



**Board of Riley County
Commissioners
Regular Meeting
Agenda
April 22, 2024**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Chair](#)

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Business Meeting

3. National Drug Endangered Children Awareness Day
4. Advisory Board appointment letters and Resolution
5. Sign Riley County Employee Action Form(s)
6. Sign Riley County Position Action Form(s)

Review Minutes

7. Board of Riley County Commissioners - Regular Meeting - Apr 15, 2024 8:30 AM

Press Conference Topics

8. Discuss Press Conference

Review Tentative Agenda

9. Tentative Agenda

9:00 AM

Michael Rezkalla, Pawnee Mental Health Services Director

10. Pawnee Mental Health Services update

9:15 AM

Bob Isaac, Planner

11. Replat Lot A Lakeview Addition Unit Three and Lot 28 Lakeview Addition into a single lot.

9:30 AM

Press Conference

12. Presentation of National Drug Endangered Awareness Day Proclamation - John Ford and Julie Gibbs (3-5 minutes)

- 9:45 AM Julie Gibbs, Health Department Director**
13. RCHD Out of State Travel Request
- 9:50 AM Amanda Webb, Planning/Special Projects Director**
14. Comprehensive Plan Update
- 10:10 AM Clancy Holeman, Counselor/Director of Administrative Services**
15. Administrative Work Session
16. Pending County Projects County Counselor
17. A Resolution Establishing Parking and Traffic Regulations at the Riley County Health Department and Riley County Historical Museum
- 10:30 AM Amanda Webb, Planning/Special Projects Director**
18. Public Hearing to Consider Adoption of the 2024 Riley County Solid Waste Management Plan
- 12:00 PM Intergovernmental Luncheon**
19. Intergovernmental Luncheon Agenda

Adjournment**Announcement**

A Groundbreaking Ceremony for the EMS/Ambulance Headquarters will be held today at 2:00 p.m. at the south parking lot of the Riley County Family and Child Resource Center, 2101 Claflin Road, Manhattan, Kansas.

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

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

COMMISSION AGENDA REPORT

FROM: Shanika Rose

MEETING: April 22, 2024

SUBJECT: National Drug Endangered Children Awareness Day

PRESENTER: Julie Gibbs/Shanika Rose

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:

- Proclamation (PDF)



WHEREAS, drug endangered children are defined as those who are at risk of suffering physical or emotional harm due to a parent or caregiver's substance use disorder; and,

WHEREAS, one in eight, or 8.7 million children aged 17 or younger across the United States live with at least one parent who has a substance use disorder; one in ten, or 7.5 million children live with at least one parent who has an alcohol use disorder; one in 35, or 2.1 million children lives with at least one parent who has an illicit drug use disorder; and,

WHEREAS, children with a parent who has a substance use disorder are more likely to have lower socioeconomic status, increased difficulty in school, and are at risk of parental abuse or neglect; and,

WHEREAS, Kansas children whose parents use alcohol or drugs are three times more likely to be physically, sexually, and emotionally abused and four times as likely to be neglected.

WHEREAS, Approximately 140,860 Kansas children are living in environments where their parent or caregiver uses substances and an estimated 5,155 Kansas infants are born exposed to substances every year.

WHEREAS, the Riley County Health Department and our Community Partners seek to establish a collaborative system of professionals that works to ensure all families lead lives free from abuse, neglect, and exposure to opioids and other harmful substances; raise awareness of the effects of substance use disorders on families throughout Riley County, improve data collection and information sharing among professionals, and promote multidisciplinary collaboration between professionals working with drug endangered children;

THEREFORE, we, the Board of County Commissioners of Riley County Kansas do hereby proclaim April 24, 2024, as

National Drug Endangered Children Awareness Day

In WITNESS WHEREOF, we have hereunto set our hands and caused the seal of Riley County Kansas to be affixed this 22nd of April, 2024

**The Board of County
Commissioners of Riley County,
Kansas**

CHAIR

MEMBER

MEMBER

ATTEST:

RICH VARGO, Riley County Clerk

Health Department Clinics
2030 Tecumseh Road
Manhattan KS 66502
P: 785-776-4779
F: 785-565-6565

Family & Child Resource Center
2101 Claflin Road
Manhattan KS 66502
P: 785-776-4779
F: 785-587-2879



COUNTY CLERK & ELECTIONS
Boards

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

COMMISSION AGENDA REPORT

FROM: Cindy Kabriel, Senior Administrative Assistant

MEETING: April 22, 2024

SUBJECT: Advisory Board appointment letters and Resolution

PRESENTER: Cindy Kabriel, Senior Administrative Assistant

POSSIBLE MOTION(S)

Move to approve the following appointments, sign letters, and approve “Resolution No. 042224-
, A Resolution appointing Riley County representatives to Council/Advisory Boards.”

Grace Hagenmaier Comm Dist 2	April 22, 2024- December 31, 2026	Rural Economic Development 3 year
James Fenton Comm Dist 3	April 22, 2024- December 31, 2027	Manhattan Urban Area Planning Board 3 year

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- 04-22-24 board appointments (PDF)



BOARD OF COMMISSIONERS

115 N. 4th Street, 1st Floor
 Manhattan, Kansas 66502
 Phone: 785-565-6844
 Fax: 785-565-6847
 E-mail: bocc@rileycountyks.gov

April 22, 2024

Grace Hagenmaier
 11970 Crooked Creek Road
 Leonardville, KS 66449

Dear Grace:

This is to confirm your appointment to the Rural Economic Development Advisory Board. We greatly appreciate your willingness to serve on this Council/Board and know that the Rural Economic Development Advisory Board will benefit from your contribution. Your term appointment is through December 31, 2026.

Sincerely,

Riley County Board of County Commissioners

 Chair

 Member

 Member

Attachment: 04-22-24 board appointments (14692 : Advisory Board Appointments)

Cindy Kabriel

From: Gary Fike
Sent: Thursday, April 18, 2024 8:37 AM
To: Cindy Kabriel
Subject: new RCREDAB member

Cindy,

For the position vacated by Brenda Jordan, I have recruited Grace Hagenmaier for that role. I'll be sharing the information on how to apply today.

Sorry it has taken so long. Volunteers are harder to come by, as you well know!

Gary

Gary D. Fike
Riley County Extension Director
Riley County K-State Research and Extension
110 Courthouse Plaza
Manhattan, KS 66502
Office: 785-537-6350
Cell: 785-410-2608
Email: garyfike@ksu.edu

Attachment: 04-22-24 board appointments (14692 : Advisory Board Appointments)

Cindy Kabriel

From: noreply@civicplus.com
Sent: Thursday, April 18, 2024 10:24 AM
To: Cindy Kabriel
Subject: Online Form Submittal: Advisory Council/Board Application Form

Advisory Council/Board Application Form

Personal Information

RILEY COUNTY APPLICATION FOR SERVING ON A COUNTY ADVISORY COUNCIL/BOARD

Following is a list of current County Advisory Council/Boards. If you have any questions or need additional information about the specific group(s) you are interested in, please contact the County Clerk's Office (565-6202).

Select the Board, Commission, or Committee applying for Rural Economic Development Advisory Board

PERSONAL INFORMATION

First Name	Grace
Last Name	Hagenmaier
Address1	11970 Crooked Creek Road
Address2	<i>Field not completed.</i>
City	Leonardville
State	Kansas
Zip	66449
Phone Number	7854276531
Business Address	<i>Field not completed.</i>
Business Phone Number	<i>Field not completed.</i>
Occupation	Quality Assurance Manager

Attachment: 04-22-24 board appointments (14692 : Advisory Board Appointments)

Email Address *Field not completed.*

Statement of Interest
 It is important to me to live and raise a family in a thriving rural community. To do so, we must continue to strengthen our communities through supporting their growth and development. This is why I wish to volunteer for the Riley County Rural Economic Development Advisory Board. I bring active experience with production agriculture through my education and home operation. I also bring work training in people management from my quality assurance career that exhibits high attention to detail and regulatory compliance. My motivation is to ensure the longevity of our rural communities by supporting community leaders and driving forward new initiatives of growth. Please consider my application as a sincere intent of interest. I would greatly appreciate this opportunity and look forward to speaking in the near future.

References

REFERENCES

Please submit at least one reference.

Reference Name	Kurt Zimmer
Reference Phone Number	7855644824
Reference Email Address	kurt.zimmer@krusteaz.com
Relationship	Supervisor

(Section Break)

Reference Name	<i>Field not completed.</i>
Reference Phone Number	<i>Field not completed.</i>
Reference Email Address	<i>Field not completed.</i>
Relationship	<i>Field not completed.</i>

(Section Break)

Reference Name	<i>Field not completed.</i>
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Reference Phone Number *Field not completed.*

Reference Email Address *Field not completed.*

Relationship *Field not completed.*

Sign and Submit

Type Your Name Grace Hagenmaier

Thank you for your interest in serving Riley County

When an opening on a council/board occurs, the Riley County Commissioners will review the applications on file. If your application is selected, you will be contacted to confirm that you are still interested in serving on this council/board before an appointment is made.

All applications will remain on file for three years.

Questions?

Please contact the County Clerk's Office during regular business hours.

Phone: (785) 565-6202

Address: 110 Courthouse Plaza, Manhattan, Kansas 66502

Email not displaying correctly? [View it in your browser.](#)



BOARD OF COMMISSIONERS

115 N. 4th Street, 1st Floor
 Manhattan, Kansas 66502
 Phone: 785-565-6844
 Fax: 785-565-6847
 E-mail: bocc@rileycountyks.gov

April 22, 2024

James Fenton
 729 Elling Drive
 Manhattan, KS 66502

Dear James:

This is to confirm your appointment to the Manhattan Urban Area Planning Board. We greatly appreciate your willingness to serve on this Council/Board and know that the Manhattan Urban Area Planning Board will benefit from your contribution. Your term appointment is through April 30, 2027.

Sincerely,

Riley County Board of County Commissioners

 Chair

 Member

 Member

Attachment: 04-22-24 board appointments (14692 : Advisory Board Appointments)

Name of Council/Board Member: John Ball

Board: Manhattan Urban Area Planning Board

Date of Term Expiration: April 30, 2024

Council/Board Member: Please check the following applicable boxes regarding your interest in serving another term on the Council/Board. Please sign the form and return it as soon as possible in the stamped envelope enclosed.



I am interested in serving another term.



I am not interested in serving another term.



I am not eligible to serve another term.



I am interested in serving on a different council, board or committee. Please send me an interest form/application.

FILED
 2024 JAN 25 AM 10:41
 COUNTY CLERK
 RILEY COUNTY, KANSAS

NOTE: I THINK THAT THE MUAPB BY-LAWS PREVENTS
 ME FROM BEING RE-APPOINTED FOR ANOTHER TERM.

Signed:

John E. Ball
 Council/Board Member

20 Jan 2024
 Date

Attachment: 04-22-24 board appointments (14692 : Advisory Board Appointments)

Cindy Kabriel

From: Amanda Webb
Sent: Friday, April 5, 2024 11:11 AM
To: Cindy Kabriel
Cc: Lisa Daily
Subject: RE: Online Form Submittal: Advisory Council/Board Application Form

Thank you, Cindy.

I would like to recommend Mr. Fenton for appointment to the Manhattan Urban Area Planning Board.

-Amanda

From: Cindy Kabriel <ckabriel@rileycountyks.gov>
Sent: Friday, April 5, 2024 9:08 AM
To: Amanda Webb <awebb@rileycountyks.gov>
Cc: Lisa Daily <ldaily@rileycountyks.gov>
Subject: FW: Online Form Submittal: Advisory Council/Board Application Form

Cindy Kabriel
 Riley County Clerk's Office
 110 Courthouse Plaza, B118
 Manhattan, KS 66502
 phone: (785) 565-6202
 fax: (785) 537-6394

From: noreply@civicplus.com <noreply@civicplus.com>
Sent: Thursday, April 4, 2024 5:02 PM
To: Cindy Kabriel <ckabriel@rileycountyks.gov>
Subject: Online Form Submittal: Advisory Council/Board Application Form

Advisory Council/Board Application Form

Personal Information

RILEY COUNTY APPLICATION FOR SERVING ON A COUNTY ADVISORY COUNCIL/BOARD

Following is a list of current County Advisory Council/Boards. If you have any questions or need additional information about the specific group(s) you are interested in, please contact the County Clerk's Office (565-6202).

Attachment: 04-22-24 board appointments (14692 : Advisory Board Appointments)

Select the Board,
Commission, or
Committee applying for

Manhattan Urban Area Planning Board

PERSONAL INFORMATION

First Name	James
Last Name	Fenton
Address1	729 Elling Dr
Address2	<i>Field not completed.</i>
City	Manhattan
State	KS
Zip	66502
Phone Number	7855643883
Business Address	<i>Field not completed.</i>
Business Phone Number	<i>Field not completed.</i>
Occupation	Retired
Email Address	jim.fenton66@gmail.com

Statement of Interest

I am interested in being a member of this board because I have lived in Manhattan for nearly 30 years and have seen amazing growth in the city and surrounding communities. I want to be part of how the future develops to ensure that the character of the city remains unique and continues to serve the needs of all our citizens.

My background is in operations and planning management through the US Army and I have my MBA from KSU. I also have PMP certification. I have also lived in foreign countries in accommodations both harsh and cosmopolitan which has given me a greater appreciation for communities that were thoughtfully designed to meet the needs of the people.

References

REFERENCES

Attachment: 04-22-24 board appointments (14692 : Advisory Board Appointments)

Please submit at least one reference.

Reference Name	Mick Teneer
----------------	-------------

Reference Phone Number	785-320-1087
------------------------	--------------

Reference Email Address	<i>Field not completed.</i>
-------------------------	-----------------------------

Relationship	Friend
--------------	--------

(Section Break)

Reference Name	Steve Harmon
----------------	--------------

Reference Phone Number	785-640-9129
------------------------	--------------

Reference Email Address	sharmon1ks@gmail.com
-------------------------	--

Relationship	Friend
--------------	--------

(Section Break)

Reference Name	<i>Field not completed.</i>
----------------	-----------------------------

Reference Phone Number	<i>Field not completed.</i>
------------------------	-----------------------------

Reference Email Address	<i>Field not completed.</i>
-------------------------	-----------------------------

Relationship	<i>Field not completed.</i>
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Sign and Submit

Type Your Name	James P. Fenton
----------------	-----------------

Thank you for your interest in serving Riley County

When an opening on a council/board occurs, the Riley County Commissioners will review the applications on file. If your application is selected, you will be contacted to confirm that you are still interested in serving on this council/board before an appointment is made.

All applications will remain on file for three years.

Questions?

Please contact the County Clerk's Office during regular business hours.

Phone: (785) 565-6202

Address: 110 Courthouse Plaza, Manhattan, Kansas 66502

Email not displaying correctly? [View it in your browser.](#)

RESOLUTION NO. 042224-**A RESOLUTION APPOINTING RILEY COUNTY REPRESENTATIVES
TO ADVISORY BOARDS**

WHEREAS, Riley County has positions available to be filled on various boards; and

WHEREAS, the following positions are open and the county residents listed below are eligible and have indicated a willingness to serve; and

WHEREAS, the Board of Commissioners of Riley County, Kansas, desire to appoint these county residents to the boards and for the terms as indicated below:

Grace Hagenmaier Comm Dist 2	April 22, 2024- December 31, 2026	Rural Economic Development 3 year
James Fenton Comm Dist 3	April 22, 2024- December 31, 2027	Manhattan Urban Area Planning Board 3 year

NOW THEREFORE BE IT RESOLVED by the Board of Commissioners of Riley County, Kansas, that the above referenced county residents are hereby appointed to the various county boards for the designated period of time.

ADOPTED this 22nd day of April, 2024.

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

CHAIR

MEMBER

MEMBER

ATTEST:

RICH VARGO
Riley County Clerk

Attachment: 04-22-24 board appointments (14692 : Advisory Board Appointments)



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 22, 2024

SUBJECT: Sign Riley County Employee Action Form(s)

PRESENTER: Elizabeth Ward, Human Resources Director

Enclosures:

- 2024-04 Counselor SWoodard EAF (DOCX)
- 2024-04 Fire CCarson EAF (DOCX)
- 2024-04 Parks RNelson EAF (DOCX)
- 2024-04 Fire ATajchman EAF (DOCX)

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Shelley Woodard**Status Change Date:** 04/19/2024**Status Change:** Separation**Date of Hire:** 05/01/2023**Seniority:** 0 Years, 11 Months**Position:** Deputy County Counselor**Position Type:** Full Time**Pay Grade:** FF**Pay Type:** Salary**Base Rate:** \$5,158.07**Annualized Pay:** \$134,109.82**Funds Codes:** 1-General, 4-Counselor**Supervisor:** Clancy Holeman**Department Head:** Clancy Holeman

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2024-04 Counselor SWoodard EAF (14679 : Employee Action Form (Green Sheet))

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Cade Carson**Status Change Date:** 04/11/2024**Status Change:** Separation**Date of Hire:** 04/11/2024**Seniority:** 1 Year(s), 8 Month(s)**Position:** Volunteer Firefighter Stipend**Position Type:** As Needed**Pay Range:** TASND**Pay Type:** Stipend**Base Rate:** \$0.00**Annualized Pay:** \$0.00**Funds Codes:** 183 – Riley County Fire District #1, 183 – Fire District #1**Supervisor:** Douglass Russell**Department Head:** Russel Stukey

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2024-04 Fire CCarson EAF (14679 : Employee Action Form (Green Sheet))

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Ryker Nelson**Status Change Date:** 06/03/2024**Status Change:** New Hire**Date of Hire:** 06/03/2024**Seniority:** 0 Year(s), 0 Month(s)**Position:** Seasonal – Parks**Position Type:** Seasonal**Pay Range:** Seasonal**Pay Type:** Hourly**Base Rate:** \$15.07**Annualized Pay:** \$15,070.00**Funds Codes:** 1 – County General, 40 – Public Works, 81 – Parks**Supervisor:** David Willis**Department Head:** John Ellermann

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2024-04 Parks RNelson EAF (14679 : Employee Action Form (Green Sheet))

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Alan Tajchman**Status Change Date:** 04/17/2024**Status Change:** Separation**Date of Hire:** 09/03/2019**Seniority:** 4 Year(s), 7 Month(s)**Position:** Volunteer Fire Fighter Stipend**Position Type:** As Needed**Pay Range:** TASND**Pay Type:** Stipend**Base Rate:** \$0.00**Annualized Pay:** \$0.00**Funds Codes:** 183 – Riley County Fire District #1, 183 – Fire District #1**Supervisor:** Douglass Russell**Department Head:** Russel Stukey

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2024-04 Fire ATajchman EAF (14679 : Employee Action Form (Green Sheet))



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 22, 2024

SUBJECT: Sign Riley County Position Action Form(s)

PRESENTER: Elizabeth Ward, Human Resources Director

Enclosures:

- 2024-04 BMCH Assistant (DOCX)

RILEY COUNTY POSITION ACTION FORM

Requisition Approval Process

- Submitted by Breva Spencer on 04/16/2024 at 11:55 AM
- Elizabeth Ward, Final Approval

Internal Position Details (not displayed on job posting)		
Company Riley County, KS	Position Template TEMP Bilingual Maternal & Child Health Home Visitor Assistant [MCH ASSIST]	Work Location Health Department/EMS
Job ID 2386505	Salary Salary range \$22.21-\$24.14	Supervisor Position No
Pay Grade RANGE 8 [RANGE 8]	EEO Class Paraprofessionals [5]	Workers Compensation 8832 [8832]
Cost Center 1 Health Department [30]	Cost Center 2 HD-Maternal Child Health [423]	Cost Center 3 --
1 Job Slot BILINGU-1		

Supervisor: Breva Spencer

Department Head: Julie Gibbs

☐ No changes to Position or Budget

☒ Position Description attached

Total annual hours: 360

☐ Budgeted

☒ New or updated position description

☒ New request for budget (details attached)

Salary: \$8,690.40

Budget for Benefits: \$ 673.51

Total proposed annual budget: \$9,363.91

Additional Position Comments: Temp. April 29th – June 30th 2024, filled by incumbent

BoCC Chair

Date: _____

BoCC Member

Date: _____

BoCC Member

Date: _____



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
April 25, 2024**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Chair](#)

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Barry Wilkerson, County Attorney

1. Staff update

9:15 AM

Clancy Holeman, Counselor/Director of Administrative Services

2. Administrative Work Session

9:35 AM

Cory Meyer, IT/GIS Director

3. Staff update

9:50 AM

Megan Lewis, Interim Community Corrections Director

4. Staff update

10:05 AM

Vivienne Leyva, PIO

5. PIO update

10:20 AM

Alvin Perez, Public Works Operations and Fleet Manager

6. Bid opening for asphalt seal oil

10:30 AM

Elizabeth Ward, Human Resources Director

7. Employee Policy Manual

Attachment: 04-25-24 tentative agenda (14196 : Tentative Agenda)

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: 04-25-24 tentative agenda (14196 : Tentative Agenda)



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
April 29, 2024**

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

Cindy Kabriel
785-565-6200

Community Center, 220 Willow Street, Ogden

6:00 PM

[District 1 – John Ford, Chair](#)

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

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

6:00 PM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

Review Minutes

Review Tentative Agenda

Press Conference Topics

6:30 PM

Clancy Holeman, Counselor/Director of Administrative Services

1. Administrative Work Session

6:50 PM

Brian Peete, RCPD Director

2. RCPD update

Adjournment

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

Attachment: 04-29-24 tentative agenda (14196 : Tentative Agenda)



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 22, 2024

SUBJECT: Replat Lot A Lakeview Addition Unit Three and Lot 28 Lakeview Addition 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 8, 2024, the Riley County Planning Board heard the request and approved the Final plat of Lakeview Addition Unit 5, a replat of Lot A Lakeview Addition Unit Three and Lot 28

Lakeview Addition into a single lot, as it was determined that it met the minimum requirements of Riley County Land Development Regulations and Sanitary Code.

STAFF RECOMMENDATIONS:

Staff recommends that the Board of County Commissioners acknowledge the approved Final Plat of Lakeview Addition Unit 5, a replat of Lot A Lakeview Addition Unit Three and Lot 28 Lakeview Addition into a single lot, as it was determined that it meets the minimum requirements of Riley County Land Development Regulations and Sanitary Code.

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

A. Motion to approve Resolution 042224-___ acknowledging the approved Final Plat of Lakeview Addition Unit 5, a replat of Lot A Lakeview Addition Unit Three and Lot 28 Lakeview Addition into a single lot, 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 and Sanitary Code.

Or

B. Motion to sign Resolution 042224-___ denying acceptance of any rights-of-way, easements, licenses as shown to be dedicated on the Final Plat of Lakeview Addition Unit 5, a replat of Lot A Lakeview Addition Unit Three and Lot 28 Lakeview Addition, as it has been determined that it does not meet the requirements of the Riley County Land Development Regulations and Sanitary Code.

ATTACHMENT(S):

- Staff report
- Maps
- Excerpt of Planning Board minutes

Enclosures:

- Staff_Report (PDF)
- RCPB Minutes (PDF)
- Resolution (PDF)

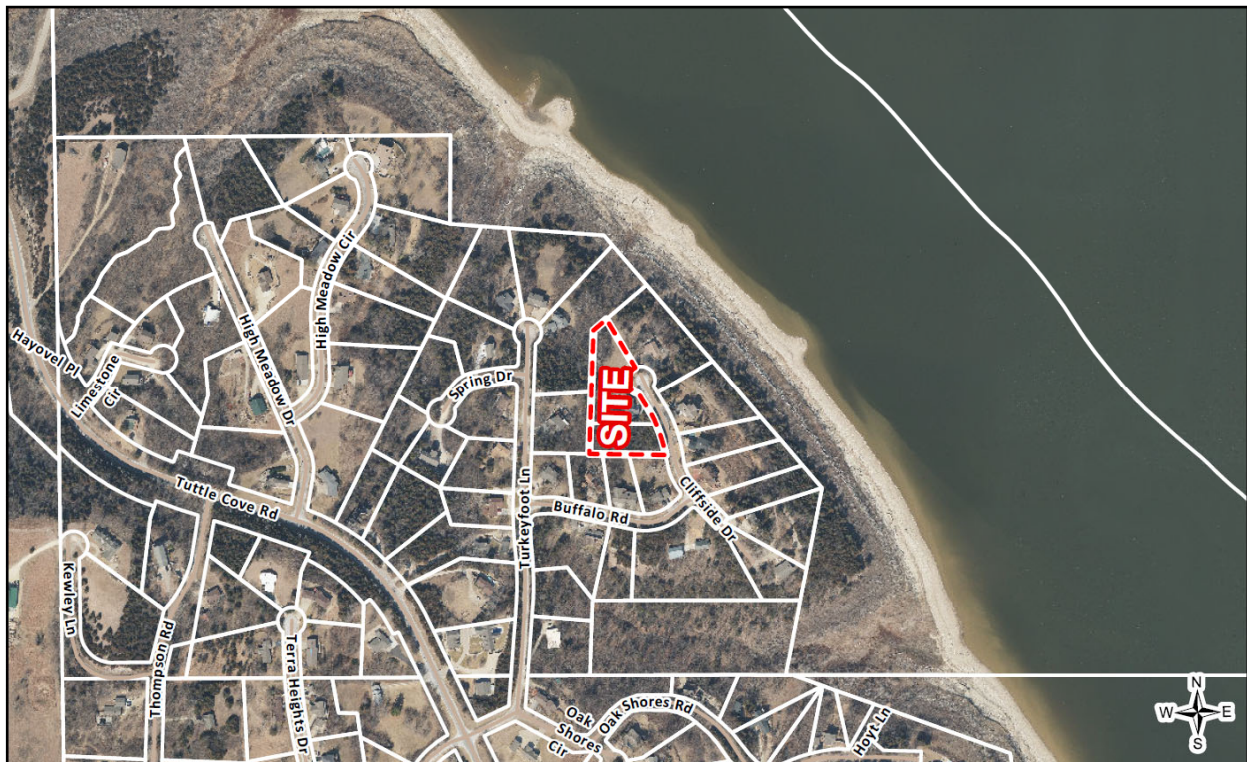


PLANNING & DEVELOPMENT

STAFF REPORT

Replat

PETITION:	#24-008
APPLICANT:	Richard and Mitzi L. Hood 5513 Cliffside Dr. Manhattan, KS 66503
PROPERTY OWNER:	Richard and Mitzi L. Hood 5513 Cliffside Dr. Manhattan, KS 66503
REQUEST:	Replat Lot A Lakeview Addition Unit Three and Lot 28 Lakeview Addition into a single lot.
SIZE OF TRACT:	The subject site is approximately 1.9 acres.
LOCATION:	Generally located approximately 300 feet north of the intersection of Buffalo Road and Cliffside Drive, on the west side of Cliffside Drive; Section 14, Township 9 South, Range 7 East; Grant Township.
JURISDICTION:	This application is subject to the requirements of the Riley County Land Development Regulations.



BACKGROUND: The subject property consists of Lot Twenty-eight (28), platted as part of Lakeview Addition in April 1959, and Lot A, platted as part of Lakeview Addition Unit Three in June 2001. Lot A is developed with a single-family dwelling built in 2001. The applicant wishes to replat vacant Lot 28 together with Lot A to enlarge his existing home lot.

DESCRIPTION:

Physical site characteristics: As mentioned previously, Lot A Lakeview Addition Unit Three is developed with a single family home, while Lot 28 Lakeview Addition is vacant. Lot 28 Lakeview Addition slopes north to south from approximately the north lot line, while Lot A slopes northward toward Tuttle Creek Reservoir, beginning at a point where the home is located. The majority of the west and south property lines of Lot A, and all of Lot 28 are heavily wooded.

General character of the area: The subject property consists of a mix of urban and suburban residential development.

SUITABILITY OF ZONING:

Zoning History: The property has been zoned was zoned A-1 (Single Family Residential) during the Zoning District Conversion Process 1974 (Pet. #9). The zoning district name was renamed to SF-2 (Single Family Residential) January 2022.

Current Zoning: The subject property is currently zoned SF-2 (Single Family Residential). There are no variances, special uses or conditional uses associated with the site. The current zoning is suitable for the request.

SURROUNDING ZONING/LAND USE		
	ADJACENT ZONING	LAND USE
NORTH	SF-2 (Single Family Residential)	residential
SOUTH	SF-2 (Single Family Residential)	Vacant residential
EAST	SF-2 (Single Family Residential)	residential
WEST	SF-2 (Single Family Residential)	residential

POTENTIAL IMPACT:

Public Facilities and Services:

Streets and bridges: The subject site has existing and direct access to Cliffside Drive, a paved two-lane, local road, maintained by the county. No new entrances are being proposed at this time.

Water and sewer: Proposed Lot 1 is served by rural water and an on-site septic system.

Fire: Riley County Fire District #1 will continue to serve the site. The nearest County fire station is the Tuttle Creek Fire Station, located at 4120 Highway 13. The subject site is located within five (5) road miles of a fire station.

Effect on public facilities and services: It is not anticipated that replatting the subject property will have a detrimental impact on public facilities or services. The request is for existing development, with no new development being proposed.

COMMENTS AND CONCERNS:

ENVIRONMENTAL HEALTH: The Riley County Environmental Health Technician has reviewed the request and reported that Environmental Health has no issues with the replat. Septic system on-site is permitted (Permit #01077); system has been pumped and inspected in last five (5) years; pumped on 5/6/2021 and passed inspection.

COUNTY ENGINEER: The County Engineer has reviewed the request and reported Public Works has no issues with this replat.

EMERGENCY MANAGEMENT: Riley County Emergency Management has reviewed the request and reported that RCFD #1 has no issues or concerns with the replatting request.

TOWNSHIP TRUSTEE: A Development Review Memo was sent to the Grant Township Trustee; no reply has been received by the Department.

RILEY COUNTY PLANNING BOARD

On April 8, 2024, the Riley County Planning Board heard the request and approved the Final plat of Lakeview Addition Unit 5, a replat of Lot A Lakeview Addition Unit Three and Lot 28 Lakeview Addition into a single lot, as it was determined that it met the minimum requirements of Riley County Land Development Regulations and Sanitary Code.

STAFF RECOMMENDATIONS:

Staff recommends that the Board of County Commissioners acknowledge the approved Final Plat of Lakeview Addition Unit 5, a replat of Lot A Lakeview Addition Unit Three and Lot 28 Lakeview Addition into a single lot, as it was determined that it meets the minimum requirements of Riley County Land Development Regulations and Sanitary Code.

ACTION NEEDED FOR PLAT:

A. Motion to approve Resolution 042224-___ acknowledging the approved Final Plat of Lakeview Addition Unit 5, a replat of Lot A Lakeview Addition Unit Three and Lot 28 Lakeview Addition into a single lot, 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 and Sanitary Code.

Or

B. Motion to sign Resolution 042224-___ denying acceptance of any rights-of-way, easements, licenses as shown to be dedicated on the Final Plat of Lakeview Addition Unit 5, a replat of Lot A Lakeview Addition Unit Three and Lot 28 Lakeview Addition, as it has been determined that it does not meet the requirements of the Riley County Land Development Regulations and Sanitary Code.

ATTACHMENTS:

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

Prepared by: Bob Isaac, Planner April 9, 2024

Attachment: Staff_Report (14680 : Lakeview Addition Unit 5)



VICINITY AND SITE

Hood

#24-008
Replat

Lakewood Addition Unit 5

14-9-7

 1000' Buffer
 Site





SURROUNDING ZONING

Hood

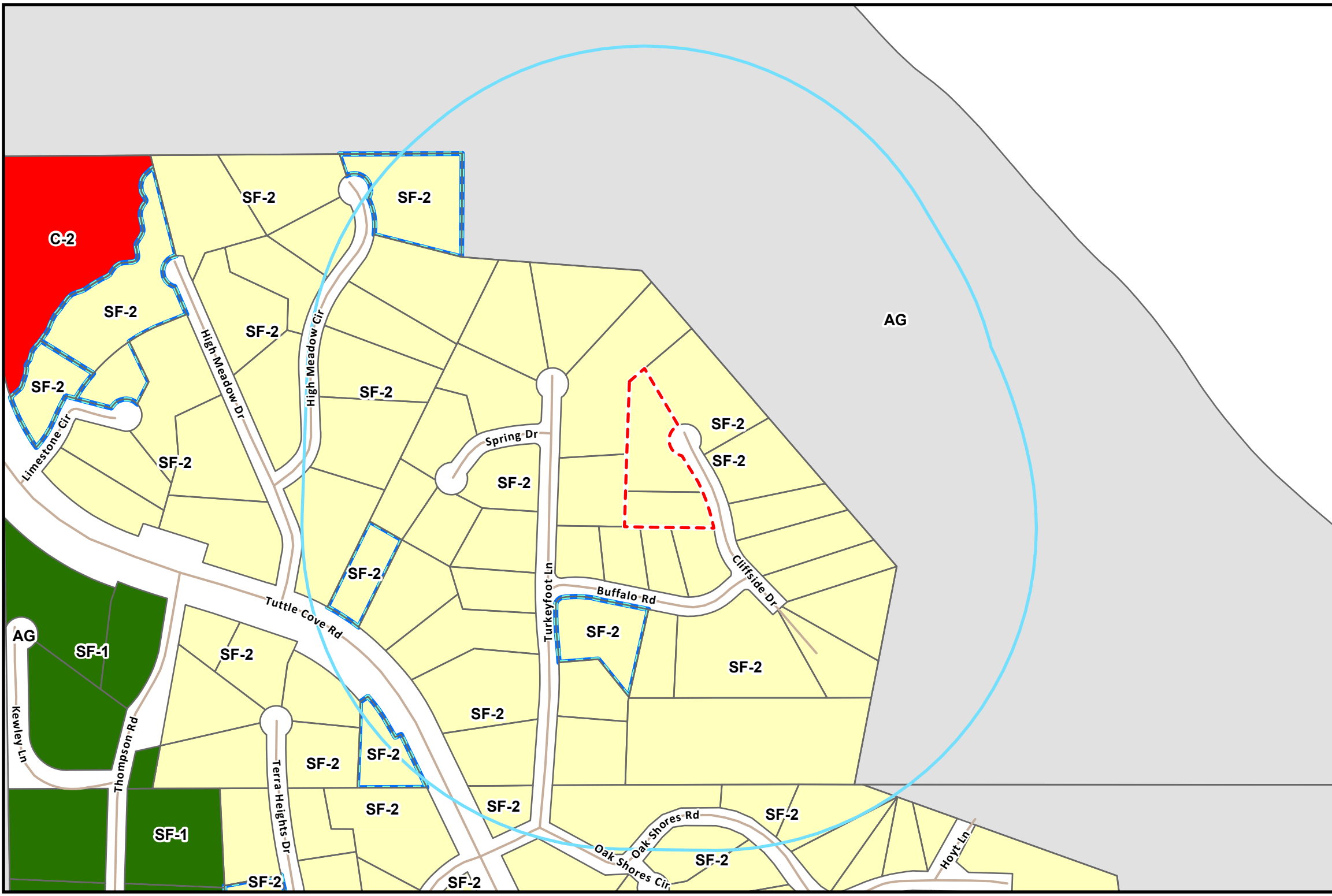
#24-008
Replat

Lakewood Addition Unit 5

14-9-7

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 (14680 : Lakeview Addition Unit 5)



FIRE STATIONS

Hood

#24-008
Replat

Lakewood Addition Unit 5

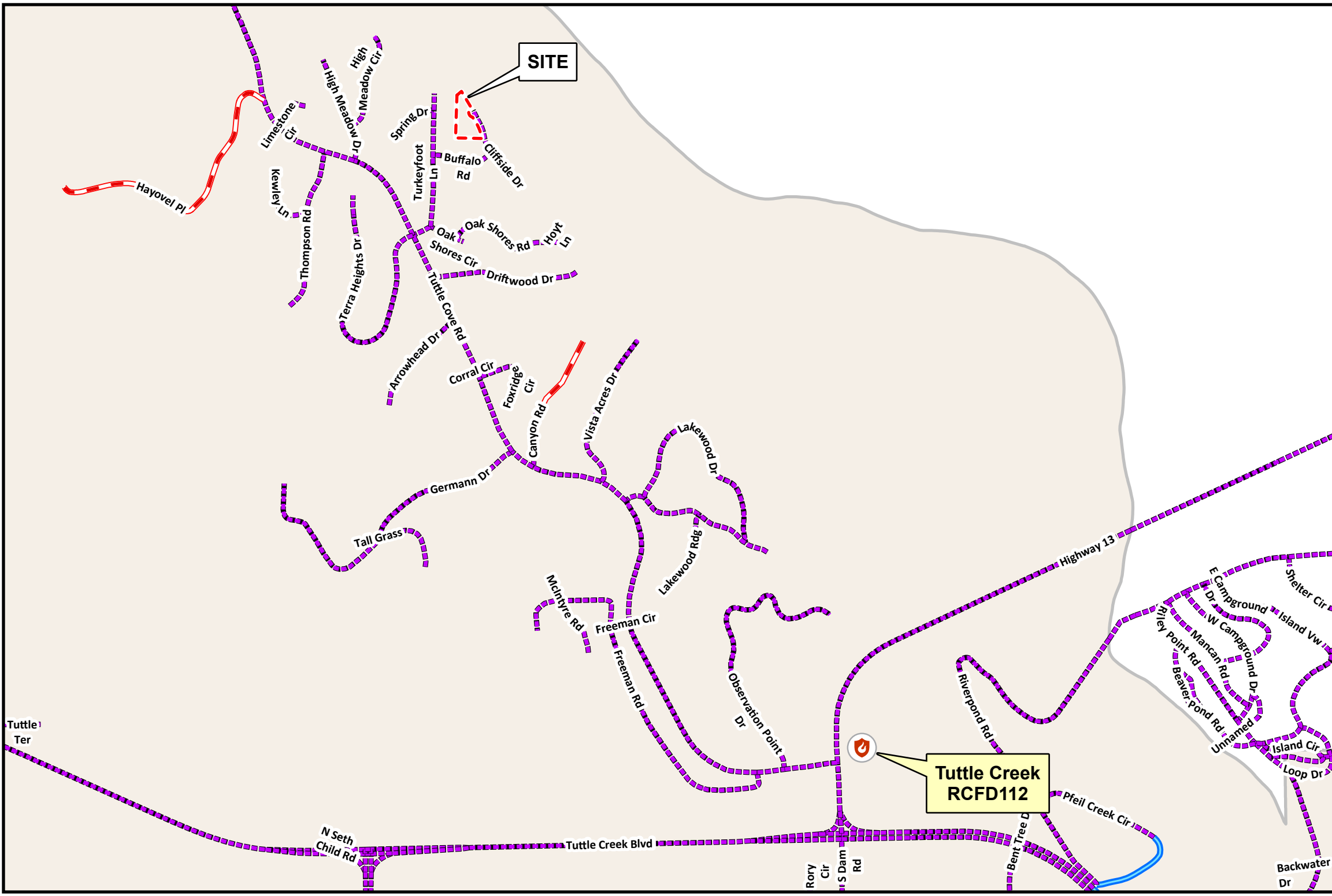
14-9-7

 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 (14680 : Lakeview Addition Unit 5)



PROGRESS DOCUMENT
FOR REFERENCE ONLY

DESCRIPTION:

Lot 28, Lakeview Addition, an Addition to Riley County, Kansas

AND

Lot A, Lakeview Addition, Unit Three, 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 _____, 2024.

