



**Board of Riley County
Commissioners
Regular Meeting
Agenda
April 20, 2023**

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

Cindy Kabriel
785-565-6200

Commission Chambers

9:00 AM

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

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

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

9:00 AM

Call to Order

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Business Meeting

3. Change Order #1 - High Plains Ranch Road Asphalt Overlay
4. Sign Riley County Personnel Action Form(s)
5. Approve payroll/accounts payables (when completed)

Review Minutes

6. Board of Riley County Commissioners - Regular Meeting - Apr 17, 2023 8:30 AM

Review Tentative Agenda

7. Tentative Agenda

Press Conference Topics

8. Discuss Press Conference

9:30 AM

Clancy Holeman, Counselor/Director of Administrative Services

9. Administrative Work Session
10. Small City Sales Tax Loss Reimbursement Agreement—City of Randolph

9:50 AM

John Ellermann, Public Works Director/County Engineer

11. Request to fill vacant Administrative Clerk I position

10:00 AM

Gary Fike, County Extension Director

12. Summary of Volunteer Income Tax Assistance program
13. Fairgrounds Task Force Appointments

10:20 AM Amanda Webb, Planning/Special Projects Director

14. Environmental Health Technician position and job description

10:30 AM Bob Isaac, Planner

15. Replat Lot 1 and Lot 8 of Sky View Ranches (subdivision) into a single lot.

4:00 PM Joint City/County/County Meeting (at County Offices)

16. City/County/County Meeting Agenda

Adjournment**Announcement**

Good Morning Manhattan will be held today 7:15 a.m. - 8:30 a.m. at the Four Points by Sheraton, 530 Richards Drive.

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
Change Order

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

COMMISSION AGENDA REPORT

FROM: Evan McMillan, Assistant County Engineer
MEETING: April 20, 2023
SUBJECT: Change Order #1 - High Plains Ranch Road Asphalt Overlay
PRESENTER: Evan McMillan, Assistant County Engineer

Attached for your approval is Change Oder #1 for the above referenced project.

Bid Item #2 - Class A HMA - Commercial Mix
The Lump Sum item was reduced by \$6,785.00.

Bid Item #3 - Full Depth Patching
The Lump Sum item was reduced by \$1,260.00.

Change Order #1 decreases the contract amount for the High Plains Ranch Road Asphalt Overlay Project by \$8,045.00 for a final cost of \$138,608.00.

Staff recommends approval.

POSSIBLE MOTION(S)

Move to approve the Change Order to reduce the total project cost to \$138,608.00

Move to decline the Change Order to reduce the total project cost to \$138,608.00

Move to table for further discussion.

Enclosures:

- Change Order #1_High Plains Ranch Rd Asphalt Overlay (PDF)



CHANGE ORDER

CHANGE ORDER NUMBER: 1-Final

Riley County, Kansas

CONTRACTOR: Shilling Construction

ADDRESS: PO Box 1568
Manhattan, KS 66505

PROJECT : 2022 High Plains Ranch Rd
PROJECT NUMBER: 2248

DESCRIPTION: High Plains Ranch Rd Asphalt
Patching and Overlay

BID ITEMS

ITEM NO.	ITEM DESCRIPTION	UNITS	CONTRACT QUANTITY	ADJUSTED QUANTITY	INCREASE/DECREASE	UNIT BID PRICE	INCREASE/DECREASE CONTRACT AMOUNT
2	Class A HMA - Commercial Mix	ton	600.0	541.0	-59.0	\$115.00	\$ (6,785.00)
3	Full Depth Patching	ton	915.0	895.0	-20.0	\$83.00	\$ (1,260.00)
Subtotal							\$ (8,045.00)

NEW ITEMS

ITEM NO.	ITEM DESCRIPTION	UNITS	CONTRACT QUANTITY	ADJUSTED QUANTITY	INCREASE/DECREASE	UNIT PRICE	INCREASE CONTRACT AMOUNT
Subtotal							\$ -
TOTAL							\$ (8,045.00)

Amount of Original Bid:	\$ 146,653.00
Total of Previous Change Orders:	\$ -
Amount of Change Order No. 1:	\$ (8,045.00)
Total Adjusted Contract Price:	\$ 138,608.00

BY: E. McMillen 04/13/2023
PROJECT ENGINEER DATE

BY: [Signature] 4-17-2023
DIRECTOR OF PUBLIC WORKS DATE

BY: Eric Schwein 4/13/23
CONTRACTOR DATE

BY: _____
CHAIRMAN, BOARD OF COUNTY COMMISSIONERS DATE

Attachment: Change Order #1 - High Plains Ranch Rd Asphalt Overlay (13336 : Change Order #1 - High Plains Ranch Rd Asphalt Overlay)



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 20, 2023

SUBJECT: Sign Riley County Personnel Action Form(s)

PRESENTER: Elizabeth Ward, Human Resources Director

Enclosures:

- EMS-J Kelley (PDF)
- EMS-A Yeakel (PDF)
- EMS-J Schwanke (PDF)
- EMS-A Rounbehler (PDF)
- EMS-J Candido (PDF)
- EMS-C Albanese (PDF)
- EMS-B Savage (PDF)
- EMS-W Voth (PDF)
- EMS-C Woodruff (PDF)
- EMS-C Siemers (PDF)

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Jairus Kelley

Status Change Date: 4/13/2023

Status Change: New Hire

Date of Hire: 4/25/2023

Seniority: 0 Month(s)

Position: AEMT

Position Type: Part-Time

Pay Range: AEMT

Pay Type: Hourly

Base Rate: \$18.29

Annualized Pay: \$5,267.52

Funds Codes: 1-County General, 20-EMS/Ambulance

Supervisor: Joshua Gering

Department Head: David Adams

BoCC Chairman _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Adrianna Yeakel**Status Change Date:** 4/13/2023**Status Change:** New Hire**Date of Hire:** 4/25/2023**Seniority:** 0 Month(s)**Position:** EMT**Position Type:** Part-Time**Pay Range:** EMT**Pay Type:** Hourly**Base Rate:** \$16.38**Annualized Pay:** \$4,717.44**Funds Codes:** 1-County General, 20-EMS/Ambulance**Supervisor:** Joshua Gering**Department Head:** David Adams**BoCC Chairman** _____**Date:** _____**BoCC Member** _____**Date:** _____**BoCC Member** _____**Date:** _____

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Joshua Schwanke

Status Change Date: 4/13/2023

Status Change: New Hire

Date of Hire: 4/25/2023

Seniority: 0 Month(s)

Position: EMT

Position Type: Part-Time

Pay Range: EMT

Pay Type: Hourly

Base Rate: \$17.89

Annualized Pay: \$5,152.32

Funds Codes: 1-County General, 20-EMS/Ambulance

Supervisor: Joshua Gering

Department Head: David Adams

BoCC Chairman _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Abigail Rounbehler**Status Change Date:** 4/13/2023**Status Change:** New Hire**Date of Hire:** 4/25/2023**Seniority:** 0 Month(s)**Position:** EMT**Position Type:** Part-Time**Pay Range:** EMT**Pay Type:** Hourly**Base Rate:** \$17.20**Annualized Pay:** \$4,171.44**Funds Codes:** 1-County General, 20-EMS/Ambulance**Supervisor:** Joshua Gering**Department Head:** David Adams

BoCC Chairman _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Johattan Candido

Status Change Date: 4/13/2023

Status Change: New Hire

Date of Hire: 4/25/2023

Seniority: 0 Month(s)

Position: EMT

Position Type: Part-Time

Pay Range: EMT

Pay Type: Hourly

Base Rate: \$17.20

Annualized Pay: \$4,953.60

Funds Codes: 1-County General, 20-EMS/Ambulance

Supervisor: Joshua Gering

Department Head: David Adams

BoCC Chairman _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Christopher Albanese**Status Change Date:** 4/13/2023**Status Change:** New Hire**Date of Hire:** 4/25/2023**Seniority:** 0 Month(s)**Position:** EMT**Position Type:** Part-Time**Pay Range:** EMT**Pay Type:** Hourly**Base Rate:** \$16.38**Annualized Pay:** \$4,717.44**Funds Codes:** 1-County General, 20-EMS/Ambulance**Supervisor:** Joshua Gering**Department Head:** David Adams

BoCC Chairman _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Brian Savage**Status Change Date:** 4/13/2023**Status Change:** New Hire**Date of Hire:** 4/25/2023**Seniority:** 0 Month(s)**Position:** EMT**Position Type:** Part-Time**Pay Range:** EMT**Pay Type:** Hourly**Base Rate:** \$17.89**Annualized Pay:** \$5152.32**Funds Codes:** 1-County General, 20-EMS/Ambulance**Supervisor:** Joshua Gering**Department Head:** David Adams

BoCC Chairman _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Wyatt Voth

Status Change Date: 4/13/2023

Status Change: New Hire

Date of Hire: 4/25/2023

Seniority: 0 Month(s)

Position: Paramedic

Position Type: Part-Time

Pay Range: Paramedic

Pay Type: Hourly

Base Rate: \$20.98

Annualized Pay: \$6,042.24

Funds Codes: 1-County General, 20-EMS/Ambulance

Supervisor: Joshua Gering

Department Head: David Adams

BoCC Chairman _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Cody Woodruff**Status Change Date:** 4/13/2023**Status Change:** New Hire**Date of Hire:** 4/25/2023**Seniority:** 0 Month(s)**Position:** Paramedic**Position Type:** Part-Time**Pay Range:** Paramedic**Pay Type:** Hourly**Base Rate:** \$21.82**Annualized Pay:** \$6,284.16**Funds Codes:** 1-County General, 20-EMS/Ambulance**Supervisor:** Joshua Gering**Department Head:** David Adams**BoCC Chairman** _____**Date:** _____**BoCC Member** _____**Date:** _____**BoCC Member** _____**Date:** _____

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Courtney Siemers

Status Change Date: 4/13/2023

Status Change: New Hire

Date of Hire: 4/25/2023

Seniority: 0 Month(s)

Position: Paramedic

Position Type: Full-Time

Pay Range: Paramedic

Pay Type: Hourly

Base Rate: \$20.98

Annualized Pay: \$43,638.40

Funds Codes: 1-County General, 20-EMS/Ambulance

Supervisor: David Adams

Department Head: David Adams

BoCC Chairman _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
April 24, 2023**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

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

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

Review Minutes

Press Conference Topics

Review Tentative Agenda

9:00 AM

Amy Manges, Register of Deeds

1. Staff update

9:15 AM

John Ellermann, Public Works Director/County Engineer

2. Marlatt Avenue

9:30 AM

Press Conference

10:10 AM

Clancy Holeman, Counselor/Director of Administrative Services

3. Administrative Work Session

12:00 PM

Intergovernmental Luncheon

Adjournment

Announcement

The 2023 Kansas County Commissioners Association (KCCA) Annual Conference will be held April 25-27, 2023 at the Hilton Garden Inn, Hays, Kansas.

