summit" and G-400 "Advanced Command Systems for Complex Incidents" trainings.

Attended the Region VII Disaster Health Response Ecosystem webinar presentation "Prepared on paper: Lassa in the Heartland".

Attended the Fire Rescue 1 webinar on "Power of Connection: Family Friends and Faith for First Responders" and EMS 1 webinar on "Unlock Functional Fitness: Enhanced First Responder Performance".

See below for Firefighter statistics for March.



March FF Stats	Total Number
New Applications	7
Rejected/Withdrawn Candidates	4
Hired Candidates	5
Probationary Firefighters	14
Trained Firefighters	118
Total Active Members	128
Terminations	1
Resignations	1
Retirements	0

Deputy Chief Doug Russell

- Responding to multiple incidents.
- Dealing with personnel issues.
- Working through new applications for FFs.
- Station 110
 - Working with Evergy on power
 - Walls and roof are on
 - Working with dirt contractor to finish grade work
- Working with Admin Assistant to outfit new FFs.
- Station maintenance items.
- Working with DC of Admin on First Due software implementation items.
- Multiple truck repairs.
- HB112 In service waiting on radio and lights
- P112 in service
- B114 engine is installed, its at Kcomm for lights and decals.
- Hose testing
- Preparing for spring burning
- Cleaning stations

Deputy Chief Jake Konrardy

- County Trainings
- Respond to Calls
- Deal with personnel issues
- Review New Hire Applications

**Riley County Emergency Management****Riley County Fire District #1**

115 N. 4th Street
Manhattan, Kansas 66501
Phone: 785-537-6331
Fax: 785-537-6331
www.rileycountyks.gov

- Assist DCO with truck repairs
- Assist DCO with new truck builds
- Submit NFIRS report to The Office of The State Fire Marshal
- Work on New Software conversion from Emergency Reporting to First Due
- Zoom meetings with First Due on software implementation
- Meeting with MFD, Dispatch and First Due on multi agency software issue
- Attend 911 Working Group Meeting
- Hose Testing of All LDH hose.
- Attend Meeting with KDOT and other agencies on Roundabout Projects on Hwy-24
- Discuss response changes during roundabout construction with EMS and Dispatch
- Meet with Sign Department on No Parking signs for stations with parking issues

Submitted by:
Russel Stuke
EM Director/ Fire Chief
Riley County

Attachment: 3, 2025 March staff time (1) (15648 : February Staff Time)



**EMERGENCY
MANAGEMENT/FIRE**
Personnel

Russel Stukey
Emergency Management Director
115 North 4th Street
Manhattan, KS 66502
Phone: 785-537-6333

COMMISSION AGENDA REPORT

FROM: Russel Stukey Director of EM / Fire / 911

MEETING: April 7, 2025

SUBJECT: Request to Administrative Assistant Position

PRESENTER: Russel Stukey Director of EM / Fire / 911

BACKGROUND

Our Administrative Assistant has been offered and accepted the PHEP coordinator position with the health department, so we now need to advertise to fill our administrative assistant position for Riley County Fire District #1.

DISCUSSION

The Administrative Assistant II provides clerical, secretarial and administrative duties for the Riley County Fire District #1 and Emergency Management department. This is a complex and responsible position that requires confidentiality and responsiveness while working closely with the Department Director and other staff. Work requires good judgment, multitasking, and professionalism.

This position is vital to ensure continuity and function of the department. The department would like to fill the position, as described in the attached position description to fill the needs of Riley County.”

FISCAL IMPACT

No fiscal impact. This position is already included in the approved (2025) Budget.

RECOMMENDATION(S)

The staff recommendation is to approve the hiring process to fill the position of Administrative Assistant II for Riley County Fire District #1.

POSSIBLE MOTION(S)

I move to approve initiating the hiring process to fill the Administrative Assistant position as a I or II dependent upon available candidates for Riley County Fire District #1.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- 2025-03 Fire Admin Assistant II PAF (DOCX)
- Administrative Assistant II position description (DOC)

RILEY COUNTY POSITION ACTION FORM

Requisition Approval Process

- Submitted by Elizabeth Ward on 04/02/2025 at 07:39 AM
- Elizabeth Ward, Final Approval

Internal Position Details (not displayed on job posting)

Company Riley County, KS	Position Template Fire Administrative Assistant II [FAAII]	Work Location CPE Building
Job ID 3169379	Salary \$22.35 - \$24.29 D.O.Q	Supervisor Position No
Pay Grade RANGE 7 [RANGE 7]	EEO Class Paraprofessionals [5]	Workers Compensation --
Cost Center 1 Riley Co Fire Dist #1 [183]	Cost Center 2 Fire District #1 [183]	Cost Center 3 --
1 Job Slot ADMINIS-1		

Supervisor: Laurie Harrison

Department Head: Russel Stukey

☒ 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: \$ 50,523.20

Budget for Benefits: \$ 19,956.66

Total proposed annual budget: \$70,479.86

Additional Position Comments: Requesting to fill an Administrative Assistant I or Administrative Assistant II