RICHARD HOOD

MITZI L. HOOD

NOTARY CERTIFICATE

STATE OF KANSAS)
COUNTY OF RILEY) SS

BE IT REMEMBERED, that on this _____ day of _____ A.D. 2024, before me, the undersigned, a notary public in and for the County and State aforesaid, came

RICHARD & MITZI L. HOOD, 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 REGISTER OF DEEDS

STATE OF KANSAS)
COUNTY OF RILEY) SS

This instrument was filed for record on the _____ day of _____ A.D. 2024, at _____ o'clock __.M. and duly recorded in Book _____ on Page _____.

Register of Deeds

Deputy

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: _____

APPROVAL OF COUNTY OFFICERS

STATE OF KANSAS)
COUNTY OF RILEY) SS

County Engineer

County Counselor

Director of Riley County Planning and Development

RILEY COUNTY

PLANNING BOARD CERTIFICATE

STATE OF KANSAS)
COUNTY OF RILEY) SS

Approved this _____ day of _____ A.D. 2024.

Riley County Planning Board.

Chairperson

Member

Member

Member

Member

CERTIFICATE OF THE COUNTY COMMISSION

STATE OF KANSAS)
COUNTY OF RILEY) SS

Approved this _____ day of _____, 2024.

Board of Commissioners, Riley County, Kansas.

Chairperson

Commissioner

Commissioner

Attest: County Clerk

SURVEYOR'S CERTIFICATE

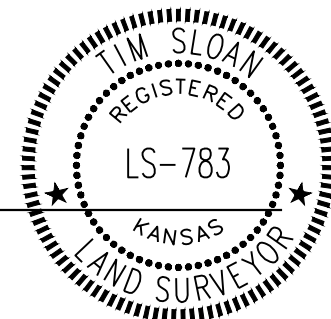
STATE OF KANSAS)
COUNTY OF RILEY) SS

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., 2024.

SMH Consultants
By: Tim Sloan

Tim Sloan, P.S.
Vice-President



HOLLY C. FRYER; TRUST
& BETH E. FRYER; TRUST
BK:0731, PG:0286

MARK A. & KELLY M.
KEOGH
BK:863, PG:1437

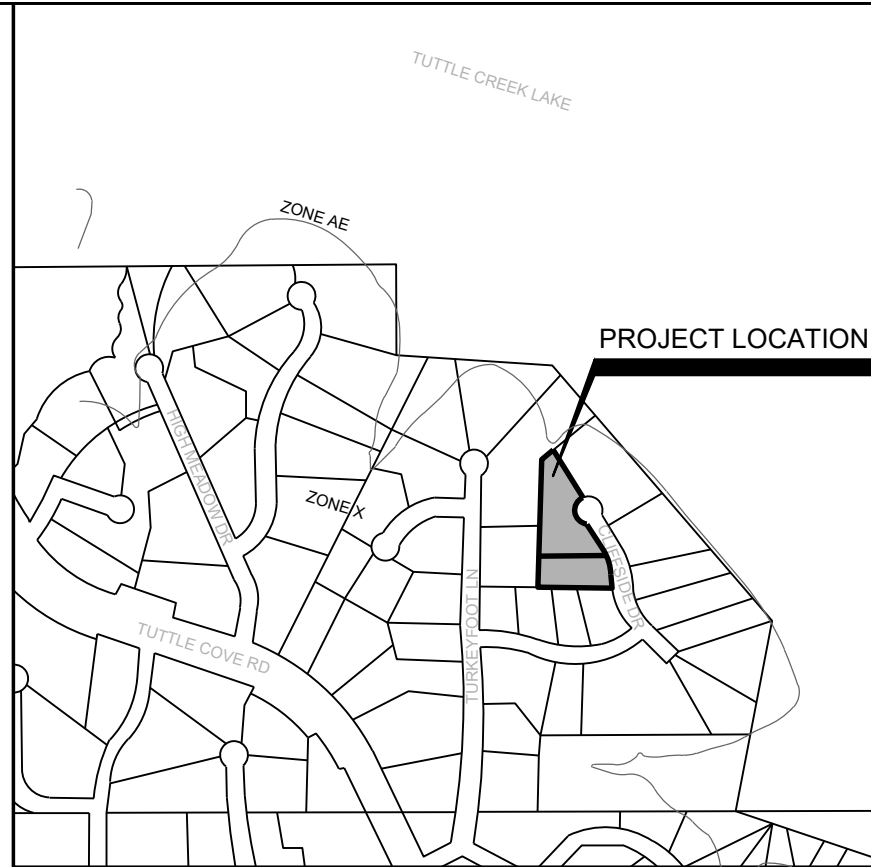
JUANITA M. MCGOWAN
BK:0837, PG:8822

GORDON & JUNE GARLICK;
TRUST
BK:870, PG:1560

BRADY J. &
ABIGAYLE E. HENDRICKS
BK:879, PG:466

PROPERTY LINE CURVE DATA						
CURVE #	RADIUS	LENGTH	CHORD	DELTA	TANGENT	BEARING
C1	45.00	121.44	87.80	154°37'18"	199.86	S 6°26'45" E
C2	379.48	191.21	189.20	28°52'12"	97.68	N 19°43'29" W

JIM D. & ROBERTA F.
ANDREWS
BK:866, PG:6624



VICINITY MAP
(NOT TO SCALE)

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 0799, Page 5077, Register of Deeds Office, Riley County, Kansas.

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

All lots shall be subject to the Functional Classification of Roads and Setback Standards of Section 6.6.D of the Riley County Land Development Regulations.

Zoning: SF-2 (Single Family Residential)

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 20161C0263G, effective date, March 16, 2015.

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

Any utility company that locates facilities in any easement shall have the right to prune, remove, eradicate cut and clear away any tree, 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 way 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.

Property owner(s) is/are required to maintain all publicly granted drainage easements. Natural or non-natural structures or vegetative barriers (including but not limited to trees, shrubbery, berms, fences and walls) are prohibited within publicly granted or publicly dedicated drainage easements.

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

LEGEND

- Monument Found (1/2" Rebar),
Origin: [Lakeview Addition]
& [Lakeview Addition, Unit 3]
- ★ Assumed Bearing
- ① Curve Number
- (P) Plat Dimension
- (S) Surveyed Dimension



30' 15' 0' 30'
SCALE: 1" = 30'

Final Plat
LAKEVIEW ADDITION,
UNIT 5

A Re-Plat of Lot 28, Lakeview Addition
and Lot A Lakeview Addition, Unit 3
in 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:RJC Project 2312-0451 TDS #95

FEBRUARY 2024

EXCERPT OF MINUTES RILEY COUNTY PLANNING BOARD

April 8, 2024

Page 1

Hood – Replat

Chairman Wienck opened the public hearing at the request of the Richard Hood, petitioner, and Richard and Mitzi L. Hood, owners, to replat Lot A Lakeview Addition Unit Three and Lot 28 Lakeview Addition, together into a single lot, located in Grant Township, Section 14, Township 8 South, Range 7 East, in Riley County, Kansas.

Bob Isaac presented the request describing the background, location and physical characteristics of the subject property. He stated the applicant wishes to replat vacant Lot 28 together with Lot A to enlarge his existing home lot.

Staff recommended that the Planning Board approve the Final Plat of Lakeview Addition Unit 5, as it had been determined that it meets the minimum requirements of the Riley County Land Development Regulations and Sanitary Code.

Chairman Wienck opened the public hearing and asked if the applicant wanted to speak.

Mr. Hood stated he lives at 5513 Cliffside Drive. He stated they are getting older, and this action is really to help their children when it comes time to sell the property. He said Lot 28 had the original lateral field which eventually failed over time.

There were no proponents or opponents.

Eric Peck moved to close the public hearing. Joe Gelroth seconded. Carried 4-0.

Joe Gelroth moved to approve the Final Plat of Lakeview Addition Unit 5, as it was determined it met the minimum requirements of the Riley County Land Development Regulations and Sanitary Code. Jack Platt seconded. Carried 4-0.

Mr. Isaac announced that the Board of County Commissioners would hear the request on April 22, 2024 at 9:15 am, in the County Commission Chambers.

Attachment: RCPB Minutes (14680 : Lakeview Addition Unit 5)

RESOLUTION NO. 042224--**A RESOLUTION APPROVING THE LAKEVIEW ADDITION UNIT 5 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 Lakeview Addition Unit 5; 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 08, 2024; and

WHEREAS, the Riley County Planning Board, after making a determination that said plat meets the minimum requirements of the 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 Lakeview Addition Unit 5 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 22nd day of April, 2024

BOARD OF COMMISSIONERS
OF RILEY COUNTY, KANSAS

John Ford, Chair

Greg McKinley, Vice Chair

Kathryn Focke, Member

ATTEST:

Rich Vargo, Riley County Clerk



HEALTH DEPARTMENT
Travel Request

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

COMMISSION AGENDA REPORT

FROM: Julie Gibbs, Brevia Spencer
MEETING: April 22, 2024
SUBJECT: RCHD Out of State Travel Request
PRESENTER: Julie Gibbs

FISCAL IMPACT

No fiscal impact as the conference and all travel associated will come directly from Workforce Development and Regional PHEP funds.

The 2024 conference will offer 5-8 breakout sessions every 2 hours and key note speakers each day. 2024 NACCHO360 Conference Tracks:

Behavioral & Mental Health/Substance Use
Communication, Marketing, & Messaging
Environmental Health
Epidemiology & Communicable Disease
Health Equity & Social Determinants of Health
Informatics, Surveillance, & IT
Public Health Services
Workforce & Leadership

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:

- JGOUT OF STATE Travel RequestNew (PDF)
- BSNACCHO360 out of state travel (PDF)

RILEY COUNTY OUT OF STATE TRAVEL REQUEST/AUTHORIZATION

NAME: Julie Gibbs **DEPARTMENT:** Admin - HD

POSITION TITLE: Director **DATE REQUESTED** 4/22/2024

FUND: PHEP

Travel From: Manhattan, KS **Date:** July 22, 2024

Travel To: Detroit, MI **Date:** July 26, 2024

Purpose of Travel: NACCHO 360 Conference - PHEP/Health Equity/Workforce tracks

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

☒ Administratively determined to be to the advantage of Riley County

☐ Not to exceed the cost of common carrier including food and lodging
Mileage rate of

ESTIMATED COST:

Type of Expense	Description	Amount
Transportation	Flight - AA + Luggage Fees	800.00
Lodging	Hotel x 4 nights	1076.00
Meals	4 days	252.00
Registration/Fees	Conference Fee	700.00
Other		

Total Estimated Travel Costs: 2828.00

Requested by: _____ **Date:** _____

Approved by:

Department Head: _____ **Date:** _____

Chair: _____ **Date:** _____

Board of County Commissioners

Attest: _____ **Date:** _____

Riley County Clerk

cc: Department Head
Department Assistant

RILEY COUNTY OUT OF STATE TRAVEL REQUEST/AUTHORIZATION

NAME: Breva Spencer DEPARTMENT: RCHD/MCH

POSITION TITLE: MCH Supervisor DATE REQUESTED 4/15/2024

FUND: KDHE Workforce Development

Travel From: Manhattan, KS Date: July 22, 2024

Travel To: Detroit, MI Date: July 26, 2024

Purpose of Travel: NACCHO360 Conference - SDOH/Behavioral Health Session Tracks

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

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

ESTIMATED COST:

Type of Expense	Description	Amount
Transportation	Flight - AA + Luggage Fees	800.00
Lodging	Hotel x 4 nights	1076.00
Meals	4 days	252.00
Registration/Fees	Conference Fee	700.00
Other		

Total Estimated Travel Costs: 2828.00

Requested by: Breva Spencer, LBSW Date: 4-16-24

Approved by: _____

Department Head: _____ Date: _____

Chairman: _____ Date: _____

Board of County Commissioners

Attest: _____ Date: _____

Riley County Clerk

cc: Department Head
 Department Assistant

Attachment: BSNACCHO360 out of state travel (14684 : Out of State Travel Request)



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 22, 2024
SUBJECT: Comprehensive Plan Update
PRESENTER: Amanda Webb, Planning Director

See attached report.

Enclosures:

- Comp plan staff report 4.22.24 (PDF)



PLANNING & DEVELOPMENT ENVIRONMENTAL HEALTH

Date: April 22, 2024
To: Board of County Commissioners
From: Amanda Webb, Planning Director
Re: Comprehensive Plan update

New completion date:

The new completion deadline for the update is June 30, 2025.

Website:

The Comprehensive Plan Update has its own webpage: www.rileycountyks.gov/plan. This is the place to find the latest information, opportunities for involvement, upcoming meetings, the tentative timeline, next steps, and much more.

All the public input we've collected both from the public survey as well as the community meetings is available for review on the website.

Logo, Title, and Tagline Survey:

The branding survey remains open on the Comprehensive Plan Update website. This is a three-question survey containing four options each. There are over 40 responses with a front-runner response for each question. We originally intended to release the results, and have the BOCC review and vote this month, but have decided to leave the survey open longer, advertise more, and wait until the consultant is on board to help proceed with this important piece of the plan update.

Consultant:

The Request for Qualifications (RFQ) for consultant assistance was issued on April 5, 2024, with a deadline for submittals of May 3, 2024. I sent the RFQ to 16 firms, posted on the County's webpage, and posted on the American Planning Association's RFQ/RFP webpage as well.

The Procurement Code, Article 4, Professional Services, calls for a selection committee to be comprised of, at minimum, the Department Head, and the Board of County Commissioners. I would also like Bob Isaac, Planner, and Vivienne Leyva, PIO, to be involved in the selection process as well. We must select at least two firms to further interview. Once I receive the submittals, I will distribute them to everyone and set dates for reviewing and interviewing. According to the RFQ, which is subject to change, we will review proposals received during the week of May 6 and interview selected firms during the week of May 13.

June Intergovernmental Luncheon:

Riley County's Comprehensive Plan Update is on the June 24 Intergovernmental Luncheon agenda. I will provide an update as to where we are, what we've accomplished, and hopefully, announce our new consultant and then next steps moving forward.

Riley County Economic Development Advisory Board (REDAB):

REDAB's latest meeting was held in Riley and included the mayors and staff from Ogden, Riley, and Leonardville. We listened as they shared their concerns for their respective cities (including, among other issues, affordable housing, code enforcement, small business). They asked for help and cooperation from the other entities. I was able to remind them that we are working on the Comprehensive Plan Update and that it's important they are a part of the process. I will be contacting them soon to get them better involved.

Thank you, Gary Fike, for putting together this meeting!

Email Address:

Dedicated email address for the project: complan@rileycountyks.gov. Please email us with any questions or comments at any time.



**COUNTY
COUNSELOR/ADMINISTRATIVE
SERVICES**
Staff Update

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

STAFF REPORT

FROM: Clancy Holeman, Riley County Counselor

MEETING: April 22, 2024

SUBJECT: Pending County Projects County Counselor

PRESENTER: Clancy Holeman, Riley County Counselor

Enclosures:

- FINAL_Commission List 04.22.2024 (DOCX)

PENDING COUNTY PROJECTS ▪ November 2023 and through April 17, 2024 Submitted by Clancy Holeman, Riley County Counselor

NOTE: The below lists are not intended to be a comprehensive list of all “pending” Commission or other County Department/Division projects underway. Instead, the below lists represent an ongoing “snapshot” of the current status of selected pending projects which have either consumed significant staff time or involve county issues of widespread significance. Additional entries show selected project work for individual county departments. The sequence of entries below is not intended to reflect the priority assigned to any work described. All entries more than 6 months old have been removed (with the exception of some entries when historical information may be useful). ***Bold type entries are the most recent.***

COMMISSION LIST

I. Projects By Category:

American Rescue Plan: Discussion with staff about possibly engaging consultant to assist County with federal/state requirements in future use of County’s \$14M allocation of ARPA funds. Similar concept to staff’s use of consultant with prior CARES funding. Unlike CARES funding, a primary focus of ARPA funding is infrastructure. (8-31-21)

Board of Riley County Commissioners: Prepare letter of support for City of Ogden grant application. (9-13-23) Attend and participate in BOCC meetings. (9-7-23; 9-11-23) Assist in finalization of annual County financial audit. (9-14-23) Attend and participate in BOCC meeting. (10-12-23.) Work on pending litigation “T”. (10-13-23) Attend and participate in BOCC meeting (10-16-23.) Attend and participate in BOCC meetings. (10-19-23;10-23-23) Work on communication project. (10-24-23; 10-25-23.) Review contractual provisions for subsequent use.(10-25-23.) Attend and participate in BOCC meeting. (10-26-23.) Attend and participate in County/City/USD 383 meeting. (10-26-23.) Attend and participate in BOCC public meeting in City of Ogden. (10-30-23.) Attend and participate in BOCC meeting. (11-2-23.) Prepare for late arrival to BOCC meeting on November 6, 2023. (11-5-23.) Work on Fire District project. (11-7-23) Attend and participate in BOCC meetings. (11-9-23; 11-13-23) Attend and participate in BOCC meeting. (12-28-23) (Work on fence view issue. (1-2-24) Review agenda and prepare for 1-4-24 BOCC meeting. (1-3-24) Attend and participate in BOCC meeting. (1-4-24) Prepare for 1-8-24 BOCC meeting. (1-5-24) Work on fence view issue. (1-5-24) Attend and participate in BOCC public meetings. (1-8-24; 1-11-24) Review project contract. (1-11-24) Work on fence view. (1-14-24; 1-15-24; 1-16-24; 1-17-24) Work on Fence view. (1-18-24; 1-19-24; 1-20-24;1-21-24;1-22-24) Work on letter of support for WTC. (1-19-24; 1-20-24) Attend and participate in BOCC meeting. (1-18-24; 1-22-24) Obtain BOCC approval of letter of support for WTC. Attend and participate in BOCC meetings. (1-25-24; 1-29-24) Draft and place on BOCC agenda support letter for City of Ogden’s grant application. (1-25-24) Work on fence view. (1-25-24; 1-26-24;1-28-24; 1-29-24; 1-30-24; 1-31-24)) Attend and participate in BOCC meetings. (2-1-24;2-5-24) Obtain BOCC signature on fence view order; file with ROD; email copies of signed order to both parties (or their counsel). (2-1-24) Regular mail and email to both parties of file-stamped originals of fence view order. (2-2-24) Attend and participate in BOCC meetings. (2-12-24; 2-15-24;2-19-24) Meet with counsel for party in pending matter. (2-16-24) Attend and participate in public BOCC meetings. (2-22-24; 2-26-24) Attend and participate in BOCC meeting.(2-29-24) Attend and participate in BOCC meeting (3-7-24) Attend and participate in BOCC meetings. (3-11-24;3-14-24; 3-18-24) Attend and participate in BOCC public meetings. (3-21-24;3-25-24) Work to schedule executive session. (3-21-24) Attend and participate in BOCC Meetings. (4-4-24; 4-8-24) ***Attend and participate in BOCC meetings. (4-11-24; 4-15-24) Enter appearance as counsel of record in multiple pending mortgage foreclosure and probate cases to process claims for unpaid real and/or personal property taxes. (4-9-24; 4-10-24; 4-11-24; 4-12-24) Review mtg. foreclosure file and answer filed. 4-16-24)***

“Constitutional Protection of County Home Rule”:

County Counselors Association of Kansas:

County Jail Inmate Medical Care: Schedule staff discussion of contract development. (5-21-23)

Countywide Emergency Radio Communications System Upgrade: The upgrade is complete. But now the “program” phase has been completed, additional work from this department will be provided, as necessary, during the “maintenance” and “warranty” periods now underway. Discussion with contract administrator for vendor (L3Harris) scheduled for August 27, 2021. Discussion held with vendor contract administrator. Discussion with EM Director (8-30-21). Working toward final documents of “program” phase. Conversation with EM Director. (9-24-21) Conversation with L3Harris contract administrator, moving this matter toward likely resolution by the BOCC on 9-30-21. (9-24-21) Review appropriately continues among EM, KSU and Emergency Dispatch personnel regarding close out of this phase of the project. (9-24-21) Draw Commission Agenda Report and place on 9-30-21 agenda for BOCC review and approval of contract documents. (9-28-21) Discuss final contract documents for agenda separately with EM Director and L3Harris Contract Administrator. (9-29-21) Obtain BOCC approval of Amendment 1 to Master Service Agreement. (9-30-21) **Delinquent Real Property Tax Sale:** Legal research. Prepare documents for next stage in process. (4-12-24)

“Dark Store”:

District Court:

Federal Rules on Vaccination Mandate:

First Christian Church: Now this property is “listed” as a “historic site,” there are state law restrictions applicable whenever a “project” is undertaken involving potential repair, damage or destruction of the site or its structure (9-11-23;9-12-23;9-13-23) Work on Appeal. (9-14-23;9-15-23;9-16-23;9-17-23;9-18-23;9-19-23; 9-20-23; 10-4-23;10-5-23-10-6-23;10-7-23;10-8-23;10-10-23; 10-11-23.) Work on appeal. (10-12-23; 10-17-23; 10-18-23.) Conversation with opposing counsel and agree to extend her time to file brief. (11-3-23) Receive emailed brief from opposing counsel on appeal; following two extensions of time which opposing counsel had requested—which extensions were granted by the Court of Appeals . (1-19-24)

Indigent Legal Services: Attorney contracts for 2022 were created and emailed to current attorneys under contract. (11-3-21) Notice to Riley County Bar Association of at least one attorney vacancy effective January 1, 2022. (11-4-21) Proposed 2022 contracts have been provided to all current lawyers under contracts. None returned as of 11-23-21. No indigent legal service contracts are in place for calendar year 2022. Work on various issues related to this service. (2-10-23; 2-13-23; 2-14-23; 2-15-23; 2-16-23; 2-19-23; 2-20-23; 2-21-23; 2-22-23; 2-24-23; 2-26-23; 2-27-23; 2-28-23; 3-1-23; 3-2-23; 3-3-23; 3-4-23; 3-6-23; 3-7-23; 3-8-23) Work on various issues related to this service. (3-19-23) Work at staff level on compensation for this service. (3-28-23) schedule next staff level discussion of compensation for this service. Discuss with Deputy Counselor compensation for this service. (3-29-23) Work on project. (6-1-23) Work on project. (6-8-23) Draw up final version of CAR; RFP; and Contract. (6-19-23; 6-20-23) Obtain BOCC approval of form RFP and Contract. (6-22-23) Finalize RFP and contract and distribute to local Bar Association membership with encouragement to apply well before August 4, 2023 deadline for proposals because they will be considered as they are submitted. (6-29-23; 6-30-23) Create documents for publication in newspaper and placement on county website for this service. (7-7-23; 7-10-23; 7-11-23; 7-12-23) Deadline for proposals to arrive in Clerk’s office 5 p.m. August 4. Work on issue related to service. (10-25-23.)

Legislation: Discuss with BOCC potential annual legislative conference dates in December, 2023.(10-16-23) Notify delegation members conference scheduled on the following date which worked for a majority of

responding legislators: December 14, 2023, noon to 2 pm. (10-26-23) Work on agenda for legislative conference (10-27-23; 10-30-23) Work on agenda for legislative conference. (11-13-23; 11-14-23; 11-15-23) Work on letter of BOCC support for SB 196. Obtain BOCC signatures and email to Senate Assessment and Taxation Committee. (1-4-24; 1-5-24; 1-7-24; 1-8-24) Prepare and submit timely lobbyist compensation report for 2023 legislative session. (1-10-24) Prepare BOCC opposition letter for HB 2036. (1-10-24) Present draft of HB 2036 opposition testimony. Re-draft to insert BOCC changes. Obtain BOCC final approval of letter. Timely submit to senate committee secretary final version of HB 2036 BOCC opposition testimony. (1-11-24) Communicate with House delegation on BOCC testimony submitted previously to Senate Tax on SB 196 and HB 2036. (1-15-24) Communicate with contract lobbyist on HB 2468 (a bill of concern to Emergency management) (1-16-24) Communicate with member of state delegation on SB 196; HB 2036. Work on HB 2026 opposition testimony. (1-16-24) Work on HB 2036. (1-17-24) Work on SB 162. Communicate with lobbyist. (1-18-24) Work on SB 162 (1-19-24) Appear before Senate Committee on Local Government on SB 162. (1-22-24) Review SB346(upzoning/downzoning—removal of county authority). (1-25-24) Work on SB 162. (1-25-24; 1-31-24)) Discuss various bills with lobbyist. (2-2-24) Discussion with another county counselor on a bill Riley County is interested in. (2-2-24) Work on SB 162. (2-2-24) Discuss SB 162 with lobbyist. (2-21-24) Communicate with contract lobbyist on HB 2599 (KORA request fees) (2-27-24) Review legislative issues remaining in session of interest to Riley County. (2-28-24) Work on SB 162 set for hearing in House Local Government committee on Monday, March 11, 2024. (3-5-24; 3-6-24) Work with Deputy Counselor on contract issue. (3-6-24) Work on SB 162 hearing scheduled for March 11, 2024. (3-7-24; 3-8-24) Attend and participate with Commissioner McKinley in hearing before House Committee on Local Government in support of SB 162. (3-11-24) Communicate with contract lobbyist on SB 162. (3-12-24) Communicate with delegation member on SB 311; Discuss with County Appraiser. (3-12-24) Review House calendar status of SB 162. It is on General Orders. (3-20-24)

Leonardville North County EMS Station: Follow up call to City of Leonardville attorney. (4-11-23) Set up phone appointment with City of Leonardville Attorney—to discuss having city begin process of opening the easement as an alley for access to the site. (5-3-23) Phone discussion with City of Leonardville attorney and arrange for teams meeting next Tuesday (5-9-23) with him, Craig and me to discuss details of City legally “opening” alley to site of ambulance and performing tree trimming along that alley. (5-3-23)

National Opioid Litigation Settlement: Notice of Deadline to “opt in” to latest round of national opioid class action litigation settlements is April 18, 2023. (3-27-23) Prepare and submit CAR for BOCC 4-10-23 public meeting; with my recommendation to BOCC regarding “opt in” to latest round of national opioid class action litigation settlements—5 new defendants settling. Discuss with Assistant Attorney General managing this matter state-wide. (4-6-23) Submit electronically our “opt in” to latest round of national opioid class action settlements, as previously authorized by BOCC. Confirmation from settlement administrator that “opt in” accomplished. (4-14-23)

NG-911 Committee (Road naming): Attend and participate in committee meeting. (2-14-23)

Proposed Construction of EMS/EM/RCFD Emergency Services Headquarters: Schedule work session for discussion of design issue related to facility. (1-27-23)

Riley County Annual Legislative Conference: Discussion with County Register of Deeds to schedule meeting week of December 5th to review documentation of long-term revenue loss to Riley County caused by legislature’s past elimination of the mortgage registration fee. (12-1-22) Work preparing for 12-12-22 legislative conference. (12-8-22; 12-11-22) Discuss legislative conference information with County Appraiser. (12-8-22) Discuss legislative conference information in meeting with County Register of Deeds. (12-9-22) Work with members of delegation; 2023 Annual Legislative Conference scheduled for Thursday, December 14th, from noon to 2 p.m., BOCC chambers. (10-23-23) Conversation with member of delegation—confirming member will attend. (10-24-23.)

Riley County District Court: Discussion regarding BOCC consideration of funding potential “resolution docket” to assist with case backlog. (4-27-23)

**Rural Economic Development Advisory Board:
Staff Budget and Planning Committee:**

White Canyon Benefit District: White Canyon benefit district’s residents’ request, made during this date’s public commission meeting, asking whether Riley County willing to supplement the cost of the benefit district’s proposed private road improvement project. No dollar figure provided by benefit district residents. County staff instructed to provide BOCC at upcoming meeting most recent Riley County Public Works’ “estimate” of “northern route” as an option to current benefit district project proposed. (8-30-21)

II. Projects by Department or Division:

Administrative Services/County Counselor: Work on matters related to departmental transition. (1-25-2023; 1-26-2023; 1-27-2023) Interviews of applicants for Deputy County Counselor position in transition scheduled to take place 9-29-23.-23. (3-2-23; 3-3-23)

Riley County Appraiser’s Office: Communicate with department Head on costs associated with BOTA appeal. (12-29-23) Communicate with staff on immediately preceding issue. (1-1-24) Communicate with Appraiser on exemption application. (1-11-24) Advise Department Head on legal issues. (1-24-24) Advise Department Head on process issue. (2-29-24;3-1-24) Communicate with department head. And Deputy Counselor. (3-4-24; 3-8-24)

Riley County Attorney: *Discuss legal issue. (2-1-24)*

Riley County Clerk: Advise and assist on open record act issue. (9-12-23;9-13-23) Schedule meeting with staff of two departments to plan means of addressing particular type of KORA request in most fair and efficient manner to reduce, potentially, two departmental workloads. (9-13-23;9-14-23) Reschedule forgoing meeting to 10-27-23. (10-19-23) Work on contract law issue. (10-24-23) Assist with legal issue. (11-3-23;11-5-23; 11-6-23.) Approve on minute track as to form revised parking lot resolution developed by Deputy Counselor. (1-2-24) Work on autopsy record storage issue. (2-2-24) Prepare resolution regarding Plaza reservations; present to BOCC and obtain approval. (2-27-24; 2-28-24;2-29-24) Communicate with staff on a request for a mailing address change. Communicate with counsel on client name change. Communicate with staff on records name change issue. (3-4-24;3-5-24) Work on notice of upcoming special meeting of BOCC. (3-12-24) Work with Clerk staff member on preparing for RNR compliance during 2025 budget. (3-20-24)

Riley County Community Corrections: Discuss with PIO and department Head proposed correction of recent published newspaper article on grant award to Department. (1-2-24) Further conversation with Department Head and PIO about immediately preceding newspaper article. (1-2-24) Communicate with Director on potential policy. (2-27-24)

Riley County Emergency Management: Work on project issue. (11-7-23; 11-8-23) Conversation with stakeholders on a radio tower lease amendment. (1-2-24) Communicate with Director on state winter weather disaster declaration just released. (1-24-24)

Riley County Emergency Medical Services

Riley County Extension:

Riley County Fire District No. 1: Work on contract law issue. (11-7-23; 11-8-23.) Work on separate contract

law issue. (11-7-23) Prepare for January 9, 2024 training presentation to District leadership. (12-27-23; 12-28-23; 12-29-23; 12-30-23; 12-31-23; 1-1-24) Conversation with HR Director regarding upcoming training to District leadership. (1-2-24) Conversation with Department Head on pending litigation. (1-2-24) Additional conversation with HR Director regarding upcoming training to District leadership. (1-2-24) Preparation for January 9, 2024 training presentation to District Leadership. (1-3-24) Check out technology at Public Works for tonight's training presentation to District Leadership. (1-16-24) Present training, along with HR Director, to District Leadership. (1-16-24) Work on Fire District/University Park fire station project. (2-23-24) Communicate with lobbyist on HB of concern to department. (2-28-24) Communicate with department on KORA issue. Communicate with outside counsel. And Deputy County Counselor. (3-4-24) Communicate with Fire Chief. (3-21-24) Work on contract issue. (3-26-24) Prepare and obtain Chairman's signature on Local Disaster Emergency Declaration regarding cybersecurity incident. Attend and participate in special BOCC public meeting. (4-1-24) Draft extension of Local Disaster Emergency Declaration on cybersecurity incident. Then obtain BOCC approval of extension of local disaster emergency declaration. (4-2-24; 4-3-24; 4-4-24) Draft local emergency declaration on Axelton Hill Road wildfire and obtain BOCC chairman signature. (4-6-24) Prepare extensions of both local disaster emergency declarations. (4-10-24) Present and obtain BOCC approval of both immediately preceding local disaster emergency declarations. (4-11-24)

Riley County GIS: Assist with provision of "shapefile" requested by company. Communicate with company representative and GIS staff. (6-5-23; 6-6-23)

Riley County Health Department: Work on contract law issue. (10-12-23; 10-13-23.) Work on contract law issue. (10-19-23; 10-23-23; 10-24-23.) Advise Department on personnel policy manual upcoming revision. (3-19-24) Communicate with county staff on parking issue. (3-26-24)

Riley County Historical Museum:

Riley County Human Resources. Finalize Green Dot Contract. (9-12-23) Conversation with HR. (10-12-23.) Review example of proposed Performance Review new form to be completed by 10-16-23. (10-12-23) Work with a department on HR issue "IV." (10-13-23.) Work with Department on unrelated HR issue ("V"). (10-16-23.) Work with Department on unrelated HR issue "VI". (10-16-23.) Work with department on Personnel issue I. (10-19-23; 10-23-23; 10-25-23.) Work with division on personnel law issue II. (10-24-23.) Work with Division and Department Head on personnel law issue II. (10-25-23; 10-26-23; 10-27-23; 10-28-23; 10-29-23; 10-30-23) Work with Division and Department Head on personnel law issue. (11-1-23.) Work with Division and Department on personnel law issues. (11-2-23; 11-3-23; 11-5-23; 11-6-23.) Work on personnel law issue for Division and Department. (11-10-23.) Work with Division and Department on personnel law issues. (11-9-23; 11-13-23; 11-14-23). Prepare for disciplinary action appeal scheduled for January 4, 2024. (12-28-23) Communicate with team members on working group considering revision of personnel manual. Working group to reconvene 1-9-24. (1-2-24) Work on personnel issue. (1-4-24; 1-5-24) Communicate with Department head and Division head on upcoming potential meeting regarding process. (1-12-24) Communication from Division head on upcoming work group work for discussions on personnel policies. (1-12-24) Working group discussion of personnel policy issues. (1-12-23) Working group discussion of personnel policy manual. (1-18-24) Working group discussion of personnel policy practice. (1-22-24) Analyze and comment upon potential policy. (1-24-24) Analyze potential changes to personnel policy. (1-29-24; 1-30-24; 1-31-24) Advise on legal issue. (2-1-24) Work on personnel policy manual issues. (2-22-23; 2-23-24) Communicate with Division director given federal law changes in identified policies. (2-27-24) Review material provided. (2-27-24) Work with Division Director on scheduling upcoming presentations to BOCC in public meetings. (3-12-24) Work on Personnel Policy issue. (3-13-24) Work on upcoming executive session. (3-12-24; 3-13-24) Work on personnel policy issue. (3-14-24; 3-15-24; 3-17-24; 3-18-24) Work on different personnel policy issue than immediately preceding entry. (3-18-24) Work on both of immediately preceding entry matters. (3-19-24) Work on dress code issues. (4-9-24) Review KORA request. (4-9-24)