Attachment: 04-24-23 tentative agenda (12831 : Tentative Agenda)

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.



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
May 01, 2023**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

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

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Clancy Holeman, Counselor/Director of Administrative Services

1. Administrative Work Session

9:20 AM

Julie Gibbs, Health Department Director

2. Grants

9:30 AM

Press Conference

3. RCPD Update - Greg Steere (3-5 minutes)

9:35 AM

Brian Peete, RCPD Director

4. RCPD update

9:45 AM

Bob Isaac, Planner

5. Public hearing for a rezone and plat for Stagg Hill Business Community Addition

10:00 AM

Russel Stukey, Emergency Management Director

6. Staff update

10:15 AM

Bob Isaac, Planner

Attachment: 05-01-23 tentative agenda (12831 : Tentative Agenda)

7. Public hearing for Special Use to establish and operate an electrical station

11:30 AM**Shelly Williams, Community Corrections Director**

8. Staff update
9. Annual grants for review and approval

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: 05-01-23 tentative agenda (12831 : Tentative Agenda)



**COUNTY
COUNSELOR/ADMINISTRATIVE
SERVICES**
Agreement

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

COMMISSION AGENDA REPORT

FROM: Clancy Holeman, Riley County Counselor

MEETING: April 20, 2023

SUBJECT: Small City Sales Tax Loss Reimbursement Agreement—City of Randolph

PRESENTER: Clancy Holeman

BACKGROUND

Before you today for your review and signature is the “Interlocal Service Agreement” (small cities’ sales tax loss reimbursement agreement) between the City of Randolph and Riley County. It has been signed by the City of Randolph. Additional identical agreements are waiting approval from the cities of Riley, and Ogden. (The agreement between the City of Leonardville and Riley County has already been approved by the parties.)

DISCUSSION

The purpose underlying all 4 agreements is to “make whole” each city for their loss of the distributive “share” they had received during the 10-year life of the Riley County ½ cent “Road and Bridge” sales tax. That “old” countywide retailers’ sales tax ended on its required sunset date, December 31, 2022.

That “old” .50 sales tax was “replaced” by a .20 countywide retailers’ sales tax approved by a majority of countywide voters in November 2022. And that “replacement” sales tax became effective January 1, 2023. This “new” county sales tax will last only 5 years. Its sales tax receipts must be *dedicated exclusively* to county road and bridge repair and maintenance. By statute it does not include any distributions to the small cities.

The agreement I’ve provided for review and approval by each small city has identical terms for each city which signs. Paragraph 2 on page 2 of every agreement describes the formula used for the distribution payments which will be made to every small city which signs and returns their agreement. That formula calculates the amount distributed by Riley County to every small city

during the next 5 years to be “an amount the City received during the preceding calendar quarter as its share of the distribution made by the Kansas Department of Revenue (according to K.S.A. 12-192) from the levy of the long-term countywide .50% retailers’ sales tax *levied by the County for the County’s general fund.*” (Emphasis added.) See “Exhibit A” on each agreement for the schedule of payment dates for those distributions to the small cities who sign on. Distributions made to the small cities will have the general fund as their source.

Using the above formula, the statute will cause the dollar amounts distributed to every small city with an agreement to vary. That is because of their differences from one another in population and assessed value.

FISCAL IMPACT

See the above discussion.

RECOMMENDATION(S)

I recommend the Board authorize the Chairwoman to sign the three originals of this agreement.

POSSIBLE MOTION(S)

- A. “I move the Board authorize the Chairwoman to sign the agreement in its current form.”
- B. “I move the Board authorize the Chairwoman to sign the agreement, **with the following changes...** .”
- C. “I move the Board **not** authorize the Chairwoman to sign the agreement.”

Enclosures:

- Interlocal Service Agreement (PDF)

INTERLOCAL SERVICE AGREEMENT

AN INTERLOCAL SERVICE AGREEMENT BETWEEN RILEY COUNTY, KANSAS AND THE CITY OF RANDOLPH, KANSAS CONCERNING THE PAYMENT BY RILEY COUNTY TO THE CITY OF SUMS IN LIEU OF RETAILERS' SALES TAX DISTRIBUTIONS MADE TO THE CITY FROM PROCEEDS OF A COUNTWIDE RETAILERS' SALES TAX EXPIRING ON DECEMBER 31, 2022.

THIS AGREEMENT is made as of _____, 2023, by and between Riley County, Kansas (the "County") and the City of Randolph, Kansas (the "City").

WHEREAS, the County is a duly organized and existing political subdivision of the State of Kansas with the power and authority to enter into agreements with cities located in the County to provide for payment of certain sums to the cities as provided herein; and

WHEREAS, the City is a duly organized city of the third class existing under laws of the State of Kansas with power and authority to enter into agreements with the County; and

WHEREAS, the County levied a .50% countywide retailers' sales tax that began on January 1, 2012, and will expire on December 31, 2022 ("2012 Sales Tax"), and approximately 4% of the receipts of the 2012 Sales Tax were allocated to the cities of Riley, Ogden, Leonardville and Randolph in the County by the Kansas Department of Revenue as required by K.S.A. 12-192; and

WHEREAS, the County did not seek to renew the 2012 Sales Tax, and instead sought and received voter approval for the levy of a retailers' sales tax in the amount of .20% dedicated to road and bridge projects in the County under K.S.A. 12-187 (b)(20) (the "2022 Sales Tax"), and to be levied for a period of five (5) years beginning on January 1, 2023; and

WHEREAS, 100% of the 2022 Sales Tax revenues are paid to the County by the Kansas Department of Revenue and are required to be used for road and bridge purposes in the County; and

WHEREAS, the County seeks to compensate the City for the loss of its portion of the 2012 Sales Tax, by making quarterly payments to the City in lieu of the 2012 Sales Tax distributions, in the amounts determined by this Agreement; and

WHEREAS, the County and City agree that it will be to their mutual advantage to enter into this agreement (the "Agreement") for the purposes described here; and

WHEREAS, the governing body of the City authorized its Mayor to execute this Agreement on April 12, 2023; and

Attachment: Interlocal Service Agreement (13341 : Small City Sales Tax Loss Reimbursement)

WHEREAS, the Board of County Commissioners of the County authorized its Chairman to execute this Agreement on _____, 2023.

NOW, THEREFORE, in consideration of the mutual covenants and agreements made in this agreement and for good and valuable consideration, the County and City enter into this Interlocal Service Agreement as provided and authorized by K.S.A. 12-2901 *et. seq.* and containing the following terms and provisions.

1. PURPOSE. The purpose of this Agreement is to provide for cooperation between the County and City to compensate the City for the loss of its portion of revenue distributed to it from the expiring 2012 Sales Tax.

2. AGREEMENT BETWEEN THE PARTIES. The County and City agree that in each year during the term of this Agreement, the County will pay the City, following the end of each calendar quarter, and in the month immediately following County's receipt of County's distribution made by the Kansas Department of Revenue from the levy of the long-term countywide .50% retailers' sales tax levied by the County for the County's general fund, an amount equal to the amount the City received during the preceding calendar quarter as its share of the distribution made by the Kansas Department of Revenue (according to K.S.A. 12-192) from the levy of the long-term countywide .50% retailers' sales tax levied by the County for the County's general fund. The parties agree the payments described herein will be the amounts the City would have received as distributions of the 2012 Sales Tax if the 2012 Sales Tax had not expired. Payments by the County under this Agreement shall be paid to the City in immediately available funds, according to the schedule set forth on Exhibit A, and applied by the City to authorized governmental purposes as determined by the City.

3. DURATION OF AND TERMINATION OF AGREEMENT. This Agreement shall be in effect from the date set forth above and terminates on the last day of the County's current Fiscal Year ("Original Term"). The term of this Agreement may be continued at County's option at the end of the Original Term or a Renewal Term (defined herein) for an additional one-year term ("Renewal Term"), provided the Renewal Term will not extend beyond the final payment date described on Exhibit A. The County will prepare a new Exhibit A for each renewal term, showing the payment dates for the Renewal Term. The County will be deemed to have exercised its option to enter into a Renewal Term unless it has terminated this Agreement pursuant to Section 4 or Section 5, or this Agreement is terminated by mutual agreement of the parties as described in this paragraph. The terms and conditions of any Renewal Term will be the same as terms and conditions stated herein for the Original Term, except for modifications of Exhibit A. This Agreement may be terminated with the mutual approval of the governing bodies of the County and City at any time after its execution.