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

Original document stored in Human Resources

Revised 2023-01

Attachment: 2025-03 Fire Admin Assistant II PAF (15651 : Request to Fill Position)

RILEY COUNTY, KANSAS POSITION DESCRIPTION

Job Title:	ADMINISTRATIVE ASSISTANT II	
Department:	Emergency Management/RCFD#1	Division: Fire
Reports to:	Emergency Management Assistant Director	
Pay Grade:	7	Status: Full Time
FLSA Status:	Non-Exempt	

Position Summary: The Administrative Assistant II provides clerical, secretarial and administrative duties to the Riley County Fire District #1 and assists the Fire Chief in the administration of the department. This is a complex and responsible position that requires confidentiality and responsiveness working closely with the Department Director. Work requires good judgment, multi-tasking, and professionalism.

ESSENTIAL FUNCTIONS:

- Provides clerical and administrative assistance to the RCFD/EM, and aids in managing schedules.
- Assists in coordinating various activities within the Department.
- Assists clients, both internal and external, and directs inquiries to appropriate individuals
- Processes and tracks annual budget including accounts payable, accounts receivable, payroll, benefits, inventory, supplies, etc.
- Maintains Riley County burn permit system.
- Prepares financial statements, record of expenditure and debt, and budget summaries.
- Maintains records of RCFD personnel regarding training, communication, and equipment
- Assists with invoices, organization, and filing of fiscal reports, and gathering data to assist in developing budgets and reporting.
- Coordinates and schedules travel, meetings, interviews, training and other appointments.
- Maintain fire personnel gear and equipment to include ordering, fitting, and issuing such.
- Review and submit payroll information and coordinate new hire process for RCFD#1 Volunteers
- Assists PIO with social media, provides accurate information for press releases, and maintains accuracy of website.
- Assists with volunteer personnel management including attendance
- Prepares documents for grants, contracts, policy and procedures, manuals, various initiatives/issues and meetings. monitors progress of each document and/or issue.
- Manages files and databases; maintains office supply inventory and capital asset inventory.
- Researches through traditional and non-traditional methods.
- Work on special nonrecurring and ongoing projects, which may include planning and coordinating multiple projects, researching, and disseminating information, and preparing mailings.
- Act as a liaison with outside agencies, and other departments, handle confidential and non-routine information, and explain policies to volunteer staff, when necessary.
- Review incident reports for accuracy and completeness.
- Other duties as assigned.

POSITION REQUIREMENTS:

Education: High school diploma or equivalent required with two years post-high school training in office management, clerical, business/accounting, and computer-related activities preferred.

License(s)/Certification(s): Valid driver's license required.

Created Sept 2023

Attachment: Administrative Assistant II position description (15651 : Request to Fill Position)

Experience: 4 years in an administrative position. Knowledge of standardized rules, procedures or operations requiring considerable training and experience to perform a wide range of secretarial and administrative assignments. Requires ability to maintain confidentiality and ability to work independently. 2 years of public safety related experience in emergency related fields preferred.

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

Skills: Knowledge of basic principles, concepts and methodology of a professional field. Excellent verbal, typing, and grammatical skills; ability to compose quality correspondence as well as ability to communicate clearly both orally and in writing. Knowledge of general accounting methods, business management principles, database management and personnel management required. Ability to defuse high pressure, conflicting situations and maintain order is required. Ability to work well under pressure, to multi-task, and to accept responsibility for independent decisions and actions taken. Ability to plan, prioritize, organize and accomplish work assignments. Ability to integrate and apply computer software for databases, spreadsheet, word processing, and graphics applications to complex records. Ability to work independently with little supervision.

SUPERVISORY RESPONSIBILITIES: None

Supervisory Control: Duties are performed regularly exercising discretion and independent judgement. Director provides administrative direction. Priorities and deadlines are determined by policies, statutes or in consultation with the Director and Asst. Director. Completed work is reviewed in terms of compatibility with other work, or effectiveness in meeting requirements or expected results.

Guidelines: Guidelines consist of general regulations/practices of state statutes and guidelines, and departmental and Riley County policies. Rules, guides and practices are interpreted and applied by the employee. In some instances, guidelines require interpretation to determine intent. The employee analyzes results and recommends changes.

Complexity: The variety of tasks and duties performed involve many different and unrelated processes and methods related to the performance of administrative and professional tasks. Multiple tasks are pursued simultaneously, and decisions must be made based on the assessment of unusual circumstances, variations in approach or conflicting data.

Scope & Effect of Work: The work involves analyzing a variety of unusual conditions, problems or questions. The work product affects the objectives of the Department and other departments/entities. The work affects the accuracy, reliability, or acceptability of further processes or services. Consults with supervisor to determine available resource limits, set schedules and deadlines for projects, and define the scope of projects

Personal Contacts: The personal contacts include department heads, county commissioners, agency representatives, elected and appointed officials, attorneys, state officials, professional peers, accountants, employees, vendors and taxpayers.