Riley County Information Technology/GIS *Work with department on contract law issue. (10-24-23.)* Conversation with GIS staff member regarding City GIS “layer” issue. (1-2-24) Discuss legal issues involving federal act(s) and communication technology. (2-1-24)

Riley County Museum: Advise Director on question raised on behalf of Historical Society. (5-3-23)

Riley County Noxious Weeds/Hazardous Household Waste: Discuss with department head upcoming potential property leases of county ground. (5-3-23) Request Department Head provide copy of deed on one of leased properties—to review restrictions on all the leased properties. (5-4-23) Schedule discussion with Department Head on real property issue. (5-22-23) Review and approve as to form weed control contract proposed by KDOT. Inform Department head I’ve done so. (1-2-24) Conversation with Department Head on immediately preceding contract. (1-2-24)

RILEY COUNTY POLICE DEPARTMENT—Administered by Law Enforcement Agency (“Law Board”): Communication from City Manager, County Clerk and County Attorney regarding RCPD question about potential ordinance or resolution. I contact Barry Wilkerson for discussion. (1-12-24) ***Work on project. (4-15-24; 4-16-24; 4-17-24)***

Riley County Public Information Officer: Conversation on lawful options for final version of BOCC minutes. (10-24-23.) Schedule upcoming meeting on possible documentary. (3-12-24) Communicate with regarding Facebook change of services offered. (3-12-24)

Riley County Planning & Development: Represent County in District Court hearing on Prairiewood appeal. (8-29-23) Conversation with landowner. (10-12-23.) Review and approve Comprehensive Plan resolution “as to form” for 10-16-23 BOCC meeting. (10-12-23.) Work on pending litigation. (10-13-23) Work on pending litigation “III”. (10-13-23.) Work on pending project “I”. (10-13-23.) Conversation with opposing counsel in pending appeal “II.” (10-13-23) Work on benefit district project. (11-6-23; 11-7-23.) Work to schedule meeting with business and staff on different pending legal issue. (11-7-23; 11-8-23) Work on benefit district contract for environmental assessment. (1-26-24; 1-31-24) Complete work on benefit district contract for environmental assessment; route vendor—approved contract to this department’s Office Manager for placement on next Monday’s business meeting agenda, following conversation with Department Head. (2-1-24) Work with Department Head on contractual issue. (2-14-24) Work with Department Planner and Deputy on upcoming agenda item. (3-19-24) Work on immediately preceding entry again. (3-20-24) Work on benefit district issue. Discuss with Deputy County Counselor. (3-20-24) Review and approve as to form plat. (3-21-24) Discuss upcoming public hearing with staff member. (3-21-24) Work on upcoming land use issue. (3-26-24) Discuss with staff special use hearing before Planning Board evening of 4-8-24. (4-9-24) ***Conversation with opposing counsel in pending appeal. Draft motion to extend time to file our brief. I will file such agreed motion this week. Motion filed. (4-15-24)***

Riley County Public Information Officer: (5-8-23) Further communication with PIO and working group about same informational program. (5-8-23) Communication from PIO requesting legal advice. (7-24-23)

Riley County Public Works: Discuss land use issue with Department Head. (10-12-23.) Communicate with potential vendor on project. (10-13-23.) Communicate with county insurer on project. (10-13-23.) Contract law issue. (11-6-23.) Work on bid packet issue. (1-2-24) Contacted by KDHE requesting permission for project. Relay request to Public Works Director and invite conversation. (1-3-24) Discuss with Director Township Officers’ March 6, 2024 meeting agenda. Contact outside party as possible participant to assist with program. (2-2-24) Attend and participate in Township Officials annual meeting. (3-6-24) Review and approve contract “as to form.” (3-8-24) Review contract proposed. (3-11-24) Discuss with staff contract proposed. (3-12-24) Work with Assistant County Engineer on assembly of contract for agenda. (3-19-24) Review and approve as to form immediately preceding contract. Conversation with Cindy K on delivery of

contract to County Clerk's office for this Thursday's agenda. Place contract in delivery bin from Public Works to County Clerk's office. (3-20-24) Work on elevator contracts and discuss with Department Head. (4-5-24; 4-6-24; 4-8-24) ***Conversation with Dept. Head regarding KDHE request to do well test on county site. (4-15-24) Conversation with Dept. Head regarding drainage easement. (4-16-24)***

Riley County Register of Deeds: Communicate with three offices, their staff and department heads on common legal issue. (11-7-23) Communicate with department head on same issue. (11-8-23) Work on legal issue regarding filing. (2-29-24; 3-1-24; 3-4-24) Work with department head and staff of County Clerk and County Appraiser to resolve filing issue. (3-4-24)

Riley County Treasurer: Discuss with Department Head process for Opioid Settlement Fund payments routed from Attorney General's Office. Discuss with Assistant Attorney General supervising such distributions. (12-21-22) ***Work on Delinquent Real Property Tax Foreclosure case for 2024. (4-12-24) Review claim for delinquent real property taxes in mtg foreclosure case. (4-16-24) Review claim for delinquent real property taxes in mtg foreclosure case. (4-16-24) Review probate case order directing payment of real property tax. (4-16-24) Review mtg foreclosure case and demand for payment of real property tax. (4-16-24) Review of probate case and real property tax. (4-16-24)***

III. Projects by Professional Association, Internal and External Committees/working groups, CLE, & Other Administrative Matters:

Ad Hoc Staff Committees/Work Groups on Multiple Subjects: Staff committee discussion of issue in recent tax sale. Clerk and staff, Treasurer, Appraiser and staff. (3-6-23)

Administrative Matters: Discuss with HR CAR I'll prepare for transition of Counselor position based upon my scheduled 2025 retirement. (5-19-23) Work on transition of Deputy position given incumbent's scheduled retirement. (5-22-23; 5-23-23) Discuss and decide with staff on renewal of "Hawver" subscription. (5-30-23) Register for June 20 webinar on Title VI requirements under ARPA; to be conducted by Officer of Recovery. (6-5-23) Information to Office Manager on invoice for Westlaw. (7-5-23) Partners' Meeting. (7-21-23) Review and approve proposed CAR drafted by H.R. for upcoming position vacancy due to retirement. (7-27-23) Work with HR and staff working group preparing for candidate interviews for 2 positions. (7-27-23; 7-28-23) Staff meeting to discuss departmental input, as requested by PIO, on survey regarding retention and recruitment and retention. Provide info to PIO. (8-2-23) Review, approve Department timecards. (8-6-23) Work on transition of department for upcoming vacancy in Office Manager position. Review all internal applications. Communicate with both Riley County Deputy County Counselors and H.R. Director. (8-6-23) Work on transition of department to fill vacancy in Legal Assistant position. (8-10-23; 8-11-23; 8-13-23) Review City/County/County agenda for 8-17-23 meeting. (8-13-23) Work on upcoming retirement receptions for department. (8-11-23; 8-14-23; 8-15-23; 8-16-23; 8-17-23) Continued work on transition of department to fill vacancy in Legal Assistant position. (8-15-23) Participate in panel interview of candidate for Legal Assistant I position. (8-18-23) Attend retirement reception in BOCC chambers for Jill Seaton. (8-31-23) Relay eflex latest to staff—No access to court of appeals or supreme court yet as of noon today. (1-26-24) Participate as donor in County/Red Cross blood donation drive. (2-14-24) Work on closing issue involving sale of a portion of a larger parcel—the sale of which does not involve a pending code enforcement proceeding. (2-15-24) Work at PW successfully confirming, with IT assistance, our desktops there appropriately "sync" with our desktops in our CPE office. (2-26-24) Work with Public Works on key card/key fob access to that portion of Public Works building where our office will temporarily relocate. (2-27-24) Work on temporary relocation of office during 4th floor renovation project. (2-28-24) Work with I.T. to synchronize desktops at departmental CPE office and temporary space at Public Works. (3-1-24) Catch up on emails. Respond when appropriate. (4-9-24) ***Work on transition of Deputy County Counselor caseload to County Counselor. (4-10-24; 4-11-24; 4-12-24) Work on applicant interview scheduling for Deputy County Counselor position. (4-15-24) Work with our Office Manager on 2025 departmental budget request. (4-16-24)***

Continuing Legal Education: Attend online CLE program. (6-11-23) Attend CCAK CLE program. (6-16-23)

County Counselor Association of Kansas: Attend and participate virtually in Board of Governors meeting of CCAK. Summer CLE planning.(2-21-24)

Department Head Committee: Attend and participate in committee meeting. (7-5-23) Attend and participate in meeting. (7-19-23) Attend and participate in committee meeting. (8-2-23) Attend and participate in Committee Meeting. (10-18-23) Attend and participate in committee meeting. (11-1-23.) Prepare for meeting scheduled for 1-3-24 (1-2-24) Attend and participate in Committee meeting. (1-3-24) Prepare for, attend and participate in committee meeting. (3-20-24) ***Prepare for 4-17-24 committee meeting.(4-16-24)***

Intergovernmental Luncheon: Attend and participate in 2 pm. meeting of committee. (3-11-24)

Joint Task Force on Possible Fair and Rodeo Relocation: Attend 2nd meeting of group at Chamber offices. (7-14-23) Attend first ½ hour of task force meeting at KSU foundation. (8-16-23)

Kansas Association of Counties: Review communication on Kansas Supreme Court case considering self-insured entities. (3-8-24)

Staff Budget and Planning Committee: Work with B & P on development of contracts for transfers to small cities for loss of funds as countywide ½ cent sales tax sunsets 12/31/22. (11-15-22) Review material for BOCC presentation to be made by Budget and Planning during the next BOCC public meeting. (11-28-22) Attend and participate in Committee meeting. (11-29-22) Ask Shilo for her opinion on draft of agreement. (2-7-23) Prepare for scheduled 1-3-24 committee meeting. (1-2-24) Attend and participate in Committee meeting. (1-3-24) Review upcoming agenda for scheduled 1-30-24 committee meeting. Communicate with committee. (1-26-24) Attend and participate in committee meeting. (2-20-24) Work with IT/GIS staff on temporary move of department to Public Works during 4th floor CPE construction project. (2-21-24) Attend and participate in meeting of committee. (3-11-24; 3-12-24;3-13-24)

Staff Riley County Employee Recognition Day Planning Committee: Attend and participate in committee work planning Employee Recognition Day. (6-20-23) Analyze proposed venue contract. Conversation with County's insurer. Voicemail left with PIO. (7-5-23) Attend and participate in Committee meeting (7-18-23) Communicate with sales representative for AMC Theatre. (8-2-23; 8-3-23) Communicate with AMC representative and our insurer regarding event. (8-13-23) Attend and participate in committee meeting. (8-15-23) Communicate with our insurer and attorney for venue regarding Recognition Day. (8-15-23) Communicate with attorney for venue regarding Recognition Day. (8-16-23; 8-17-23) Attend and participate in Employee Day. (10-9-23.) Work on future Employee Recognition Day issue. (10-18-23) Contact insurer to evaluate coverage for potential site for 2024 Employee Recognition Day. (1-2-24) Attend and participate committee meeting. (2-20-24) Communicate in response to questions about recognition for years of service by employees in attendance. (3-15-24) Attend and participate in committee meeting. (3-19-24) ***Check on potential keynote or breakout session speaker. Contact agent for venue to confirm paperwork necessary to finally reserve venue, obtain copy of complete contract required and obtain liability insurance coverage requirements. Contact county's insurer to confirm the required liability coverage will be in place for county on October 14th. Attend and participate in committee meeting. (4-16-24)***

Staff Road Renaming Committee:



**COUNTY
COUNSELOR/ADMINISTRATIVE
SERVICES**
Resolution

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

RESOLUTION

FROM: Clancy Holeman, County Counselor

MEETING: April 22, 2024

SUBJECT: A Resolution Establishing Parking and Traffic Regulations at the Riley County Health Department and Riley County Historical Museum

PRESENTER: Clancy Holeman, County Counselor

BACKGROUND

The Riley County Health Department and Riley County Historical Museum are having issues with people improperly parking in their lots. They want a resolution to give them the ability to enforce parking regulations similar to what Riley County does at the Courthouse Plaza.

DISCUSSION

This Resolution is modeled after the one used to enforce parking restrictions at Courthouse Plaza. It has the same fine schedule but slightly different hours. Any fines issued would still be paid at the Clerk's office.

FISCAL IMPACT

The Health Department and Museum will need to purchase ticket books.

RECOMMENDATION(S)

I recommend the Board approve the resolution as presented.

POSSIBLE MOTION(S)

- A. “I move the Board approves the resolution as presented.”
- B. “I move the Board approves the resolution, with the following changes...”
- C. “I move the Board **does not approve** the resolution.

Enclosures:

- Resolution Establishing Parking and Traffic Regulations_042224 (DOCX)

RESOLUTION NO. 042224-____

A RESOLUTION ESTABLISHING PARKING AND TRAFFIC REGULATIONS FOR MOTOR VEHICLES WITHIN THE LOTS TO THE EAST AND WEST SIDES OF THE RILEY COUNTY HEALTH DEPARTMENT, PLUS THE LOTS TO THE SOUTH AND EAST OF THE FAMILY AND CHILD RESOURCE CENTER, INCLUDING PARKING ON CHARLES LITTLE ROAD, PLUS THE LOT TO THE SOUTHEAST OF THE RILEY COUNTY HISTORICAL MUSEUM TO INCLUDE THE HANDICAP SPOTS ON THE EAST SIDE OF THE RILEY COUNTY HISTORICAL MUSEUM

BE IT RESOLVED, by the Board of County Commissioners of Riley County, Kansas, as follows:

SECTION 1. Definitions. The following words and phrases when used in this Resolution shall, for the purpose of this Resolution, have the meanings respectively ascribed to them in this section except when the context otherwise requires. ("**Motor Vehicle.**" "Motor Vehicle" means every vehicle which is self-propelled.)

SECTION 2. Designated Area. The parking and traffic regulations set forth herein shall be in effect and enforced within the lots to the east and west sides of the Riley County Health Department, plus the lots to the south and east of the family and child resource center, including parking on Charles Little Road, plus the lot to the southeast of the Riley County Historical Museum to include the handicap spots on the east side of the Riley County Historical Museum, all located in the City of Manhattan, Riley County, Kansas, which is hereby designated for purposes of this resolution as the Riley County Health Department and Museum parking lots.

SECTION 3. Stall Parking. Within the Riley County Health Department and Museum parking lots, Motor Vehicles shall be parked or stopped within parking stalls as indicated by the markings.

SECTION 4. Time Restrictions. No person shall park a Motor Vehicle within the Riley County Health Department and Museum parking lots between the hours of six o'clock a.m. and six o'clock p.m., Monday through Saturday, unless such person or passenger in said Motor Vehicle is conducting business at the Riley County Health Department, Riley County Family and Child Resource Center, or Riley County Historical Museum. Parking for such purposes shall not exceed two hours (120 minutes) in duration unless authorization is issued by the Riley County Health Department, Riley County Family and Child Resource Center, or Riley County Historical Museum to exceed two hours (120 minutes). The Riley County Health Department, Riley County Family and Child Resource Center, or Riley County Historical Museum may provide a permit to be displayed on the dash of the Motor Vehicle to exceed the two-hour (120 minutes) time limit. Motor Vehicles which are marked or identified as vehicles owned by Riley County are exempt from this section.

SECTION 5. Prohibited Parking. Parking in the Riley County Health Department and Museum parking lots shall be prohibited when signs authorized by the Board of County Commissioners are erected giving notice thereof.

SECTION 6. Designated Accessible Parking. No person shall park any Motor Vehicle in a parking space within the Riley County Health Department and Museum parking lots, which is designated as being reserved for the use of persons with a disability or persons responsible for the transportation of persons with a disability unless such Motor Vehicle bears a special license plate or placard, the person with a disability has in their possession the identification card issued pursuant to K.S.A. 2010 Supp. 8-1,125 or K.S.A. Supp. 8-161, and the Motor Vehicle is being operated by or used for the transportation of a disabled veteran or other person with a disability.

SECTION 7. Official Reserved Parking. No person, other than an employee or official of Riley County or driver of a Motor Vehicle which has been authorized to park in a designated area for official purposes, shall park any Motor Vehicle in a parking space which is clearly marked as being reserved for the use of Riley County or State of Kansas employees or vehicles on official business as marked or authorized.

SECTION 8. Designation of Enforcement Officers. The Board of Commissioners may designate any full-time or part-time officer or employee of the County to enforce the regulations contained herein and said officers or employees' duties shall include the issuance of citations or notices to appear, provided such officers or employees are not vested by law with the authority to make an arrest for violation of the laws of this state or any municipalities thereof and are not authorized to carry firearms when discharging their duties.

SECTION 9. Citation for Illegally Parked, Standing, or Stopped Motor Vehicle. Whenever any Motor Vehicle is found parked or stopped in violation of this resolution, the officer finding such Motor Vehicle shall take its registration number and may take any other information displayed on the Motor Vehicle which may identify its user and shall conspicuously affix to such Motor Vehicle a notice this resolution has been violated.

SECTION 10. Civil Penalty. Any person violating the provisions of this resolution shall be assessed a civil penalty in the amount of Fifty Dollars (\$50.00). All civil penalties shall be paid at the office of the Riley County Clerk, Riley County Office Building, 110 Courthouse Plaza, Manhattan, Kansas, and all civil penalties collected shall be placed in the General Fund of Riley County to be used in any manner consistent with expenditures from the General Fund.

SECTION 11. Failure to Appear, Notice. If a violator of this resolution does not pay the civil penalty set forth in the violation notice affixed to such Motor Vehicle within a period of five (5) days, the Riley County Clerk shall send to the owner of the Motor Vehicle to which the violation notice was affixed a certified letter, return receipt requested, informing the owner of the violation and warning that in the event such letter is disregarded for a period of an additional five (5) days from the date of said letter that prosecution for any such violation shall be commenced in the District Court in the name of the County and shall be conducted in the manner provided by law for the prosecution of misdemeanor violations of state law.

SECTION 12. Presumption in Reference to Illegal Parking. In any prosecution charging a violation of this resolution proof that the particular Motor Vehicle described in the complaint was in violation of this resolution, together with proof the defendant named in the complaint was at the time of the violation the registered owner of such Motor Vehicle, shall constitute in evidence a prima facie presumption the registered owner of such Motor Vehicle was the person who parked or placed such vehicle at the point where, and for the time during which, such violation occurred.

The foregoing stated presumption shall apply only when the procedures as prescribed in Sections 9 and 11 have been followed.

SECTION 13. Criminal Penalty. Any violator who fails to pay the civil penalty in the manner set forth herein shall be guilty of a Class C Misdemeanor and upon conviction may be confined in the Riley County Jail for a period not to exceed one (1) month and/ or may be fined a sum not to exceed Five Hundred Dollars (\$500.00).

SECTION 14. Effective Date. This resolution shall take effect and be in force from and after its passage and publication as provided by law.

ADOPTED this 22nd day of April 2024.

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

John Ford, Chairman

Greg McKinley, Vice-Chairman

Kathryn Focke, Chairwoman

ATTEST:

Rich Vargo, Riley County Clerk

SEAL



PLANNING & DEVELOPMENT
Public Hearing

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 22, 2024

SUBJECT: Public Hearing to Consider Adoption of the 2024 Riley County Solid Waste Management Plan

PRESENTER: Amanda Webb, Planning Director

BACKGROUND

State statute requires the Riley County Solid Waste Management Plan to be reviewed annually (and updated as needed) plus periodically updated every five years, with the most recent full update completed in 2019. The next 5-year update is due to the Kansas Department of Health and Environment in May 2024.

The Solid Waste Management Committee spent the last several months reviewing and making change recommendations. While the overall substance of the document hasn't changed, amendments include updating outdated data, facts, figures, resources, and references. Additional amendments include adding accomplishments over the last five years (such as the Food & Farm Council's completion of the Master Food Plan) and updating goals and targets for the next ten years (such as the recycling rates we're aiming for).

As part of the update process, which was a change from year's past, the Riley County Planning Board reviewed the proposed changes and recommended approval to the Board of County Commissioners. The Solid Waste Management Committee has also voted to approve the document as evidenced both by the attached minutes and committee roster. A majority of committee members returned via email an affirmative vote in a timely manner.

DISCUSSION

As required by state statute, a public hearing has been advertised for the Board of Riley County Commissioners to consider adoption of the 2024 Riley County Solid Waste Management Plan.

Upon adoption of the 2024 Riley County Solid Waste Management Plan by the Board of County Commissioners, the Plan will be forwarded to the Kansas Department of Health and Environment for acceptance to complete the 5-year update process.

FISCAL IMPACT

NONE

RECOMMENDATION(S)

Staff recommends approval of the 2024 Riley County Solid Waste Management Plan as submitted.

POSSIBLE MOTION(S)

Move to adopt the 2024 Riley County Solid Waste Management Plan as presented.

Enclosures:

- SWMP2014Master (4) (DOCX)
- RCPB Minutes (PDF)
- 03.28.24 SWMC minutes (PDF)
- SWMP Votes (PDF)



SOLID WASTE MANAGEMENT PLAN

~~2024~~2019
RILEY COUNTY, KANSAS

SOLID WASTE MANAGEMENT PLAN

RILEY COUNTY BOARD OF COMMISSIONERS

Chairperson – [John Ford](#)~~Ron Wells~~
[Greg McKinley](#)~~John Ford~~
[Kathryn Focke](#)~~Marvin Rodriguez~~

RILEY COUNTY SOLID WASTE MANAGEMENT COMMITTEE

Betty Book	Adrian Self	Evan McMillan
Michael Boller	David Shover	Amanda Webb
Joshua Brewer	Casey Smithson	Travis Hummel
Steve Galitzer	William Spiegel	Kathryn Focke
Leon Hobson	Monty Wedel	John Ellermann
David Kreller	Ron Wells	Benjamin Hamill
Jacob Larson	Joseph Whitlock	Morgan Bates
Krista Sylvester Long		Kelly Briggs
Dennis Peterson	Judy Willingham	Jack Platt
Perry Piper	Greg Wilson	
Charly Pottorff	Fran Zerby	
Gary Rosewicz	Justin Brenner	

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APPROVED BY THE SOLID WASTE MANAGEMENT COMMITTEE

ADOPTED BY THE BOARD OF COUNTY COMMISSIONERS

[April 22, 2024](#)~~6/5/2019~~

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ACKNOWLEDGMENTS

The Riley County Board of Commissioners wishes to recognize the efforts of all of the participants whose contributions made this Plan possible.

Special thanks are given to the Riley County Solid Waste Management Committee and its subcommittees.

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GLOSSARY

The following terms used in the Riley County Solid Waste Management Plan are defined below:

Acceptable Waste: Garbage, refuse, and other mixed municipal solid waste generated by residential, commercial and community sources but not including Unacceptable Waste.

Air Curtain Burning: Wood combustion process which uses a curtain of air above the burn pile to control the smoke produced. The high volume of air causes over oxygenation of the fire and the high velocity airflow over the combustion chamber entraps particulates (smoke), which then completes combustion in the combustion chamber, thus limiting emissions and smoke.

Biosolids: Treated sludge which are the byproduct of the treatment of domestic wastewater in a wastewater treatment plant.

Closure: The physical act of securing, covering, and otherwise closing a terminated solid waste landfill, in accordance with all applicable regulations, to mitigate and abate environmental impacts and public health and safety hazards and nuisances, as well as to anticipate and resolve future problems.

Composting: The biologically controlled microbial decomposition of selected organic solid waste, resulting in an innocuous, stable, humus product which can then be used as a soil amendment.

Consumer Electronics Waste: Waste (e-waste) which results from all types of obsolete, unused or unwanted electronic equipment.

Construction/Demolition Waste: Concrete, blacktop, bricks, stone facing, concrete block, stucco, glass, structural metal and wood from demolished structures and other inert waste materials as may be approved by the Kansas Department of Health and Environment.

Enterprise Fund: A proprietary fund; an accounting method and funding mechanism for ventures providing goods and services to the public on a continuing basis, financed by revenues produced and user charges.

Food Recovery: The practice of gleaning edible food that would otherwise go to waste from places such as restaurants, grocery stores, produce markets, or dining facilities and distributing it to those in need through local food programs.

Food Waste: Food that is discarded or lost uneaten. The causes of food waste are numerous and occur at the stages of producing, processing, retailing and consuming.

Hazardous Waste: Wastes that pose a substantial danger immediately or over a period of time to human, plant, or animal life. A waste is classified as hazardous if it exhibits any of the following characteristics:

- Ignitability
- Corrosivity
- Reactivity
- Toxicity

These terms shall be defined as they are defined in the Federal Register of 19 May 1980 pg. 33, 121-122.

Household Hazardous Waste: Hazardous wastes, as defined above, which are exempt from the regulations governing the storage, transport, and disposal of hazardous waste, due to the minute volumes generated by a single household.

Interlocal Agreement: A legally binding agreement between two or more governments that specifies rights, responsibilities, and obligations of the respective governments.

Materials Recovery Facility: A facility that processes recyclables only. Processing may include separation, shredding, crushing, condensing, baling and other methods required to transport and market materials.

Municipal Solid Waste (MSW): Mixed garbage, refuse, rubbish, trash and other solid waste from residential, commercial, industrial, and community generators which is collected in aggregate, but does not include auto hulks, street sweepings, ash, construction and demolition debris, household hazardous waste, mining wastes, certain types of sludge, tree and agricultural wastes, tires, and other materials collected, processed, and disposed of as separate waste streams.

[Organic Materials: The remains, residues, or waste products of any organism that are recovered resources from solid waste disposal. Such materials may include, but are not limited to: food residuals, yard debris, and wood, plant, or paper products. This term does not include metals, glass, or petroleum based plastic \(U.S. EPA National Measurement Workgroup, 2013\).](#)

Post-Closure/Post-Closure Care: The physical act of long term monitoring and maintenance of a solid waste landfill for a specified number of years after closure.

Processed Mixed Municipal Solid Waste: Waste which has been collected and transported to a facility where it is subject to one or more processes including, but not limited to: separation, classification, densification, size reduction, incineration and/or biological treatment.

Recyclable Materials: Materials that can readily be separated and converted into raw materials from which new products can be manufactured and sold. Title implies that a reliable market exists for the material.

Recycling Rate: The percentage of a municipal solid waste stream which is recycled by the community. A further explanation is available in the Recycling (Chapter 6) section.

Residential Solid Waste: Garbage, refuse, rubbish, trash and other solid waste resulting from household activities.

Resource Recovery: Reclaiming, through the processing of municipal solid waste, materials, substances, or other products contained within or derived from the solid waste for sale or reuse.

Reuse: A secondary use of a material in its present form.

Riley County Solid Waste Management Committee: A committee acting in an advisory capacity to Riley County on solid waste issues as required by Kansas Statutes (KSA-3405). The Riley County Board of Commissioners appoints members.

Riley County Solid Waste Fund: The fund supported by landfill gate fees, general tax levies, or other sources of monies, from which all activities relating to solid waste planning, recycling, and disposal are funded.

Sanitary Landfill: A licensed and approved site for the disposal of municipal solid waste designed and operated in accordance with a plan approved by the Kansas Department of Health and Environment and local government.

Solid Waste Facility: An intermediate waste facility to which mixed municipal solid waste, recyclables or other materials are temporarily deposited before being transported to a processing facility or final disposal site.

Source Separation: The recycling process in which recyclable materials are separated before entering the waste stream.

Special Wastes: A non-hazardous solid waste that is not mixed municipal solid waste and requires management other than that normally required for mixed municipal solid waste.

Unacceptable Waste: Waste which would likely pose a threat to health or safety, may cause damage to a solid waste management facility, or will adversely affect the operation of a solid waste management facility.

Wasted Food: Food lost at the end of the food chain by individuals and food service operations who throw out excess food, let it spoil, or develop other behaviors that waste food unnecessarily (examples include - purchasing or preparing in excess, poor forecasting of service needs, lack of food preparation skills, not using leftovers).

Waste Reduction: Activities employed by generators of solid waste which will actually and measurably reduce the amount of solid waste generated per person or per household.

Waste-to-Energy: The process of converting solid waste to thermal energy with combustion.

Waste Stream: The sum of waste to be disposed of by all generators.

White Goods: Major appliances, or domestic appliances, which accomplish some routine housekeeping task whether in a household, institutional, commercial or industrial setting.

Yard Waste: Materials normally generated in the maintenance of residential gardens and yards, and multifamily residential, commercial, industrial or public grounds maintenance, which are generally consist of leaves, grass clippings, weeds, garden wastes, trees and brush.

EXECUTIVE SUMMARY

RILEY COUNTY SOLID WASTE MANAGEMENT PLAN

EXECUTIVE SUMMARY

INTRODUCTION

This plan is required by Kansas Statutes and serves as a guide for decision-making regarding the management of solid wastes in Riley County. The plan is divided into 12 chapters covering areas of solid waste management. Following is a brief synopsis of our goal for each area listed.

EXISTING SOLID WASTE MANAGEMENT

This chapter describes the current system in terms of its programs that are being implemented and the goals of those programs. Also included is the amount of waste being generated by various categories and per capita generation estimates. At this time, the Riley County Landfill has been permanently closed. Solid waste is being accepted at a solid waste facility and is being transported to a privately owned landfill in another county.

PROGRAM GOALS, OBJECTIVES AND POLICIES

PROGRAM GOAL:

- To develop a comprehensive solid waste management system which:
 - Protects public health and safety
 - Preserves and protects the environment and natural resources
 - Provides cost-effective methods of processing and disposal

PROGRAM OBJECTIVE:

Minimize landfill use in or by Riley County through the use of sound management methods including waste reduction, source separation recycling, and diversion of yard waste.

PROGRAM POLICIES:

The Riley County Solid Waste Management Plan will serve as a guide for management of all the municipal solid waste generated within Riley County.

The Riley County Solid Waste Management Plan will emphasize a balanced and integrated solid waste management system which will be based on the following hierarchy of components in order of priority:

- 1) Waste Reduction
- 2) Recycling
- 3) Yard Waste and Food Waste Processing
- 4) Landfilling
- 5) Waste-To-Energy

WASTE REDUCTIONGOAL:

To reduce the per capita volume of solid waste generated in Riley County to no more than 3 pounds per person per day by the year ~~2029~~2020.

OBJECTIVES:

- To decrease the purchases of non-durable and disposable items.
- To increase the reuse of items as many times as possible before discarding.
- To increase purchases of quality items which last longer.
- To increase purchases of items in bulk or items which do not have unnecessary packaging.
- To decrease the amount of wasted food.
- To increase the amount of food recovered and distributed to those who are food insecure.
- To encourage recycling.

Please refer to Chapter 4 for the education activities pertaining to waste reduction.

RECYCLING

GOAL:

To recycle at least 22% of the entire waste stream by December 31, 2029.

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OBJECTIVES:

- To educate the general public on the importance of recycling, what to recycle, how to recycle, and where to recycle in Riley County.
- To promote and encourage source separation of recyclables as the most efficient and cost effective method of recycling.
- To develop community-wide curbside recycling programs.
- To maintain and improve the availability of drop-off recycling opportunities.
- To establish policies which promote the development of recycling markets and the creation of new products from recycled materials.
- To identify and promote the recycling of new commodities.
- To develop a program that is convenient for consumer participation.
- To have the greatest waste generators pay the greatest portion of the solid waste management costs.

Please refer to Chapter 4 for the education activities pertaining to recycling.

YARD WASTE AND ORGANICS MANAGEMENT~~YARD WASTE AND~~ ~~FOOD WASTE PROCESSING~~

GOAL:

To eliminate compostable divert all yard and food waste and food waste from the Riley County Transfer Station municipal solid waste stream to an appropriate and beneficial use or location.

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Commented [9]: I suggest "maximize diversion of yard food waste" - eliminate is a great goal, but I don't think feasible in the next 5 years.

OBJECTIVES:

- To eliminate reduce the amount of yard waste and food waste generated.
- To encourage the composting of use of yard waste and food waste at the point of generation.
- To utilize all yard waste and food waste collected in an economical and productive manner.
- To facilitate no cost use of and access to the voluntary composting sites.
- To produce compost products from yard waste and/or food waste that can be reused as a resource to the community.

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Please refer to Chapter 4 for the education activities pertaining to yard waste and food waste.

LANDFILLING

GOAL:

To provide for environmentally safe, economical, and politically acceptable landfilling of the least amount of Riley County solid waste as possible.

OBJECTIVES:

- To minimize disposal of Riley County municipal solid waste and process residuals in landfills.
- To limit landfilled material to non-recyclable, non-reusable municipal solid waste.
- To dispose of waste remaining after all reduction programs in a regional landfill, either public or private, that is within an economical distance, environmentally safe, politically acceptable and in conformance with all applicable regulations and standards.

ACTION STATEMENT

The Board of County Commissioners may adopt a resolution prohibiting open dumping as well as burning of household trash.

Please refer to Chapter 4 for the education activities pertaining to the landfill.

WASTE-TO-ENERGY

FUTURE ACTIVITIES/ACTIVITIES:

At this time, no future activities are planned either for assessment and/or technical or economic evaluation of Waste to Energy programs.

The following criteria should be used when evaluating solutions:-

- The energy produced offsets the waste-to-energy operation cost
- The solution must either have no pollutants or have a method for mitigation

- Does not assume particularly low/high commodity prices for certain waste streams
- Adoption does not require a large ~~upfront~~^{up-front} commitment
- Makes sense in the larger county context of existing commitments and efforts

SOLID WASTE FACILITY

GOAL:

Continue to maintain a Solid Waste Facility to process Riley County's present and future solid waste in an economical manner.

OBJECTIVES:

- To maintain a well-designed facility.
- To maintain an attractive facility that will be an asset to the community.
- To maintain a facility of adequate size and throughput capacity.
- To maintain all necessary utilities to the facility to ensure a safe, efficient, and sanitary operation.
- To have all Riley County municipal solid waste delivered to the permanent solid waste facility for processing.
- To allow and encourage regional use of the Riley County Solid Waste Facility.

Please refer to Chapter 4 for the education activities pertaining to the solid waste facility.

HOUSEHOLD HAZARDOUS WASTE

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GOAL:

To reduce the volume and ensure correct management of household hazardous waste.

OBJECTIVES:

- To increase the awareness of proper disposal methods of household hazardous waste.
- To increase the percentage amount of household hazardous waste removed from the waste stream for proper disposal.
- To provide sites for proper disposal of any household hazardous waste.

Please refer to Chapter 4 for the education activities pertaining to household hazardous waste.

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SPECIAL WASTE

GOAL:

To reduce the volume of and ensure correct management of special wastes.

OBJECTIVES:

- To reduce the amount of special waste generated.
- To recycle or reuse as much special waste as possible.
- To landfill special wastes as a last resort and in an environmentally acceptable manner.

Please refer to Chapter 4 for the education activities pertaining to special waste.

INTRODUCTION

Chapter 1

CHAPTER 1

INTRODUCTION

PURPOSE

The purpose of this Plan is to communicate the policies, functions, activities, and facilities for collection, processing and disposal of solid waste in Riley County. This Plan, and its subsequent revisions, will serve as a guide for solid waste management as the County meets legislative mandates and strives to manage solid waste generated within its borders in a manner which is sustainable, environmentally sound and fiscally responsible.

AUTHORIZATION/LEGISLATION

This report was prepared pursuant to K.S.A. 65-3405.

PUBLIC INPUT AND REVIEW

Riley County has established its Solid Waste Management Committee, to involve citizens and local officials in the preparation and implementation of the Riley County Solid Waste Management Plan. The Committee has reviewed and provided comments regarding this [2024~~2019~~](#) version of the plan. It was the policy of the Committee to meet on a regular basis for purposes of review, public information, and the taking of appropriate action. Following the completion of proposed plan revisions, copies were given to all Committee members for review and comment. Upon completion of the revisions and a new version of the plan, a public hearing was held to consider adoption of the [2024~~2019~~](#) plan. The plan was accepted by the Riley County Solid Waste Management Committee at a special meeting and forwarded to the [Riley County Planning Board for their recommendation at a regular meeting. The Planning Board's recommendation of approval was sent to the](#) Riley County Board of Commissioners for their consideration and adoption at an advertised public hearing. Upon adoption by the Board of County Commissioners, the plan was forwarded to the Kansas Department of Health and Environment for their review and approval in accordance with Kansas statutes.

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PLANNING AREA

GEOGRAPHY

Riley County is located in northeastern Kansas in the fifth tier of counties west of the Missouri River and the second tier of counties south of the Nebraska-Kansas border. The eastern boundary of the County is approximately 100 miles west of the Missouri-Kansas state line and the northern boundary is approximately 30 miles south of the Nebraska-Kansas state line. Riley County is bounded on the north by Washington and Marshall Counties, on the east by Pottawatomie County on the south by Wabaunsee and Geary Counties, and on the west by Geary and Clay Counties.

The regional location of Riley County is illustrated in **FIGURE 1** on the following page. Riley County encompasses 611 square miles, or 390,824 acres. About 70 percent of the land area is used for farming. Slightly more than 50 percent of the farmland is used for range, and nearly 40 percent is used for crops. Woodland, farmsteads, and other farm uses account for nearly 10 percent. Native range land consists mostly of mid and tall grasses. Annual precipitation averages 33 inches, and temperature averages 67 degrees.

Riley County is divided into 14 political townships and 5 incorporated cities as shown in **FIGURE 2**. Manhattan, the County seat, is the largest city with an estimated ~~2022~~2012 population of ~~53,829~~56069. The U.S. Bureau of the Census estimated the population of the County at 71,108 in 2022. ~~The population is projected to increase to 80,580 by the year 2020.~~

The stable economy of the County is based on farming and on services for Kansas State University and the Fort Riley Military Reservation. Kansas State University employs about 30% of the work force with most of the dollars generated from the University coming from outside of the County.

Tuttle Creek Lake on the Blue River northeast of Manhattan and 60 miles west of Topeka is a key reservoir in the Kansas River system of flood control projects. Its dam is an earth and rock fill embankment nearly a mile and a half long. The lake, 1075 feet above sea level, has 112 miles of shoreline and is the second largest body of water in Kansas.

Riley County adopted a new Comprehensive Plan in 2009 that provided recommendations for future land use and public services and facilities. This plan was used to update the Solid Waste Management Plan. Riley County is working on a Comprehensive Plan Update, to be adopted in 2025, that will remain consistent with the Solid Waste Management Plan.

Figure 1: Location of Riley County within Kansas

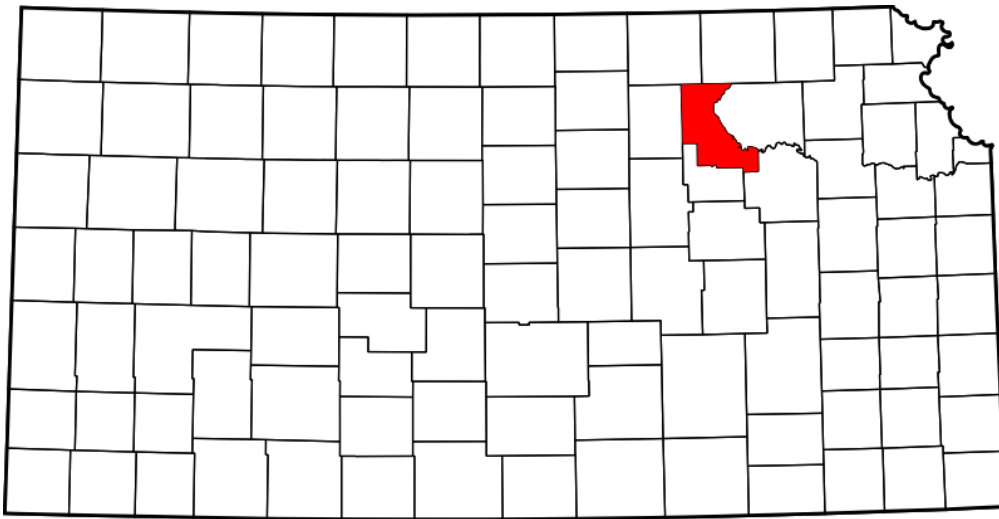
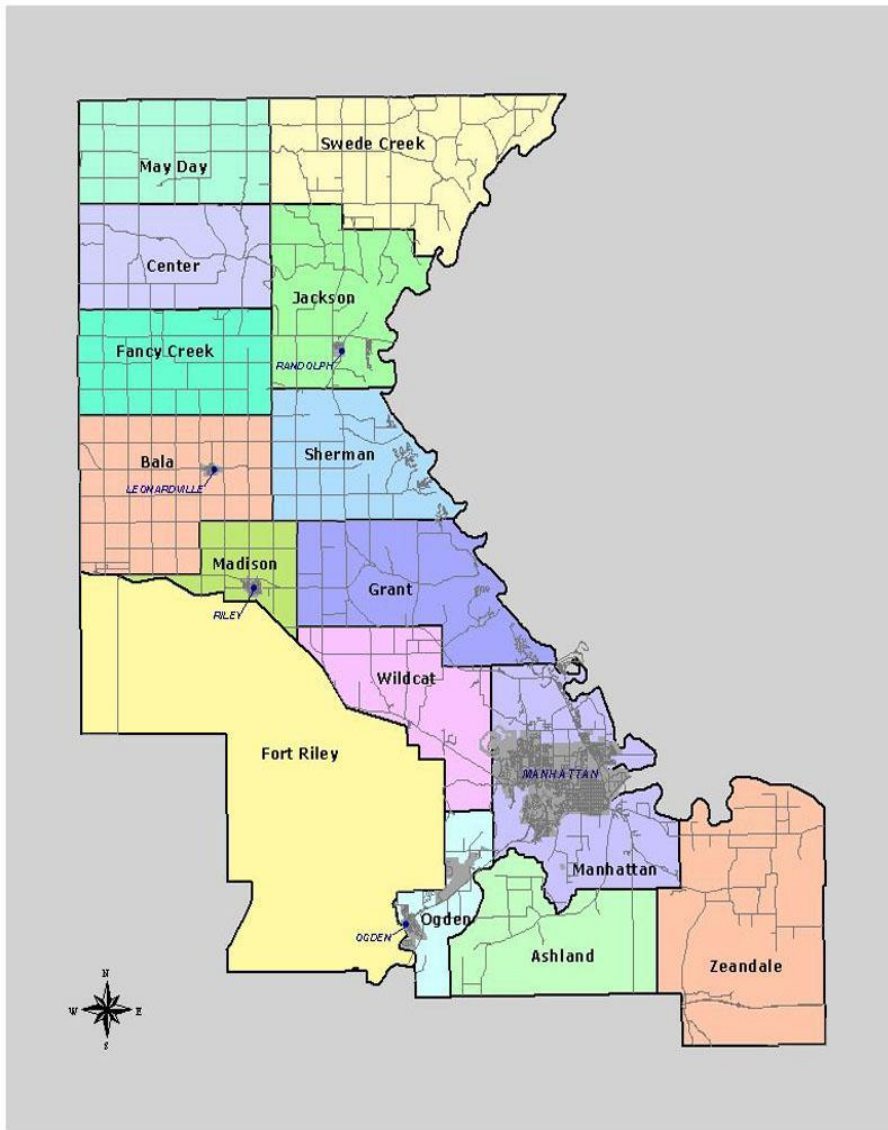


Figure 2: Political Townships within Riley County



EXISTING SOLID WASTE MANAGEMENT

Chapter 2

CHAPTER 2

EXISTING SOLID WASTE MANAGEMENT

WASTE MANAGEMENT ORGANIZATION

In Riley County, the responsibility for solid waste management resides with the Board of County Commissioners, assisted by the Riley County Solid Waste Management Committee and the Riley County Public Works Department staff.

WASTE GENERATION

The Riley County Public Works Department estimates the total amount of municipal solid waste accepted at the Riley County Landfill and Solid Waste Management Facility for the years ~~2013-2023~~~~2008-2018~~ ranged from ~~115~~~~119~~ tons on a daily basis to ~~134~~~~137~~ tons on a daily basis (Figure 3).

For the years 20~~22~~~~16~~ and 20~~23~~~~17~~, detailed records indicate that the Riley County Solid Waste Management Facility has received an average of ~~134.13~~~~128.24~~ tons/day. Using the estimated population of Riley County for those same years, the waste generation rate per capita is estimated to be 3.~~73~~~~43~~ pounds per person per day. This generation rate will be utilized in the development of this Plan (Figure 4).

**Figure 3: Average Daily Tonnage on an Annual Basis
Municipal Solid Waste exchanged through the Riley County Transfer Station***

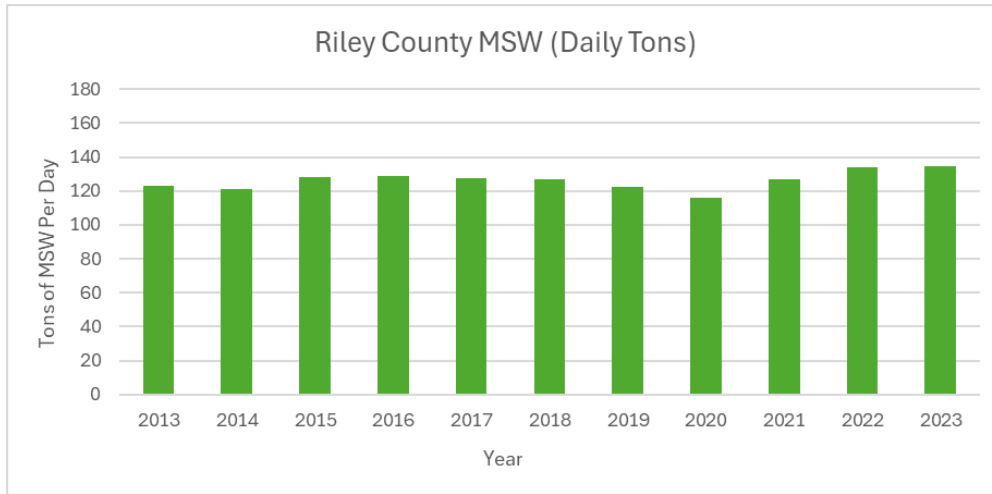


Figure 4: Waste Generation Rate Table

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Year	Material	Population of Riley County	Tons (Waste)	Tons/Person /Yr (Waste)	lbs/Person/ Day (Waste)
2022	MSW	71,108	48,872	0.69	3.77
2023	MSW	72,602	49,044	0.68	3.70
Average	MSW	71,855	48,958	0.68	3.73

*solid waste facility only, tonnages above do not include yard waste diverted from the waste stream.

WASTE CHARACTERIZATION

Solid waste in Riley County is typical of that found in other similar jurisdictions throughout the United States. A Solid Waste Characterization Study for Riley County in May of 1999 by Kansas State University estimated the percentages of various materials in the solid waste stream. These percentages are listed in TABLE 1 below:

Table 1: Materials in Solid Waste Stream By Percent

MATERIALS	PERCENT
Paper and paperboard	34.1%
Glass	3.4%
Ferrous metals	2.8%
Aluminum	.5%
Other nonferrous metals	.4%
Other inorganic	1.5%
Plastics	8.9%
Food wastes	10.7%
Yard wastes	5%
Other organics	20.3%
Other wastes	12.1%
TOTAL	100%

SOURCE: Derived from figures in Riley County Waste Characterization Study, 1999, William M. Eberle and Richard G. Nelson.

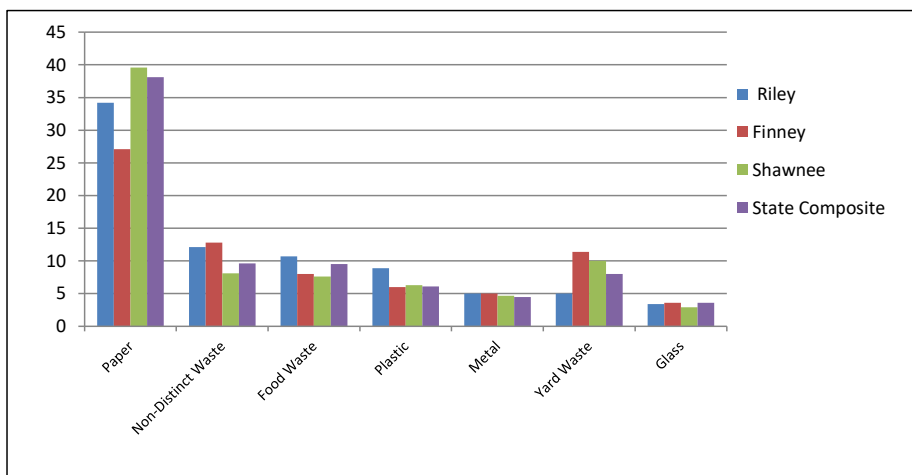
STATE WASTE GENERATION COMPARISON

Efforts were made at the onset of the Solid Waste Management Plan revision process in order to ensure the most recent waste characterization study waste generation rates are still applicable. According to procedures made available through the 2005 State of Kansas Waste Characterization Study, the county of Riley was analyzed alongside counties of similar demographics in order to create a general waste characterization.

According to the procedure within the 2005 Kansas-wide document, Riley County is comparable in demographics to the counties of Finney and Shawnee. These demographics were reviewed and analyzed specifically in regard to the

procedures established by the State's characterization study and then statistically compared to the most recent county waste characterization study of 1999. The resulting percentages (Figure 5 below) of waste types found within the municipal solid waste stream seem to support that the 1999 county waste characterization study for Riley County is still quite valid when compared to the demographically similar counties of Finney and Shawnee.

Figure 5: Waste Stream Comparisons by Component



SOURCE: 2005 State of Kansas Waste Characterization Study

WASTE COLLECTION

Solid waste collection in Riley County is done by the private sector. Licensing requirements for haulers varies with the municipality.

Cities with haulers operating in their jurisdiction are the Cities of Manhattan, Ogden, Randolph, Riley and Leonardville. Trash pickup at the home, commonly referred to as curbside pickup, is also provided to numerous developments and farms outside of city limits. The Riley County Solid Waste Facility, located at the closed Riley County Sanitary Landfill, is the designated site for waste collected in Riley County, although other State approved area landfills are utilized by private

haulers from time to time. While there is voluntary separation of recyclables in Riley County, there is no common coordinated collection, marketing, or reporting program for recyclables. Currently some haulers offer curbside recycling.

WASTE DISPOSAL METHODS

The primary method of solid waste disposal historically has been the sanitary landfill. Landfilling continues to be the main disposal method, although the use of alternative disposal methods continues to increase. Interest in alternative disposal methods was sparked by the 1991 adoption of new federal regulations regarding the operation of landfills. These regulations have dramatically increased the cost of landfill operations.

Waste placed in sanitary landfills is called mixed municipal solid waste (MSW), and is defined as garbage, refuse and other solid waste from residential, commercial, industrial, and community activities which is generated and collected in aggregate. Hazardous wastes, liquids, sludge, raw sewage, some special wastes, and industrial wastes that have not been tested and specifically approved for disposal by the Kansas Department of Health and Environment and the local government are prohibited from disposal in sanitary landfills.

A sanitary landfill accepts MSW for disposal in accordance with a plan of operation. The intent of the sanitary landfill is to confine dumped waste to the smallest practical area, to reduce it to the smallest volume, and to cover it with an adequate layer of earth at the conclusion of each day's operation.

Currently the majority of MSW generated in Riley County is transported to one State permitted facility within the County, which is the Riley County Solid Waste Facility located adjacent to the closed Riley County Sanitary Landfill. Riley County MSW is transported periodically by private haulers to surrounding county transfer stations when the difference in disposal charges is great enough or there is more convenience for the hauler due to the proximity of other transfer stations.

RILEY COUNTY SANITARY LANDFILL AND SOLID WASTE FACILITY

The Riley County Sanitary Landfill and Solid Waste Facility are located in Section 36, Township 10 South, Range 7 East (see map of solid waste facility in the

appendix). The owner of the land of the closed Sanitary Landfill site is the City of Manhattan. Riley County is responsible for continued monitoring and closure of the landfill. Riley County decided to close the landfill in 1987 with the cooperation of and under the authority of the Kansas Department of Health and Environment. Official closure occurred on December 31, 1991 per the plan contained in the "Riley County Landfill Corrective Closure Plan" dated February 1991.

MSW is now taken to the Riley County Solid Waste Facility only. The site of the Solid Waste Facility is owned by Riley County who is responsible for its operation. Rates and charges for the solid waste facility are determined by the Board of County Commissioners and are adjusted periodically in order to cover operational costs. Currently the MSW is transported from the solid waste facility to N.R. Hamm Quarry in Perry, Kansas located near Lawrence (see map of quarry in appendix). The Riley County Solid Waste Facility accepts all types of MSW. All State-regulated special wastes are prohibited. Other special wastes such as Household Hazardous Waste and e-waste are diverted away from the solid waste facility to other facilities whenever possible.

YARD WASTE

Yard waste includes grass clippings, leaves, and tree and brush waste. Riley County accepts, without charge, all types of non-commercial yard waste at its yard waste composting site and tree and brush waste site. There is a charge for disposal of commercial tree and brush waste. Grass and leaves are composted under a composting permit. Tree and brush waste coming in already chipped or shredded is made available to the public. Other tree and brush material is placed in a separate area where the public can cut firewood. The remaining material is ground and hauled to an approved yard waste site in Topeka at the County's expense. The cities of Leonardville, Ogden, Randolph, and Riley have approved sites for the disposal of trees and brush. Most of the materials are burned at these sites. The Ogden site accepts grass and leaves which are composted at a permitted site.

FOOD WASTE

In August 2018, the City of Manhattan and Riley County established and appointed a 15-member local Food and Farm Council. The mission of the Council is to advocate for and sustain an accessible, healthy and local food system, including the reduction of wasted food. [The Food and Farm Council \(FFC\) has compiled a city and county strategic plan called the 2022 Master Food Plan \(MFP\). Both governmental commissions have formally adopted the plan and its](#)

recommendations. Pertinent to the Solid Waste Management Plan (SWMP), the Goal 3 section (pages 23-25) of the Master Food Plan describes reducing food waste and related solid wastes. These goals are defined in Section 7 of this plan. The Council is in the process of understanding, analyzing and documenting the extent of existing food waste reduction programs and practices. The results of this study will be incorporated in future updates to the Solid Waste Management Plan.

CONSTRUCTION/DEMOLITION LANDFILLS

In addition to the Riley County Transfer Station Landfill, construction/demolition wastes such as concrete, asphalt, brick, stone facing, concrete block, stucco, glass, sheetrock, plaster and lath, insulation, structural metal and wood from demolished structures, and other inert waste materials are disposed of in one privately owned site approved by the Kansas Department of Health and Environment for construction/demolition wastes only. This site is listed in the table below. There are also several other permitted sites in neighboring counties.

CONSTRUCTION/DEMOLITION LANDFILL IN RILEY COUNTY

LOCATION	OWNER	KDHE PERMIT NO.
NE 1\4, Section 33, T10S, R9E	Tarkio Construction Disposal Co.	922

Commented [18]: Quarry at 24 & 77 - dispose concrete block, brick, stone facing block

MCF/Hartland Sand - concrete, asphalt, stone facing, concrete block (recycle/dispose)

Commented [19]: Quarry - NW1/4 S11 T9 R6E

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HOUSEHOLD HAZARDOUS WASTE FACILITY

One part of the waste stream going to sanitary landfills which is identifiable and is of concern is what is commonly referred to as Household Hazardous Waste. This waste type consists of household quantities of toxic materials including solvents, paints, pesticides, fertilizers, acids and flammable liquids. This includes items such as mothballs, fingernail polish and remover, oven and toilet cleaners, photographic chemicals, drain cleaners, floor and furniture polish, pool chemicals,

houseplant insecticides, roach, ant, and mouse poisons, paint thinners, furniture strippers, stains/finishes, brake fluids, antifreeze, transmission fluids, batteries (car and household), and used oil and oil filters.

These substances are exempt now from regulation because of the small quantities produced by a single generator, i.e. a household. However, in aggregate, they do present a formidable problem. Currently a portion of these materials is being diverted from the Solid Waste Facility. Citizens are encouraged to take these items to the Riley County Household Hazardous Waste Collection Center (6245 Tuttle Creek Blvd., Manhattan, Kansas) for utilization, recycling, or proper disposal in an EPA licensed facility (see map of HHW collection center in appendix). The operation of this facility is covered by the General Fund. For further information on this facility please refer to Chapter 11.

CURRENT SOLID WASTE PLANNING STATUS

Planning activity has taken place in every facet of solid waste management in Riley County. This includes waste reduction, source separation of recyclables and yard waste, composting of yard waste, and land disposal.

The County's approach to solid waste planning has been to utilize, as much as possible, the citizen advisory structure that has been established for this purpose. This includes meetings of the Riley County Solid Waste Management Committee and its subcommittees. These subcommittees in the past have dealt with: (1) Intergovernmental cooperation; (2) Recycling; (3) Citizen participation, education, and awareness; (4) Composting; and (5) Technical issues. A separate task force also was established for the development of the household hazardous waste program. More recently, the subcommittees were (1) Recycling; (2) Waste Reduction; (3) Household Hazardous Waste; (4) Special Wastes; (5) Education; & (6) Yard Waste.

It should be emphasized this Plan is not a static document but a continually evolving process. At this writing, meetings are being conducted, discussions are taking place, and proposals are being formulated. The intent of this management plan is to continue the public involvement process as long as it is warranted and to continue to update the Plan as formal decisions regarding solid waste management are made.

The Plan process also must include and build upon the planning efforts of the past. To date, three previous Solid Waste Management Plan documents have been adopted. These are:

1. Solid Waste Management Plan, Riley County, Kansas. Prepared by Dr. Robert W. Newsome. May 10, 1973.
2. Big Lakes Regional Council Area Solid Waste Study. Prepared by Franklin Associates, LTD. July 1989.
3. Solid Waste Management Plan, Riley County, Kansas. Approved by Riley County Solid Waste Management Committee on May 4, 1992. Adopted by Riley County Board of Commissioners on June 18, 1992 and all subsequent revisions and updates.

PROGRAM GOALS, OBJECTIVES AND POLICIES

Chapter 3

CHAPTER 3

PROGRAM GOALS, OBJECTIVES AND POLICIES

INTRODUCTION

Riley County has been actively revising its solid waste management system since 1973 when it developed the first Countywide Solid Waste Management Plan. Since that time, solid waste management systems have progressed from use of landfills only to integrated systems that include waste reduction, source separation of yard waste and recyclables, processing of separated yard waste, marketing of recovered materials, and disposal of the residue. This integrated approach to solid waste management has become more and more accepted and commonplace and is reflected in the policy statements below:

PROGRAM GOAL

To develop a comprehensive solid waste management system which:

- Protects public health and safety
- Preserves and protects the environment and natural resources
- Provides cost-effective methods of processing and disposal

PROGRAM OBJECTIVE

Minimize landfill use in or by Riley County through the use of sound management methods including waste reduction, source separation recycling, and diverting yard waste.

PROGRAM POLICIES

The Riley County Solid Waste Management Plan will serve as a guide for management of all the municipal solid waste generated within Riley County.

The Riley County Solid Waste Management Plan will emphasize a balanced and integrated solid waste management system which will be based on the following hierarchy of components in descending order of priority:

EDUCATION (*Chapter 4*)

WASTE REDUCTION (*Chapter 5*)

RECYCLING (*Chapter 6*)

YARD WASTE AND FOOD WASTE PROCESSING (*Chapter 7*)

LANDFILLING (*Chapter 8*)

WASTE-TO-ENERGY (*Chapter 9*)

EDUCATION

Chapter 4

CHAPTER 4

EDUCATION

INTRODUCTION

Education is the ultimate key to successful solid waste management. The various components of the plan, such as waste reduction and recycling, can only be effective if citizens are aware of these programs and their role in creating a sustainable, healthy environment.

Consumer education must replace years of misinformation about environmental issues. These goals can be met by providing current information and responsible opportunities to consumers. These goals can also be achieved in part through multi-media announcements, informational packets, directories, display booths and school programs.

This chapter has been created to outline the overall, coordinated program for continuing education of the general public on the importance of solid waste management practices. This program will include but is not limited to, the promotion of recycling, general waste stream reduction, proper disposal of household hazardous waste, and collection of eWaste. The Riley County Solid Waste Management Committee urges all local communities to support voluntary reduction activities. Through these varied activities emphasis is placed on making consumers aware of the consequences of their actions through public education tools.

To achieve these goals, Riley County has participated in numerous educational activities. Following is a summary list of these efforts.

Table 2: Solid Waste Educational Activities in Riley County

ACTIVITY	YEAR PERFORMED	ESTIMATED \$ SPENT
Conducted curbside recycling pilot program for 1,040 homes in western Manhattan and prepared report	1990-1991	\$100
Participated in Clean Your Files Week spearheaded by the City of Manhattan	1990-2003	\$0
Developed 3 R's curriculum enrichment package	1992	\$500
Developed Clean SWEEP slide-tape show	1992	\$500
Developed pamphlets on solid waste issues that are available for the public.	1994	\$100
Applied pollution danger logos on storm drains	Ongoing since 1994	\$200/yr
Developed library of resource materials available for check out from RC Extension	1995	\$200
Purchased earthworm bin for educational purposes with grant from Sustainable Manhattan. Used as a resource for schools	Ongoing since 1998	\$24.00/yr
Recycling booth at the Riley County Fair that has educational activities for children and young adults including a contest to win two bicycles.	July 2008	\$90 donated for bicycles
Updated and printed Flint Hills Recycling Directory as well as information available via county websites	Biannual	\$0/yr (web version only)
Provided technical support and information to interested parties about solid waste issues.	Ongoing	\$0
Implemented recycled paper policy in Riley County offices	Ongoing	Slightly higher prices than non rec. paper
Conducted informational media campaign	Varies Annually	\$0
Encouraged other governmental agencies and the public to use the Household Hazardous Waste Collection Center	Ongoing	\$0
Provided public information materials on solid waste issues at community functions, e.g. Riley County Fair	Ongoing	\$20-50/project
Participated in various Earth Day activities, e.g. Participated in program at Sunset Zoo	Annual	\$1000
Made presentations to community groups and schools	Available at Request	\$0
Developed educational website at www.rileycountyks.gov	Ongoing	\$0

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The following materials and many more are available to the public through Kansas State University Research and Extension and the Riley County Health Department: publications relating to leaf composting, yard waste and food waste, used tires, and other topics; HHW ingredient wheel explaining the materials; publications

describing water quality; and materials promoting environmentally friendly items.

The internet can be a powerful tool for education. The average browser can find information concerning any number of topics with regard to waste management in as much depth as they desire. Riley County solid waste information on the county website is regularly updated with regard to services and facilities for waste management available in the County.

Under the education sub-committee *policy/action plans*, the following points should be conveyed to the public:

- Decrease the use of non-durable/disposable items
- Increase the use and maintenance of durable equipment and supplies
- Increase the reuse of products before discarding
- Reduce the use of hazardous materials in products
- Increase the use or manufacture of minimal and reusable packaging
- Implement the source separation of recyclables
- Increase awareness of changes within the waste stream of the community such as medical wastes and consumer electronics wastes
- Minimize food waste

Battery Recycling Educational Program:

In 2021, the Solid Waste Management Committee discussed the increase in trash truck and facility fires caused by lithium-ion batteries which ultimately turned into a battery recycling educational program. With a grant from Kansas Department of Health and Environment, trash tote "reminder" stickers and informational brochures were created and distributed into the community. These stickers and brochures cover all battery types, how and where to recycle, and help educate as to why this diversion is important. We continue to distribute stickers and flyers into the community and continue to work with local haulers to educate the public. Members of the committee have also given battery recycling presentations at various civic group events and have staffed a booth at the Riley County Fair.

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Solid Waste Management Action/Policy Plan

Education

No.	Action/Policy Description	Responsible Organization/Agency	Completion Date	Budget	Funding Source
1	Promote the Kansas State University Research & Extension website (www.KSRE. K-State.edu) for information on solid waste topics	K-State Research & Extension	Ongoing	\$0	
2	Develop a media campaign and promote the distribution of educational materials on food recovery and reduction of wasted food.	Food and Farm Council and Lead Partners	Ongoing	\$0	
3	Provide clearinghouse for recycling information	RC Public Works RC Planning & Development	Ongoing	\$0	
4	Update and publish Flint Hills Recycling Directory on website	RC Planning & Development	Biannual	\$0	
5	Maintain Solid Waste page as part of RC website	RC Public Works	Ongoing	\$0	
TOTAL				\$0	

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WASTE REDUCTION

Chapter 5

CHAPTER 5

WASTE REDUCTION

INTRODUCTION

Recycling saves energy and reduces the amount of trash sent to a landfill, but it is only part of the **waste management** hierarchy. Waste not created in the first place is much better since it never has to be handled, stored, or collected in any way.

Waste reduction can be accomplished in many ways. Reducing the volume or toxicity of waste can be done at any stage of a product's life cycle, from the product or package design, through the use of the product by consumers. It requires changes in purchasing and product use habits, as well as changes in the way we think about what we want and what we need.

Waste reduction, otherwise known as waste prevention or source reduction, may be defined as "the design, manufacture, purchase, or use of materials or products to reduce the amount or toxicity of what is thrown out". Waste reduction may be further defined as activities employed by generators which actually and measurably reduce the amount of solid waste generated per person or per household. It also may include activities such as backyard mulching and composting of yard wastes.

From this definition, it can be seen that waste reduction methods also qualify as cost cutting measures regularly practiced by business and industry, and conscientious purchasing patterns practiced by consumers. Business and industry respond to the profit motive, which is perhaps the greatest incentive to reduce unnecessary consumption and waste in their processes. Most consumers, however, are willing to pay for convenience resulting in the purchase of products that are packaged for that purpose or products that may not be needed.

Waste reduction activities are the most cost-effective ways to manage solid waste because material does not enter the waste stream. These activities are also the most difficult to accomplish, since they require changes in lifestyle, consumption patterns, work habits, as well as voluntary effort by homeowners, businesses, agencies and individuals. Waste reduction also is difficult to legislate. For these reasons, waste reduction is best accomplished through education. Emphasis must be placed on making consumers aware of the consequences of their actions and/or inactions, and on informing citizens, public officials and businesses of methods to reduce waste volumes.

LOCAL EFFORTS

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There are some techniques of waste reduction that require a comprehensive community effort that the County will support and participate in whenever possible. Some examples include changes in types of products, changes in the way products are packaged, changes in the durability of products through extended product warranties, and changes in manufacturing processes, which result in reduced material use. These techniques require industry support and regional coordination. All citizens can have an influence on these processes through consumer preference in choosing products and companies that provide opportunities for waste reduction.

Furniture Amnesty Day is an annual event sponsored by Hands On K-State, the Staley School of Leadership Studies, the City of Manhattan, and many other partners. The event serves many purposes with re-homing furniture as the primary goal. The community can donate furniture items they no longer need and others have the opportunity to select the items at no cost. In an effort to reduce code violations, unusable furniture items are also collected and disposed of which aids in the overall beautification of the city. On average, 550 items are dropped off with an average total weight of 26,000 pounds. It is estimated that the one day event impacts 690 households directly with the entire community receiving indirect impacts.

Paper use in some businesses, governmental offices, and educational institutions is extensive. Measures that can reduce this use are double-sided copying, simplifying forms, and eliminating all but the essential use of paper through the use of the micro-computer/word processor. These measures can reduce paper consumption by one-half and usually increase efficiency in the process. Because education is the primary method of reducing waste at the consumer level, most of the waste reduction activities are discussed in the chapter on Education. This chapter, Waste Reduction, will focus strictly on activities that generally assist in waste reduction and those that will have the most impact on government, business, and industry waste generators in Riley County.

Since the prior 5-year plan (2019), the Food and Farm Council (FFC) has accomplished significant progress in networking community partners to reduce wasted food and increase food recovered to mitigate community hunger needs. One of the FFC's premier programs is the Flint Hills Food Recovery (FHFR) initiative that has rolled out an app called ChowMatch, whereby food businesses are matched with food assistance organizations. Donors (like caterers and restaurants) input their untouched surplus food into the ChowMatch app, so that volunteers can deliver it to recipients (such as food pantries and emergency

shelters). The app coordinates connections among partners, and all partners follow standard food safety guidelines.

Calendar year 2023 was the first full-year timespan of recorded data using the ChowMatch app. The cumulative impact was over 24,000 pounds of food recovered (thus not entering landfills). Of that, recovered produce was clocked at over 7,000 pounds, and localized impact was equivalent to removing 60,000 passenger car miles from the roadway.

In 2019, the Food and Farm Council plans to establish a network of partners including local food producers, grocers, restaurants and institutional food service operations for the purpose of reducing wasted food and increasing food recovered for those in need. More than 1 in 6 (18.5%) of Riley County households struggle just to get enough food.

Part of this effort will also include consumer education to increase food skills and nutrition literacy related to growing, buying, cooking, eating and recycling. The Council's plan with partners could expand to develop an infrastructure and increased regional and local educational outreach, incentives and promotion to increase recycling of food scraps and food-soiled paper. These efforts would target single-family and multi-family residential developments, as well as non-residential buildings such as schools, institutions and businesses.

There are many waste reduction techniques that can be used by individuals and businesses. Many of these ideas are listed below and can be fine-tuned to fit any person, company, or business.

WASTE REDUCTION IDEAS

(Managing and Reducing Wastes: A Guide for Commercial Buildings, EPA, February, 2024. EPA Business Guide for Reducing Solid Waste, Nov., 1993)

PAPER REDUCTION IDEAS

- Buy less in general
- Buy longer lasting items
- Buy items with less packaging
- Reduce paper use
- Purchase used equipment or more durable equipment
- Purchase groceries and home products with the intent of reducing waste
- Establish a company-wide double-sided copying policy, and be sure future copiers purchased by your company have double-sided capability
- Reuse envelopes or use two-way envelopes

- Keep mailing lists current to avoid duplication
- Make scratch pads from used paper
- Circulate (rather than copy) memos, documents, periodicals, and reports
- Reduce the amount of advertising mail you receive by writing to the Direct Marketing Association Mail Preference Service, PO Box 9008, Farmingdale, NY 11735-9008, and ask that your business be eliminated from mail lists
- Use outdated letterhead for in-house memos
- Put company bulletins on voice or electronic mail or post on a central bulletin board
- Save documents on hard drives or floppy disks instead of making paper copies
- Use central files to reduce the number of hard copies your company retains
- Proof documents on the computer screen before printing

PACKAGING REDUCTION IDEAS

- Order/Offer merchandise in bulk
- Purchase and pack products with minimal packaging
- Establish a system for returning cardboard boxes and foam peanuts to suppliers for reuse
- Work with suppliers to minimize the packaging used to protect their products
- Request that deliveries be shipped in returnable and/or recyclable containers
- Use reusable and/or recyclable containers for shipping products
- Repair and reuse pallets or return them to the supplier
- Reuse newspaper and shredded paper for packaging
- Reuse foam packing peanuts, bubble wrap, and cardboard boxes, or donate to another organization
- Use shipping containers designed for multiple uses

EQUIPMENT REDUCTION IDEAS

- Rent equipment that is used only occasionally
- Reuse worn out tires for landscaping, swings, etc.
- Purchase remanufactured office equipment
- Establish a regular maintenance routine to prolong the life of equipment like copiers, computers, and heavy tools
- Use rechargeable batteries where practical
- Install reusable furnace and air conditioner filters
- Reclaim usable parts from old equipment
- Recharge fax and printer cartridges or return them to the supplier for remanufacture
- Sell or give old furniture and equipment to other businesses, local charitable organizations, or employees

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INVENTORY/PURCHASING IDEAS

- Implement an improved inventory system (such as systems based on optical scanners) to provide more precise control over supplies
- Avoid ordering excess supplies that may never be used
- Advertise surplus and reusable waste items through a materials exchange
- Set up an area in the business for employees to exchange used items
- Donate surplus produce to food banks, if still edible
- Substitute less toxic or nontoxic products for products such as inks, paints, and cleaning solvents
- Use products that promote waste reduction (products that are more durable, of higher quality, recyclable, and reusable)

FOOD WASTE REDUCTION IDEAS

- Reduce food waste by improving product development, storage, shopping/ordering, marketing, labeling, and cooking methods.
- Recover food waste by connecting potential food donors to hunger relief organizations like food banks, pantries, and feeding programs.
- Recycle food waste to feed animals or to create compost, bioenergy and natural fertilizers.

WASTE REDUCTION GOAL

To reduce the per capita volume of solid waste generated in Riley County to no more than 3 pounds per person per day by the year ~~2029~~2025.

Solid Waste Management Action/Policy Plan

Waste Reduction

No.	Action/Policy Description	Responsible Organization/Agency	Completion Date	Budget	Funding Source
1	Update the Solid Waste Characterization Study. SWMC recognizes the need to measure progress made towards waste reduction goals and to identify the segments of the waste stream to target for waste reduction activities. To that end, SWMC will seek out grants and other funding sources to update the study within the next five years. Additionally, SWMC will work to collaborate with other agencies and groups to complete this study. Update Solid Waste Characteristics Study every five years to determine progress toward waste reduction goals and to identify the segments of the waste stream which need to be targeted for waste reduction activities	Solid Waste Mgt. Comm. Potential partner organizations and agencies	January 2025	\$5,000 2	Grant Solid Waste Fund Other funding sources to be identified
	TOTAL			\$5,000 one-time 2	

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RECYCLING

Chapter 6

CHAPTER 6

RECYCLING

INTRODUCTION

Recycling can be defined as the process of capturing materials before they enter the waste stream (Source Separation) or after they enter the waste stream and before they are ultimately disposed of (Resource Recovery), returning them to industry for remanufacture into another product, and sale of the remanufactured item in the marketplace. Using this definition, it becomes evident that recycling is not fully complete until the material involved is returned to commerce. The full cycle thus involves all aspects of materials handling including:

Collecting
Sorting
Processing for Shipment
Transporting
Remanufacturing
Consumer

In recent years recycling as a solid waste management strategy has been increasing in popularity among the general public as well as within the solid waste management profession. The reasons for this shift in emphasis from landfilling to recycling are:

The cost of landfilling has increased dramatically due to:

- Closure of landfills reaching capacity or contaminating groundwater.
- Expense of groundwater remediation following contamination.
- Expense of litigation following contamination.
- Scarcity of physically or politically appropriate sites for new landfills.
- More stringent Federal and state regulations.

Markets for recyclables have changed due to:

- Increased research and development into new products and technologies to make recycling more economical.
- New investment in recycling facilities as the result of state legislation banning materials from landfills and mandating recycling programs at the local level.
- Increased consumer demand for recycled products.

- Increased volumes of materials to be recycled.
- The general public is becoming more aware of the problems associated with waste disposal and is demanding more environmentally sensitive alternatives.

METHODS OF RECYCLING

There are two basic ways of recycling materials:

- **Source separation**
- **Resource recovery**

SOURCE SEPARATION

Source Separation involves the separation of materials, by the generator or source of waste, from the municipal solid waste (MSW) stream prior to the collection of the remaining MSW. In other words, items which are to be recycled are never placed in the trash to begin with but are kept separate until collected for recycling. Examples of materials which may be "source separated" are yard waste, glass, aluminum, paper, plastics and various metals.

Once separated, the materials may be collected for recycling by one of two methods:

Drop-off recycling **Curbside recycling**

DROP OFF RECYCLING

This method is accomplished by the generator storing the collected recyclables and then delivering the materials to either an attended or unattended recycling station or depot, or to a larger buy-back recycling center. Although drop-off recycling is less expensive, participation generally is lower with this method.

CURBSIDE RECYCLING

This method is accomplished when the recyclables are picked up at the source, i.e. the household or business. Usually a separate container is set out for pickup just like trash pickup. Pickup can be either at the curb or the alley depending on where regular trash is picked up. Curbside recycling is much more expensive but participation rates are much higher than with drop-off recycling because of the convenience factor.

RESOURCE RECOVERY

The term Resource Recovery refers to the process of removing recyclables from the waste stream after they have been mixed in with the MSW. Hand or

mechanical sorting may be used to separate the various recyclables from mixed trash. This method is economical to implement in terms of the collection cost because no special collection, other than normal trash pickup, is needed. However, the sorting of the material from mixed refuse is quite expensive and often the quality of the recyclables is lower because of contamination from the refuse itself.

RILEY COUNTY RECYCLING FIGURES

The current recycling statistics are based solely on the figures available through local entities within Riley County, which does not account for the large quantities of materials being recycled through entities outside of the County. A large percentage of the recycling effort is accomplished through local, private recycling entities. In addition to the recycled material from private firms, the figures also include materials recycled through the Household Hazardous Waste Facility and the Solid Waste Facility, such as used oils, paint, white goods and compost and e-waste through Howie's Recycling.

The figures do not include the unknown tons of material which pass through the county annually but are not recycled through programs associated with the County, such as office paper, which may go through security firms or entities which ship their recyclables to larger facilities or programs around the state. For the purposes of this plan, recycled materials which make up the recycling rate consist of tonnage recycled through a local, private recycler, recycled material diverted through the Household Hazardous Waste Facility, and white goods/yard waste diverted through the Riley County Solid Waste Facility, all relative to the annual tonnage of MSW.

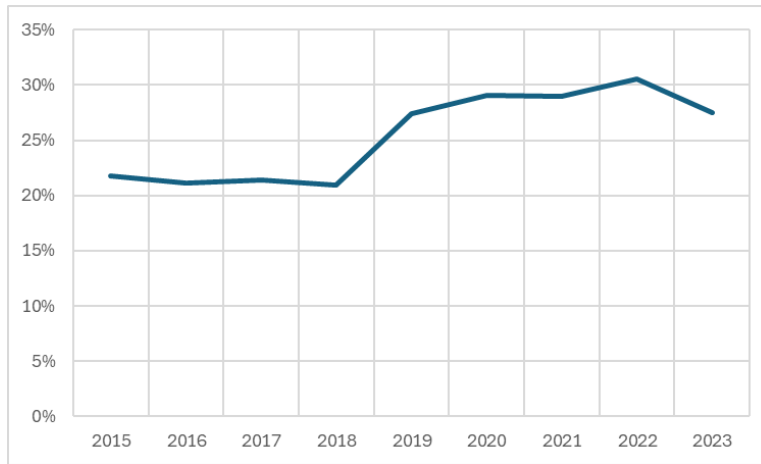
Table 3: Riley County Annual Recycling Figures (in Tons)

Commented [27]: Updated through 2023.

Source	Local Private Recycler	HHW	Solid Waste Management Facility				
	All Material Types	All Material Types	Brush/ Grass/ Recycled White Goods/ etc.	Total Recycled	MSW	Total MSW	Recycling Rate†
2020	10301.00	79.54	6992.14	17372.68	42332.20	59704.88	29.10
2021	10557.84	92.26	8190.68	18840.78	46262.55	65103.33	28.94
2022	10397.11	83.40	11018.27	21498.78	48872.29	70371.07	30.55
2023	10946.00	76.17	7612.44	18634.61	49044.11	67678.72	27.53

Figure 6: Recycling Rate Trend Line: 2015-2023*

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*Figured as annual percentage of Municipal Solid Waste

FACILITIES FOR RECYCLING

Regardless of the method used to recycle, usually some sort of facility is necessary to sort or process collected materials. The type of facility required depends on the method of recycling selected. A buy-back recycling center, usually privately owned, may be adequate for a drop-off program. However, curbside recycling generally requires a more sophisticated facility which can accommodate the equipment used in the collection process.

The equipment may vary from a compartmentalized vehicle into which sorting is done at the curb to a single compartment vehicle. The single compartment vehicle requires a facility to sort the various recyclables from each other either by hand on a picking line or by mechanical equipment. For purposes of this Plan, such a facility for sorting recyclables will be known as a Materials Recovery Facility (MRF) as opposed to a Resource Recovery Facility which sorts recyclables from mixed refuse. A Resource Recovery Facility is not considered an economically viable option for Riley County.

RECYCLING MARKETS

As stated above, recycling as a waste management strategy is only viable if materials can be sold in the marketplace and eventually returned to commerce. Unfortunately, there is not always an economical market for all the materials that could be recycled.

In most cases, markets will vary from region to region depending on the proximity to an end-user. Transportation costs are often the limiting factor in determining the feasibility of recycling. Even though a certain material may have value to an end-user, the cost of transporting the material to the end-user may exceed its value. In some cases then, it may require a subsidy or development of an alternative market to make the material recyclable in a given community.

In Riley County this is the case with container glass. Riley County has been recycling glass through a contract for services with a local recycler. The compensation paid is a maximum of \$15,000 subject to demonstrating that costs exceed revenue. The purpose of the contract is to maintain a local outlet for recyclables in general.

Materials that appear to have stable markets are aluminum cans, plastic, glass, corrugated cardboard, some high-grade papers, steel cans, mixed paper, and newspaper. Other materials such as certain types of plastics, may be recycled when markets are favorable. The remainder of the waste stream cannot be recycled until a viable market is developed.

Most of the changes in markets are due to industry response to state and Federal legislation and, more importantly, to consumer preferences. Local government, as a consumer itself, can have some impact on the development of markets for recyclables through internal procurement policies.

PROCUREMENT POLICIES

Due to volume and repetitive purchases by business and government, procurement programs that stress the purchase of products made from recycled materials can be effective in creating a market demand. If enough consumers demand the recycled products, industry will invest more in production and the supply will increase to the point where prices of recycled products will be

comparable to other products. Even now there are cases where recycled products compare quite favorably.

Examples of recycled products in use are paper towels, toilet paper, computer paper, copy paper, note and legal pads, letterhead and envelopes, and the use of recycled plastic bags or bins in curbside recycling programs. Currently a number [of](#) City of Manhattan and Kansas State University departments use recycled paper products such as letterhead, envelopes, and copy paper. Riley County Departments use recycled paper when it is the cheapest available product. The County has specific programs to target office paper such as printer paper, copy paper, newspaper and electronic wastes such as printer cartridges. These programs are implemented by the majority of departments while many departments have created interoffice recycling programs for aluminum cans and plastic bottles, depending on the quantities these wastes may consist of within the various department offices.

ORGANIZATION FOR RECYCLING

At present there are a number of entities involved in recycling efforts in Riley County. These include for-profit businesses, not-for-profit organizations, and the various local governments. Riley County Planning & Development and Public Works Department staff administers the various recycling programs and provides information to the general public regarding recycling programs and recycling opportunities in our community.

Despite these efforts, there are many recycling projects underway which do not involve the County in any way. All of these efforts should be commended and encouraged to continue. However, it must be emphasized that an overall, coordinated, community-wide recycling program must involve local government in order to be successful. This certainly does not negate the possibility of public-private partnerships to design and implement recycling programs.

Until such time as markets for recyclables improve dramatically, local government will have to play a lead role in developing and directing recycling programs. For now, Riley County will continue to do that with the idea of trying to involve all sectors of the population in the effort, including other local governments.

KANSAS STATE UNIVERSITY RECYCLING PROGRAM

HISTORY

The Recycling Program (PDF) started in 1989 and is coordinated through the Division of Facilities. Grants from the Kansas Department of Health and Environment (KDHE), Alcoa, Pepsi, Coca Cola, and City/University funds made it possible to purchase recycling equipment, such as trailers, a side-load collection truck, collection bins, carts, and balers to process the material.

In 1998, the K-State Recycling Committee was formed, comprised of faculty, staff, students and Division of Facilities representatives. The committee's goal is to help expand recycling efforts across the campus and by doing so, create a more environmentally friendly campus, minimize the waste stream and decrease waste management costs.

In 2008, the former Wind Erosion Research building was damaged by a tornado and in 2012 became the new K-State Recycling Center which is located behind Weber Hall on Claflin Avenue.

CURRENT STATUS

K-State uses multiple resources to divert from the landfill. Metals, wood pallets, electronics, glass, cardboard, and more, are all recycled. K-State has recently purchased 14 Big Belly compactor trash and recycling cans. These units are solar and provide the students, staff, and faculty with multiple options across campus to participate in recycling. Along with these units, K-State purchased several standard trash and recycling units to encourage the students to reduce, reuse, and recycle. Our goal is to get several more units to place across campus to continue to promote recycling. K-State recently bought a new truck for our operation, which has helped greatly. In 2012, K-State hauled 5,712,980 lbs. (2,856.49 tons) of materials as waste to the landfill and processed 833,606 lbs. of recyclables. This diversion rate was 12.73%. The cost to landfill amounted to \$137,111.52. In fiscal year 2018, K-State facilities refuse vehicle

hauled 3,866,650 lbs. (1,933.32 tons) of materials as waste to the landfill and processed 1,951,712 lbs. (975.8 tons) of recyclables. This diversion rate was 33.52%. The cost to landfill amounted to \$ 103,870.

STOP DROP – GOING SINGLE-STREAM

To promote recycling K-State utilizes a single-stream. K-State picks up the recycling from across campus and for those students who do not live on campus. K-State's recycling center is available for them to bring their recyclables in. K-State works with various student groups to promote recycling and to get the students involved.

In the fall of 2013, K-State started producing biodiesel fuel. This was made possible through grants from Soybean Commission and Kansas State University. The oil is being processed at the KSU Recycling Center. The club is currently looking into soybean crushing and expelling. This process also shows ways that KSU does more than just recycle paper but goes the full spectrum in many products. Kansas State University also diverts thousands of pounds of compostable food products from the three dining facilities at KSU to the Agronomy farm. The agronomy farm just built a new compost

bin to help with the end result. In the spring of 2013, K-State implemented a single-stream recycling system to facilitate recycling on campus. This has been a huge improvement as recyclables do not have to be sorted by the people who generate them and has greatly increased student participation.

EVENTS

Kansas State Recycling uses many events from around the University to support recycling. These events include many of the athletics program such as football and basketball. They have also partnered with Department of Environmental Health and Safety at Kansas State University to assist in community wide electronic waste collection programs. In 2018, K-State participated in the national RecycleMania competition. K-State placed 86/190 in 2018, with a recycling rate of 37.334 % over the 8-week competition period and recycled 486,286.00 lbs.

~~In the fall of 2013 Kansas State University started producing biodiesel fuel. This was made possible through grants from the Soybean Commission and Kansas State University. The oil is being processed at the KSU Recycle Center. A total of 16 students are currently active in the entire process from collection to consumption. This process also shows ways that KSU just doesn't recycle paper, but goes the full spectrum in many products. Kansas State University also diverts thousands of pounds of compostable food products from the three dining facilities at KSU to the Agronomy farm. The food is being composted alongside the tons of soil that are diverted from greenhouses at the university. Both these products integrate well with the agronomy farms' programs in which students are taught the entire composting process.~~

CURRENT LOCAL PROGRAMS

Following is a summary of the various recycling programs which Riley County has funded or participated in since the beginning of the solid waste planning process in late 1973. The programs have been divided into various categories for ease of presentation:

DROP OFF RECYCLING

Riley County's support of drop-off recycling to date has consisted of:

- Informing the general public about recycling opportunities in the private sector and encouraging their use.
- Attempting to maintain the private sector drop-off opportunities, as much as economically practical, by supporting the recycling of materials having marginal markets through price subsidies or development of new markets.

This strategy resulted in the following programs:

- Revision and Display on the Riley County website of the Flint Hills Recycling Directory on a biannual basis - A comprehensive listing of all reuse or recycling drop-off outlets in the Manhattan-Riley County area (Last biannual publication - 2019-2020).
- Contract for recycling services – Riley County currently provides an annual payment to Howie's Recycling to offset demonstrated losses from the recycling of certain materials, for example plastics, glass, steel cans. To date only Howie's Recycling has entered into an agreement to provide the service. The amount of compensation is subject to a maximum annual payment of \$15,000.

CURBSIDE RECYCLING

Throughout the last eight years, 2014-2023, several private waste haulers in Riley County have experimented with curbside recycling. This has made clear the challenges with this method of recycling. The market is inconsistent, and inflation of both supply (i.e., trucks) and labor have made it an expensive alternative. As a result of these challenges, only one private hauler continues to provide curbside recycling. Curbside recycling as of now is a sustainable method of recycling. However, it actually costs the customer more than normal waste removal.

From 1990 to the present time, Riley County, the City of Manhattan, and the Solid Waste Management Committee have conducted a number of activities in an attempt to develop a city-wide curbside recycling program. Some of the efforts included a curbside recycling pilot program, a city-wide curbside recycling survey and a Mayor's Recycling Task Force. However, no sustainable public curbside recycling program was able to be developed out of these efforts. Nevertheless, various private curbside recycling programs have been attempted over the years. Currently several of the private trash hauling companies offer curbside recycling programs. This appears to be the most likely method for continuing such services into the future.

DIVERSION/MARKET DEVELOPMENT PROGRAMS

Christmas Tree Recycling Program - Annually the City of Manhattan provides a Christmas tree recycling drop off in Long's Park from mid December through the first of February. On average, 1,000 trees are dropped off annually, and subsequently recycled as wood chips for City use. City of Manhattan, Kansas Wildlife & Parks, and Riley County Fish & Game Association cooperate to collect trees after Christmas and sink them in Tuttle Creek Reservoir for fish habitat enhancement.

Office Paper - Many Riley County Departments within the Riley County Office Building participate in an office paper-recycling program.

Procurement - The Riley County Board of Commissioners has recommended that Departments use post-consumer recycled paper whenever feasible.

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POTENTIAL FOR RECYCLING

It is estimated, based on national statistics, about 34 percent of the Riley County discards currently moving through the Solid Waste Facility have potential for recycling. It is unlikely 100 percent of any recyclable material category can be recovered for recycling. Some materials are easier to recover than others and some have greater value in the recycling market than others. The largest impact

will likely be achieved by focusing recycling efforts. Priorities for recycling should be established by considering:

- Materials available in the largest quantities,
- Materials with the highest value in the recycling market, and
- Materials most easily recycled,

A primary focus should be on paper products, the largest mass of potentially recyclable material now being discarded. Corrugated cardboard, the largest paper category, can usually be easily separated at the source, and has fairly consistent market value. Newsprint, another large category, is also fairly easy to separate for recovery. Sorted office paper also has a good market value.

The second recycling focus should be on metals, though they comprise a relatively small mass of the recyclable discards. However, they are usually relatively easy to recycle and command a high price, especially non-ferrous metals which include aluminum beverage cans.

The third focus should be on plastics. Plastics are one of the smallest categories by weight but one of the largest by mass. #1 and # 2 plastics compose the vast majority of the plastics waste stream and have a consistent market value.

Finally, a large portion of the solid waste facility discards are comprised of various types of organic materials. They include very low grade mixed paper, food waste, yard and wood/lumber waste, and other mixed organic material. Nearly all of this material could be composted if it could be separated and collected. Separation and collection would be difficult and composting would eventually require a costly expansion of current composting activities in the county.

COST OF RECYCLING

As discussed previously, recycling most often cannot be funded from the revenues generated by the sale of recyclable items. Additional support is needed from tipping fees, taxes, monthly service fees or other sources. The cost also will vary depending on the type of recycling done. Drop-off strategies may be employed with minimal expense, while curbside collection will cost more.

The feasibility of recycling as a cost-effective method for managing solid waste also depends, to a large extent, on the cost of alternatives. Recycling will not be seen as a viable waste management option as long as it is relatively inexpensive to dispose of municipal solid waste by landfilling. At present, the general perception is that no financial incentive exists for the County, trash haulers, or citizens to recycle. However, this perception is based on the inaccurate assumption that

landfilling is the least expensive disposal option. Not accounted for in this disposal "cost" are the long-term societal costs of not recycling.

Some of the unaccounted for 'costs' of not recycling include:

- pollution costs;
- energy costs;
- resource depletion costs;
- environmental protection costs;
- reduced land value costs;
- long-term monitoring, post-closure care, and remediation costs;
- future costs associated with the conversion to a recycling economy, (e.g. the educational and training costs for a society which has been kept ignorant of its own waste problems and responsibilities);
- the many costs associated with the transfer of responsibility of an area's waste to another part of the country with lower disposal fees

Recycling, as a solid waste management strategy, is becoming an economically viable option for local government and the private sector. Therefore, cooperative efforts should continue to be explored and pursued to increase the amount of waste recycled.

BENEFITS OF RECYCLING

According to the *Environmental Management Homepage*, “*Environmental Resources*” from the University of Wisconsin-Madison, there are some universal benefits to buying materials made with recycled products. These are:

- Fewer items are sent to the landfill
- Consumers pay less for waste disposal as recycling programs earn more money
- Recycled product manufacturing creates jobs
- Natural resources are being saved
- Pollution is being reduced

Listed below are some reasons why public and private agencies should buy recycled products according to the *Environmental Management Homepage*, “*Environmental Resources*”.

- Creates long-term markets
- Reduces the disposal of recyclables
- Convinces manufacturers to use more recycled materials
- Conserves resources and energy
- Creates jobs and economic development
- Satisfies legislative mandates
- Sets an example for the private sector
- Provides a proactive rather than a reactive approach to the waste management problem
- Enhances organization’s image
- Saves money

RECYCLING GOAL

To recycle as much of our solid waste as possible but achieve a recycling rate of at least 22% of the entire waste stream by December 31, ~~2029~~2025.

Solid Waste Management Action/Policy Plan

Recycling

No.	Action/Policy Description	Responsible Organization/Agency	Completion Date	Budget	Funding Source
1	Promote public awareness and use of all drop-off programs	Solid Waste Mgt. Comm.	Ongoing	\$0	
2	Promote volume based pricing for waste disposal	Solid Waste Mgt. Comm.	Ongoing	\$0	
3	Provide a subsidy on a limited basis for the recycling of glass, plastics, newspaper, e-waste and other materials if necessary to maintain drop-off opportunities	Solid Waste Mgt. Comm.	Annual	\$15,000 / yr	RC General Fund
4	Encourage businesses and public agencies to adopt recycled products procurement policies	City of Manhattan/RC Commission RC Public Works Solid Waste Mgt. Comm.	Ongoing	\$0	
5	Encourage businesses and public agencies to adopt recycling programs	Solid Waste Mgt. Comm.	Ongoing	\$0	
6	Maintain the paper recycling program for all RC Offices	RC offices	Ongoing	\$0	
TOTAL				\$ 15,000/ yr	

YARD WASTE AND ORGANICS MANAGEMENT~~FOOD~~ ~~WASTE PROCESSING~~

Chapter 7

CHAPTER 7

YARD WASTE AND FOOD WASTE PROCESSING

INTRODUCTION

Yard waste includes organic materials normally generated in the maintenance of yards, gardens, public grounds, etc., such as grass clippings, leaves, trees, brush and other vegetative material. Food waste also includes organic materials such as fruit and vegetable scraps, egg shells, coffee grounds and various other types of wasted food. Because it is organic in nature, yard waste and food waste do not require any special processing in order to be disposed of properly. In fact, they can often be used in a manner that actually benefits the environment. Common methods of utilizing yard waste are composting, wood chipping and firewood salvaging. Food waste can also be composted with yard waste or separately. By using these methods, a large portion of yard waste and food waste can be diverted from the landfill. Yard waste and food waste processing can reduce the waste stream by 15-20% and for the purposes of this plan the amount of yard waste diverted from the solid waste stream through processing is included as part of the recycling rate. [According to the Flint Hills Food Recovery Network, over 24,000 pounds of food were recovered in 2022 and 2023. The amount of food waste currently diverted is unknown.](#)

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Table 6: Yard Waste Annual Material Analysis

Material Types processed by Yard Waste Programs (In Tons)

Year	Brush	Commercial Brush	Grass	Woodchips	Annual Total	Annual % of Total Material**
2021	3415	3345	1100	125	7985	14.72%
2022	4860	4330	985	480	10655	17.90%
2023	2805	3360	795	450	7410	13.12%
Average	3693	3678	960	352	8683	15.3%

*from yard waste facility at solid waste facility only

**from solid waste facility inbound material

COMPOSTING

DESCRIPTION OF YARD WASTE COMPOSTING

Much of the total volume of grass clippings and leaves can be eliminated from the waste stream by being utilized at the site where they are produced. Grass clippings can be left on the lawn or used as mulch. Leaves can be used as mulch, or incorporated into garden soil. Grass clippings, leaves, and other vegetation can be composted in a backyard compost bin. When these approaches are not feasible, grass and leaves can be taken to a central compost site such as the compost site at the Riley County Solid Waste Facility.

Composting is a natural, microbiological process whereby organic materials such as grass clippings, leaves, vegetable wastes, etc. are decomposed to form a rich soil amendment called humus.

There are two different composting processes that can be employed; aerobic and anaerobic. *Aerobic* composting takes place in the presence of sufficient or excess oxygen. The microbes active in aerobic composting produce heat but do not produce methane gas. *Anaerobic* composting takes place in conditions that are oxygen starved. Microbes active in anaerobic composting produce both heat and methane gas. Left alone, a decomposing pile of organic material will naturally go from an aerobic state to an anaerobic state. The anaerobic state is generally undesirable due to the odors produced, which may be objectionable to neighbors.

Compost system operators use static piles which are turned infrequently; windrows which facilitate frequent turning; and in-vessel systems which mix the composting material, usually aerate it, and screen it at the point of discharge. Compost occurs most rapidly if the mix of grass and leaves results in a carbon:nitrogen ratio (C:N) of about 30:1 and the material kept about 50 percent moisture. Actively composting material goes through an active composting stage when high temperatures are produced, and a curing stage during which lower temperatures are produced and the compost becomes stable. The heat produced reduces weed seeds and pathogens and can help to break down any chemical contamination.

Both aerobic and anaerobic composting produces humus and heat. Heat is generated during the processes due to activity by microbes. When the

temperature begins to drop, the compost enters its curing phase and begins to stabilize as humus.

DESCRIPTION OF FOOD WASTE COMPOSTING

Since food waste is organic material, it can also be composted as described above. The food waste can be incorporated with the yard waste material or can be composted separately. Although it may be possible to compost any kind of food waste, it is often recommended, especially for backyard composting, to avoid wastes such as meat or meat waste, bones, fat, gristle, fish or fish waste, dairy products, grease and oil.

The reason is these materials unbalance the other-wise nutrient-rich structure of other food and vegetation waste and breakdown slowly. They also attract rodents and other scavenging animals. Meat also attracts maggots. All of this could lead to significant odor and pest issues. It may be possible to compost these types of items in an enclosed, in-vessel type of composting system, however, the type of material inserted must be carefully monitored and the entire process must be closely managed.

COMPOST USES

Yard waste and/or food waste compost is typically used as mulch or a soil conditioner. In gardening it can be used as both, being applied as mulch during the growing season and incorporated as a soil amendment during the next seedbed preparation. It usually is not used as a fertilizer because the nitrogen, phosphorous and potash content is typically very low.

When added to a soil, humus will improve the soil, increasing its moisture retention if the soil is droughty, and will improve drainage if the soil is clay. A soil with an adequate amount of humus will retain fertilizer applied to the soil better than a soil which does not have enough humus because of the high ratio of surface area to particle mass characteristics of humus and the naturally higher cationic exchange capacity of organic matter. The result is better plant growth with less applied moisture and fertilizer.

Grass and leaves are composted at the yard waste site at the Riley County Solid Waste Facility. There is no charge for placing material in the compost site. Finished compost is made available to the public for a fee.

WOOD CHIPPING

DESCRIPTION

Larger trees, limbs, and brush cannot be composted due to their size and the length of time it would take to compost. These items, however, can be mechanically chopped into wood chips that are useful in a variety of ways. A small volume of clean chipped wood waste is delivered to the Solid Waste Facility and is made available to the public at no charge.

WOOD CHIP USES

Coarse wood chips are produced in the first stage of a chipping process. These materials can be used as mulch around bushes and trees or can be used as surfacing for trails, erosion control, etc. A second chipping process is necessary in order to produce a smaller, more uniform wood chip. This kind of chip is popular for finish landscape purposes, and would be readily used by the community. In some operations, vegetable dyes are added to the wood chips to achieve desired landscape effects.

FIREWOOD

Larger trees and limbs can be cut up for firewood. This material can be reclaimed by the homeowner at the home site or can be reclaimed by persons desiring firewood from the designated cutting area of the Solid Waste Facility.

TREE WASTES

All tree and brush wastes are discouraged from entering the Transfer Station. Tree branches and small stumps are accepted at the yard waste-processing site at

the Riley County Solid Waste Facility. Logs are accepted at the same site and are salvaged as firewood by the public. A small amount of wood material that is already chipped is made available to the public. Periodically, excess wood and brush may be incinerated by open burning.

CURRENT PROGRAMS

Riley County discourages yard waste from being processed through the transfer station for disposal in a sanitary landfill and encourages diversion of yard waste through various means.

The cities of Riley and Ogden, Fort Riley and Riley County all have approved yard waste sites for grass clippings and leaves, and/or trees and brush (as described in Chapter 2.) All programs are approved and permitted by KDHE. Leonardville, Ogden, Randolph and Riley municipalities operate brush burning operations at sites available to the public. The yard waste is collected and burned on a weekly basis. The Ogden facility also operates a limited grass and leaf composting program with compost available at no charge to the general public.

Riley County currently operates a yard waste-processing program at the Solid Waste Facility. Accepted at the site are trees, limbs, brush, commercial brush, grass clippings, leaves and other types of yard debris. For individual citizens, dumping at the site is free to encourage utilization. Trees, limbs and brush from commercial entities require a disposal fee. Activities are funded by the solid waste facility tipping fee as well as through the sale of compost, metal (including white goods) and hay. The existing yard waste program is a drop-off program only, meaning the waste disposer brings yard waste to the facility.

The working portion of the site where grass clippings and leaves are composted has been graded to drain and is asphalt paved to provide a solid working surface. Materials are unloaded in four separate areas depending on the type. Grass and leaves are unloaded at the compost site. Clean chipped wood material is accepted at an area adjacent to the compost site. Limbs and trees are stored at the tree and brush area with access for those desiring to reclaim firewood. The firewood is provided free to the general public on a first-come, first-serve basis. Trees, limbs, and brush not reclaimed for firewood are currently chipped and removed from the site.

Leaves and grass clippings are unloaded in the compost windrow. The composting material is regularly turned with a compost turner to promote decomposition. It takes about one year to produce finished compost. For further discussion of the composting process please refer to the Riley County Yard Waste Composting Facility Operations Plan.

Equipment for the program currently consists of a compost turner, water wagon, tractor and loader. Two advanced trained employees manage the program. In 2017, 270 tons of compost was distributed to the public. The annual rate fluctuates due to availability of composting materials. Riley County does not have equipment to screen the compost. As it is not screened, the finished compost contains small pieces of wood and a small amount of other visible, but harmless, contaminants such as plastic and aluminum beverage cans, rope, and small toys and balls. Education of the public and hand picking of those contaminants can help alleviate that situation. However, mechanical screening is the only sure way to remove most of the unwanted material.

Nationally, 15 to 20 percent of the waste going to landfills is yard waste. The [2005 Riley County Solid Waste Characterization Study](#) revealed that only about 5 percent of the material going through the Transfer Station component of the Solid Waste Facility is yard waste including grass clippings, leaves, trees, and brush. However, it also showed that about 64 percent of the other material is made up of organics that potentially could be composted if they could be separated from the mixed waste stream. [SWMC recognizes the need to measure progress made towards waste reduction goals and to identify the segments of the waste stream to target for waste reduction activities. To that end, SWMC will seek out grants and other funding sources to update the Solid Waste Characterization Study. Additionally, SWMC will work to collaborate with other agencies and organizations to complete this study.](#)

About 5000 tons of tree and brush wastes are delivered to the tree and brush site in a year. In addition to its possible use for landscaping and related uses, that material has potential as an energy source for public facilities or industry as discussed in the section on Waste to Energy (Chapter 9).

MASTER FOOD PLAN - FOOD WASTE

[The Food and Farm Council \(FFC\) has compiled a city and county strategic plan called the 2022 Master Food Plan \(MFP\). Both governmental commissions have formally adopted the plan and its recommendations. Pertinent to the Solid Waste Management Plan \(SWMP\), the Goal 3 section \(pages 23-25\) of the Master Food Plan describes reducing food waste and related solid wastes.](#)

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There are detailed (numbered) points in common from the FFC MFP that merit emphasis in the SWMP including:

Infrastructure:

3.1 Assess the feasibility of city or county-sponsored composting facility to provide the infrastructure needed to implement residential, commercial, and industrial composting programming.

3.2 Identify equipment or infrastructure solutions to facilitate glass recycling, with a focus on the Aggieville business district for a potential pilot project.

Policy

3.4 Consider expanding the Riley County solid waste resolution to include a recycling requirement for residential, commercial, and industrial customers; include common food packaging materials (i.e., glass, cardboard, chipboard, and plastic) in the list of recyclable items.

3.5 Analyze the feasibility of expanding the Riley County solid waste resolution to include food waste composting for residential, commercial, and industrial customers.

Education

3.9 Encourage and enable on-farm gleaning programs with area food producers.

3.10 Support organizations, institutions, and businesses to conduct food waste audits and implement best practices.

3.11 Partner with KSU Research and Extension to provide public outreach, funding, and trainings to support backyard composting programs.

3.12 Partner with KSU Research and Extension to expand educational programs that reduce food waste (i.e., proper food handling and storage, how to navigate “best by” date labels, etc.).

3.13 Promote recycling education for households and businesses, including information about types of materials that can be recycled and area locations where they can be recycled.

Leadership

3.14 Compile information on existing food recovery, gleaning, and composting programs in the county and encourage all agencies with points of contact in the food system (such as waste management departments, etc.) to cross-promote these efforts.

3.15 Commit to hosting “zero waste” events for all city and county-sponsored events.

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DISASTER WASTES

An important aspect of Yard Waste is the amount of tree and brush debris which can accumulate as a result of a natural disaster. This issue is discussed in detail under the Special Wastes Section (Chapter 12).

POTENTIAL MARKETS FOR MATERIAL

The compost and wood chips can be used locally for mulch, landscaping materials, soil conditioners, plant propagation/potting soil mixtures, or for use as a top dressing on worn out sod. Potential markets for these materials:

- Landfill cover
- Nurseries
- Sod farmers
- Soil blenders
- Landscape businesses
- Parks departments
- Golf courses
- Homeowners and gardeners
- Highway departments
- School districts
- Farmers that raise specialty crops

Each market has requirements for the quality of compost or wood chips it will accept. Wood chips need to be uniform and clean. Markets that use compost in bulk and incorporate it as a soil conditioner will accept compost that is less than uniform and quite coarse but need a minimum of non-decomposed woody material. Markets that use compost as mulch require a uniform, well-graded, product for the sake of appearance but can accept larger woody particles. Markets that use compost in a soil mix or as top dressing require a fine textured mature product that handles well and is uniform. The nursery industry when using compost in a soil mixture may require different grades of coarseness depending on the weight of the mix, the amount and size of air space and the desired drainage characteristics. The nursery industry has very exacting equipment for the materials used in container mixes. To be successful, the yard waste program will have to know the requirements of the markets and meet those requirements.

EXPLORING OPTIONS

The first priority in dealing with yard waste should be to reduce generation and to utilize it at the point of generation. Educational programs can inform the public about options for leaving grass clippings on the lawn. Grass and leaves can be composted on site for use as a soil conditioner or used as mulch in gardens and flowerbeds. Larger tree waste can be used as firewood. Other tree and brush waste can be chipped or shredded on site for use as mulch. Options for enhancing on site use should be explored.

It is not always feasible to utilize the material on site. The Riley County Solid Waste Facility provides an opportunity to convert that material into a beneficial product that can be distributed back into the community. The yard waste program should continue and be enhanced to assure the production of a quality product. Use of a compost screen would result in a higher quality, more uniform product and permit the use of more wood chips in the mix.

Larger wood waste should continue to be made available for salvage for firewood. Other brush material should be chipped rather than burned, if economically feasible.

Opportunities should be investigated for co-composting grass, leaf waste with other organic wastes in the community. In addition to the grass, leaves, tree and brush waste, Kansas State University has a leaf storage area. The University Animal Science farms produce large volumes of livestock waste and are currently in the process of composting animal manure. ~~The K-State College of Veterinary Medicine also produces large amounts of animal bedding, much of which is currently delivered to the solid waste facility for landfill disposal.~~ The Agronomy Farm produces crop and grain residues that could be composted. The City of Manhattan currently chips wood, most of which is used for mulch. Most of these materials would complement each other in composting operations and can be easily source separated. Options for removing barriers to encourage cooperative relationships with all of these waste generators should be explored.

While food waste composting is gaining popularity across the country, it still has known challenges such as odor control and collection logistics. At this time, Riley County elects to continue minor improvements to the compost facility that would prepare it for future potential expansion, such as compost pad and storm water management improvements. The County will continue to monitor local, regional, and national trends, technologies, and regulations related to food waste composting.

The success of the “free drop-off” approach is demonstrated by the relatively small amount of yard waste currently going through the solid waste facility. That free drop-off and public distribution of products should be continued, if possible. However, generation of revenue (tipping fee or sale of products) could provide for equipment and processes to further enhance beneficial use of yard waste material and such options should be explored.

Specific options that should be explored to improve the handling and utilization of yard waste and increase potential for income:

- Expand public educational programs to encourage further reduction in yard waste generation and on-site utilization of yard waste material.
- Explore options for assisting yard waste generators in preparing material for on-site use (such as development of “backyard” composting bins or on-site wood and brush chipping).
- Consider relationships with the private sector in composting yard waste and processing tree and brush materials.
- Consider relationships with other organic waste producers to develop cooperative composting operations.
- Explore the potential of co-composting other organic portions of the solid waste stream, such as livestock waste, crop and grain waste, animal bedding, and even paper and food waste.
- Explore potential markets for processed yard waste products that could result in income to support operations.
- Continue to explore opportunities for utilization of wood waste as an energy source.

YARD WASTE AND FOOD WASTE GOAL

To divert all yard waste and food waste from the Riley County Transfer Station municipal solid waste stream to an appropriate beneficial use or location.

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Solid Waste Management Action/Policy Plan

Yard Waste Processing

No.	Action/Policy Description	Responsible Organization/Agency	Completion Date	Budget	Funding Source
1.	Encourage the processing and use of yard waste and/or food waste material at the site it is generated	RC Public Works Solid Waste Mgt. Comm. Extension	Ongoing	\$0	
2	Discourage yard waste and food waste from being deposited at the solid waste facility	BOCC/RC Public Works	Ongoing	\$0	
3	Maintain separate free drop-off for composting site and program	RC Public Works	Ongoing	\$35,000/yr	Solid Waste Fund
4	Maintain charge for commercial brush and free drop-off for non-commercial brush unless it can be demonstrated that a charge for non-commercial will not divert this material to the landfill.	Solid Waste Management Committee in cooperation with Kansas State University	Ongoing	\$0	
5	Continue to distribute to the public all or part of compost and other acceptable products of the program.	RC Public Works	Ongoing	\$0	
6	Burn brush and tree waste when chipping not feasible	RC Public Works	Ongoing	\$5000/yr	Solid Waste Fund
7	Continue to explore alternative uses of wood waste including energy production	Solid Waste Mgt. Comm.	Ongoing	\$0	
8	Continue City of Manhattan Spring Clean Up Program with emphasis on material recovery and reuse.	City of Manhattan RC Public Works	Annual	\$0	
9	Provide technical assistance to RC cities wishing to establish a yard waste diversion program	RC Public Works	Ongoing	\$0	
10	Periodically test compost to determine acceptability for public distribution	RC Public Works	Every third year	\$500/event	Solid Waste Fund
11	Use excess yard waste products on County property	RC Public Works	Ongoing	\$0	
12	Explore options for revenue production through user fees or sale of products.	RC Public Works Solid Waste Mgt. Comm.	Ongoing	\$0	
TOTAL				\$40,500/yr	

LANDFILLING

Chapter 8

CHAPTER 8

LANDFILLING

INTRODUCTION

Regardless of the solid waste management methods used, there will always be residuals from the waste stream that will need to be landfilled.

The current state of the art sanitary landfill is much different than the sanitary landfills once operated in Riley County. Modern landfills are required by the Resource Conservation and Recovery Act of 1976 (RCRA) to install leachate collection systems and liners in all fill areas. The leachate collection systems remove the downward percolating leachate after its movement is stopped by the landfill liners. Collected leachate is then treated as a wastewater.

REGIONALIZATION

Because RCRA standard landfills are so expensive to build and operate, it is more economical for former landfill owners and/or operators to use a regional landfill. Although transportation costs are greater, these costs are more than offset by the savings involved in cost sharing the capital investment required to build a RCRA landfill and the associated liability. Riley County contracts for the transfer and disposal of solid waste in a Subtitle D landfill which is approved by the State.

CURRENT LANDFILLING

The current location for Riley County landfilling is NR Hamm Quarry located in Perry, Kansas. Local MSW is typically transported there 6 days a week. The Riley County Sanitary Landfill is closed. The choice of which regional landfill to use is determined by the Riley County Commission.

LANDFILL STANDARDS AND REGULATIONS

Riley County will continue to use only landfills that meet all applicable state and federal regulations.

LANDFILL CLOSURE/REMEDATION

- * Riley County has completed closure of the Riley County Sanitary Landfill.
- * [Riley County has fulfilled the post-closure requirements for the Riley County Landfill, and will continue monitoring contaminant levels that remain higher than the KDHE Tier 2 limit states. Riley County shall enforce applicable closure/post-closure guidelines for the Riley County Landfill.](#)
- * Riley County shall sample all monitoring wells at the closed Riley County Sanitary Landfill as directed by KDHE. The samples shall be analyzed for the identified contaminants of concern. Each sample shall be analyzed at the detection limits at or below the Kansas Action Levels (KALS) by a KDHE Certified laboratory. Riley County shall measure static water elevations in all monitoring wells at the time of each sampling event.
- * Riley County shall document the quality assurance/quality control (QA/QC) for all sample collection, sample control and sample analysis procedures.
- * Riley County has obtained the horizontal and vertical location for all monitoring wells. These locations were established by a survey conducted by a licensed surveyor. The horizontal survey has a distance accuracy of at least the Third-order, class II standard (Federal Geodetic Control Committee). Top of casing elevations have been measured to a mean sea level elevation accuracy of at least the Second-order, class I (Federal Geodetic Control Committee).
- * Riley County shall monitor the methane gas concentrations at the landfill boundary. When methane is encountered, it should be tracked to the 0% methane contour.
- * Riley County shall obtain periodic Kansas River stage measurements on the Kansas River near the landfill site using the United States Geological Survey data. Up gradient and down gradient river water samples shall be collected at the time of groundwater sampling and analyzed for the same contaminants of concern.
- * Riley County shall submit monitoring reports to KDHE on a schedule determined by the agency. The reports shall contain all [required](#) groundwater monitoring data gathered since the last sampling events. The monitoring reports shall include:
 - o Groundwater data for all monitoring including analytical results and QA/QC data, well construction and lithological information (for newly constructed or proposed wells), static water level elevations, and top casing elevations. All sampling procedures, monitoring/extraction equipment used, and QA/QC measures shall be documented.
 - o An inventory of chemicals tested, the laboratory detection limits, the Kansas Notification Levels, and the Kansas Action Levels.

- A groundwater contour map showing monitoring and recovery well (if any) locations.
- An evaluation of the effectiveness of the remediation program, by use of comparison of recent and past monitoring/remediation information.
- River stage data.
- Any relevant data relating to the monitoring investigation and cleanup of the landfill site (e.g. aquifer/pump test data, treatability studies, implementation of the site closure plans, or related remediation activities).
- Special groundwater monitoring events may be required when the groundwater elevation comes in contact with the base of the landfill waste mass due to high river stage events.
- On the 134 acre tract located east of the closed Riley County Sanitary Landfill, Riley County leases a portion of the tract for alfalfa and other agricultural crop production. Another portion of the tract has been planted with native cottonwoods and elms. The purpose of the tree plantings is to bioremediate the contaminated groundwater under the 134 acres.

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LANDFILLING GOAL

To provide for environmentally safe, economical, and politically acceptable landfilling of the least amount of Riley County solid waste as possible.

Solid Waste Management Action/Policy Plan

Landfill

No.	Action/Policy Description	Responsible Organization/Agency	Completion Date	Budget	Funding Source
1	Continue to transfer RC MSW to a regional solid waste landfill	RC Commission RC Public Works Solid Waste Mgt. Comm.	Ongoing	Determined Annually	Solid Waste Fund
2	Bid for regional solid waste landfill disposal services <u>as needed at least every ten years</u>	RC Commission RC Public Works Solid Waste Mgt. Comm.	As Needed	\$0	

3	Dispose of all MSW in a RCRA approved, KDHE licensed landfill.	RC Public Works Solid Waste Mgt. Comm.	Ongoing	\$0	
4	Continue necessary monitoring and remediation at RC Sanitary Landfill	RC Public Works	Ongoing	Determine d Annually	Judgment Bonds
TOTAL				\$0	

WASTE TO ENERGY

Chapter 9

CHAPTER 9

WASTE-TO-ENERGY

INTRODUCTION

Waste-to-energy is defined as the process of converting solid waste into useable energy. Examples of wastes that could be used for energy production are newsprint, cardboard, wood wastes such as tree trimmings and construction debris, processing wastes, and some landfill wastes.

The most common use of wastes for energy is to combust them directly to heat water or produce steam. The most common application of using wastes for energy are for small-scale heating in such institutions as schools, hospitals to large-scale electric power.

COSTS

The cost of using a waste resource as an alternate energy source depends upon the current value of the waste resource, the distance the waste resource would have to be transported for use as an energy source, processing and/or storage requirements, and the manner in which the energy would be used. Each situation (waste and end-use) is unique and would need to be evaluated separately. In addition, the cost of the energy resource already being used or a conventional choice such as natural gas, LP gas, electricity, diesel, etc. would need to be taken into consideration.

However, in general, wastes such as those found in the municipal solid waste stream have not been feasible either technically and/or economically for use as alternative energy sources, with possible the exception of wood wastes.

ACTIVITIES IN RILEY COUNTY

In 1999, Riley County undertook a project to assess the technical and economic feasibility associated with using tree trimmings and brush generated in the county as an alternative energy source. The finding of this project are presented in "*Riley County Wood Waste Resource Assessment and End-Use Cost-Benefit Analysis as an Alternative Energy Source*". This report was presented to the Kansas Department of Health and Environment in January 2000.

Executive Summary of Report

A wood waste resource assessment and simple cost-benefit analysis was conducted for the city of Manhattan, Kansas, and Riley County between September 1997 and August 1999. The assessment was concerned with estimating the amount (tonnage) of tree trimmings, brush, wood chips, construction and demolition waste, cardboard, and newsprint generated and disposed of within the city of Manhattan and Riley County during this period. Results indicated that over 10,300 wet tons of wood waste (brush and wood chips) were disposed of at the county landfill site within this time period (average 5,150 tons per year), with the majority comprised of brush in the form of tree trimmings. In addition, about 2,250 wet tons of wastes from sawmill and tree trimmings were generated within the county at various locations. The majority of these wastes, including those at the landfill, were burnt primarily to make space for future disposals.

A simple economic analysis (cost-benefit) was performed to ascertain the economic feasibility associated with using brush (primarily tree trimmings) and wood chips generated within the county as an alternative energy source at two different applications within Riley County. In each case the cost-benefit ratio was greater than 1.0, indicating it would not be economically feasible to use these wastes as an alternative energy source. It was also determined that a significant volume of cardboard and newsprint is generated within the county, but due to market price fluctuations and other technological considerations it would not be practical to use them as an alternative feedstock.

The methodology presented in this report should be applicable to other counties and cities within Kansas that wish to evaluate their wood waste, cardboard, and newsprint resources and determine the feasibility of employing them as an alternative energy source. In addition, the resource assessment and cost-benefit analysis methodology should be directly applicable to other counties with an interest in waste-to-energy issues, thereby saving duplication of effort.

FUTURE ACTIVITIES

At this time, no future activities are planned either for assessment and/or technical or economic evaluation of Waste to Energy programs.

Solid Waste Management Action/Policy Plan

Waste-to-Energy

No.	Action/Policy Description	Responsible Organization/Agency	Completion Date	Budget	Funding Source
1	Continue to monitor and explore the feasibility of a waste-to-energy facility in the region	Solid Waste Mgt. Comm.	Ongoing	\$0	
2	Continue to explore innovative ways to use waste as energy	Solid Waste Mgt. Comm.	Ongoing	\$0	
TOTAL				\$0	

SOLID WASTE FACILITY

Chapter 10

CHAPTER 10

Solid Waste Facility

INTRODUCTION

The Riley County Solid Waste Facility has evolved over the years to a location adjacent to the closed Riley County Sanitary Landfill (see site location map in Appendix B). With the closure of the landfill a transfer station was developed in order to manage the municipal solid waste stream in Riley County. Out of the original transfer station grew the need for other facilities, such as a tree and brush disposal area, a compost area, a woodchip collection area, a used tire collection area, a white goods collection area and a scrap metal collection area. The entire site has come to be known as the Riley County Solid Waste Facility.

Waste transfer is defined as "the processing of mixed municipal solid waste collected from within a designated area at a single facility for shipping to a remote landfill". Transfer stations have the capacity to process large volumes of waste for the purposes of volume reduction and transportation. Since the transfer station will have more impact upon the cost of waste management than the other parts of the system, it is very important to have a strategic framework within which the transfer station will function.

This strategic framework is approached by locating other waste control programs in the vicinity of the transfer station, such as the County composting program and other disposal sites; a more comprehensive Solid Waste Facility has been developed to address a larger number of waste management concerns. Practices such as composting help recycle certain aspects of yard waste by refining things such as grass and leaves into a mulch product. Tree and brush disposal sites help remove large percentages of the waste stream which would unnecessarily end up in a landfill for disposal. The white goods and scrap metals sites allow for removal of material from the waste stream which could be potentially hazardous in a landfill or could have potential value as a recycled material. The tire collection site allows for the collection of a material which could otherwise be, unfortunately, dumped illegally in public or private areas.

CURRENT PROGRAM

Riley County has used a transfer station as a solid waste management tool since January 2, 1992. However, the official title of the facility has been changed to the Riley County Solid Waste Facility in order to more adequately reflect the changing dynamic of materials accepted at the facility. The contract for transport and disposal of municipal solid waste from the solid waste facility is currently with the N. R. Hamm Quarry of Perry, Kansas. The solid waste is being disposed of in a permitted landfill, owned by the contractor, which is located in Jefferson County, near the City of Lawrence, Kansas. This contract will continue in effect until August 18th, 2026.

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With regard to the various yard waste sites, such as the composting site, the woodchip collection site and the tree and brush disposal site, please refer to the section of the Solid Waste Management Plan which is concerned with Yard Waste (Chapter 7).

For further information regarding the white goods and scrap metal collection programs please refer to the information regarding the site under the section on Special Wastes (Chapter 12).

For further information regarding the tire collection program please refer to the information regarding the site under the section on Special Wastes (Chapter 12).

SOLID WASTE FACILITY GOAL

Continue to maintain a Solid Waste Facility to process Riley County's present and future solid waste in an economical manner.

HOUSEHOLD HAZARDOUS WASTES

Chapter 11

CHAPTER 11

HOUSEHOLD HAZARDOUS WASTES

INTRODUCTION

Hazardous wastes are solid wastes with certain characteristics that make them hazardous, such as being ignitable, corrosive, reactive, or toxic. In the most basic of definitions, ignitable hazardous wastes are those wastes that have a flash point of less than 140 degrees F. Corrosive hazardous wastes are those wastes that have a pH of less than 2 or greater than 12.5. Reactive hazardous wastes are those wastes that react with air or water to produce flammable, explosive, or toxic vapors. Toxic hazardous wastes are those wastes that comprise the Toxic Characteristic Leaching Procedure (TCLP) list, which is a list of heavy metals, pesticides, and organic solvents, that have been found to be the major contaminants in ground water.

WASTE STREAM

In addition to these characteristics, some specific waste streams from businesses have been identified as hazardous wastes. These waste streams have been identified in the F-list, K-list, U-list, and P-list. The F-list of hazardous wastes is those waste streams that are generic in nature and generated by many different types of operations. The K-list of hazardous wastes consists of waste streams that are source specific, i.e. from a specific industrial process. The U-list and P-list are specific outdated, off-spec, or spilled chemicals. P-list also includes certain pharmaceuticals.

GENERATORS OF HAZARDOUS WASTE

Generators of hazardous waste fall into four categories under the Kansas Department of Health & Environment: Large Quantity Generator, Small Quantity Generator, Kansas Small Quantity Generator and the Conditionally Exempt Small Quantity Generator. Households and farm operations do not fall under the hazardous waste regulations; however, they also generate hazardous waste in the form of pesticides, fertilizers, auto care products, cleaning products, paint products, personal care products, chemicals, household repair products, and batteries. In general, these waste materials are called Household Hazardous

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Waste (HHW). These wastes may legally go to a sanitary landfill for disposal. Household hazardous wastes have been recognized for their collective contribution to ground water contamination at area landfills.

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A common category of HHW is batteries. Some batteries are easily recycled and others must be disposed of properly. Lead Acid batteries contain lead and sulfuric acid. Lead Acid Sealed (or Gel-Filled) batteries contain lead and sulfuric acid. Lithium-ion batteries contain lithium, a reactive metal, and carbon monofluoride and are found in electronics, toys, wireless headphones, handheld power tools, small and large appliances, electric vehicles and electrical energy storage systems. According to the EPA, Lithium-ion batteries and devices containing these batteries should not go in household garbage or recycling bins. To prevent fires, tape battery terminals and/or place lithium-ion batteries in separate plastic bags. Mercuric Oxide batteries contain mercury. Nickel-Cadmium batteries contain nickel and 17% cadmium. Silver Oxide batteries contain silver and 1% mercury. Zinc Air-Consumer batteries, i.e. "long life" batteries, contain 1% mercury. Zinc Air-Industrial batteries (used for railroad signals & maritime buoys) contain no mercury. Zinc-Carbon or Zinc-Chloride (Heavy-Duty Batteries), contain 1-100 ppm mercury and 5-100 ppm cadmium. Lead acid batteries and nickel-cadmium batteries are considered hazardous waste if offered for disposal and are therefore not permitted at the solid waste facility. Lead acid (vehicle) batteries are recycled by local retailers, at the local recycling center, and at the Household Hazardous Waste Facility. Alkaline batteries are non-hazardous and may be disposed of in the municipal solid waste stream. Drop off boxes are placed at several locations throughout the county, including the County Office Building. The public may drop-off batteries for proper disposal by the Household Hazardous Waste program.

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HOUSEHOLD HAZARDOUS WASTE MANAGEMENT

Riley County is a leader in household hazardous waste management in Kansas. In 1995, Riley County gained national honors from the Small Quantity Generators Program for its Household Hazardous Waste program. Riley County held its first Household Hazardous Waste Collection Day in 1990, when residents were encouraged to bring their hazardous waste to a drop-off site. A total of 15,376 pounds of waste was collected from 462 households. This type of collection system is not adequate since it is labor intensive, it decreases the ability to recycle materials, and encourages improper disposal from households that miss the clean-up day.

STORAGE SITE

In October 1990, Riley County opened its permanent Household Hazardous Waste Facility, storage site. A moveable trailer was added to the site for transport of household materials from neighboring counties and area farms. The Household Hazardous Waste Facility is open weekdays 7:30 AM to 4:00 PM for residents to drop-off household hazardous waste at 6245 Tuttle Creek Boulevard. The County General Fund defrays the operating and disposal costs of the Household Hazardous Waste Collection Center.

In 1992 Riley County participated in a multi-county household hazardous waste collection program funded in part through a grant from the Kansas Department of Health & Environment. Administered by the Big Lakes Regional Council, two 1-day collection events were conducted in Morris, Marshall, and Pottawatomie Counties in April and October. Riley County developed a portable trailer that acts as a collection center and is used to transport materials to Riley County for storage. The 1993 program was one of increased flexibility of approach and proposed locations in the expectation that such changes would better meet the individual county needs and result in the increased collection and proper disposal of household hazardous wastes.

A grant in 1995 from Wal-Mart provided funds for automobile oil filter presses for each of the counties managed by the Big Lakes Regional Council. The oil that is pressed from the filters is recycled with the used oil and the metal housings are recycled as scrap steel. A large press was purchased for Riley County to press large truck and tractor oil filters. The press is also used to empty and squash paint cans.

Other HHW drop-off sites were developed in Riley County. The second Saturday of each month the Riley County HHW portable trailer is located at Howie's Recycling, 625 S. 10th Street, Manhattan. The trailer is staffed by trained county workers and accepts waste during the hours of 8:00 am to 12:00 pm. A future site for HHW drop off on the Kansas State University campus is under discussion between University and County staff. A second site is open for HHW drop off on the Kansas State University campus. This site is operated by trained K State employees working in the Department of Environmental Health and Safety. Two chemical lockers are located at Edwards Hall and HHW is accepted Monday through Friday, 8:00am to 5:00pm. The lockers are emptied as necessary, at least once each month by Riley County employees. The contents are transferred to the permanent HHW storage facility in Riley County.

In fiscal year 2018 (2021), Big Lakes Regional Household Hazardous Waste consisting of 11 counties Clay, Dickinson, Geary, Marion, Marshall, Morris, Nemaha, Riley, Pottawatomie, Wabaunsee and Washington received 860,515

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pounds of household waste from 8,813 participants. Waste received varied and included 23,528 lbs of batteries and 256,756 lbs of used oil and oil based paints.

Of the above materials, the following weights apply to material which originated solely in Riley County over the same time period:

- Total lbs of HHW: 191,720
- Total lbs of Batteries: 6,867
- Total lbs of Oil and Oil-Based Products: 70,788

As the above figures show, a significant percentage of waste products traveling through the HHW facility originate within the county of Riley

The Riley County HHW facility can accept hazardous waste from all households and farmers living in Riley County. Hazardous wastes fall into one of four categories: flammable, corrosive, toxic or reactive.

The following are examples of the types of waste accepted at the HHW facility for disposal or recycling:

- Paints of all kinds including both latex and oil base
- All pesticides including herbicides and insecticides
- Lacquers, thinners, stains, paint removers and adhesives
- Used motor oil and oil filters
- Household cleaners
- Spot and stain removers
- Fertilizers
- Waxes and polishes
- Batteries, excluding alkaline batteries
- Gas, solvents and antifreeze
- Non-listed pharmaceuticals
- Miscellaneous: roofing tar, sealers, photo chemicals, pool chemicals, mercury and smoke detectors, and fluorescent bulbs.

Commented [43]: CESQGs?

Commented [44]: Any data on qty disposed of vs. d?

PCB BALLASTS

Prior to 1979, fluorescent [light ballasts \(FLB\)](#) and [High Intensity](#) Discharge (HID) light ballasts contained polychlorinated biphenols (PCBs). After 1979, ballasts produced without PCBs were to be labeled as “**No PCBs.**” A ballast is assumed to contain PCBs if there is no such label.

[According to the EPA’s PCB Information and Reference Fact Sheet](#), ^vVirtually all small electrical capacitors contained approximately 50 percent PCBs. FLBs commonly contain pure PCB liquid in small (less than two ounces) sealed capacitor(s) inside the ballasts. PCBs have also been found in FLB “potting material” which is a tar-like filling/packing material inside the metal ballast casing [\[](#).

PCB FLBs containing intact non-leaking small capacitors and/or potting material with PCBs at concentrations of greater than or equal to 50 ppm may be disposed as PCB household waste if the FLBs meet the definition of a PCB household waste (40 CFR, 761.3). Residents may dispose of such PCB FLBs at a municipal solid waste landfill by disposing of the FLB in the trash if the ballasts are disposed during routine maintenance at a house or a residential building.

However, the household waste exemption does not apply to PCB FLBs with non-intact ***leaking*** small capacitors with PCBs at concentrations of greater than or equal to 50 ppm. Commingled liquid PCB wastes at concentrations greater than or equal to 50 ppm are not household wastes and are prohibited from disposal in municipal solid waste landfills; therefore, these materials are not permitted at the solid waste facility.

The Household Hazardous Waste program will accept PCB ballasts from households and farms for proper disposal. Commercial, Industrial, and non-residential are excluded from disposal at the solid waste facility

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CONDITIONALLY EXEMPT SMALL QUANTITY GENERATOR PROGRAM

Riley County has seen the need to assist businesses with small quantities of hazardous waste for proper disposal. Riley County has amended the Household Hazardous Waste permit in order that Conditionally Exempt Small Quantity Generators in the County may be assisted with their hazardous waste management.

HOUSEHOLD HAZARDOUS WASTE GOAL

To reduce the volume and ensure correct management of household hazardous waste.

Solid Waste Management Action/Policy Plan

Household Hazardous Waste

No.	Action/Policy Description	Responsible Organization/Agency	Completion Date	Budget	Funding Source
1	Continue Riley County and 11 county Household Hazardous Waste Program	Riley County and Big Lakes Regional HHW	Annual	\$70,000/yr	Grant General Fund

2	Maintain a collection and recycling network for used motor oil and oil filters	RC HHW Facility	Ongoing	\$0	
3	Provide technical assistance to conditionally exempt small quantity generators on how to modify their processing and disposal practices to reduce or eliminate hazardous waste	RC HHW Facility	Ongoing	\$0	
4	Continue household battery recycling program in Riley County	RC HHW Facility	Ongoing	\$0	
5	Continue cooperative HHW drop-off program with KSU	Solid Waste Mgt. Committee KSU	Ongoing	\$0	
6	Continue HHW drop off site located at Howie's Recycling	Solid Waste Mgt. Committee	Ongoing	\$0	
7	Continue conditionally exempt small quantity generator Hazardous Waste Program	Solid Waste Mgt. Committee	Ongoing	\$0	
8	Continue antifreeze recycling program	RC HHW Facility	Ongoing	\$0	
TOTAL				\$70,000 /yr	

SPECIAL WASTE

Chapter 12

CHAPTER 12

SPECIAL WASTE

INTRODUCTION

The majority of special wastes generated in Riley County are in the form of industrial waste generated from industrial or manufacturing processes. These wastes are often incompatible with wastes disposed of at sanitary landfills, thereby requiring special handling apart from the mixed municipal waste stream. Uncontrolled disposal of industrial wastes in sanitary landfills (co-disposal) increases the potential for groundwater contamination due to the chemicals and heavy metals commonly found in industrial wastes.

The KDHE co-disposal program requires prior approval of the disposal of special wastes by the Kansas Department of Health and Environment and the owner of the landfill in which the waste is to be disposed. A discussion of the types of special wastes generated in Riley County, the current management practice for each, and future management practices follows.

INDUSTRIAL WASTES

This program requires the waste to be reviewed for disposal at a sanitary landfill by the Kansas Department of Health and Environment and the owner of the landfill. Based on the waste's characteristics, those wastes denied must be managed with another method appropriate for that particular waste. Other management alternatives include:

- disposing of the waste as a hazardous waste
- changing the industrial process that produced the waste to eliminate contaminants
- finding alternative uses for the waste

BATTERIES

Traditionally, vehicle batteries contain lead and acid that can leak into the environment and cause poisoning. Lithium-ion vehicle batteries have become more common on the marketplace, which are commonly found to be reactive and ignitable hazardous wastes. Because of these reasons, it is necessary to keep

batteries out of landfills. Lead acid vVehicle batteries in Riley County are handled through local recycling outlets that accept batteries from anyone. They have also become acceptable at the Riley County Household Hazardous Waste Facility.—On the other hand, waste lithium-ion batteries from vehicles are typically managed by maintenance and repair shops as opposed to households, and are not accepted at the Riley County Household Hazardous Waste Facility. All other batteries, except alkaline batteries, also endanger the environment when disposed of through the means of a landfill. Further discussion of the disposal of all types of batteries is included under the section on Household Hazardous Wastes (Chapter 11).

CONSUMER ELECTRONICS WASTE

Consumer Electronics Waste (eWaste) has quickly become one of the fastest growing waste types within the average municipal waste stream. This growth is largely a result of the speed with which new technologies are created as well as the speed with which a given technology can become obsolete. At the same time, limited study and public information exists concerning proper disposal of eWaste. Recycling efforts are limited due to few financial incentives as well as minimal federal regulations with regard to eWaste. EPA studies have shown that while eWaste has grown quite rapidly as a percentage of the waste stream, recycling efforts have generally been declining as a percentage of disposal options for eWaste. Often eWaste items will be stored or 'housed' for an intermediate period of time before destruction, reuse or recycling.

Within Riley County there is a concern with eWaste. Entities within the county such as K-StateU and Fort Riley present potential for large quantities of eWaste and as a result programs have been established, and have been active since September of 2005. The program allows for collection through Howie's Recycling as well as through K-StateU, both of which have facilities at which eWaste items may be dropped off.

Commented [45]: Current university policy is to use instead of KSU.

WHITE GOODS

White goods (appliances) are accepted by weight at the Riley County Solid Waste Facility and are picked up by a local contractor approximately once a year. Functional white goods can be diverted through the local Habitat for Humanity ReStore. This contractor takes the baled material to a hammer mill to be shredded and recycled. The Riley County Solid Waste Facility charges a fee for the

Commented [46]: Functional white goods can be used through the ReStore

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acceptance of white goods, including those which contain Freon. Other outlets are available for disposal of appliances and/or removal of Freon. Located in the vicinity of the white goods collection site is the scrap metal collection site which exists to encourage the separation of recyclable metals from the waste stream. Scrap metal is collected by a private contractor for recycling purposes at least annually.

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WASTE TIRES

Since 1991, legislation has banned the disposal of waste tires in landfills. The Riley County Solid Waste Facility accepts tires for a fee and contracts to have them removed. Also in the community, local businesses collect tires from the public for a fee and ship them for re-manufacturing.

BIO-SOLIDS (SLUDGES)

LIME SLUDGES

Lime sludge generated by the local POTW (Publicly Owned Treatment Works) is managed by the City of Manhattan. -The City disposes of the lime sludge on a site located southeast of Manhattan. —The site is permitted in conformance with KSA 65-163 for the control of water pollution from water treatment residues.

SEWAGE BIO-SOLIDS

The Manhattan Wastewater Treatment Facility (WWTF) is located on U.S. Highway 24, east of Manhattan. The WWTF is a 10 MGD, complete mix, activated sludge facility designed to utilize aerobic bacteria to convert sanitary waste to a more stable bio-solid sludge material. This is accomplished through operational control of oxygen, sludge age, and wasting stabilized bio-solids. These concentrated bio-solids are sent to the Manhattan sludge farm, located northeast of the Fairmont Heights Addition, where a crawler tractor injects the material into the soil below the surface. The bio-solids produced at this facility, which are approximately two tons per day, are utilized as a soil amenity for various seasonal crops.

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MEDICAL SERVICES WASTE

Commented [50]: This section implies all medical waste is managed via contractor. Is that accurate? KSA guidance allows for other options.

These wastes were formerly separately handled by hospitals and disposed of in special incinerators operated by the hospitals, under the guidelines for disposal of such waste from medical facilities established by the Kansas Department of Health and Environment, until the incinerators were decommissioned on September 21, 2003. The current method of medical waste disposal involves contracting a private firm to properly dispose of medical waste in the state-prescribed fashion.

FACILITIES

Riley County medical facilities as well as other companies in the surrounding area were considered in the writing of this section. According to state regulations, medical services waste should be segregated from other solid wastes at the point of origin. Facilities in the community that produce medical services waste are: hospitals, veterinary clinics, medical labs, doctor's offices, funeral homes, the Biosecurity Research Institute, Kansas State University, and the Health Department.

TYPE OF MEDICAL SERVICES WASTE

There are generally four categories of medical waste for segregation including Biohazardous, Pathological, Trace Chemotherapy and Pharmaceutical. What comprises each is outlined below:

Biohazardous:

- Any infectious waste
- Any visible Blood including items such as gloves, tubing and bandages.
- All IV tubing
- Cultures
- Contaminated Personal Protective Equipment
- Closed sharps disposable containers which contain needles, staples, ampules or broken glass

Pathological Waste

- Tissues
- Organs
- Body Parts (except for teeth)
- Items removed during surgery or autopsy

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Commented [52]: current KDHE BWM guidance on services waste management states that pharmaceutical waste is not considered a medical services waste. <https://www.kdhe.ks.gov/DocumentCenter/View/14688/Medical-Waste-Management-Guidance-PDF>

Trace Chemotherapy

- Gloves, Tubing, and Wipes
- Personal Protective Equipment such as gloves and gowns
- Empty syringes and needles

Pharmaceutical Waste

- Pharmaceutical Waste including pills, injectables, and antibiotics
- RCRA (Considered a Hazardous Waste) including Bulk Chemo, Hazardous Medicine, and P, D or U Listed Drugs

DISPOSAL

K.A.R. 28-29-27 defines medical services wastes as “waste materials which are potentially capable of causing disease or injury and which are generated in connection with human or animal care through inpatient and outpatient services. This determination is made by the facility generating the waste.”; not BWM. Medical waste must be disposed of in a different manner than MSW. Medical waste does not include:

- Pharmaceutical waste
- RCRA hazardous waste (this is not the same as biohazardous waste)
- Radiological waste

Any medical services waste must be marked as biohazard waste. Sharps must be boxed or put in rigid, puncture proof containers. Other medical services waste may be stored using the red bag system (stored in specially made red bags with the biohazard symbol) or other biohazard containers. Material that is sterilized may be taken to the MSW disposal facility. Medical services waste must be disposed of in accordance with state regulations. Medical waste is now contracted out to private firms for disposal according to state guidelines.

Kansas State University also currently contracts with a private contractor to dispose of medical services waste. The University has an accumulation point where the waste is packaged and then picked up by a private contractor once a month. No medical waste is incinerated on campus.

The Riley County Health Department provides a sharps disposal service within the county to assist with the proper disposal of private medical waste. These private medical wastes include wastes associated with self-care, such as “sharps” associated with blood testing and injectable medications. The program involves residents obtaining a “Sharps” box through the Riley County Health Department and using it to dispose of those types of medical wastes. The “Sharps” box is returned to the Health Department and disposed of. Participants are encouraged to provide a donation to offset the disposal cost. For more information go to: <http://www.rileycountyks.gov/1432/Sharps-Disposal>. The Health Department website also provides a link to a KDHE website that provides instructions on how individuals can create their own sharps container and how to properly dispose of it.

Riley County is home to Midwest Medical Waste or now known as Sharps Compliance Medical Waste Disposal

~~, Inc, d/b/a~~ Medi-Waste Disposal, a private firm specializing in transportation and disposal of Regulated Medical Waste. Midwest Medical Waste activities are authorized by Kansas Department of Health and Environment Solid Waste Transfer Station Permit #929 which was granted after review of their Application and accompanying Operating, Closure, Contingency and Site plans. The Riley County Household Hazardous Waste Facility accepts most unused pharmaceuticals such as private prescriptions, excluding controlled substances. Recent studies have shown a potential danger with the “flushing” of unused prescription drugs through public sewer systems, which has made the use of this program all the more important. The Riley County Police Department and Kansas State University Campus Police periodically will accept controlled substances for disposal through the National Take Back Initiative funded by the U.S. Drug Enforcement Administration.

ANIMAL WASTE AND ANIMAL CARCASSES

ANIMAL WASTE

Animal waste and bedding from Kansas State University, local veterinarians, and kennels is taken to the solid waste facility. Some of this waste may be composted on Kansas State University. If any of the KSU Veterinary Medical Center animal waste is diseased it is picked up by a contracting company to be disposed of properly. The local animal shelter adds animal waste to the sewer system if possible, and bags the rest to go to the solid waste facility.

ANIMAL CARCASSES

Animal carcasses from the Kansas State University Veterinary Medical Center are divided into two categories: food animals (such as cows, pigs and horses) and pet animals (typically smaller animals such as cats, dogs and birds). Most food animals are picked up by a rendering company that reuses the animal carcasses. This rendering company also picks up road kill and other farm animals from around the county. Domestic and exotic pets as well as farm animals with certain diseases are digested in the College's alkaline digester. The alkaline digester is discharged to the sanitary sewer under an approved permit. There is no record of the tonnage of animal waste created and disposed of by Kansas State University.

CONSTRUCTION/DEMOLITION WASTES

The disposal of construction/demolition wastes is regulated by the Kansas Department of Health and Environment. Although these types of materials are not required to be disposed of in sanitary landfills, a special permitted landfill is required which is less stringently regulated than sanitary landfills. There is a are private disposal sites in the Riley County area which accepts construction/demolition wastes, however there are no public sites.

Commented [53]: Mention something about Howie recycle some C&D (metals); what they cannot recycle C&D LF

Commented [54]: Move to landfill section?

Commented [55R54]: I tentatively agree <https://www.kdhe.ks.gov/DocumentCenter/View/Construction-and-Demolition-Wastes-and-Clean-Rubble-PDF#:~:text=Disposal%20options%20for%20C%26D es,KDHE%20through%20a%20permit%20process.>

Commented [56R54]: I would also suggest including language about reducing construction waste through deconstruction and reuse programs like the ReStore.

Commented [57R54]: Additionally, there is a significant amount of metal that gets added to the construction waste stream that could be diverted

FLUORESCENT/HIGH INTENSITY DISCHARGE LAMPS/COMPACT FLOURESCENT BULBS

EPA recommends that consumers take advantage of available local options for recycling CFLs, fluorescent bulbs and other bulbs that contain mercury, and all other household hazardous wastes, rather than disposing of them in regular household trash.

Fluorescent lamp bulbs (s and high intensity discharge (HID) lamps contain 80% soda-lime glass, 15% aluminum and other metals and 5% phosphor powder and inert gases and a small percentage of mercury and cadmium (prior to 1988). CFLs and other fluorescent bulbs often break when thrown into a dumpster, trash can or compactor, or when they end up in a landfill or incinerator causing a release of mercury. There may be enough mercury in the lamps to cause them to fail the Toxic Characteristic Leaching Procedure (TCLP) and then be classified as

hazardous waste. ~~As of January 2000, all large quantities of lamps (100 or more) must be recycled or tested for waste characterization prior to disposal.~~

The Riley County Household Hazardous Waste Facility accepts fluorescent lamps as well as high intensity discharge lamps. There are several companies nationally that currently recycle fluorescent lamps. The public is discouraged from disposing of fluorescent lamps via the solid waste facility. Riley County recognizes the EPA Green Lights Program as a viable alternative to mercury lamps and therefore encourages local businesses to participate.

USED OIL

Used oil has the potential for devastating effects on the environment if not properly handled. At the same time, however, commercial entities make proper collection and consolidation very viable when resold or reused. The County has established an oil collection program in which homeowners and businesses can recycle used oil and oil filters. The oils are tested and separated according to how reusable they may be and are then collected by a private entity for reuse. Potential for reuse within the County is further discussed in the chapter on Waste to Energy (9) and information regarding quantities is available in the chapter on Household Hazardous Wastes (11).

Commented [58]: Add few more details here - Just Brenner

ASBESTOS

Asbestos is an inert mineral fiber. Asbestos use, import, and disposal is regulated by the EPA under the Toxic Substances Control Act. This ubiquitous fiber was used as an insulating, fire-proofing, and cosmetic material in construction. The EPA outlawed all uses of asbestos in construction. There are two states of asbestos according to the EPA, friable and non-friable. Friable can easily be crushed by hand and releases asbestos fibers into the air. Non-friable cannot be crushed by hand but can release fibers into the air if cut, drilled, sanded, or otherwise abraded such as vinyl floor tile, counter-tops, the mastic used to glue the tile to the floor or ceiling, window glazing, and transite paneling.

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The Riley County Solid Waste Facility accepts the non-friable form of asbestos for proper disposal if brought in separate from the regular solid waste stream and if approved by the Kansas Department of Health and Environment. The Riley County Solid Waste Facility does not accept friable asbestos. With a special waste disposal authorization from KDHE, friable asbestos may be taken directly to the Waste Management, Inc. landfill north of Topeka, or the Hamm Quarry at Perry. Proper disposal requires the asbestos to be wetted and double bagged in heavy trash bags prior to acceptance in either situation.

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DISASTER WASTES

Disaster wastes within the planning area are part of special wastes in that they are the result of an event which can be anticipated to an extent but not completely prepared for on an annual basis. While natural disaster waste may consist primarily of foliage debris such as trees and bushes and are thus easily disposed of through composting or some other non-hazardous means, particular attention is given to the aspects of natural disaster wastes which represent smaller percentages but could have potentially larger negative impacts, such as household hazardous wastes, construction and demolition wastes, special wastes, etc.

Weather-related events can only be anticipated to an extent, though proper preparation is important in creating a disaster-response effort. Disaster Wastes within the Riley County area will be managed according to the FEMA-approved, Riley County Debris Management Plan, which is maintained by the Riley County Emergency Management Department.

SPECIAL WASTE GOAL

To reduce the volume of and ensure correct management of special waste.

Solid Waste Management Action/Policy Plan					
Special Waste					
No.	Action/Policy Description	Responsible Organization/Agency	Completion Date	Budget	Funding Source
1	Reduce the volume of special wastes being disposed of and ensure correct management of those special wastes that are landfilled	RC Public Works Solid Waste Mgt. Comm.	Ongoing	\$0	
2	Industrial Wastes – Encourage the continuation of the current private disposal methods	RC Public Works Solid Waste Mgt. Comm.	Ongoing	\$0	
3	Automobile Batteries – Encourage the continuation of the current private disposal methods	RC Public Works Solid Waste Mgt. Comm.	Ongoing	\$0	
4	White Goods – Encourage the continuation of the current public and private disposal methods	RC Public Works Solid Waste Mgt. Comm.	Ongoing	\$0	
5	Waste Tires – Encourage the continuation of the current public and private disposal methods.	RC Public Works Solid Waste Mgt. Comm.	Ongoing	\$0	
6	Lime Sludge – Encourage the continuation of the current public/private disposal method	City of Manhattan Solid Waste Mgt. Comm.	Ongoing	\$0	
7	Sewage Bio-Solids – Encourage the continuation of the current public/private disposal method	City of Manhattan	Ongoing	\$0	
8	Medical Services Wastes – Encourage the continuation of the current public and private disposal methods	Medical facilities	Ongoing	\$0	
9	Animal Waste – Encourage the continuation of the current public and private disposal methods	RC Public Works Solid Waste Mgt. Comm.	Ongoing	\$0	
10	Animal Carcasses – Encourage the continuation of the current public and private disposal methods	RC Public Works Solid Waste Mgt. Comm.	Ongoing	\$0	
11	Encourage the continuation of the private construction/demolition landfill system	RC Public Works Solid Waste Mgt. Comm.	Ongoing	\$0	
12	Consumer Electronic Waste – Encourage the continuation of the current private disposal methods	RC Public Works Solid Waste Mgt. Comm.	Ongoing	\$0	
13	PCB Ballasts – Encourage the continuation of the current public and private disposal methods	RC Public Works Solid Waste Mgt. Comm.	Ongoing	\$0	
14	Asbestos – Encourage the continuation of the current disposal methods	RC Public Works Solid Waste Mgt. Comm.	Ongoing	\$0	
TOTAL				\$0	

APPENDIX A

Includes:

- Implementation Schedule & Timeline
- Solid Waste Management Committee Member List

Solid Waste Management Plan Schedule & Timeline

Planning Period: 2019-2029

2019

- **January** – Conclusion of Annual Christmas tree recycling program.
- **January/February**- Recycling contract prior year annual payment, waste stream analysis (Solid Waste Management Facility), obtain annual reports from local recyclers in order to calculate recycling rate.
- **April** – Promotion of Earth Day
- **May** - Board of County Commissioners conduct public hearing on five-year review and revised solid waste management plan.
- **June** – Submit five-year review and revised SWMP to KDHE.
- **August** – Submit SWMP Revisions
- **November**- Promote ‘America Recycles’ Day, Prepare for Christmas Tree Recycling Program
- **December**- Conduct Christmas tree recycling (Until January)

2020

- **January** – Conclusion of Annual Christmas tree recycling program, rebid transfer station contract.
- **January/February**- Recycling contract prior year annual payment, waste stream analysis (Solid Waste Management Facility), obtain annual reports from local recyclers in order to calculate recycling rate.
- **April** – Promotion of Earth Day
- **June** - Annual Review of Solid Waste Management Plan
- **August** – Submit SWMP Revisions
- **November**- Promote ‘America Recycles’ Day, Prepare for Christmas Tree Recycling Program
- **December**- Conduct Christmas tree recycling (Until January)

2021

- **January** – Conclusion of Annual Christmas tree recycling program.
- **January/February**- Recycling contract prior year annual payment, waste stream analysis (Solid Waste Management Facility), obtain annual reports from local recyclers in order to calculate recycling rate.
- **April** – Promotion of Earth Day
- **June** - Annual Review of Solid Waste Management Plan
- **August** – Submit SWMP Revisions
- **November**- Promote ‘America Recycles’ Day, Prepare for Christmas Tree Recycling Program
- **December**- Conduct Christmas tree recycling (Until January)

2022

- **January** – Conclusion of Annual Christmas tree recycling program.
- **January/February**- Recycling contract prior year annual payment, waste stream analysis (Solid Waste Management Facility), obtain annual reports from local recyclers in order to calculate recycling rate.
- **April** – Promotion of Earth Day
- **June** - Annual Review of Solid Waste Management Plan
- **August** – Submit SWMP Revisions
- **November**- Promote ‘America Recycles’ Day, Prepare for Christmas Tree Recycling Program
- **December**- Conduct Christmas tree recycling (Until January)

2023

- **January** – Conclusion of Annual Christmas tree recycling program.
- **January/February**- Recycling contract prior year annual payment, waste stream analysis (Solid Waste Management Facility), obtain annual reports from local recyclers in order to calculate recycling rate.
- **April** – Promotion of Earth Day
- **June** - Annual Review of Solid Waste Management Plan
- **August** – Submit SWMP Revisions

- **September-** Begin five-year review and update of SWMP
- **November-** Promote 'America Recycles' Day, Prepare for Christmas Tree Recycling Program
- **December-** Conduct Christmas tree recycling (Until January)

2024

- **January** – Conclusion of Annual Christmas tree recycling program.
- **January/February-** Recycling contract prior year annual payment, waste stream analysis (Solid Waste Management Facility), obtain annual reports from local recyclers in order to calculate recycling rate.
- **April** – Promotion of Earth Day
- **May** - Board of County Commissioners conduct public hearing on five-year review and revised solid waste management plan.
- **June** – Submit five-year review and revised SWMP to KDHE.
- **August** – Submit SWMP Revisions
- **November-** Promote 'America Recycles' Day, Prepare for Christmas Tree Recycling Program
- **December-** Conduct Christmas tree recycling (Until January)

2025

- **January** – Conclusion of Annual Christmas tree recycling program.
- **January/February-** Recycling contract prior year annual payment, waste stream analysis (Solid Waste Management Facility), obtain annual reports from local recyclers in order to calculate recycling rate.
- **April** – Promotion of Earth Day
- **May** - Annual Review of Solid Waste Management Plan
- **August** – Submit SWMP Revisions
- **November-** Promote 'America Recycles' Day, Prepare for Christmas Tree Recycling Program
- **December-** Conduct Christmas tree recycling (Until January)

2026

- **January** – Conclusion of Annual Christmas tree recycling program.

- **January/February-** Recycling contract prior year annual payment, waste stream analysis (Solid Waste Management Facility), obtain annual reports from local recyclers in order to calculate recycling rate.
- **April** – Promotion of Earth Day
- **May** - Annual Review of Solid Waste Management Plan
- **August** – Submit SWMP Revisions
- **November-** Promote ‘America Recycles’ Day, Prepare for Christmas Tree Recycling Program
- **December-** Conduct Christmas tree recycling (Until January)

2027

- **January** – Conclusion of Annual Christmas tree recycling program.
- **January/February-** Recycling contract prior year annual payment, waste stream analysis (Solid Waste Management Facility), obtain annual reports from local recyclers in order to calculate recycling rate.
- **April** – Promotion of Earth Day
- **May** - Annual Review of Solid Waste Management Plan
- **August** – Submit SWMP Revisions
- **November-** Promote ‘America Recycles’ Day, Prepare for Christmas Tree Recycling Program
- **December-** Conduct Christmas tree recycling (Until January)

2028

- **January** – Conclusion of Annual Christmas tree recycling program.
- **January/February-** Recycling contract prior year annual payment, waste stream analysis (Solid Waste Management Facility), obtain annual reports from local recyclers in order to calculate recycling rate.

- **April** – Promotion of Earth Day
- **May** - Annual Review of Solid Waste Management Plan
- **August** – Submit SWMP Revisions
- **November**- Promote ‘America Recycles’ Day, Prepare for Christmas Tree Recycling Program
- **December**- Conduct Christmas tree recycling (Until January)

2029

- **January** – Conclusion of Annual Christmas tree recycling program.
- **January/February**- Recycling contract prior year annual payment, waste stream analysis (Solid Waste Management Facility), obtain annual reports from local recyclers in order to calculate recycling rate.
- **April** – Promotion of Earth Day
- **May** - Board of County Commissioners conduct public hearing on five-year review and revised solid waste management plan.
- **June** – Submit five-year review and revised SWMP to KDHE.
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- **December**- Conduct Christmas tree recycling (Until January)

Riley County Solid Waste Management Plan Committee Current Membership List – 2014 Revision

Commented [61]: Update

Name	Entity Represented	Address	Phone Number	Email
Betty Book	City of Manhattan	760 Midland Dr Manhattan KS 66502	(785) 532-6705	bbook@ksu.edu
Mike Boller	Other	6245 Tuttle Creek Blvd. Manhattan, KS 66503	(785) 539-3202	mboller@rileycountyks.gov
Josh Brewer	City of Manhattan	410 Fremont Manhattan, KS 66502	(785) 320-6621	swimrunjosh@gmail.com
Steve Galitzer	Other Dept. of Public Safety	108 Edwards Hall, KSU Manhattan KS 66502	(785) 532-5856	galitzer@kansas.netgalitz@ksu.edu
Evan McMillanLeon Hobson	Other	110 Courthouse Plaza Manhattan KS 66502	(785) 537-6330	emcmillan@rileycountyks.gov lhobson@rileycountyks.gov
David Kreller	Private Solid Waste Mgmt Industry	PO Box 416 Manhattan, KS 66505	(785) 539-6334	David.kreller@medimidwest.com
Dennis Peterson	Unincorporated area of Riley County	6245 Tuttle Creek Blvd. Manhattan KS 66502	(785) 539-3202	dpeterson@rileycountyks.gov
Benjamin HamillPerry Piper	Other	110 Courthouse Plaza Manhattan, KS 66502	(785) 537-6332	bhamill@rileycountyks.gov ppiper@rileycountyks.gov
Charly Pottorff	Private Industry	P.O. Box 1282 Manhattan, KS 66505	(785) 537-9821	charlys@cox.net
John EllermannGary Rosewicz	Other	110 Courthouse Plaza Manhattan, KS 66502	(787) 537-6330	jellermann@rileycountyks.gov grosewicz@rileycountyks.gov
Adrian Self	City of Manhattan	2000 Rehfeld Dr Manhattan, KS 66502	(785) 532-3284	amsself@ksu.edu
David Shover	Third Class Cities	P.O. Box 235 Riley, KS 66531	(785) 485-2550	david.shover2@gmail.com
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William Spiegel	General Public	103 Power Plant KSU Manhattan, KS 66506	(785) 532-7430	wspiegel@k-state.edu
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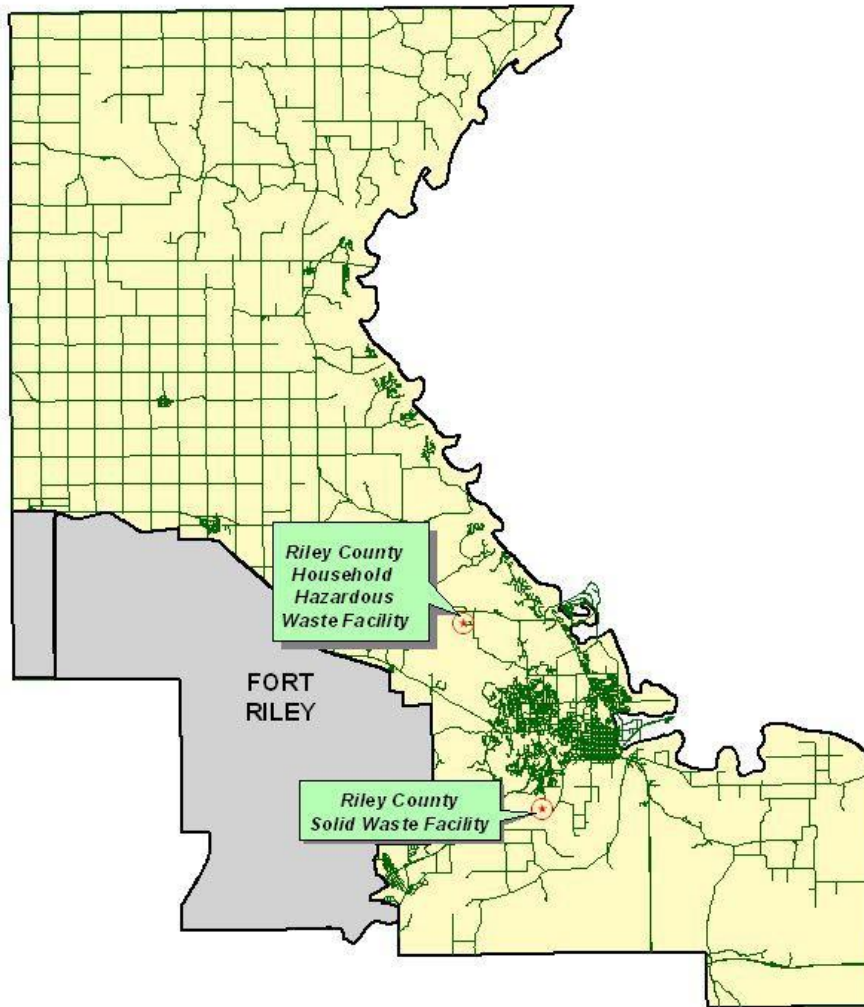
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APPENDIX B

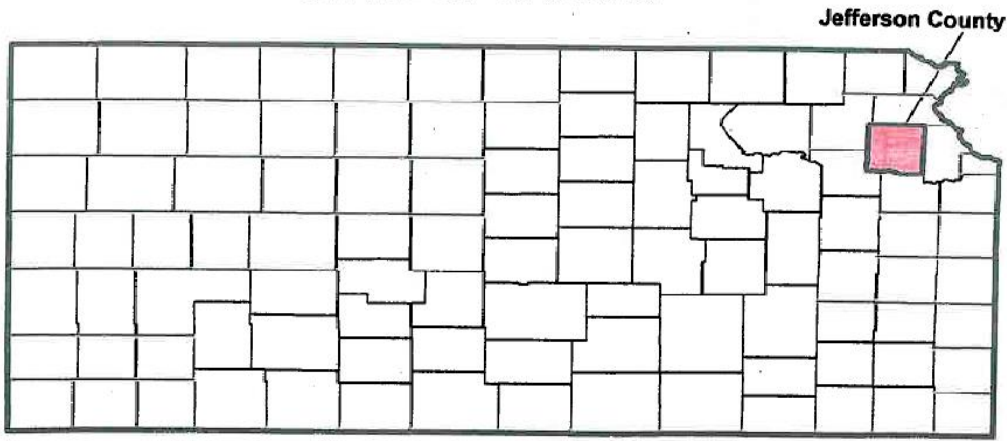
Includes:

- Relevant Maps:
 - Waste Facility Locations within Riley County
 - Hamm Quarry Location at Perry, Kansas
 - Household Hazardous Waste Facility
 - Solid Waste Management Facility and Transfer Station

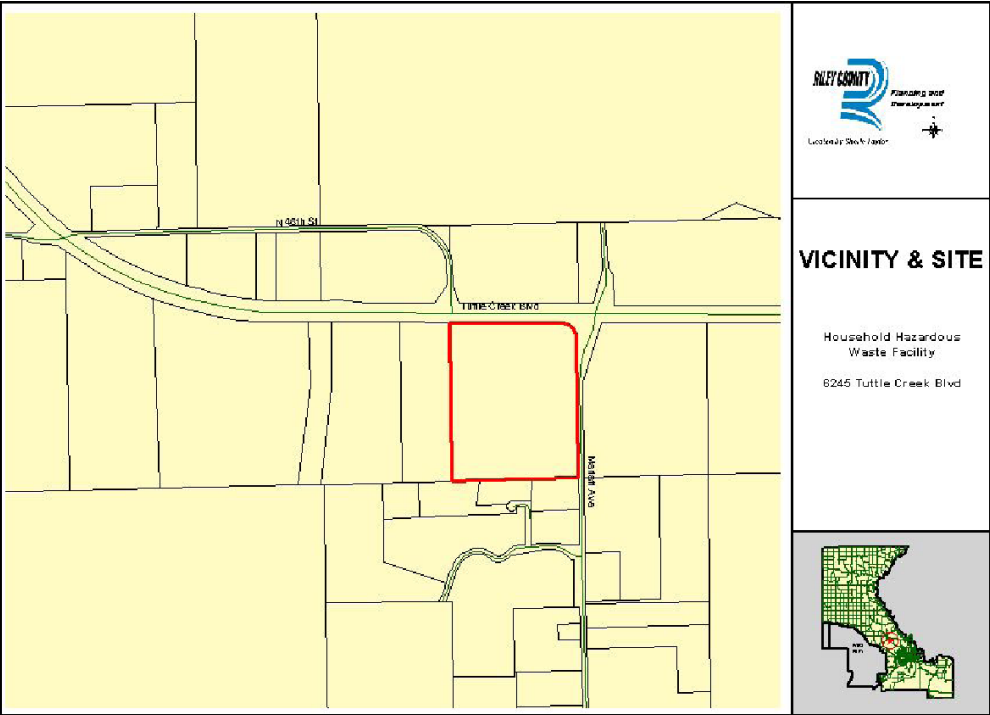
RILEY COUNTY, KANSAS



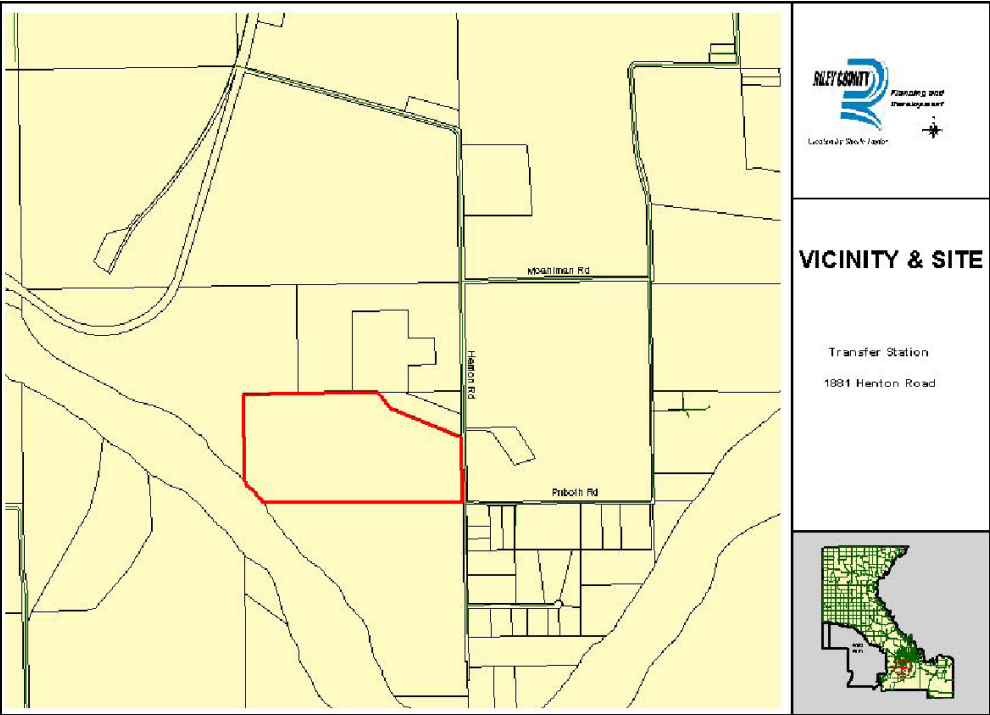
STATE OF KANSAS



Household Hazardous Waste Facility



Solid Waste Management Facility



MANHATTAN, KANSAS
CURBSIDE RECYCLING SURVEY REPORT

**A discussion of survey results regarding
community attitudes toward
a curbside recycling program.**

Presented December 1999

Judy M. Willingham
K-State Pollution Prevention Institute

William M. Eberle
K-State Research & Extension-Agronomy

Richard G. Nelson
Kansas Industrial Extension Service



**In cooperation with
Riley County and the Kansas Department of Health and Environment**

Appreciation is expressed to:

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And the office staff of the Riley County Public Works Department
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Howard Wilson
for sharing his experience, recycling records, and
knowledge of recycling activities in this community.

Riley County Solid Waste Management Committee
members for their advice and support.

Report text printed on paper containing 20 percent post-consumer recycled fiber.



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Manhattan Kansas, Curbside Recycling Survey Report

Judith M. Willingham, William M. Eberle, and Richard G. Nelson¹

EXECUTIVE SUMMARY

The high rate of surveys returned indicates the topic of curbside recycling service is of interest to the citizens of Manhattan. Seventy-seven per cent of the respondents currently recycle. Seventy-two per cent of the respondents (including both recyclers and non-recyclers) are willing to pay an additional fee for curbside recycling service. Storage of recyclables for at least two weeks is acceptable for 70% of the respondents. Although less enthusiastically supported, 84% responding are willing to participate if the recycling pickup is on a different day than their regular trash pickup.

Citizen support for curbside recycling service indicates that community officials should seriously examine the options for initiating curbside recycling as well as explore methods for collecting recyclables in the many apartment complexes.

BACKGROUND OF RECYCLING IN THE MANHATTAN AREA

From May 1990 to June 1991, a pilot curbside recycling program was conducted in the western area of Manhattan. At that time, 1040 single-family residential units were in the area served. Initially 508 participated; by the end of the program, the number of participants had increased to 688 or 66%. Refuse Control provided residents with large (16-gallon) yellow collection bins for holding the commingled recyclables. Residents put the bins out on the curb on one specific day of the week. Because several different refuse haulers operate in the area, this day did not necessarily coincide with the resident's regular trash pickup day.

During the pilot program, 288,000 pounds of waste were diverted from the waste stream or, an average of 14% of the pilot area's waste was recycled. The Riley County Commission paid the cost per capita which varied from \$1.62 to \$2.13 per month for each pickup site. At the end of the pilot program, the cost of an ongoing curbside recycling program was estimated to be \$2 - \$3 per month for each household.

Since the end of the pilot program, various private parties have conducted fee-based curbside recycling businesses in the Manhattan area. According to Vince Domenico of Sidewalk Recycling (personal conversation, October 1999), operator of the only recyclable curbside pickup business in operation at the time of this report, materials are collected and taken to Howie's Recycling for recovery. Income from the aluminum (the only saleable recyclable) offsets his gasoline costs. He is a one man operation and fees provide the only income to cover his own labor costs.

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A local recycling business, Howie's Recycling, Inc., began taking household recyclables in 1988. Although Howie's has not maintained records of the amount of materials processed through their business, a Riley County subsidy has supported plastic recycling at \$.20/pound. A subsidy for newsprint was available in 1993 and 1994 at \$40.00/ton. These records are based on documentation provided with applications for both subsidies. When market prices exceeded subsidy amounts, no applications were made; therefore, these figures do not indicate the entire amount of newsprint and plastic recycled. The following table illustrates amounts by year of plastic and newsprint subsidized and removed from the waste stream since 1993.

Table 1. Subsidies for Newsprint and Plastic by Year

	1993	1994	1995	1996	1997	1998
Newsprint	445,240 #	359,832 #	N/A	N/A	N/A	N/A
Plastic	20,450 #	66,652 #	N/A	105,710 #	77,870#	109,610 #

Other businesses that have taken household materials for recycling are Dillon's Grocery Stores and Wal-Mart. Although several charitable groups take reusable items and specific businesses take certain materials such as automotive fluids, at the time of this report, Howie's Recycling, Inc. is the only entity taking a wide range of recyclables from the public in the Riley County/Manhattan community.

DISCUSSION

The pilot program of 1990-91 indicated general support for curbside recycling in the area where the program was conducted; however, the general community attitude had not been evaluated in a systematic way. A curbside recycling study should also assess the interest by area, determine an acceptable fee, examine people's willingness to store recyclables for a period of time, and explore the possibility of pickup days varying from the regular trash pickup day. All these factors are considerations in costing out such a program.

Recycling surveys designed by the U.S. Environmental Protection Agency were examined and found to be directed toward recycling centers, not individual residents. This survey of Manhattan residents was intended to poll attitudes and measure citizen interest in participating in a curbside recycling program, thereby determining potential success for such an effort. Thus the *Community Attitude Survey: A How-to Manual*, developed by David Darling and Stan McAdoo, Kansas State University State Cooperative Extension specialists in Community Development, was used to determine sample size and assist with survey design.

The survey tool was viewed as an opportunity to provide community education by prefacing each question on recycling practices with pertinent background information. The goal was to allow responders who read the informative statements to make a decision based on sound data. In addition, it was hoped the information would improve general knowledge about recycling.

In an effort to contain expenses, the document was designed as a double-sided, single sheet with the survey on one side and the reverse containing a short informative paragraph and address face with pre-paid postage. Postage was paid only on those surveys returned. In order to encourage people to fill out and return the survey, it was intended to be simple to read and answer. Only five questions were included. All could be answered "Yes" or "No." Three questions included an additional information line for circling specific items. The comment section allowed additional thoughts to be expressed. Out of 572 responses, 265 contained comments. A copy of the survey form is attached (Appendix I).

METHOD AND RESULTS

According to the *Community Attitude Survey* manual, at least 400 household responses from a community larger than 10,000 households provides a statistically significant sample. The City of Manhattan provided a mailing list of water utility customers, totaling 11,256. Dr. Darling indicated that the response rate to his recent mail surveys had been around 20%. Using that anticipated response rate, at least 2,000 surveys would need to be distributed in the Manhattan community. *Microsoft Access* was the database selected for entry and analysis of the responses.

Because the mailing list was divided into three cycles, by color coding the surveys, responses could be assigned to one of four general areas. It is noted that one cycle covers two distinct areas that could be easily separated for this survey, making a total of four areas. Surveys were printed on white, pink, and blue paper. Surveys for the smallest area (136 households) were marked with a green stripe. Areas assigned to each color were as follows:

- White - central Manhattan
- Pink - northwest Manhattan
- Blue - southwest to south central Manhattan
- Green - northeast corner of Manhattan

The city's mailing list appeared to be somewhat random, but to assure a truly random sample, the total number of addresses was divided by the number of surveys to be mailed, giving an interval for selecting addresses ($11,256 \div 2,000 = 5.628$). Every fifth and then every sixth address were used for mailing. Addresses indicating a commercial business location (such as "Town Center") were skipped in the interest of increasing the number of household addresses in the survey. A total of 2,009 surveys was sent out; 572 responded, giving an overall response rate of 28.5%. This response rate provides a 95% confidence level in the survey results; however there is no way to account for possible bias among responders. Twenty-one surveys were returned as undeliverable. Response rates for each area are shown in Table 2.

Table 2. Response Rate by Areas in Manhattan

	White	Pink	Blue	Green
Number sent	615	656	602	136
Number received	147	228	166	29
Per cent returned	23.95%	34.8%	27.6%	21.3%

Respondents were asked to identify themselves as owner/occupier, landlord, renter, or business operator. This category was most frequently not completed, but when it was, did reflect that most

respondents were owners (315 of 387), followed by renters (59 of 387), and business operators (13 of 387).

The survey asked those who currently recycle to answer "Yes" and then to list items recycled. Four hundred forty-one responders indicated that they recycle, with aluminum (381) being the most frequent item listed, followed by newsprint (322), plastic (288), glass (257), "tin cans" (206), cardboard (173), batteries (122), and white paper (101). The Riley County Solid Waste Characterization Study² revealed that the waste stream contains 7.6% corrugated cardboard, 4.4% high-grade paper (white paper), and 3.9% newsprint. It would appear the white paper recycling rate could be improved since it is reported to be the least frequently recycled, yet constitutes the same percentage of the waste stream as newsprint.

Responders were asked whether or not they would be willing to pay an additional fee for curbside recycling and if so, how much. Choices ranged from \$1.00 to \$10.00. Four hundred ten indicated a willingness to pay an additional fee for curbside pickup (some did not specify a fee) and 115 indicated no interest in paying an additional fee. The number of people expressing their preference for each fee amount is presented in Table 3.

Table 3. Responses Favoring Fee Amounts

	\$1	\$2	\$3	\$4	\$5	\$6	\$7	\$8	\$9	\$10
Number of responses	35	84	57	43	118	8	5	18	0	36

Analysis of survey results indicated the mean fee amount was \$5.00 and the average fee was \$4.26. Two hundred seventy-two recyclers indicated that they would pay a fee of \$1.00 to \$5.00; 54 recyclers indicated they would pay a fee of \$6.00 to \$10.00.

Out of the total number of recyclers responding (441), 326 would be willing to pay a fee for curbside recycling. Many responders commented they would like the convenience of curbside pickup rather than periodically taking recyclables to Howie's.

Four hundred seventy-six responded "Yes," to the question of being able to store recyclables for a period of time. They were then asked to circle the amount of time (from one to four weeks) they could store such items. Their responses are listed in Table 4.

Table 4. Responses Favoring Total Storage Times

	Store 1 Week	Store 2 Weeks	Store 3 Weeks	Store 4 Weeks
Number of responses	83	174	47	179

Whenever more than one period of time was circled, the longest period of time was entered in the database. Comments regarding storage dealt with inadequate space (usually renters), a preference for provided containers, and a note that storage for extended periods of time was routine due to the current situation where people must take recyclables to the recycling center. It

appears that weekly curbside pickup would be acceptable to everyone, but most (70%) are agreeable to pickup every other week.

People were asked if they would be willing and able to separate recyclables into three categories: papers, metals, and glass. Out of 572 respondents, 512 or 89.5% answered in the affirmative. Comments in this category ranged from this being a routine practice, to a willingness to pay more if recyclables were commingled, to having a limiting disability making respondents unable to do this task.

The last question asked if people would be willing and able to set out recyclables on a day different from their regular trash pickup day. Indications here were that 84% (482 out of 572) would do so. Comments suggested less support for this situation. Several were unsure about being able to remember the correct day of the week; others did not want another day with waste containers on the curb.

COMMENTS

Although respondents' ages or infirmities were not asked, some specifically mentioned that taking trash out to the curb was difficult enough and that carrying recyclables would be another burden. It appears that for the elderly and disabled, there are barriers that limit their ability and interest in recycling.

Several respondents commented that sale of recyclables should pay for the cost of pickup, revealing some misconceptions among the public. Others stated they felt they already paid too much for trash service and recycling offered no financial benefit such as reduced fees.

It is worth noting that out of the total responses received (572), 46% (265) contained extra written comments. Of those written comments, 44.5% (118) specifically registered a positive reaction toward curbside recycling. Curbside recycling is a topic of interest among the citizens of the Manhattan/Riley County community. The abbreviated comments are provided without respondents' identification in Appendix II.

RILEY COUNTY RECYCLING RATES

The survey indicates a significant interest in recycling and most survey respondents indicate that they currently recycle. An effort was made to determine current recycling rates in Riley County. The greatest hindrance to determine specific rates is the lack of detailed record-keeping in the local recycling industry. There is only one major recycling firm located in Manhattan that also serves areas well beyond the boundaries of Manhattan and Riley County. It is difficult to precisely determine the proportion of recycled material that originates from local sources. Howard Wilson, owner of Howie's Recycling, has provided estimates of the monthly amounts of several major categories of material coming from Riley County as shown in the following table. These figures, along with similar categories of discarded waste (not recycled) as estimated in the Riley County Solid Waste Characterization Study can be used to calculate recycling rates for several waste stream components. Those estimates are shown in the following table. The accompanying graph compares estimated Riley County recycling rates with published national recycling rates.

Estimated Recycling Rate for Selected Waste Stream Components.

Material	Estimated monthly recycled (pounds) ¹	Estimated monthly discarded (pounds) ²	Estimated monthly generation (pounds) ³	Estimated recycling rate (percent) ⁴	Comparable national recycling rate (percent) ⁵
Newspaper	180,000	155,000	335,000	54.7	55.9
Magazines	20,000	98,950	118,950	16.8	24.4
Mixed office paper	30,000	442,750	472,750	6.3	34.6
Glass	60,000	126,733	186,733	32.1	26.0
#1 & #2 plastic	10,000	33,133	43,133	23.2	35.6
Steel cans	8,000	43,883	51,883	15.4	58.2
All aluminum	110,000	34,776	144,767	76.0	34.2

¹ Estimated material from Riley County sources by Howie's Recycling, Manhattan, KS.

² Based on Riley Solid Waste Characterization Study.

³ Sum of recycled and discarded.

⁴ Divide recycled by generated.

⁵ From: Characterization of Municipal Solid Waste in the United States: 1997 Update. U.S. Environmental Protection Agency.

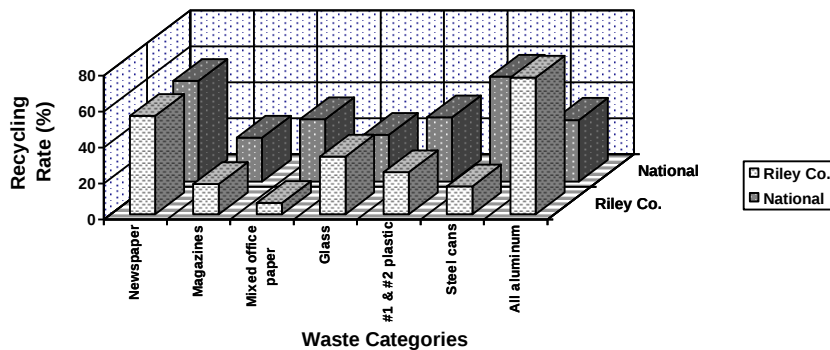
Nearly all Riley County recycled material in the above categories is handled by Howie's Recycling. Therefore, comparing to measured discards should provide a fairly accurate estimate of recycling rate for those selected material for which information is available.

However, adequate information is unavailable to make estimates for some other common materials. For example, Howie's Recycling estimates that the firm handles about 98,000 pounds of old corrugated cardboard each month. Data show that 305,799 pounds of Riley County OCC discarded through the Riley County Transfer Station monthly. However, large quantities of OCC are baled on site and recycled directly by generators, such as large grocery and department store chains. That amount of that OCC recycled is not easily available. White goods (large appliances, etc.) is another category that is difficult to determine recycling rates. All of the white goods taken to the Riley County Transfer Station are processed by a scrap dealer. However, many appliances are transported to a number of locations, some out of the county, for which records are not kept. Even the figures for aluminum have some limitations because they do not account for cast and extruded aluminum handled by metal scrap dealers in Riley and nearby counties.

Because of insufficient data for other waste categories it was not possible to calculate an overall recycling rate for Riley County. Further detailed study is needed to better determine precise recycling rates for a wider variety of recycled materials. That will require a significant amount of

cooperation on the part of recycling materials handlers.

**Estimated Riley County Recycling Rate
for Selected Waste Categories**



CONCLUSION

The high rate of surveys returned indicates the topic of curbside recycling service is of interest to the citizens of Manhattan. Survey response was highest in northwest Manhattan. Seventy-seven per cent of the respondents currently recycle. White paper is least frequently recycled. Seventy-two per cent of the respondents (including both recyclers and non-recyclers) are willing to pay an additional fee for curbside recycling service; a fee range from \$1.00 to \$5.00 is acceptable to 48%. Most have no difficulty in storing or separating materials. Storage of recyclables for at least two weeks is acceptable for 70% of the respondents. Although less enthusiastically supported, 84% responding are willing to participate if the recycling pickup is on a different day than their regular trash pickup.

RECOMMENDATIONS

Local officials should explore options to provide citywide availability of curbside recycling. Two possible means of providing curbside recycling might be to establish a fee-supported municipal service or to encourage existing private haulers to provide the additional service. Encouragement could take the form of privileges, reduced fees, subsidized containers, etc. Conversation with the refuse hauling companies should generate more options.

Very limited records have been kept regarding the amount of recycled materials and their source. In order to determine a more accurate picture of recycling rates for various materials and better analyze the recycling program, record keeping must be implemented.

Howard Wilson, owner of Howie's Recycling, indicates that his present facilities are adequate to handle as much as ten times the existing amount of recyclables. Off-loading materials generated

by a curbside pick-up program might involve some reorganization. Mr. Wilson and any other operator of a recycling business should be included in the discussion of options.

An interim measure to serve more recyclers was mentioned in several comments. Mobile recycling centers could be located in convenient spots around the city at designated times on the weekends. The units should be manned during operation. The Riley County Household Hazardous Waste Trailer is a similar concept that has become a model of success. This kind of operation would need to make arrangements for receiving materials with Howie's and any other operator of a recycling business.

Whatever service is provided must be advertised & promoted throughout the community. Even though Howie's Recycling has been in business for over ten years, several comments indicated unawareness of the operation. Establishing a local government hot line with current information on all recycling options (dates, times, locations of mobile unit) would be useful. This is similar to the Manhattan Parks and Recreation updated recording of the status for softball games. Utility bills, the cable television city information channel, and the recycling directory are existing means of promotion.

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**Report of the City of Manhattan
Mayor's Recycling Task Force**

As a nation, more than 409 million tons of municipal solid waste was generated in 2000. That is equivalent to 4.6 pounds of waste per day for every American. However, recycling has become a way of life for many people. Americans now recycle 32 percent of all the waste generated, more than double the rate of 15 years ago. Even in Kansas, where recycling has lagged behind much of the nation, nearly 10 percent of the waste generated is recycled, double the rate of 10 years ago.

Types of recycling programs

There are three types of residential recyclables collection programs in Kansas: buy-back, drop-off, and curbside. Buy-back programs pay for the recyclable material, usually limited to relatively high value materials with strong market histories, such as metals. Drop-off programs require that individuals haul their recyclables to one or more sites where they are consolidated, processed, and marketed. In some cases, payment is offered for a few high value products. While these programs appear to be cheaper for the community, they tend to be relatively inefficient in terms of resource use and usually do not result in high recycling rates.

A rapidly growing type of program is residential curbside recycling. With curbside recycling, residents place their recyclables at the curb and they are picked up for sorting and delivery to a central processing facility. Because of its convenience, curbside recycling usually results in much higher community participation and recycling rates than other types of programs. While curbside recycling appears to be somewhat more costly than buy-back or drop-off programs, it may actually be a more efficient use of community resources compared to hundreds or thousands of individuals hauling their recyclables to recycling centers.

There are more than 9,700 curbside recycling programs serving half of the nation's population. Just 20 years ago there were none. There are 110 curbside programs in Kansas, serving 46 percent of the state's population, where there were none just 10 years ago. At least 25 of the 42 largest Kansas cities have curbside recycling programs in place. A 1990-91 pilot curbside recycling program and a 1999 community survey both indicate a high level of community support for a curbside recycling program in Manhattan. Because of the apparent interest in the community, the Mayor's Recycling Task Force was appointed to study the issues and present recommendations to the City Commission.

The Mayor's Recycling Task Force

Purpose: Explore, evaluate, and propose options to the city commission for the provision of city-wide curbside recycling and/or other recycling programs to serve the community's needs.

The Mayor's Recycling Task Force was appointed and began meeting regularly in August 2001 after the Riley County Solid Waste Committee asked the City Commission to consider curbside recycling. The Task Force reviewed the report presented by the Riley County Solid Waste Committee to the city Commission in February 2001, including the community-wide survey; the results of the pilot program; and a 1999 Riley County Solid Waste Characterization Study. The Task Force gathered information about programs around the state and across the

nation. Input was sought from representatives of University-related large living groups, the waste hauling and recycling industry, and city staff. Examples of Requests for Proposals were reviewed and a RFP outline was developed.

Background Information Summary

Following is a summary of background information gathered by the Task Force during its deliberations.

The current waste/recycling situation:

- Nearly 40,000 tons of waste are discarded through the Riley County Transfer Station each year. About 11,500 tons of those discards come from Manhattan area residential sources. It is estimated that more than 34 percent of those residential discards is material would be recyclable through existing local channels if it can be separated and collected. Newsprint, #1 and # 2 clear plastic beverage bottles, aluminum and steel cans, and glass bottles total about 1,900 tons of the discarded residential recyclables.
- The only major recyclable processing firm in the community is Howie's Recycling, a drop-off center that also offers payment for certain metals. Howard Wilson has indicated that his facilities could handle up to ten times the existing volume in 1999.
- During the 1990-91 13-month pilot program, 508 of 1,040 residential units in the study area initially participated. By the end of the pilot 688 (66 percent) were participating.
- During the pilot program 288,000 pounds of material were recycled.
- Refuse collection is currently done by seven private firms licensed to operate in the community. None of them offer curbside collection of recyclables.
- Small waste haulers are concerned that being required to also collect recyclables from their customers would present a financial hardship.
- An underlying community philosophy has been that new waste/recycling initiatives should do minimal harm to the individual private waste hauling firms.

Community attitudes:

- 77 percent of respondents to the 1999 survey indicated that they now recycle one or more materials.
- 72 percent said they would be willing to pay an additional fee for recycling. 74 percent of those currently recycling would be willing to pay an additional fee.
- Of those willing to pay an additional fee, the most common response was \$5 per month. 87 percent of the responses selected fees from \$1 to \$5 per month. The rest indicated a fee of from \$6 to \$10 per month.
- 84% of respondents would be willing to set recyclables at the curb on a different day than their regular trash pickup.
- An informal survey of sororities and fraternities at K-State showed that most of those responding are very interested in participating in a curbside program and would be willing to pay a small monthly fee for the service.

Types of curbside collection and financing:

- Curbside recycling collection in other communities is usually done by city government, private firms under contract to city government, or, in a few cases, private firms specializing in recyclables collection and processing.
- Curbside service is usually limited to residential units (usually single family or other units that receive individual curbside refuse pickup). Separate types of recycling pickup are usually implemented for multi-family and commercial entities.
- Curbside recycling is often done by the same entity responsible for refuse collection, but in many cases is entirely separate from refuse collection.
- Costs of curbside recycling are usually funded through a fee as part of the city utility bill (whether or not collection is done by the city or by a private firm under contract to the city), from general funds, fees collected with ad valorem taxes, waste disposal tipping fees, or fees charged by private recyclable haulers.
- Participation in curbside recycling is usually voluntary. That is, the service is offered to all residential units in the category being served, but whether or not individuals actually use the service is voluntary. Some cities in the country require recycling participation.
- Payment for curbside service is usually mandatory for all units being served when the service is provided by, contracted by, or required by the city. Payment for service voluntarily provided by individual firms is usually only required for those participating.
- Mandatory payment is usually necessary for curbside recycling to be successful.
- Of the 110 curbside programs in Kansas, 11 are mandatory pay and participate, 42 are mandatory pay with voluntary participation, 32 are voluntary pay and participation, and 23 are unknown.
- The per capita cost of the Manhattan pilot program varied from \$1.62 to \$2.13 per month. It was estimated that an ongoing program would cost \$2 - \$3 per household per month.
- Information gathered from around the country shows ranges in costs from \$1 to \$2.50, with some as high as \$5 per residence per month. The lower costs tend to be those entities where curbside collection is done by the same entity that is currently doing refuse collection. The higher charges tend to be associated with private curbside collectors offering the service as a subscription voluntary pay/participation program.
- Informal information obtained from private firms in the state indicate that a city such as Manhattan might anticipate bids in the range of \$2.50 to \$4.00 per unit per month for stand-alone recycling service by a private contractor. However, that range would drop to \$2.50 to \$3.00 per month if the same firm is also collecting the refuse.
- There will be some administrative costs to the city if the city is involved in collecting and disbursing funds in support of the program.
- It will be necessary to investigate any legal considerations to the city's participation in a curbside recycling collection or financing program.

Conclusions of the Task Force

After reviewing all of the available information, the Task force has decided to recommend that:

- The City of Manhattan should move to implement a residential curbside recycling program for the city.

- The initial phase of the program should be limited to single family residences or other residential units of the type currently served by individual curbside trash pickup.
- Later phases of the program can address multi-family and commercial recycling service.
- Participation in the program will be voluntary but payment for the service must be mandatory for all of the above identified residential units.
- Materials to be recycled include: newsprint, #1 and #2 clear plastic beverage containers, aluminum beverage cans, steel cans, and brown, green, and clear glass bottles

Options for financing and implementing the program

The Task Force identified several options for implementing/financing a curbside recycling program. Those options include:

1. City fee on utility bill.
2. Private sector collection of recyclables.
3. Ad valorem tax or fee on property tax bill as source of funding
4. County solid waste tipping fee as a source of funding.
5. Franchise fees charged to refuse haulers.
6. Mandatory fee added to trash hauling bills.
7. City take program over and operate as a municipal service.

Options 2, 4, 5, and 7 were eliminated because they represented inefficiencies and inequities, or created undue hardships for refuse haulers. Options 1, 3, and 6 are all options that should be considered as potential funding mechanisms for curbside recycling.

City fee on the utility bill. The city would be responsible for collecting fee through the utility billing system. The city would either contract for the service or could decide to provide the service. This would require some alterations to the utility billing system and would result in some administrative costs.

Ad Valorem tax or fee on property tax bill. The city would receive the funds from the tax payments and either contract for or provide the service. It may result in some small administrative costs for the city.

Mandatory fee added to trash hauling bills. The city would require that all refuse haulers be required to assess the recycling fee as a condition for operating in the city. The city would receive the funds forwarded from the private refuse haulers and would either contract for or provide the service.

There are too many variables to accurately determine the precise cost of the program beyond the information included earlier in this report. However, based on similar activity around the state, it appears that there are likely to be several contractors that would have interest in the program. The Task Force recommends that a Request for Proposals be prepared to seek proposals from potential contractors. Contractors might include an existing local refuse hauler, a group of local refuse haulers, an outside contractor, or the city, itself, could choose to prepare a proposal to provide the service. The Request for

Proposal would lay out very specific requirements and specifications for the program, including the items to be recycled and the responsibilities of the contractor.

Recommendation

The Mayor's Recycling Task Force recommends that the City Commission move to implement a curbside recycling program in the city of Manhattan, select an option for funding the program, and approve the development of a Request for Proposals for provision of curbside recycling service to individual residential customers.

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CITY OF MANHATTAN, KANSAS

REQUEST FOR SERVICE PROPOSALS

COLLECTION, PROCESSING, AND MARKETING OF
RESIDENTIAL
RECYCLABLE COMMODITIES



AUGUST 2002

RESIDENTIAL RECYCLABLE COMMODITIES

REQUEST FOR SERVICE PROPOSALS

I. INTRODUCTION

The City of Manhattan, Kansas is requesting service proposals from Firms interested and qualified to Collect, Process, and Market Residential Recyclable Commodities from within the Corporate Limits of the City of Manhattan, Kansas. Responses to this Request for Service Proposals (RSP) shall include pricing for the recycling service.

Manhattan, settled in 1855, is located in the heart of the scenic Flint Hills in northeast Kansas. Home of Kansas State University (21,000 students) and Fort Riley (12,000 soldiers), the community encompasses over 11 square miles and has an estimated population of 45,000.

In February of 2001, the City received a request from the Riley County Solid Waste Management Committee to form a task force to further research and recommend a plan for implementing a residential curbside recycling program in the City. The request from the Solid Waste Management Committee was based on a survey conducted by the Committee. The survey indicated that approximately 60 percent of the respondents would be interested in participating in and paying for a curbside recycling program.

In August of 2001, the Mayor appointed the Recycling Task Force, which included city administration, solid waste experts, representatives of Kansas State University, a local trash hauler, and representatives of the Solid Waste Management Committee. The Task Force met throughout the rest of 2001 and January and February of 2002. The efforts of the Task Force culminated in a presentation to the City Commission in February of 2002.

The Task Force recommendation to the City Commission was to create a mandatory pay/voluntary participation residential curbside recycling program that would include the collection of specific materials either weekly or bi-weekly. The Task Force further provided funding options to the City Commission for their action.

As part of the presentation, the Task Force recommended the creation of a request for services for a residential curbside recycling program. The City Commission accepted the concept of a service proposal and directed City Administration to draft such document.

II. DEFINITIONS, TERMS, AND CONDITIONS

Definitions

In order to simplify the language throughout this request, the following definitions shall apply:

CITY OF MANHATTAN – Same as City.

CITY COMMISSION – The elected officials of the City of Manhattan, Kansas given the authority to exercise such powers and jurisdiction of all City business as conferred by the State of Kansas.

CONTRACT – An agreement between the City and a Supplier to furnish supplies and/or services over a designated period of time during which repeated purchases are made of the commodity and/or service specified.

CITY – The government of the City of Manhattan, Kansas.

FIRM – The successful Firm of this request.

RSP – Request for Service Proposal.

SOURCE SEPARATION – Involves the separation of materials, by the generator or source of waste, from the municipal solid waste stream prior to the collection of the remaining Municipal Solid Waste (MSW). Examples of materials which may be "source separated" are yard waste, glass, aluminum, paper, plastics and various metals.

Reservations

The City reserves the right to accept or reject any or all Proposals as a result of this request, to negotiate with all qualified sources or to cancel, in part or in its entirety, this Request if found in the best interest of the City. All Proposals become the property of the City of Manhattan.

Reimbursements

There is no express or implied obligation for the City of Manhattan to reimburse responding Firms for any expenses incurred in preparing Proposals in response to this Request and the City of Manhattan will not reimburse responding Firms for these expenses, nor will the City pay any subsequent costs associated with the provision of any additional information or presentation or to procure a contract for these services.

Certification

Proposals must be completed and submitted as required in this document.

Communication

The City shall not be responsible for any verbal communication between any employee of the City and any potential Firm. Only written requirements and qualifications will be considered.

Payment Terms

Invoices must be submitted by the vendor in duplicate to the City of Manhattan, Finance Department, 1101 Poyntz Avenue, Manhattan, Kansas 66502. All invoices will be paid in full within 30 days after satisfactory delivery of services and billing.

Negotiations

Negotiations may be conducted with responsible Firm(s) which submit Proposals that are reasonably likely to be selected. All Firm(s) reasonably likely to be selected based on criteria set forth in this Request may be given an opportunity to make a presentation and/or interview with the City designated Selection Committee. Following any presentation and/or interviews, Firms will be ranked in order of preference and contract negotiations will begin with the top ranked firm. Should negotiations with the highest ranked firm fail to yield a contract or if the firm is unable to execute said contract, negotiations will be formally ended and then commence with the second highest ranked firm, etc.

Disclosure

Following award of a contract or rejections of all proposals, all information provided by Firms will be considered open records.

Award of the Contract

Award of the contract shall be made to the responsible Firm whose proposal is determined to be the lowest evaluated offer resulting from negotiations, taking into consideration the relative importance of price and other factors set forth in this Request.

III. GENERAL INFORMATION

General Basis of Service

- a. The City of Manhattan is requesting proposals from qualified Firms for collection, processing and marketing of source separated recyclable commodities under one-year contracts renewable for up to five years. These commodities would be collected from approximately 9,000 residential single-family homes and duplexes located within the city limits. However, with the Opt-Out Clause option, we estimate that 20-25% of the households may choose to opt-out (based on the experience of the City of Overland Park, Kansas who operates a similar program). This would mean that the number of homes to be collected would be approximately 6,750. The collection work will generally consist of the collection of *containerized* recyclables placed at curbside by the customers. The recyclable commodities to be collected will include newspapers, aluminum beverage cans, steel cans, clear, brown and green glass food and beverage containers, and non-pigmented (#2 HDPE) or clear (#1 PET) plastic beverage containers. Separate cost estimates are being requested for both *weekly and biweekly services*.
- b. The City of Manhattan currently has no recycling collection services. The estimated annual total of the designated recycling commodities that could be collected based on a 1999 Riley County Waste Characterization Study and updates is about 1,900 tons. A best guess estimate per commodity for the first years of collection with initial expected participation rates based on other similar size cities with recycling services are as follows:

**First Year Estimated
Commodity Tonnage**

Aluminum	10
Steel	15
Clear Glass	40
Brown Glass	30
Green Glass	20
Plastic	20
Newspaper	500

- c. The work to be performed under the contract agreement shall consist of the services defined in this scope of work and all supervision, supplies, equipment, labor, insurance and all other items necessary to complete said work in accordance with a contract document.
- d. Should the City develop other services or programs resulting in commodities which may be recycled, including but not limited to apartment, multi-family, and commercial recycling, the City shall have the option to market these commodities or negotiate for collection services through the chosen Firm by addendum to the Agreement, but it is not obligated to do so.
- e. The City is in a changing economy. Aforementioned household estimates are based on today's situation. Firm is to understand that the number of households may or may not increase over the term of the agreement.

Opt-Out Provision

Prior to commencement of the recycling program, the occupants of the residential dwellings to be served shall be given a one-time opportunity to opt-out of the program. This opt-out provision shall be governed by the following requirements:

- a. It shall be the responsibility of the Firm to establish and maintain a customer list to which opt-out notices are to be sent and to arrange for the sending of such notices and recording the responses of the opt-outs. The City will cooperate with and assist the Firm in the establishment and maintenance of the customer list.
- b. Only the current resident of the dwelling unit at the time of notice may exercise an opt-out option.
- c. Persons may opt-out only during a 30-day period to be set by the Firm and approved by the City. No opt-outs postmarked after the closing date will be honored and failure to properly exercise an opt-out will result in that resident being obligated to pay the applicable fees for the period of this Agreement.
- d. If a dwelling unit, for which the occupant has opted-out, shall have a new resident occupy the premises during the subsequent period of the Agreement, that new resident may elect to participate and the Firm is required to provide services.
- e. If such change of occupancy shall occur where the opt-out provision was not exercised, the new resident, upon notification of such fact to the City or the Firm, is entitled to the same notification as the original occupant; provided, however, that the new resident may be required to demonstrate that they were not the occupant at the time of original notification.
- f. Prior to instituting collection activities for an unpaid bill, the Firm shall determine that the person against whom legal action is being taken was the occupant at the time of notification and was sent a notice by regular mail. Proof of receipt shall not be required.
- g. The form, content and method of notification of residents shall be proposed by the Firm and approved by the City.

Term of Contract

The term of this contract will be one-year contracts renewable up to five (5) years beginning ?.

IV. SCOPE OF WORK

Notice to Make Examinations

The Firm shall become informed of all conditions under which the work is to be performed and all other relevant matters that may affect both the quality of work and the quantity of labor, equipment and commodities needed.

Proof of Recycling

- a. The Firm will certify to the City that all recyclable commodities that have value are in fact sold to certified recycling vendors, brokers, toll end users or recycling manufacturers.
- b. The Firm will guarantee that in no case will the uncontaminated recyclable commodities collected under this contract be "landfilled" or disposed.

City's Right of Inspection

- a. The City reserves the right to inspect the facilities, equipment, personnel and operations of the Firm and any approved subcontractors to assure itself of the appearance, sound business operations and compliance with contractual provisions of the Firm.

- b. The City reserves the right to review the records kept on the recyclable commodities collected from the City under terms of this contract.
- c. The City agrees to notify the Firm at least twenty-four (24) hours prior to such inspections.

Collection Methods

- a. The Firm will be required to collect source separated recyclable commodities that have been placed at the curbside by City of Manhattan residents. The recyclable commodities will be inside containers approved by the City that will be provided to the customers by the Firm. The containers a) will be made from recycled content, and b) have an identifying recycling mark imprinted on the container.
- b. The Firm will have the option of collecting the recyclable commodities in either trucks and/or trailers. We initially estimate between 10 and 15 tons of recyclable commodities being collected per week. The Firm shall provide adequate personnel and equipment to be used in the collection and processing operations so that collection will be completed during the regular workweek.

Distribution of Recycling Containers to Customers

- a. Notice of new households to be added to collection schedule and routes will be sent to the Firm as they are added to the City's utility billing system. Recycling collection will begin one week after delivery of recycling containers and instructions to new customer by Firm. New households must be serviced within one week of receipt of notice.
- b. It will be the responsibility of the Firm to provide additional containers to the customers as needed by providing a container request/repair service by telephone. Containers requested should be delivered or repaired within one workweek of request. Firm should maintain an adequate inventory of recycling containers at its facility to meet the service delivery requirements as specified.

Collection Routes

The recycling service will be conducted and completed during the regular workweek unless otherwise approved by the City. The Firm must notify customers of collection days. If the Firm elects to change the collection method or collection days already in effect, customer notification must be provided to each household at the expense of the Firm. Each route must be collected regardless of weather conditions, subject to the contract agreement provisions concerning severe weather and with the exception of approved holidays or City designated emergencies.

Holidays

In the event that an official holiday recognized by the City of Manhattan falls on a scheduled collection day then collection services may be canceled on that date. When a scheduled collection day is canceled due to the holiday, the Firm shall notify the affected customers of the holiday taken by the Firm and the Firm shall notify the affected customers of a make-up collection day. The notification shall occur no less than forty-eight (48) hours in advance of the holiday. The City Representative must approve the notification and the method of all such notification in advance.

Severe Weather

Collection activities are expected to be provided regardless of weather unless otherwise approved by the City Representative. The City of Manhattan may suspend or the Firm may request suspension of collection activities in the event of a flood, tornado, or other act of God, or force Majeure, which creates a state of emergency.

Missed Collections

If a customer notifies the Firm that his recycling collection has been missed, then the Firm is responsible for collecting the missed recycling commodities. Any missed collection, whether real or alleged will be the collection responsibility of the Firm. The Firm is responsible to collect the missed recyclables within two working days.

Delays

It shall be the responsibility of the Firm to notify the City Representative within one working day of an unscheduled delay. This notification will include a proposal on how the scheduled day's work will be performed.

Damages

Any damage to property whether public or private incurred during the operation of recycling collection services shall be the sole responsibility of the Firm. This includes repair/replacement of items such as fences, mailboxes and gas or water meters. The City of Manhattan shall make the final decision on responsibility for property damage in communication with the Firm's insurance carrier.

Appearance of Equipment/Personnel

The appearance of recycling collection service equipment and personnel is important to the City of Manhattan as they are seen on a daily basis by the customers and citizens of the City. The Firm's and/or subcontractor's equipment and personnel must comply with all applicable federal, state and local laws.

It is recommended that the Firm provide an established plan to publicly identify equipment and personnel providing the recycling service.

Processing Site Facility

The Firms processing sites must have sufficient capacity to handle the volumes of recyclable commodities collected under this contract. The sites must be able to process all recyclable material in a safe and efficient manner in a reasonable amount of time. The sites/facilities do not have to be solely dedicated to this contract.

The City reserves the right to inspect processing sites/facilities. The Firm and/or subcontractor must operate the sites/facilities in accordance with all applicable federal, state, and local laws.

Recyclable Commodities

The Firm will furnish all labor, supervision, material, permits, licenses, and equipment necessary to provide collection processing and marketing of the following recyclable commodities:

Required

- a Aluminum Beverage Cans (UBC)
- b Glass: Clear, Brown, And Green
- c Newspapers (ONP)
- d Steel food cans (tin cans)
- e Plastic SPI Code I (PET) polyethylene terephthalate (beverage bottles)
- f Plastic SPI Code 2 (HDPE) high density polyethylene [milk/water bottles (no pigment)]

Optional: Please specify types of commodities that you will agree to collect, process, and market under this contract.

- a. White Office Paper
- b. Mixed paper -junk mail, paper board, files, Kraft paper bags, and colored office paper
- c. Cardboard
- d. Other

Commodities may be added to or deleted from the contract by written agreement of the City and the Firm.

Reporting Requirements

The Firm will be required to submit Annual Recycling Activity Reports on the collection processing and marketing of all recyclable commodities.

The report shall include:

- a. Amounts of recyclable commodities collected by date, route, and material
- b. Summaries of tonnage of all commodities collected by material
- c. Summaries of tonnage of all commodities sold by material
- d. Other information pertaining to this contract will be provided upon request of the City Representative

Cost Per Household

All Firms will submit information on calculation on the cost per household per month for the operations of this recycling service upon request of the City.

A cost of service per household per month will be billed to customers based on a funding decision by the City Commission. Cost of this service will be negotiated based on this decision.

The Firm will submit monthly invoices for approved number of households at the designated cost per month determined by contract.

Approved actual number of households are determined through City building/development reports and can be updated quarterly by contacting City.

Public Education Funding

To assure that the City of Manhattan waste reduction and diversion goals are met through this Recycling Service Program, the City will administer the marketing public education and awareness programs on recycling. This will also assure that the City is given promotional credit for the program and that the City's logo is properly used.

The Firm in good faith that increased marketing and public education will assure a successful program participation and generate recyclable commodities for sale shall pay the City the amount of \$.25 per household serviced per month for public education, marketing, promotion and advertising of recycling and waste reduction.

Payments will be made every six (6) months beginning with the signing of the contract. The notices and public education administered by the City under this provision do not alter or dismiss any obligations of the Firm to provide notice under other provisions of this Scope of Work.

IV. SUBMISSION REQUIREMENTS:

1. Title Page:

- a. Firm name, address, phone number, fax number
- b. Name of Project Director

2. Required Information:

- a. Description of the overall qualifications, competency and experience in providing this service and the customer service support.
- b. Proposed human resource requirements.
- c. Minimum number of households required to participate for the Firm to provide the service.
- d. Proposed list of equipment to be used for collection, processing, and marketing of recyclable commodities.
- e. Provide a plan for implementation and sustained operation of the contract.
- f. Collection schedule including dates and times.
- g. Provide a plan for customer service including requests for new and additional recycling bins, complaints, notification of holidays, and missed recycling collection problems.
- h. Provide a plan for quality assurance: reporting, proof of recycling, disposal of residual, contaminated, and not marketable commodities.
- i. Provide price proposals for collection, processing, and marketing services for the residential recycling program. The proposal should be stated in price per household per month based on approximately 9,000 households. The proposal should be stated in price per household per month for approximately 6,750 households based on an estimated 25% opt-out response out of 9,000 available households.
- j. Plans for coordinating with the City on a public education campaign prior to implementation and throughout the course of the program.
- k. Description of other relevant experiences of the Firm.
- l. List of subcontractors and subcontractor responsibilities.

3. References:

List of references that can be contacted, including contact name and telephone number. Emphasize experience in communities of similar size and characteristics.

V. METHOD OF SOLICITATION:

This solicitation will be advertised in the following ways:

- Notice in the *Manhattan Mercury*, the *Junction City Daily Union*, the *Ft. Riley Post*, the *Wichita Eagle*, and the *Topeka Capitol Journal*
- City of Manhattan website and cable channel 2

- Direct solicitation sent to City of Manhattan licensed trash haulers
- Copy of proposal sent to Kansas Business & Industry Recycling Program (BIRP)

VI. DIRECTIONS FOR SUBMISSION:

Five (5) copies of the project proposals must be submitted to arrive no later than 5:00 p.m. on ?. Proposals should be mailed or delivered to the following address:

Sammi Mangus
 Assistant to the City Manager
 1101 Poyntz Avenue
 Manhattan, Kansas 66502

Questions concerning the project should be directed to Sammi Mangus, Assistant to the City Manager, (785) 587-2404, or mangus@ci.manhattan.ks.us. Questions should be submitted in writing at least three days prior to the specified due date of the RSP.

All persons entering into a contract with the City of Manhattan shall be subject to and required to comply with all applicable City, State, and Federal provisions pertaining to nondiscrimination, equal employment opportunity, and affirmative action.

EXCERPT OF MINUTES

RILEY COUNTY PLANNING BOARD

April 8, 2024

Page 1

2024 Solid Waste Management Plan

Jack Platt stated at the beginning of the meeting that he is a member of the Solid Waste Management Committee, and he would be abstaining from voting.

Amanda Webb stated the committee is required by the Kansas Department of Health and Environment (KDHE) to do a major update of the plan every five years with the last update being done in 2019. She stated the committee does review and update annually as well.

She said that several months ago, the committee broke out into several subgroups. Some committee members had several chapters, and some had more. Most of the changes are getting the data current through 2023. Mrs. Webb stated there have been a lot of things accomplished over the last five years that are properly reflected in the plan. The Food and Farm Council was formed in 2018. Since then, they have put together a master food plan that both the city and county have adopted in 2022. A battery recycling program was put together in 2021 creating brochures and stickers.

Mrs. Webb stated the plan horizon should be the next 10 years. She said we have progressed our goals, percentages for recycling and waste reduction out to 2029. She said one of the big things that was identified as a goal was to update the solid waste characterization study. Our goal is to find funding sources and collaborating with other organizations to get that plan updated in the next five years.

Mrs. Webb explained KDHE has changed their requirements and now requires the planning board to review and be part of the recommendation to the Board of County Commissioners. She said once the Board of County Commissioners approves the update it will then be sent to the state for their review and approval.

David Kreller, Chairman of the Solid Waste Management Committee, stated this has been a process that has been required by KDHE for decades. He said historically, Riley County has been widely considered forward thinking in the plan and what we do with solid waste management, recycling and other environmental things such as the Household Hazard Waste center.

Eric Peck moved to recommend approval of the 2024 Solid Waste Management Plan. Joe seconded. Jack Platt abstained. Carried 3-0.

Attachment: RCPB Minutes (14688 : Public Hearing - 2024 Solid Waste Management Plan)

Riley County Solid Waste Management Committee
Minutes

Thursday, March 28, 2024
3:00 PM

In attendance: David Kreller (Chair), Jack Platt, Michael Boller, Justin Brenner, Greg Wilson, Krista Sylvester, Steve Galitzer, Josh Brewer, Casey Smithson, Benjamin Hamill, Amanda Webb, Joe Whitlock, Jacob Larson, Morgan Bates and Adrian Self

Absent: John Ellermann, Evan McMillan, William Spiegel, Commissioner Kathryn Focke, Fran Zerby, Kelly Briggs and Travis Hummel

Chairman Kreller opened the meeting at 3:00 PM and began with introductions.

Approve minutes from previous meeting

Greg Wilson motioned to approve the minutes from the February 27, 2024 meeting, Mike Boller seconded. Unanimous approval; no abstentions.

Review Solid Waste Management Plan Update

Chairman Kreller explained that the committee would be going over the draft modifications to the plan. He stated he would like to get consensus from the committee to move forward with the changes to the Riley County Planning Board on April 8, 2024 and the Board of County Commissioners on April 22, 2024.

Waste Reduction - Josh Brewer asked that wording be written that the \$5,000 for characterization study is not budgeted but what the committee would want for a study to be done.

Mike Boller indicated he would have the information for Household Hazardous Waste updated by the end of Monday, April 1st.

Adrian Self stated the plan references, 2019 Food and Farm Council plans to get started. He said the plan was completed in 2022 and implemented in 2023. The committee agreed to update Chapters 5 and 7.

Greg Wilson moved to forward the draft recommendations of the plan to the Riley County Planning Board. Steve Galitzer seconded the motion. Unanimous approval; no abstentions.

2024 Riley County Fair

Amanda Webb stated the committee had a battery recycling booth at the Riley County Fair and would be the committee members be interested in doing it again this year.

Mike Boller stated he enjoyed getting to meet with committee members and get to know them.

David Kreller stated the signage for the booth needs to be improved.

Adrian Self stated he would provide the canopy again.

Krista Sylvester stated she would work on interactive activities for the kids.

Mike Boller stated they have a corn hole game that is used for Earth Day. He will bring that to the fair.

Battery recycling education program

Amanda Webb stated there are a lot of brochures and stickers that need to be released to the public.

Jack Platt stated he is working with the USD 383 "Green Team" to get a flyer and brochure in each backpack with a request to put the sticker on their trash can.

David Kreller suggested the committee meeting in October and focus on battery recycling.

Steve Galitzer asked Amanda Webb to organize a service project with the boy scouts.

David Kreller suggested doing a spotlight with KMAN. He said he would get contact information to Amanda Webb for the Coronado Boy Scouts.

Other items for discussion

Adrian Self discussed the city-wide yard waste cleanup.

David Kreller stated the city commission provides city services for the clean up and the county commission provides the transfer station for disposal.

Joe Whitlock stated he would like to take a field trip the transfer station. David Kreller stated the trip is being planned for the fall.

Chairman Kreller adjourned the meeting at 4:25 PM.

	SWMC Member	Yes	No	Date
1	Morgan Bates	X		4/16/2024
2	Michael Boller	X		4/16/2024
3	Justin Brenner			
4	Josh Brewer	X		4/16/2024
5	Kelly Briggs			
6	John Ellermann			
7	Kathryn Focke			
8	Steve Galitzer	X		4/16/2024
9	Ben Hamill	X		4/16/2024
10	Travis Hummel			
11	David Kreller	X		4/16/2024
12	Jacob Larson	X		4/16/2024
13	Jack Platt	X		4/15/2024
14	Evan McMillan	X		4/16/2024
15	Adrian Self	X		4/17/2024
16	Casey Smithson	X		4/16/2024
17	William Spiegel			
18	Krista Sylvester	X		4/12/2024
19	Amanda Webb	X		4/15/2024
20	Joseph Whitlock			
21	Greg Wilson	X		4/14/2024
22	Fran Zerby			

Intergovernmental Luncheon

Monday, April 22, 2024
12:00-1:00 p.m.
Bluemont Room, K-State Student Union
918 North Martin Luther King Jr. Drive
Manhattan, KS 66506

Agenda

1. Gather and luncheon (11:30 a.m.-12:00 p.m.)
2. Convene and Introductions
3. Agenda Topic(s)
 - a. [K-State 105](#) Update and [All Things Kansas](#) demo
 - i. Jessica Gnad, K-State 105 Director; Jennifer Tidball, K-State 105 Communications Director; Jeff Ebeck, Graduate Student; Kansas State University
 - b. [K-State Campus Master Plan](#) Update
 - i. Casey Lauer, Associate Vice President for Facilities, Kansas State University
4. Miscellaneous Discussion Items and Announcements
5. Discussion about Potential Agenda Topics for Next Meeting
6. Next Meeting Date: **Monday, June 24, 2024 – NO MEETING IN MAY**
7. Adjournment

IGL April Parking Garage Code: PGTGOVL422

For those who have RSVP'd for lunch, food will be served starting at 11:30AM. Payments can be collected on site by Union Station by JPs by cash, check, or credit card. If individuals need to be invoiced, address of entity to be billed is required with contact information.