4. CASH BASIS AND BUDGET LAWS. The right of the County to enter into this Agreement is subject to the Kansas Cash Basis Law (K.S.A. 10-1112 and 10-1113), the Budget Law (K.S.A. 79-2935), and all other applicable laws of the State of Kansas. This Agreement shall be construed and interpreted to ensure that at all times the County conforms with such laws, and as a

condition of this Agreement, the County retains the right to unilaterally sever, modify or terminate this Agreement at any time, if, in the opinion of legal counsel to the County, this Agreement may violate the terms of the Cash Basis and Budget Laws.

The County and the City agree to take any necessary steps in establishing their respective budgets to provide for the payments described by this Agreement, as governed by applicable Kansas law.

5. NON-APPROPRIATION. Notwithstanding anything in the Agreement to the contrary, the cost and expense of the performance by the County of its obligations under this Agreement and the incurrence of any liabilities of the County under this Agreement, including without limitation, the payment of all sums to the City shown on Exhibit A, shall be subject to and dependent upon annual appropriations being made by the governing body of the County for such purposes.

If the County does not make appropriation for the payments described in this Agreement, the County shall deliver written notice to the City within 10 calendar days following such date. Upon receipt by the City of such notice, the County's obligation to make payments under this Agreement shall terminate as of the end of the then current fiscal year; provided, however, such termination shall not become effective at the end of the then current fiscal year if, prior to the end of such fiscal year, the County shall deliver to the City a written statement to the effect that it reasonably expects sufficient funds for the next succeeding fiscal year to be appropriated, and in that event the current term of this Agreement shall continue into the next fiscal year as long as there is an appropriation available to make the payment due under this Agreement.

6. ADMINISTRATION. No separate legal entity is created by this Agreement. This Agreement shall be administered by the County. It shall not be necessary to submit this Agreement to the Attorney General for approval as an Interlocal Cooperation Agreement under K.S.A. 12-2901 *et seq.* because it is a service agreement not involving joint exercise of authority, and not subject to the Attorney General's review or approval.

7. ENTIRE AGREEMENT. This Agreement and the Exhibits incorporated herein contain all the terms and conditions agreed upon by both parties. No other understandings, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the parties hereto. Any agreement not contained herein shall not be binding on either party.

8. ASSIGNMENT. Neither this Agreement nor any rights or obligations created by it shall be assigned or otherwise transferred by either party without the prior written consent of the other. Any attempt to assign without such consent shall be null and void.

9. AMENDMENTS. Neither this Agreement nor any rights and obligations created by it shall be amended by either party without the prior written consent of the other.

10. COUNTERPARTS, SIGNATURES. This Agreement and any amendments, modifications, or waivers in respect of this Agreement may be executed in any number of counterparts,

each of which shall be deemed an original, but all of which shall constitute one and the same documents. Facsimile signatures or signatures emailed in portable document format (PDF) shall be acceptable and deemed binding on the parties here as if they were originals.

11. GOVERNING LAW. This agreement shall be interpreted under and governed by the laws of the State of Kansas. The parties agree that any dispute or cause of action arising in connection with this Agreement shall be brought before a court of competent jurisdiction in Riley County, Kansas.

[Remainder of Page Intentionally Left Blank]

IN WITNESS WHEREOF, the parties have executed this Agreement on the day and year written above.

RILEY COUNTY, KANSAS

Chairperson

ATTEST:

Rich Vargo, County Clerk

[Seal]

Attachment: Interlocal Service Agreement (13341 : Small City Sales Tax Loss Reimbursement)

CITY OF Randolph, KANSAS

Bruce Zimm, Mayor

ATTEST:

Patricia Boock, City Clerk

[Seal]

Attachment: Interlocal Service Agreement (13341 : Small City Sales Tax Loss Reimbursement)

EXHIBIT A

[Payment Schedule]

<u>Sales Period</u>	<u>Receipt Date</u>	<u>Payment Date</u>
January-March	May 31 st	June 30 th
April-June	August 31 st	September 30 th
July-September	November 30 th	December 31 st
October-December	February 28 th	March 31 st



PUBLIC WORKS
Personnel

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

COMMISSION AGENDA REPORT

FROM: John Ellermann, Public Works Director

MEETING: April 20, 2023

SUBJECT: Request to fill vacant Administrative Clerk I position

PRESENTER: John Ellermann, Public Works Director

BACKGROUND

The Department of Public Works is looking to fill a recently vacated Administrative Clerk I position.

DISCUSSION

This position interacts with the public to provide information and assists in maintaining financial records within the Department. Therefore, Requirements include various accounting functions, customer service and administration assistance. The Administrative Clerk I reports to the Administrative Services Manager.

FISCAL IMPACT

This position is a budgeted position and will have no financial effect to the current Public Works budget.

RECOMMENDATION(S)

It is recommended that the BOCC allow Public Works to advertise internally to fill the vacant Administrative Clerk I position.

POSSIBLE MOTION(S)

Move to approve filling of the Public Works - Administrative Clerk I position.
Move to deny filling of the Public Works - Administrative Clerk I position.

Enclosures:

- Administrative Clerk I Position Description (PDF)
- 2023-04 PW- Administrative Clerk I PAF (DOCX)

RILEY COUNTY, KANSAS JOB DESCRIPTION

Job Title:	ADMINISTRATIVE CLERK I		
Department:	Public Works	Division:	Administrative Services
Reports to:	Public Works Office Manager		
Pay Range:	5	Status:	Full Time
FLSA Status:	Non-Exempt		

POSITION SUMMARY: This position provides customer service, administrative assistance, and bookkeeping support for the Riley County Public Works Department.

A person in this position interacts with the public to provide information and resolve inquiries. This position assists in providing and maintaining the financial records for all divisions within the Department. Responsibilities include various financial functions, customer service and administrative assistance. The employee exercises considerable discretion in carrying out work details. This position is under general supervision with work checked routinely.

ESSENTIAL FUNCTIONS:

- Provides front line customer service, answers a multi line telephone, directs calls, receives, and documents complaints.
- Performs accounts receivables; monthly billing cycle, posting deposits, receipt book entry and assists with the daily balancing of cash bags.
- Responsible for updating Solid Waste Tonnage Sheets, Solid Waste A/R Worksheet, and balancing Waste Contractor invoices.
- Prepares, distributes, and reconciles monthly statements, balances monthly reports, and conducts reconciliation for each account
- Provides Administrative Clerical duties for the Public Works Director and Operations/Fleet Manager
- Coordinates document imaging project and maintains historical documentation in software.
- Coordinates Highway Use Permit program
- Coordinates Facility Dude work order program
- Calculates taxable and non-taxable fuel according to guidelines and enters data into appropriate spreadsheets for fuel tax refunds.
- Responsible for entering and tracking Material Safety Data Sheets for all Divisions utilizing online software.
- Prepares brochures and other informational documents for distribution to the public, other Departments, and other agencies
- Maintains lists and distributes information to employees
- Maintains records and filing systems, scans documents as necessary, operates standard office equipment
- Maintains website pages for all divisions within the Public Works Department
- Prepares brochures and other informational documents for distribution to the public, other Departments, and other agencies
- Assists the Public Works Director, Assistant Public Works Director/Assistant County Engineer and PW Administrative Services Manager as needed
- Provides for regular and predictable attendance and fosters a cooperative work environment
- Assists in preparing legal documents (ie, right-of-way acquisitions and contracts)
- Answers questions from the public regarding billings, payments, late notices
- Provides positive relations with co-workers and others
- Assist with supporting conference room activities
- Provides support to PW Senior Analyst, Administrative Assistant and Administrative Clerk I – Utilities.
- Assists the public, surveyors, consultants, and others in obtaining answers to questions concerning road responsibilities, jurisdiction surveys and right-of-way boundaries

SECONDARY FUNCTIONS:

Attachment: Administrative Clerk I Position Description (13338 : Request to fill Vacant Position)

- Assists with map sales
- Assists with accounts payable, including coding and reconciling invoices
- Clerical and miscellaneous duties as assigned
- Attends meetings, conferences, and training
- Issues keys and proximity cards
- Maintains work area in a clean and safe manner, assists others as needed, performs other duties as deemed necessary or assigned.

POSITION REQUIREMENTS:

Any satisfactory equivalent combination of experience, education and training which provides the required knowledge, skills and abilities listed below will be accepted.

- Position may require occasional overtime that will be outside normal work hours which may include holidays and weekends.
- Position may require an employee to perform related work as required during and after hours, any day of the week, including holidays.

Education:

- Graduation from an accredited high school is required.

License(s)/Certificate(s):

- Possession of a valid driver's license with an acceptable driving record at the time of appointment is required.

Experience:

- One year of accounts receivables/payables experience is required.
- One year of receptionist related experience is required.
- Two years of computer experience with proficiency in Microsoft Word and Excel required.
- Proficiency in Microsoft Access is preferred.
- Two years of general office experience is required

Skills:

- Ability to express oneself clearly and concisely, orally and written
- Ability to follow oral and written instruction
- Ability to convey information effectively both orally and written
- Ability to read and understand information presented in writing
- Ability to work with multiple interruptions
- Ability to move from one project to another with ease
- Ability to plan, prioritize, organize, and accomplish work assignments
- Ability to use discretion regarding confidential information
- Ability to develop and work with spreadsheets
- Ability to learn new software applications
- Ability to operate computers, calculators, copiers, computerized time clocks, facsimile machines and related office equipment
- Ability to establish and maintain effective working relations with employees, supervisors, other governmental agency officials, and the public
- Ability to deal tactfully with people

RILEY COUNTY POSITION ACTION FORM

11.b

Requisition Approval Process

Submitted by Julie Winter on 04/18/2023 at 04:45 PM

Internal Position Details (not displayed on job posting)

Company

Riley County, KS

Job ID

1667740

Pay Grade

--

Cost Center 1

County General [1]

1 Job Slot

ADMINIS-1

Position Template

Administrative Clk I [ADMINCLK]

Salary

Salary Range \$19.03 - \$20.17

EEO Class

--

Cost Center 2

Public Works [40]

Work Location

Supervisor Position

No

Workers Compensation

--

Cost Center 3

--

Supervisor:

Department Head:

☒ 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: \$41,953.60

Budget for Benefits: \$16,571.67

Total proposed annual budget: \$58,525.27

Additional Position Comments: _____

BoCC Chairwoman _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Original document stored in Human Resources

Revised 2023-01



EXTENSION
Staff Update

Gary Fike
County Extension
Director
110 Courthouse Plaza
Manhattan, KS 66502
Phone: 785-537-6350

STAFF REPORT

FROM: Gary Fike
MEETING: April 20, 2023
SUBJECT: Summary of Volunteer Income Tax Assistance program
PRESENTER: Gary Fike

County Extension Director Gary Fike will present a site summary report for the 2023 VITA program.

Enclosures:

- 2023 Final report for BOCC (PPTX)

Riley County K-State Research and Extension: VITA Report

GARY D. FIKE

RILEY COUNTY EXTENSION DIRECTOR

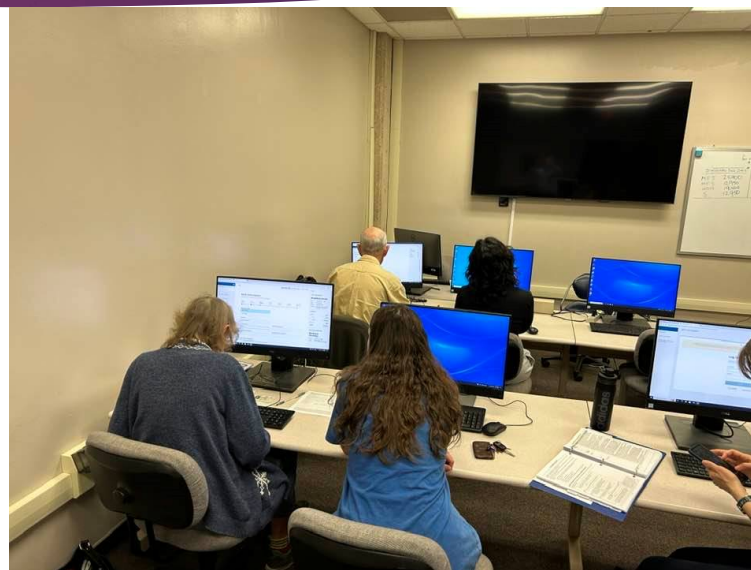
APRIL 20, 2023

K-STATE
Research and Extension

Riley County

Thank YOU!

- u Konza United Way, Greater Manhattan Community Foundation, and the Caroline Peine Charitable Foundation for partial funding of this program in 2023!
- u Manhattan Public Library for the space, efforts, and equipment!
- u Sue Simmons and Roger Ruggels as co-site coordinators!
- u Preparers logged 1,175 hours of service! Doesn't include prep and test taking time.
- u Volunteers will be rewarded with a lunch, gift cards, picture to the newspaper



K-STATE
Research and Extension

Riley County

Volunteer Income Tax Assistance (VITA)

- u Eighteenth year
- u Coordinated by the Riley County K-State Research and Extension Service
- u Site coordinator and extension personnel must be trained
- u Volunteer tax preparers utilized (15 this year)
- u Only for those making less than \$72,000 per year
- u Added military personnel (Ft. Riley dropped their site)



K-STATE
Research and Extension

Riley County

VITA Overview

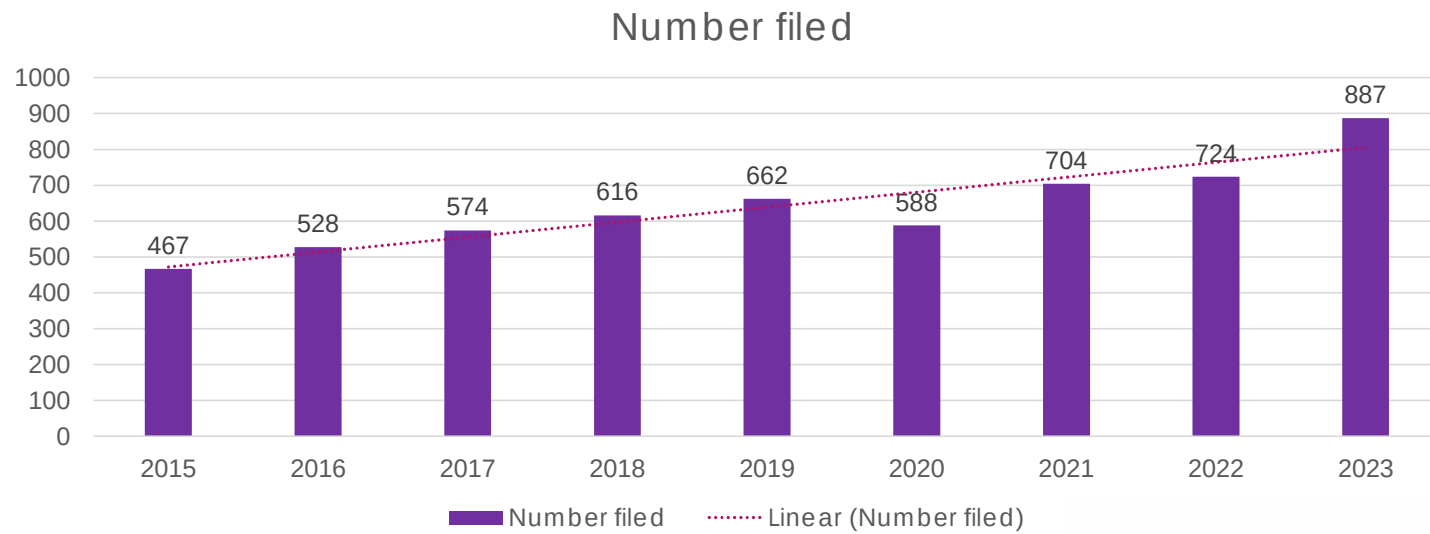
- u 939 appointments; 530 phone calls received
- u 887 e-filed, 12 paper, 24 – 2021 returns, 8 – 2020 returns – 931 returns filed.
- u 1,175 volunteer hours; 400 hours by paid staff in preparation time.
- u \$ 1,173,640 in refunds, \$ 186,200 in preparation savings = \$ 1.36 MILLION in total impact!!!
- u 593 single filers; 155 MFJ; 24 MFS; 115 HOH
- u Average AGI: \$ 28,013
- u were handicapped = 17.3%
- u Veterans = 15.8% were veterans/active military
- u were minorities = 21.6%



K-STATE
Research and Extension

Riley County

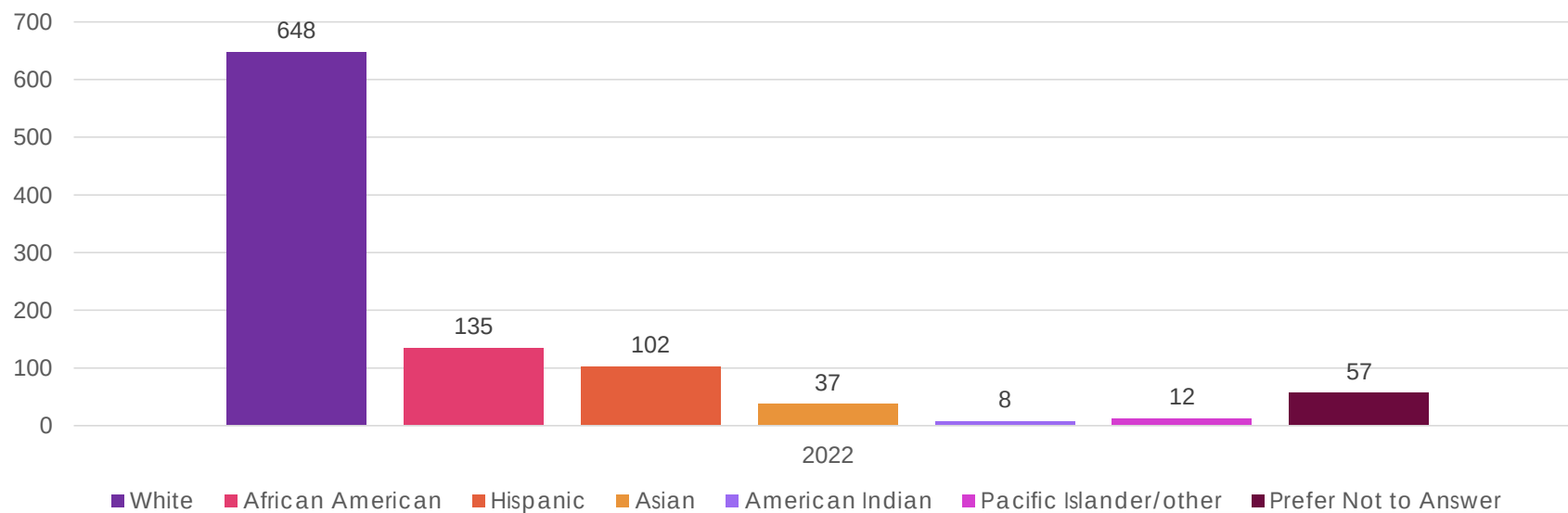
Number of Returns Filed by Year



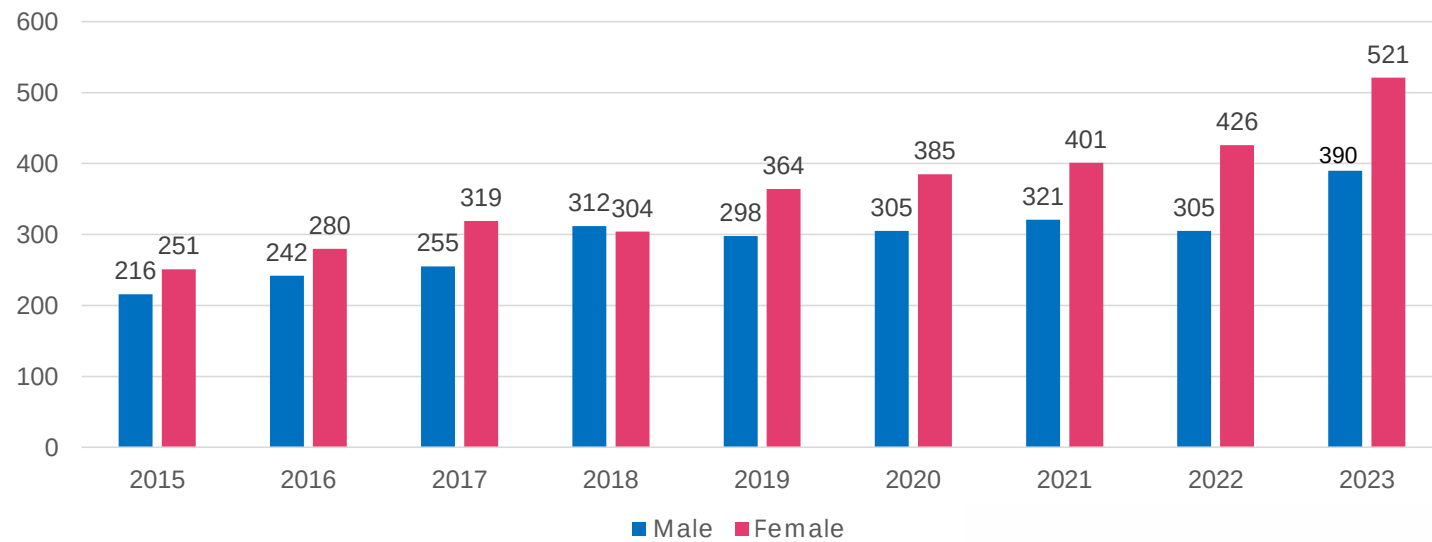
K-STATE
Research and Extension

Riley County

Clients Served by Race/Ethnicity



Clients Served by Gender (by tax year)



K-STATE
Research and Extension

Riley County

Comments from clients

We use this service because of the wonderful people here helping us in the Manhattan Public Library. We seem to have problems and mishaps on our own computer. We are not technically smart and the interaction with these highly competent folks is rewarding in many ways for us.

My taxes are quite simple but I prefer to still have someone more knowledgeable than me submit the info. The VITA volunteers are wonderful! This service is affordable (free) and no stress for me – I'm so appreciative!

Thanks! Great people, so helpful! Fast service!

Sarah is always very understanding and kind. Look forward to seeing her next year. Thanks a lot.

I am 80 years old and on a fixed income. This service is a life saver. I appreciate it so much. The staff is absolutely wonderful and helpful.

K·STATE
Research and Extension

Riley County

Questions?

K-STATE
Research and Extension

Riley County



EXTENSION
Discussion

Gary Fike
County Extension
Director
110 Courthouse Plaza
Manhattan, KS 66502
Phone: 785-537-6350

COMMISSION AGENDA REPORT

FROM: Gary Fike
MEETING: April 20, 2023
SUBJECT: Fairgrounds Task Force Appointments
PRESENTER: Gary Fike

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:

- Fairgrounds Task Force (PPTX)

Riley County K-State Research and Extension: Riley County Fairgrounds Task Force

GARY D. FIKE

RILEY COUNTY EXTENSION DIRECTOR

APRIL 20, 2023

K-STATE
Research and Extension

Riley County

Task Force List of Potential Appointees to date:

- u Gary Fike, RL County Extension Director – chair
- u Dave Lewis
- u John Wienck
- u Kathryn Focke representative?
- u Sue Maes, City of Manhattan
- u Lance Sharp – RL County Fair Board
- u Craig Poe – RL County Extension
- u Mike Day – College of Agriculture
- u Greg Lohrentz – KSU Foundation
- u Randy Holle – Kaw Valley Rodeo Association
- u Natalie Gordon – Riley County Rural Economic Development Advisory Board?

K-STATE
Research and Extension

Riley County



Seek Approval for Members of Fairgrounds Task Force

K-STATE
Research and Extension

Riley County



PLANNING & DEVELOPMENT
Personnel

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 20, 2023

SUBJECT: Environmental Health Technician position and job description

PRESENTER: Amanda Webb, Planning Director

BACKGROUND

Riley County currently has an Environmental Health Specialist position and associated job description. This is the position I am attempting to fill in the Planning & Development Department. As that is proving difficult, Elizabeth and I thought it prudent to add a new job description for an Environmental Health Technician.

DISCUSSION

Please see attached proposed job description. While the tasks and responsibilities are the same as for the EHS position, as these are services we need to offer, the required knowledge and experience are less than what is required for the EHS position.

FISCAL IMPACT

None. If the position cannot be filled at the Environmental Health Specialist level, it would be filled at the Environmental Health Technician level. The EHS position is currently a part of Planning & Development's budget.

RECOMMENDATION(S)

Staff recommends the BOCC approve the creation of the Environmental Health Technician position and associated job description.

POSSIBLE MOTION(S)

Move to approve the creation of the Environmental Health Technician position and associated job description.

Enclosures:

- Environment Health Technican Position Description (PDF)

RILEY COUNTY, KANSAS JOB DESCRIPTION

Job Title:	ENVIRONMENTAL HEALTH TECHNICIAN		
Department:	Planning & Development	Division:	
Reports To:	Director of Planning & Development		
Pay Range:	13	Status:	Full Time
FLSA Status:	Exempt		

Position Summary: The Environmental Health Technician provides inspection and technical assistance services for water and wastewater systems, enforces the Sanitary Code, and provides education to the public regarding environmental health programs and regulations.

ESSENTIAL FUNCTIONS:

- Conducts field inspections, soil evaluations, compiles and tracks data, and writes reports for private wastewater disposal systems and private water supplies.
- Ensures wells are properly constructed, issues permits for water wells and verifies submission of new well construction logs and well plugging reports to the state.
- Issues system installation/new construction permits, and repair permits for private wastewater systems.
- Conducts bi-annual inspections of existing active alternative private wastewater disposal systems and maintains a database for each system.
- Conducts laboratory testing of well waters for Nitrates, Coliform Bacteria, Fluoride, Hardness, Alkalinity, Sulfates, Iron, Chlorides, and Free Cl₂.
- Composes training manual/materials and conducts training for wastewater system installers and septage haulers.
- Monitors bacteria and nitrate testing of Type II water supplies, Agritourism and Short-Term Rental well sites.
- Investigates environmental and public health complaints.
- Conducts school inspections.
- Conducts kennel inspections.
- Conducts childcare facility inspections.
- Assists and educates the public regarding environmental health issues.
- Maintains knowledge of and enforces the provisions of the Riley County Sanitary Code.

SECONDARY FUNCTIONS:

- Assists Riley County Health Officer
- Assists Riley County Emergency Management
- Performs other duties as assigned.

Position Requirements:

Education: Bachelor's degree from an accredited college or university in natural science, environmental health or public health, soil science, natural science, environmental engineering or another related field.

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

Knowledge and Experience:

- Knowledge of the principles of environmental health, and the regulations that apply.
- Knowledge of on-site water supply and on-site wastewater treatment methodology.
- Knowledge of groundwater flow and patterns.
- Experience conducting environmental health inspections.
- Knowledge of private water and wastewater system regulation.
- knowledge of various types of alternative wastewater systems.

Skills:

- Ability to express oneself clearly and concisely, verbally and in writing, and prepare basic reports.
- Ability to work effectively with the public, other agencies, and other county staff.
- Ability to assess situations and make decisions independent of supervision.
- Ability to multi-task and resolve problems in a timely manner.
- Ability to locate property, read maps and read legal descriptions.
- Ability to walk and stand for extended periods of time on uneven terrain and in various weather conditions.
- Ability to recognize and respond appropriately to potential physical threats in the field, e.g., snakes and other animal bites, poison ivy.
- Ability to follow protocols and established regulations.

Supervisory Controls: This position is expected to operate independently without a great degree of supervision. The Director defines overall objectives and assists the employee with unusual situations which do not have clear precedent. The employee establishes priorities and deadlines, plans and carries out the successive steps and handles problems and deviations in the work tasks independently and seeks guidance from the Director when needed.

Supervisory Responsibility: This position has no supervisory responsibilities.

Guidelines: County, State, and Federal regulations relating to environmental health are the guidelines for decisions. Some of the regulations are very plainly written and easily adapted to a specific question. Other regulations are outdated and do not pertain to current day problems. Therefore, judgment and interpretation are required in applying the regulations. The employee may also determine which of several established alternatives to use. Situations to which existing guidelines cannot be applied or significant proposed deviations from the guidelines are referred to the director.

Complexity: The work includes various duties involving different and unrelated processes and methods. The decision regarding what needs to be done depends upon the analysis of the subject, phase or issues involved in each assignment, and the chosen course of action may have to be selected from many alternatives. The work involves conditions and elements that must be identified and analyzed to discern interrelationships. Alternative private wastewater disposal system inspections involve the use of complex equipment and the interpretation of readings and data to determine proper system operation and needed corrective measures. These inspections also involve the potential for contact with raw sewage (a potential hazard) which therefore requires the use of proper techniques and precautionary measures.

Scope and Effect of Work: The work involves the execution of specific rules, regulations, or procedures and typically comprises a complete segment of an assignment or project of broader scope. The work product or service affects the accuracy, reliability, or acceptability of further processes or services. The alternative private wastewater disposal system inspections requires independent investigation, data evaluation and determination of corrective measures needed.

Personal Contacts: The contacts are generally with members of the general public, as individuals or groups, in a moderately unstructured setting. The contacts are not established on a routine basis; the purpose and extent of each contact is different, and the role and authority of each party is identified and developed during the course of the contact.

Purpose of Contacts: The purpose is to influence, motivate, interrogate, or control persons or groups. The people contacted may be fearful, skeptical, uncooperative, or dangerous. The employee must be skillful in approaching the individual or group in order to obtain the desired effect, such as, gaining compliance with established policies and regulations by persuasion or negotiation, or gaining information by establishing rapport with a suspicious informant.

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, or feel, reach with hands and arms, talk, or hear. The employee must regularly lift and/or move up to 80 pounds. Specific vision abilities required by this job include close vision, distance vision and color vision. The work is often sedentary, and the employee can sit comfortably to do the work. Site inspections, however, require some physical exertion with occasionally having to walk over rough, uneven, or rocky surfaces. Average or above-average agility is important. Periodic lifting of heavy objects is required. Stress is inherent to the position by having to deal with difficult persons and/or situations. Must have required immunizations as per OSHA 1910.1030 Bloodborne Pathogens Rule.

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.

While performing the duties of this job, the employee is exposed to a moderate noise level in the work environment. Job may involve significant stress during certain periods of difficult interactions with the public or high demands by the Director or other staff members.

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

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



PLANNING & DEVELOPMENT
Public Hearing

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

RESOLUTION

FROM: Bob Isaac, Planner

MEETING: April 20, 2023

SUBJECT: Replat Lot 1 and Lot 8 of Sky View Ranches (subdivision) into a single lot.

PRESENTER: Bob Isaac, Planner

BACKGROUND

See staff report.

DISCUSSION

See staff report.

FISCAL IMPACT

None is anticipated

ALTERNATIVES

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

RECOMMENDATION(S)

On April 10, 2023, the Riley County Planning Board approved the Final Plat of Sky View Ranches Unit 3, making a finding that the proposed request is consistent with the Riley County Land Development Regulations and the Sanitary Code.

STAFF RECOMMENDATIONS:

Staff recommends that the Board of County Commissioners acknowledge the approved Final Plat of Sky View Ranches Unit 3, accepting any easements, rights-of-way or licenses, as shown to be dedicated on the Final Plat.

POSSIBLE MOTION(S)**ACTION NEEDED FOR PLAT:**

A. Motion to approve Resolution 042023-_____ acknowledging the approved Final Plat of Sky View Ranches Unit 3 and accept any easements, rights-of-way or licenses, as shown to be dedicated on the Final Plat, as it was determined that all the requirements of the Riley County Land Development Regulations and the Sanitary Code have been met.

Or

B. Motion to sign Resolution 042023-_____ denying acceptance of any rights-of-way, easements, licenses as shown to be dedicated on the Final Plat of , as it was determined that all the requirements of the Riley County Land Development Regulations or the Sanitary Code have not been met.

ATTACHMENT(S):

- Staff report
- Maps
- Excerpt of Planning Board minutes

Enclosures:

- Staff Report (PDF)
- RCPB Minutes (PDF)
- Resolution (PDF)



PLANNING & DEVELOPMENT

STAFF REPORT

Replat

PETITION: #23-011

APPLICANT: David and Susan McCullers
12113 SW 45th Terrace
Mustang, OK 73064

PROPERTY OWNER: David M. and Susan J. McCullers
12113 SW 45th Terrace
Mustang, OK 73064-1051

REQUEST: Replat Lot 1 and Lot 8 of Sky View Ranches (subdivision) into a single lot.

SIZE OF TRACT: The subject site is approximately 4.7 acres.

LOCATION: Generally located approximately 300 feet west of Eastern Hills Drive, on the north side of Crest Ridge Circle; Section 34, Township 10 South, Range 8 East; Manhattan Township.

JURISDICTION: This application is subject to the requirements of the Riley County Land Development Regulations.



BACKGROUND: The subject property was platted as Lots 1 and 2 of Sky View Ranches, a 13-lot subdivision development in May of 1976. The property was rezoned from G-1 (General Agricultural) to A-4 (Single Family Residential) in June 1976 (#76-12) as well. The lots were never developed. The applicant wishes to combine the two lots into a single lot to center the construction of a residence on the subject property. Although there are no utility easements that are in need of vacating, there is a request to vacate the existing building envelope shown on the plat, as building setback requirements are governed by the zoning district and not shown on plats.

DESCRIPTION:

Physical site characteristics: The subject property consists primarily of grassland, with small areas of trees along a small drainage area in the northeastern and northwestern part of the property. None of the property is shown to be in the designated floodplain.

General character of the area: The general character of the area consists primarily of a mix of suburban, low-density residential development and rural residential development.

SUITABILITY OF ZONING:

Zoning History: The property was rezoned from G-1 (General Agricultural) to A-4 (Single Family Residential) in June 1976 (#76-12). The A-4 (Single Family Residential) zoning district was renamed SF-4 (Single Family Residential) in 2012. The SF-4 (Single Family Residential) zoning district was renamed to SF-1 (Single Family Residential) on January 1, 2022.

Current Zoning: The subject property is currently zoned SF-1 (Single Family Residential). There are no variances, special uses or conditional uses associated with the site.

SURROUNDING ZONING/LAND USE		
	ADJACENT ZONING	LAND USE
NORTH	AG (Agricultural District)	Rural residential
SOUTH	SF-1 (Single Family Residential)	Vacant
EAST	AG (Agricultural District)	Rural residential
WEST	AG (Agricultural District)	Grassland

POTENTIAL IMPACT:

Public Facilities and Services:

Streets and bridges: The subject property has direct access to Crest Ridge Circle; an unimproved, two-lane township maintained road. The applicant will need to contact Manhattan Township to obtain an entrance permit.

Water and sewer: It is proposed the property will be served by a conventional on-site septic system and served by Rural Water District #2.

Fire: Riley County Fire District #1 will serve the site. The nearest County Fire Station is Konza Valley Fire Station located at 300 Johnson Road. The subject site is located within five road miles of a fire station.

Effect on public facilities and services: It is not anticipated that the proposed replat will have an adverse impact on public facilities and/or services.

RILEY COUNTY LAND DEVELOPMENT REGULATIONS:

Agricultural Buffer: N/A

Riparian Buffer: An unnamed Creek, a second order stream, runs along the northern portion of the subject property. According to Section 6.3 of the Riley County Land Development Regulations, all new development shall be required to provide a 50-ft. riparian Buffer Zone I and a 25-ft. Buffer Zone II along all second order streams. These areas, as shown on the final plat, shall be subject to the requirements of that section.

COMMENTS AND CONCERNS:

ENVIRONMENTAL HEALTH: The Riley County Environmental Health Specialist has reviewed the request and reported the site has suitable soils for a conventional septic/lateral system. He stated that with the site being also served by rural water, the site would be in compliance with the Sanitary Code.

COUNTY ENGINEER: The County Engineer and Public Works have reviewed the request and noted that, according to the plat, the travel easement serving the unplatted tract north of existing Lot 8 was showing to be vacated. He said that with Lot 8 now under different ownership, it appears the unplatted tract no longer has legal access to their property. He suggested before the replat is signed off by Public Works, the travel easement for the property to the north needs to be researched. (Planning staff has notified the surveyor regarding the problem that the travel easement was vacated in April 1980. The surveyor is working with the property owners to reinstate the travel easement.)

EMERGENCY MANAGEMENT: Riley County Emergency Management has reviewed the request and reported no concerns.

TOWNSHIP TRUSTEE: The Manhattan Township Trustee has reviewed the request and reported no concerns.

RILEY COUNTY PLANNING BOARD:

On April 10, 2023, the Riley County Planning Board held a public hearing and approved the request to replat Lot 1 and Lot 8 of Sky View Ranches (subdivision) into a single lot, to be known as Sky View Ranches Unit 3, as it was determined to meet the requirements of the Riley County Land Development Regulations and the Sanitary Code.

STAFF RECOMMENDATIONS:

Staff recommends that the Board of County Commissioners acknowledge the approved Final Plat of Sky View Ranches Unit 3, accepting any easements, rights-of-way or licenses, as shown to be dedicated on the Final Plat.

ACTION NEEDED FOR PLAT:

- A. Motion to approve Resolution 042023-___ acknowledging the approved Final Plat of Sky View Ranches Unit 3 and accept any easements, rights-of-way or licenses, as shown to be dedicated on the Final Plat, as it was determined that it meets the requirements of the Riley County Land Development Regulations.

Or

- B. Motion to sign Resolution 042023-___ denying acceptance of any rights-of-way, easements, licenses as shown to be dedicated on the Final Plat of Sky View Ranches Unit 3, as it has been determined that it does not meet the requirements of the Riley County Land Development Regulations.

ATTACHMENTS:

- Vicinity/site map
- Surrounding zoning map
- Zoning map
- Fire Station map
- Final Plat map

Prepared by: Bob Isaac, Planner
April 11, 2023



VICINITY AND SITE

McCullers

#23-011
Replat

Sky View Ranches
Unit 3

34-10-8

 1000' Buffer
 Site



VICINITY

Attachment: Staff Report (13335 : Sky View Ranches, Unit 3)



SURROUNDING ZONING

McCullers

#23-011
Replat

Sky View Ranches
Unit 3

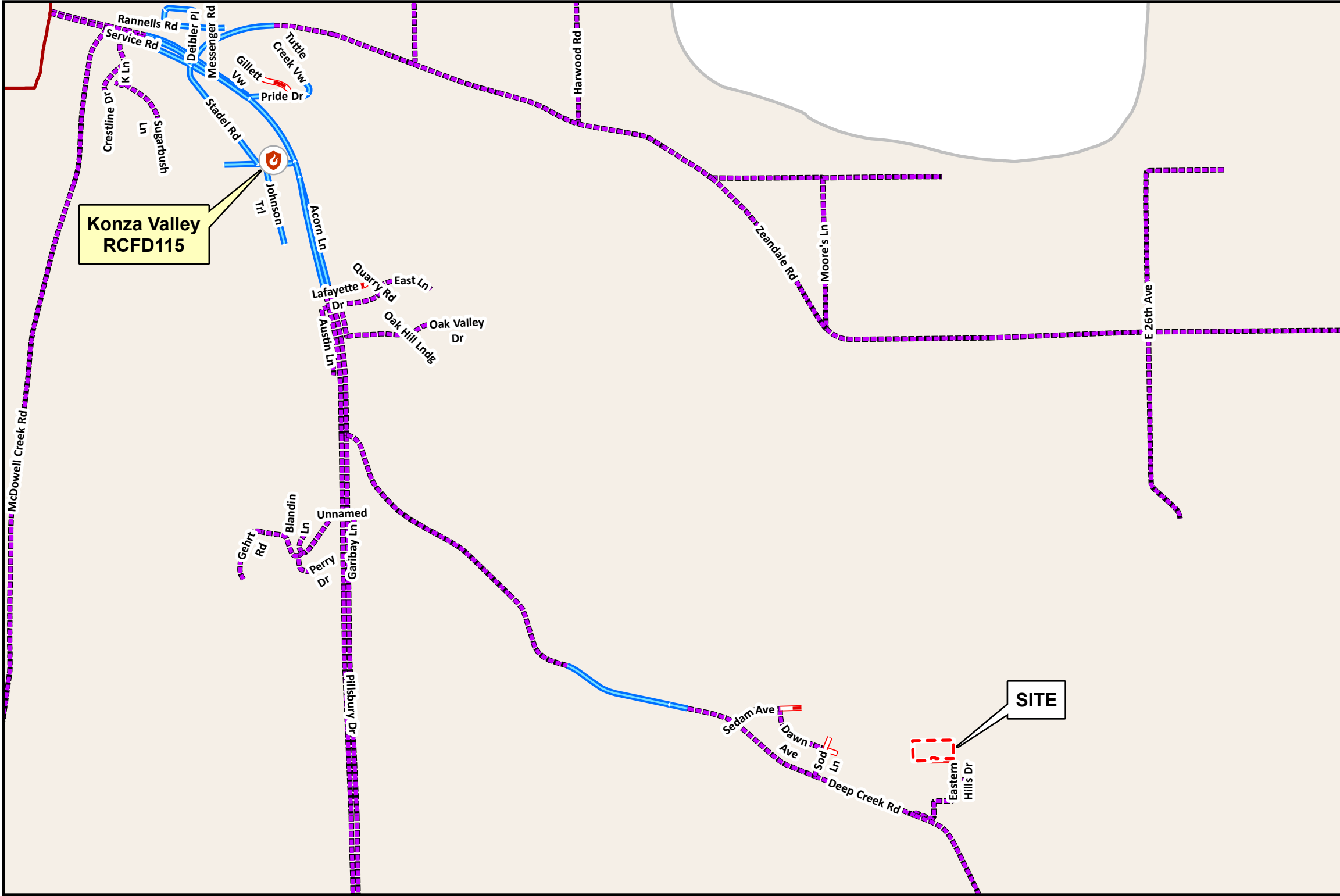
34-10-8

- 1000' Buffer
- Site

- AG Agricultural
- AG-R AG/Residential
- C-1 General Business
- C-2 Highway Business
- Fort Riley
- I-1 Light Industrial
- I-2 Heavy Industrial
- MF Multi-Family
- MHP Manufactured Home Park
- PUD Planned Unit Development
- SF-1 Single Family
- SF-2 Single Family
- SF-3 Single Family
- TF Two-Family
- U University
- Special Zoning

Attachment: Staff Report (13335 : Sky View Ranches, Unit 3)





FIRE STATIONS

McCullers
#23-011
Replat
Sky View Ranches
Unit 3
34-10-8

 Fire Stations

ISO Rating

-  5 (within 1000' of a hydrant)
-  6 (within 5 road miles of 6 fire station)
-  10 (outside 5 road miles OR road is not paved/gravel)

Attachment: Staff Report (13335 : Sky View Ranches, Unit 3)

DESCRIPTION:

Lots 1 and 8, Sky View Ranches, an Addition to Riley County, Kansas.

Subject to easements and restrictions of record.

OWNER'S CERTIFICATE

STATE OF KANSAS)
COUNTY OF RILEY) SS

This is to certify that the undersigned is/are the owner(s) of the land hereon described on this plat, and that said owner(s) has/have caused the same to be surveyed and subdivided as indicated thereon, for the uses and purposes herein set forth, and does hereby acknowledge and adopt the same under style and title indicated.

All street rights-of-way as shown on this plat are hereby dedicated to the public. Any easements or licenses as shown on this plat, to locate, construct and maintain or authorize the location, construction and maintenance of poles, wires, conduits, water, gas and sewer pipes or required drainage channels or structures upon the area marked for easements on this plat, are hereby granted to the public.

Given under my hand at _____, Kansas this _____ day of _____, 2023.

NOTARY CERTIFICATE

STATE OF KANSAS)
COUNTY OF RILEY) SS

BE IT REMEMBERED, that on this _____ day of _____ A.D. 2023, before me, the undersigned, a notary public in and for the County and State aforesaid, came

David M. McCullers and Susan J. McCullers, husband and wife

personally known to me to be the same persons who executed the foregoing Owner's Certificate, and duly acknowledged their execution of the same.

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

Notary Public

My appointment expires: _____

CERTIFICATE OF THE COUNTY COMMISSION

STATE OF KANSAS)
COUNTY OF RILEY) SS

Approved this _____ day of _____, 2023.

Board of Commissioners, Riley County, Kansas.

Chairperson Commissioner

Commissioner Attest: County Clerk

CERTIFICATE OF THE REGISTER OF DEEDS

STATE OF KANSAS)
COUNTY OF RILEY) SS

This instrument was filed for record on the _____ day of _____ A.D. 2023, at _____ o'clock __M. and duly recorded in Book _____ on Page _____.

Register of Deeds

Deputy

RILEY COUNTY
PLANNING BOARD CERTIFICATE

STATE OF KANSAS)
COUNTY OF RILEY) SS

Approved this _____ day of _____ A.D. 2023.

Riley County Planning Board.

Chairperson Member

Member Member

Member

APPROVAL OF COUNTY OFFICERS

STATE OF KANSAS)
COUNTY OF RILEY) SS

County Engineer

County Counselor

Environmental Health Specialist

RILEY COUNTY PLAT REVIEW SURVEYOR SIGNATURE BLOCK

This plat has been reviewed and approved for filing pursuant to and in compliance with K.S.A 58-2005 and with the requirements of Riley County Resolution No. 082913-58. No other warranties are extended or implied.

Approved: _____

License Number: _____ Date: _____

SURVEYOR'S CERTIFICATE

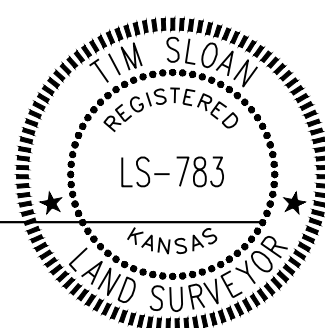
STATE OF KANSAS)
COUNTY OF RILEY) SS

I, the undersigned, do hereby certify that I am a Professional Surveyor in the State of Kansas, with experience and proficiency in land surveying; and that the heretofore described property was surveyed and subdivided by me, or under my supervision, that all subdivision regulations of Riley County, Kansas, have been complied with in the preparation of this plat, and that all the monuments shown herein actually exist and their positions are correctly shown to the best of my knowledge and belief.

Given under my hand and seal at Manhattan, Kansas this _____ day of _____, A.D., 2023.

SMH Consultants
By: Tim Sloan

Tim Sloan, P.S.
Vice-President



LEGEND

- Monument Found (1/2" Rebar),
Origin: Sky View Ranches
- 1/2"x24" Rebar w/CLS66 Cap Set
- ▲ Section Corner, NOTE: All section corner monument
origins are unknown unless otherwise noted.
- * Assumed Bearing
- ① Curve Number
- (P) Plat Dimension
- (S) Surveyed Dimension
- U.E. Utility Easement
- Existing Easement Hatch
- Abandoned Lotlines & Bearings

40' 20' 0' 40'
SCALE: 1" = 40'

Final Plat
SKY VIEW RANCHES,
UNIT 3

A Replat of Lots 1 & 8, Sky View Ranches,
Riley County, Kansas

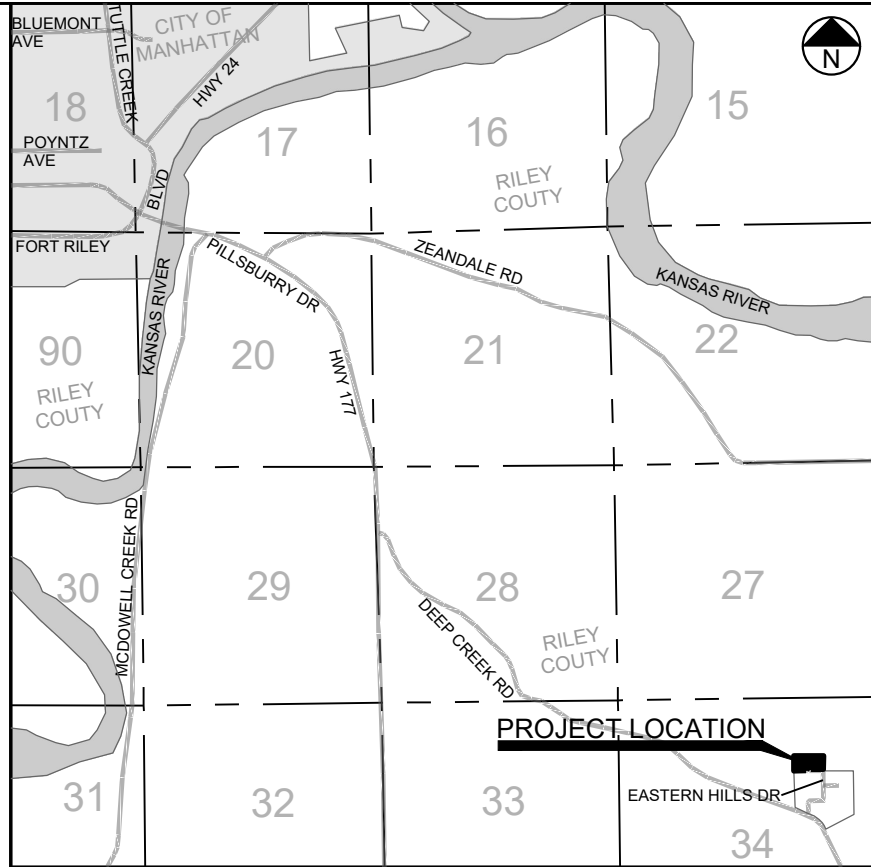
SMH
CONSULTANTS

Civil Engineering • Land Surveying • Landscape Architecture
www.smhconsultants.com

Manhattan, KS - HQ P: (785) 776-0541 • Dodge City, KS P: (620) 255-1952
Kansas City P: (913) 444-9615 • Colorado Springs, CO P: (719) 428-8677

Drawn By: TRJ Project #2301-0023 TDS #92

MARCH 2023



VICINITY MAP

NOTES:

No easements, restrictions, reservations, setbacks, or other matter of record, if any, affecting the title of this property are shown, except as platted, as per agreement with the landowner.

No gaps or overlaps exist.

There are no lines of possession that affect this survey.

Parent tract is recorded in Book 396, Page 653, Register of Deeds Office, Riley County, Kansas.

There are no buildings on the subject property.

Zoning: SF-1 (Single-Family Residential District)

All building setback requirements shall be determined by the zoning district, unless otherwise noted.

All lots shall be in compliance with the Riley County Sanitary Code.

If an entrance pipe is required, the minimum size shall be calculated in accordance with the Riley County Standards for Roadway Design in Platted Subdivisions. In no case, shall the diameter of the pipe be less than 15 inches.

All persons, entities and/or utility companies, having property rights or interests in any alley, road/street, easement, access control or other public reservation proposed to be vacated by this plat, have affirmed no existing use or future interest in such alley, road/street, easement, access control or other public reservation, and expressed no objections to such vacation.

Areas marked as Riparian Zones (Buffer I & Buffer II) are subject to the requirements of Section 6.3-Riparian Buffer, of the Riley County Land Development Regulations.

Floodplain Note:
Flood Plain: Flood Zone X, an area determined to be outside the 0.2% annual chance floodplain, FEMA FIRM (Flood Insurance Rate Map) Community Panel Number 20161C0369G, effective date, March 16, 2015.

Utility Notes:

Any utility company that locates facilities in any easement shall have the right to prune, remove, eradicate, cut and clear away any trees, limbs, vines and brush on the utility easement now or at any future time and prune and clear away any tree limbs, vines, and brush on lands adjacent to the utility easement whenever, in the utility companies judgment, such may interfere with or endanger the construction, operation, or maintenance of its facilities, together with the right of ingress to and egress from the utility easement and contiguous land subject to this plat for the purpose of surveying, erecting, constructing, maintaining, inspecting, rebuilding, replacing, and with or endangering the construction, operation or maintenance of said facilities.

EXCERPT OF MINUTES RILEY COUNTY PLANNING BOARD

April 10, 2023

Page 1

McCullers – Replat

Chairman Wienck opened the public hearing at the request of the David and Susan McCullers, petitioners, and owners, to replat Lot 1 and Lot 8 of Sky View Ranches (subdivision) into a single lot, in Manhattan Township, Section 34, Township 10 South, Range 8 East, in Riley County, Kansas.

Bob Isaac presented the request stating the subject property was platted as Lots 1 and 8 of Sky View Ranches, in May of 1976 but were never developed. He stated the applicant wishes to combine the two lots into a single lot to center the construction of a residence on the subject property. Mr. Isaac said although there are no utility easements that need vacating, there is a request to vacate the existing building envelope shown on the plat, as building setback requirements are governed by the zoning district and not shown on plats.

Mr. Isaac stated the driveway that serves the property to the north of the subject site is along the east line of existing Lot 8. He said the travel easement that was in place for the driveway was vacated in 1980. Mr. Isaac said efforts are underway between the applicant and the neighbor to get the travel easement put back into place.

Staff recommended that the Planning Board approve the Final Plat of Sky View Ranches, Unit 3, as it has been determined to meet the minimum requirements of the Land Development Regulations for Riley County, Kansas, and the Sanitary Code.

Chairman Wienck asked why the travel easement was vacated when the driveway goes to a house.

The applicant, David McCullers, stated he and his wife currently live in Oklahoma. He said as far as the easement, the gentleman that owns the land to the north, Mr. Orbison, also owned Lot 1 and Lot 8, so they believed the easement was no longer needed. He stated they have filed the paperwork to legally put the easement back into place.

There were no proponents or opponents.

Diane Hoobler moved to close the public hearing. Rita Cassida seconded. Carried 4-0.

Joe Gelroth moved to approve the request replat Lot 1 and Lot 8 of Sky View Ranches (subdivision) into a single lot, for reasons stated in the staff report.

Diane Hoobler seconded. Carried 4-0.

Mr. Isaac announced that the Board of County Commissioners would hear the request on April 20, 2023, at 10:30 am, in the County Commission Chambers.

Attachment: RCPB Minutes (13335 : Sky View Ranches, Unit 3)

RESOLUTION NO. 042023-**A RESOLUTION APPROVING THE SKY VIEW RANCHES, UNIT 3
PLAT AND ACCEPTING THE STREET RIGHTS OF WAY, EASEMENTS AND
LICENSES AS SHOWN TO BE DEDICATED ON SAID PLAT**

WHEREAS, the Board of Commissioners of Riley County, Kansas, has been presented for approval of the Sky View Ranches, Unit 3; and

WHEREAS, the Board finds that all legal requirements have been met for approval of said plat; and

WHEREAS, the Riley County Planning & Development Department has reviewed said plat and found it to be in compliance with the Riley County Sanitary Code; and

WHEREAS, the Riley County Planning Board, after appropriate notice, conducted a public hearing on April 10, 2023; and

WHEREAS, the Riley County Planning Board, after making a determination that said plat meets the minimum requirements of Riley County Land Development Regulations, approved said plat; and

WHEREAS, all required signatures have been obtained.

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

That the Sky View Ranches, Unit 3 plat is hereby approved, and the Board of Commissioners of Riley County, Kansas hereby accepts all street rights of way, easements and licenses, as dedicated thereon.

ADOPTED this 20th day of April, 2023

BOARD OF COMMISSIONERS
OF RILEY COUNTY, KANSAS

Kathryn Focke, Chair

John Ford, Vice Chair

Greg McKinley, Member

ATTEST:

Rich Vargo, Riley County Clerk

Attachment: Resolution (13335 : Sky View Ranches, Unit 3)



AGENDA

JOINT CITY/COUNTY/COUNTY MEETING
 Riley County Board of Commission Chambers
 Courthouse Plaza East Building
 115 North 4th Street
 Manhattan, KS 66502

Thursday, April 20, 2023
 4:00 P.M.

1. Animal Control – Riley County



This meeting is being held in the Riley County Board of County Commission Chambers at Courthouse Plaza East Building, 115 N. 4th Street. In accordance with provisions of the ADA, every attempt will be made to accommodate the needs of persons with disabilities. Please contact the Division of Human Resources at (785) 537-6303 (voice and TTY) for assistance.