Purpose of Contacts: Obtaining, clarifying, or providing facts or information. Gaining compliance with established policies or regulations through persuasion or negotiation to influence or motivate individuals. Resolves problems, receives and relays messages which are often detailed, complex and sometimes of an emergency nature. Obtains, clarifies, or gives facts.

Physical Demands: The physical demands described represent those required to perform the essential functions of this job. Reasonable accommodation may be made to perform the essential functions.

While performing the duties of this job, the employee is required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; talk or hear. The employee occasionally lifts/pushes/pulls 20-50lbs, frequently lifts up 10-25lbs and constant lift of up to 10lbs. Specific vision abilities required by this job include close vision, color vision. The position has a dimension which may lead to mental and physical fatigue.

Work Environment/Conditions: The work environment described represents those encountered while performing the essential functions of this job. Reasonable accommodation may be made to perform the essential functions.

The work environment involves everyday risks or discomforts that require normal safety precautions typical of an office setting. Work is generally in an office setting with visual attention and dexterity in computer operation. There is an occasional risk the employee is potentially subject to verbal or physical abuse. Occasionally the employee will be tasked with delivering food and supplies to emergency scenes which could result in exposure to adverse weather conditions. 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.

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.



**COUNTY
COUNSELOR/ADMINISTRATIVE SERVICES**
Staff Update

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

STAFF REPORT

FROM: Bryant Parker, Riley County Counselor

MEETING: April 7, 2025

SUBJECT: Pending County Projects County Counselor

PRESENTER: Bryant Parker, Riley County Counselor

The County Counselor's Office plays a unique and active role in many of Riley County's ongoing projects and activities. We work closely with the staff of the various County departments to implement the goals and priorities of the County Commission.

Our activities frequently include negotiating contracts and other documents on behalf of the County, coordinating with state and federal regulators, working with private businesses and our local government partners on matters involving the County, and assessing and responding to potential and ongoing litigation.

We are also responsible for preparing draft resolutions for consideration by the County Commission and frequently work with other County Departments in the assembly of information requested by the Commission.

ONGOING TASKS

Our office participates in several ongoing tasks, which include the following:

- Assist County departments with responses to Kansas Open Records Act requests
- Advise upon interpretation of County policies and procedures
- Assist with human resources matters
- Advise department heads and the County Commission on the interpretation of Kansas law as it applies to the County

- Conduct and supervise the County's tax foreclosure sale
- Assist with delinquent tax collection activities, including obtaining and maintaining enforceable judgments against non-paying taxpayers

CURRENT PROJECTS

In addition to our ongoing duties, the County Counselor's Office actively participates with County staff to address any and all legal issues surrounding county projects. These may include, but are not limited to, negotiation of project contracts, resolution of disputes between parties, advice concerning compliance, and other matters. A partial list of projects recently completed or currently being worked upon follows.

- Review updates to terms of leases for the use of flood-prone properties acquired by FEMA and transferred to the County
- 2025 Prairie Paws Animal Shelter Services Fees Renegotiation
- Kansas Court of Appeals Oral Arguments in Board of County Commissioners of Riley County, KS vs. Kansas Historical Society, et al., Kansas Court of Appeals Case No. 23-126435-A
- Kansas Court of Appeals Oral Arguments in Prairiewood Holdings, LLC v. Board of County Commissioners of Riley County, KS, et al., Kansas Court of Appeals Case No. 24-127166
- Review and Approve FRA Certification Form
- Space Needs Study Process
- Rural Water District Water Supply Forms
- Disaster Declarations
- Legislative Platform - Preparation of Model Short Term Rental Statute
- Legislation Updates
- Legislation Letters of Support
- Legislative Testimony
- Nuisance Abatement Cases in District Court
- Advise Upon Removal of Multiple Trailers Illegally Parked on County Property and/or Right-of-Way
- Fire Department Benevolent Organization Bylaws Update
- Mid-Year Property Casualty Tax Abatement Procedure Review
- Parks and Recreation Easements/Rights of Way Request Review
- Coordination with City of Manhattan RE Stormwater and Sidewalk Improvements
- Employee Training Forgivable Repayment
- University Park Fire Station Utilities Services
- Keats Sewer Project
- University Park Fire Station Replacement
- EMS Headquarters Construction
- Benefit District Formation at Request of Property Owners
- Multiple Benefit District Expansions at Request of Property Owners
- Comprehensive Plan Update
- Remediation of Former Firing Range

- Boundary Line Adjustment & Replatting Educational Materials Project
- University Park Sewer Improvements
- Marlatt Improvements
- Elevator Refurbishment
- Adjustment of Speed Limits
- Public Declaration of Riley County Mental Health Task Force as Professional Voice for Mental Health
- Transfer of Rural Economic Advisory Board to Planning and Development Department

Enclosures: