



**Board of Riley County
Commissioners
Regular Meeting
Agenda
May 01, 2025**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Member](#)

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Business Meeting

3. Highway Use Permit, 2025-004 WTC Fiber Optic Cable
4. Action on Mobile Device Reimbursement Request Form
5. Sign Riley County Employee Action Form(s)
6. Approve payroll/accounts payables (when completed)

Review Minutes

7. Board of Riley County Commissioners - Regular Meeting - Apr 28, 2025 8:30 AM

Review Tentative Agenda

8. Tentative Agenda

Press Conference Topics

9. Discuss Press Conference

9:00 AM

Elizabeth Ward, Human Resources Director

10. Human Resources Monthly Update

9:15 AM

Michael Boller, Noxious Weed/HHW Director

11. Staff Update

9:30 AM

Anna Burson, Appraiser

12. Appraiser's Office May Staff Update

9:45 AM

Bob Isaac, Planner

13. Rezone an unplatted tract of land from AG (Agricultural District) to SF-1 (Single Family Residential).

10:00 AM Amanda Webb, Planning/Special Projects Director

14. Planning & Development - Staff Update

10:15 AM Bryant Parker, Counselor/Director of Administrative Services

15. Administrative Work Session

10:30 AM Brittany Phillips, Budget and Finance Officer

16. 2026 Appropriation Discussion

10:40 AM Jessie Hubbard, Community Corrections Administrative Assistant II

17. County Special Alcohol Fund Allocations

10:45 AM Brittany Phillips, Budget and Finance Officer

18. Executive Session to discuss security measures

11:00 AM John Ellermann, Public Works Director/County Engineer

19. Request for Qualifications for Health Department and Family and Child Resource Center Space Needs Study

11:15 AM David Adams, EMS/Ambulance Director

20. Update on EMS Headquarters Project and Planning/Design of the Renovation for EM/Fire District #1

Adjournment

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



PUBLIC WORKS
Permit

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

COMMISSION AGENDA REPORT

FROM: Andrea Rose, Administrative Assistant II

MEETING: May 1, 2025

SUBJECT: Highway Use Permit, 2025-004 WTC Fiber Optic Cable

PRESENTER: John Ellermann, Director of Public Works

BACKGROUND

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

POSSIBLE MOTION(S)

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

Enclosures:

- 2025-004 WTC Fiber Optic Various Loc 2 (PDF)

Permit No. 2025-004 WTC

APPLICATION FOR HIGHWAY USE PERMIT

Riley County, Kansas

WTC Communications Inc. New Fiber Optic Cable
 Applicant Name Type of Construction

1009 Lincoln Ave Wamego KS 66547
 Applicant Mailing Address City State Zip

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

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

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

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

Submitted by:

Submitter's signature

Date

Shawn Smith OSP Manager
 Printed Name & Title

785-456-1022
 Submitter's Telephone Number

Bob Hull Construction
 Contractor Name

ssmith@wtcks.com
 Submitter's Email Address

785-292-4858
 Contractor Telephone Number

4/28/2025
 Proposed Date of Construction

180 days
 Estimated Duration of Construction

RECOMMENDED BY:

Riley County Engineer

Permit granted this ____ day of _____, 20__.

BOARD OF COUNTY COMMISSIONERS
 RILEY COUNTY, KANSAS

Chairperson

OFFICE USE ONLY:

Application Fee: 100\$1,000 Deposit Bond Letter RReceipt No. 13547 Date: 4/28/2025Signature: Andrew Fox

Process for Highway Use Permit

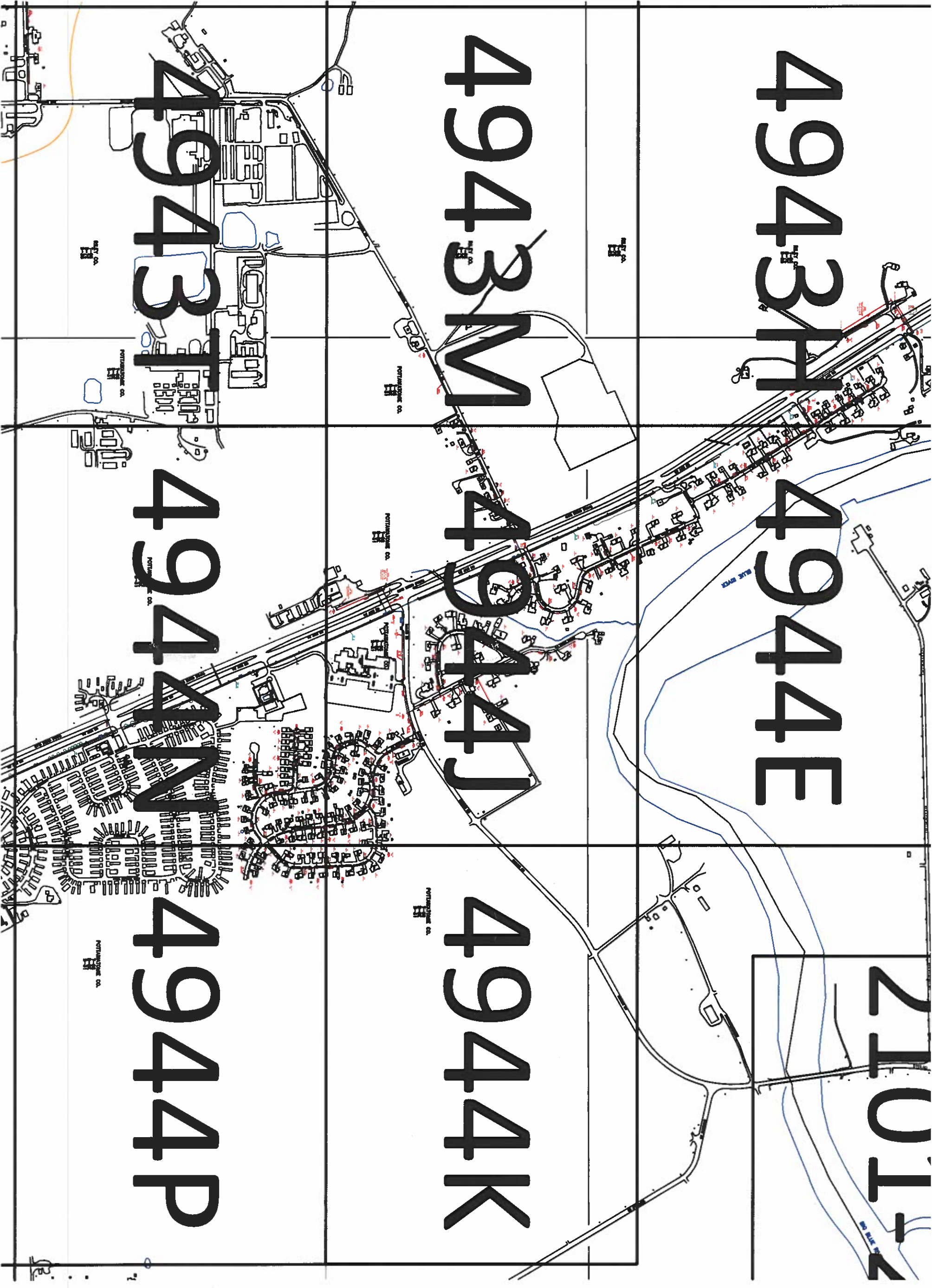
- A permit is required for all utilities installed, relocated, removed or repaired in the County's right-of-way
- Submit Application for Permit
 - Attach construction plan and traffic control plan
 - Submit \$100.00 Application Fee
 - Submit applicable deposit, performance bond, cashier's check or letter of credit
 - Contractor's Certificate of Liability Insurance
- Stake the proposed location of above ground utilities
- Permit must be approved prior to starting any work
- **Once approved, notify County Engineer a minimum of two business days prior to starting work**
- Copy of Highway Use Permit and copy of Requirements and Procedures must be on site with the Contractor
- Begin project
- County will perform routine inspections during project
- **Notify County 24 hours prior to any backfilling**
- Restore work area to a condition equal to the existing before construction
- Request final inspection a minimum of two business days before de-mobilization
- Create punch list of items remaining to be completed
- Complete punch list items as necessary
- Receive written final Notice of Acceptance
- Warranty work for a period of one year
- Fees, bonds, cashier's check or letter of credit returned

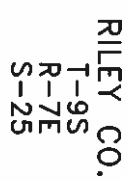
Utility Companies (Permit Holders)

Utility Companies (Permit Holders) shall submit a standard refundable deposit of \$1000 with their permit application. The county Engineer may require a larger refundable deposit based on the scope of work. The check will be returned after the work has been inspected and approved or the warranty period has expired, whichever is longer. If the contractor fails to properly clean up and restore the area Riley County may use all or a portion of the deposit to cover expenses to complete the work.

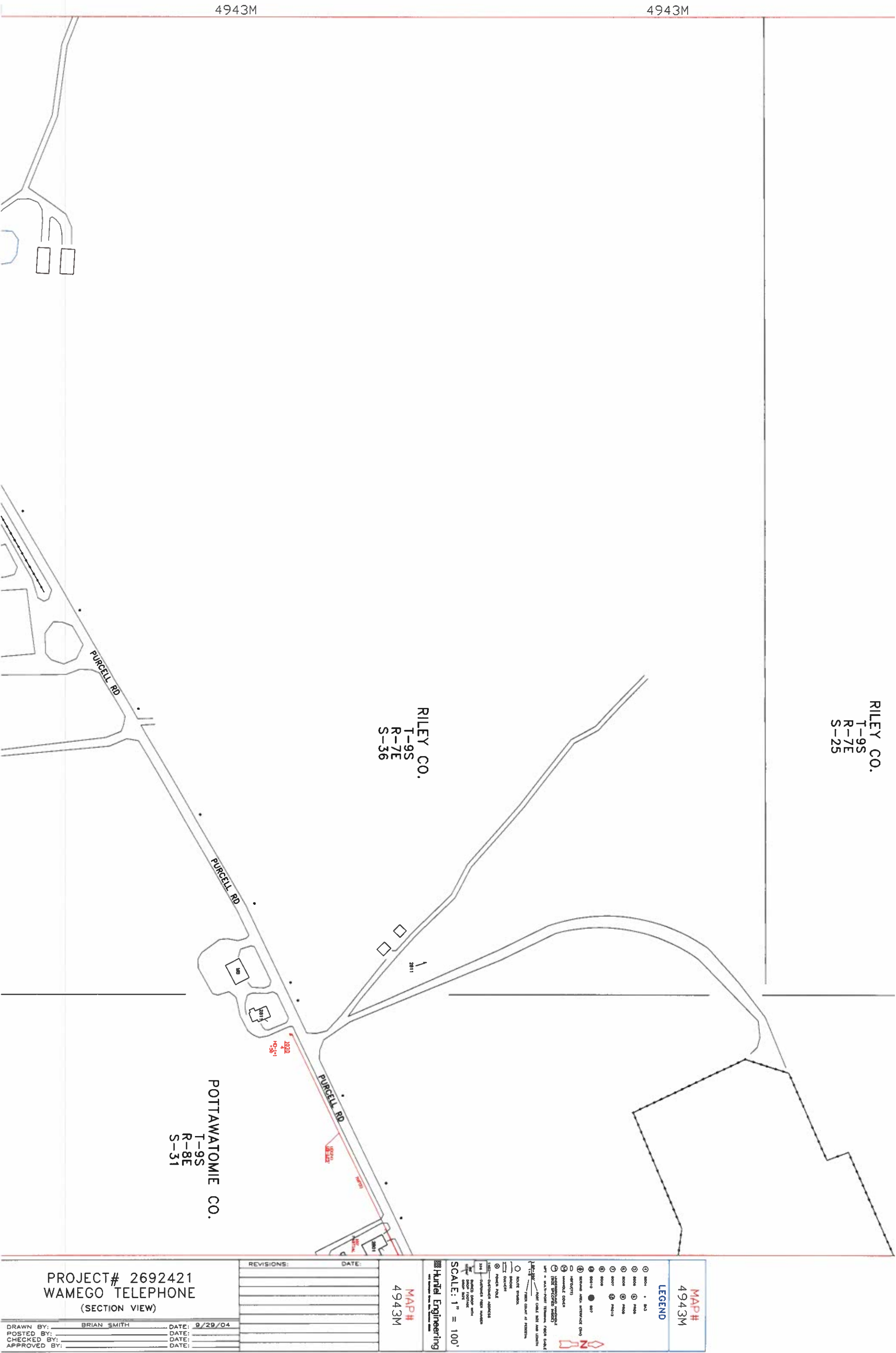
Bonds/deposits may be submitted for an entire year. Any Bond/ Letter of credit submitted by a permit holder must remain in effect for the year. If a project extends more than one year a new bond/ letter of credit must be submitted.

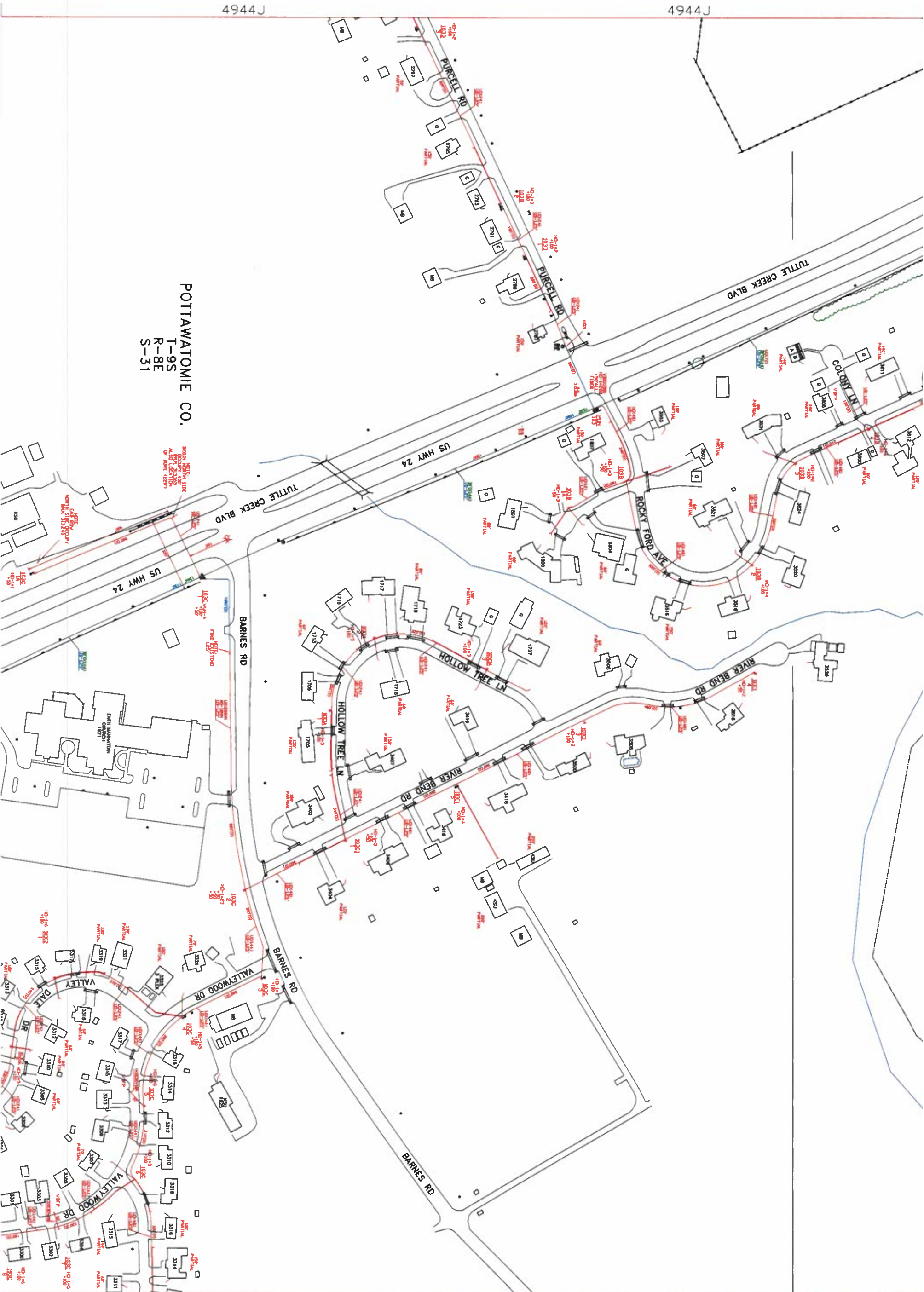
A permit holder may submit a 20,000 performance bond or equivalent letter of credit, in January of each year in lieu of submitting individual fees/ deposits for each project. Larger projects however may require an increase in the amount of the performance bond or equivalent letter of credit as determined by the County Engineer.





DRAWN BY: BRIAN SMITH DATE: 9/29/04
POSTED BY: _____ DATE: _____
CHECKED BY: _____ DATE: _____
APPROVED BY: _____ DATE: _____





POTTAWATOMIE CO.
T-9S
R-8E
S-31

MAP#
4944J

LEGEND

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**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 Resource Manager

MEETING: May 1, 2025

SUBJECT: Action on Mobile Device Reimbursement Request Form

PRESENTER: Elizabeth Ward, Human Resource Manager

POSSIBLE MOTION(S)

Move to approve the Mobile Device Reimbursement Request Form(s).

Move to deny the Mobile Device Reimbursement Request Form(s).

Move to table the Mobile Device Reimbursement Request Form(s).

Enclosures:

- Mobile Device Reimbursement P Stevenson (PDF)

Mobile Device Reimbursement Request Form

Employee Name: Perry Stevenson

Job Title: Building Maintenance Tech II Department: Public Works

Cell Phone Number: 785-477-3998

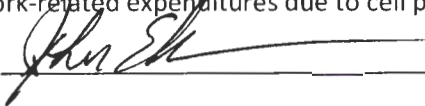
Reimbursement Amount: ☐ \$25 ☐ \$40 ☒ \$65 Data Enabled (BOCC approval needed)

Employee Certification and Signature: I certify my position will require the use of my portable communication device that the county is reimbursing me for my expense. I will promptly report any changes in the level of those business use expenses to my Supervisor. I further certify that I have read, understood, and intend to comply with Riley County's Portable Mobile Device Policy.

Employee Signature: 

Date: 4-28-2025

Supervisory Certification and Signature: I certify the requested reimbursement is needed for this employee, to cover work-related expenditures due to cell phone use, or other, as described above.

Supervisor Signature: 

Date: 4-21-2025

BOCC Designation: ☐ Approved ☐ Denied

BOCC Chair Signature: _____ Date: _____

Payroll Use Only

Start Date: _____

Terminate Current Monthly Allowance effective: _____

Updated March 2023

Attachment: Mobile Device Reimbursement P Stevenson (15759 : Mobile Device Reimbursement Request Form)



**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: May 1, 2025

SUBJECT: Sign Riley County Employee Action Form(s)

PRESENTER: Elizabeth Ward, Human Resources Director

Enclosures:

- 2025-04 NRochelleau EAF (DOCX)

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Nancy Rocheleau**Status Change Date:** 04/30/2025**Status Change:** New Hire**Date of Hire:** 04/30/2025**Seniority:** 0 Year(s), 0 Month(s)**Position:** Election Day Worker**Position Type:** As Needed**Pay Range:** TASND**Pay Type:** Stipend**Base Rate:** \$0.00**Annualized Pay:** \$0.00**Funds Codes:** 1-General, 19-Election**Supervisor:** Susan Boller**Department Head:** Rich Vargo

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2025-04 NRocheleau EAF (15763 : Employee Action Form (Green Sheet))



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
May 05, 2025**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Member](#)

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

1. Bid recommendation for 2025 bituminous chip seal project
2. Bid recommendation for 2025 asphalt overlay program

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:30 AM

Press Conference

3. RCPD Update - Captain Scott Hajek and Captain Mark French (3-5 minutes)

9:40 AM

Bryant Parker, Counselor/Director of Administrative Services

4. Executive session to discuss confidential legal advice regarding potential litigation issues

10:00 AM

Russel Stukey, Emergency Management Director

5. Staff update

10:15 AM

Bryant Parker, Counselor/Director of Administrative Services

6. Administrative Work Session

10:40 AM

Daniel Skucius, County Extension Director

7. 2026 Fair Board Budget Request

11:00 AM

Amanda Webb, Planning/Special Projects Director

Attachment: 05-05-25 tentative agenda (15641 : Tentative Agenda)

8. 2026 Planning and Development Budget Request

11:20 AM

Gina Snyder, Downtown Manhattan Director

9. 2026 Downtown Manhattan Inc. Appropriation Request

1:15 PM

Lori Feldkamp, Big Lakes Developmental Center Director

10. 2026 Big Lakes Development Center Appropriation Request

1:35 PM

Ginny Petersen, Riley County Genealogical Society

11. 2026 Riley County Genealogical Society Appropriation Request

1:55 PM

Jared Tremblay, Flint Hills MPO Planning Manager

12. 2026 MPO Appropriation Request

2:15 PM

Scott Voos, Be Able

13. 2026 Be Able Appropriation Request

2:35 PM

Michael Boller, Noxious Weed/HHW Director

14. 2026 Noxious Weed/HHW Budget Request

Adjournment

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

Attachment: 05-05-25 tentative agenda (15641 : Tentative Agenda)



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
May 08, 2025**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Member](#)

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

1. Discuss Policy Breakfast
2. Discuss Joint City/County/County Meeting

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Bryant Parker, Counselor/Director of Administrative Services

3. Administrative Work Session

9:20 AM

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

4. Cash Flow Reports

9:30 AM

Shilo Heger, Treasurer

5. Staff update

9:45 AM

Jason Smith, Manhattan Area Chamber of Commerce

6. Economic development update

10:00 AM

Diane Creek, Health Department Director

7. Staff update

10:30 AM

Bryant Parker, Counselor/Director of Administrative Services

8. Executive session to discuss confidential legal advice regarding

pending litigation issues

- 11:05 AM Diane Creek, Health Department Director**
9. 2026 Health Department Budget Request
- 11:25 AM Daphne McNelly, aTa Bus**
10. 2026 aTa Bus Appropriation Request
- 1:15 PM Anna Burson, Appraiser**
11. 2026 Appraiser's Budget Request
- 1:35 PM Russel Stukey, Emergency Management Director**
12. 2026 EM, Fire, 911, Capital Outlay Budget Requests
- 1:55 PM David Adams, EMS/Ambulance Director**
13. 2026 EMS/Ambulance Budget Request
- 2:15 PM Amy Manges, Register of Deeds**
14. 2026 Register of Deeds and Register of Deeds Tech Fund Budget Requests
- 2:35 PM Emily Wagner, Manhattan Emergency Shelter Director**
15. 2026 Manhattan Emergency Shelter Appropriation Request
- 2:55 PM Jason Smith, Manhattan Area Chamber of Commerce Director**
16. 2026 Chamber of Commerce Appropriation Request

Adjournment

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

Attachment: 05-08-25 tentative agenda (15641 : Tentative Agenda)



COUNTY CLERK & ELECTIONS
Staff Update

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

MEMORANDUM

FROM: Elizabeth Ward, Human Resources Director

MEETING: May 1, 2025

SUBJECT: Human Resources Monthly Update

PRESENTER: Elizabeth Ward

Enclosures:

- HR Monthly Report -April 2025 (PPTX)



Human Resources

April 2025



Riley County Human Resources



People, Policy, and Process

HR Reduces Turnover, Boosts productivity, Keeps People Motivated and Reduces Labor Law Issues



Recruitment and Retention

	Regular Employees	Seasonal/Stipend EE/Intern
Current headcount	283	331
Hires-Apr	2	5
Hires – current year	12	15
Separations – Apr	1	28
Separations - current year	12	47
Turnover Rate-annual	22.3%	
Average tenure	9 years	
Current openings	6	
-PW, Parks, Appraiser		



Performance and Development-Current

Taking Applications for FHRLP & NaCO High Performing Leaders programs

Supervisor training -Highly Effective Managers continues

Employee Day 2025 – planning committee

Onboarding Committee developing Phase 2 improvements to orientation and onboarding



Performance & Development

- Working with EMS on 365 evaluations model
- FMLA Supervisor Training in HD
- KCHRA Supervisor Training – June 12 in Salina
 - 14 Riley County Supervisors registered
- Proposal to restructure Annual Performance Reviews
 - Suggestions made by supervisors in Highly Effective Leadership Program



Supervisory Skills for Success



FMLA, ADA, Harassment, Oh My!

Presentation by Forrest Rhodes

Highlights:

- Did my employee just put me "on notice?"
- Responding to harassment concerns.
- Why you want HR on your team.

How to be the Boss Without Being Bossy

Presentation by Mike Taylor

Highlights:

- Hiring the right talent for the job.
- What if I got it wrong?
- Managing a difficult person.

Fee is \$95 - After May 9, 2025 - \$110
Lunch will feature a potato bar and salad

Thursday, June 12, 2025
9 a.m. to 4 p.m.
Hilton Garden Inn and Convention Center,
3320 S. 9th St., Salina, KS 67401

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Kansas County Human Resource Association



Scan here with
your smartphone
to complete your
room reservation.



Employee Enrichment

KPERS Advisory Council Appointment

- Continuing meetings

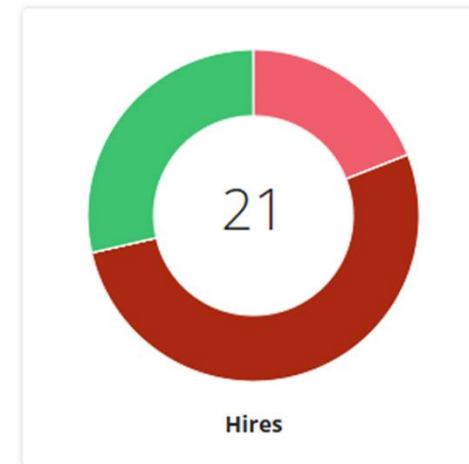
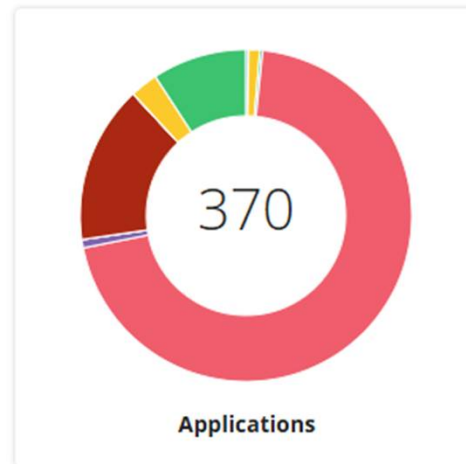
Medicare Basics seminar with Extension (within 5 years)

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



HR by the Numbers

- Actively Recruited for 10 open positions in month
- Reviewed 370 applications
- Hired 21 people





HR by the Numbers

• Average Time to Fill in April –	38.75 days
• Interviews	110 interviews
• Onboarding Events	38 events - 49 hours
• Employee Relations/Mentoring	33 hours
• Compliance Events	3 events
• Performance Actions	4 events
• Updated Positions	5 PDs



2025 Current Projects

- Driver DQ –with Konza Labs for DOT Drivers
 - All drivers registered and query completed
- Foulston Law Employment Law Series – 4 weeks
- Continued work on 941's for Gift Card reporting
- FMLA filing system – shift to electronic filing
- Kymberlee transferring Fire dept personnel files electronically
- Monitoring policy changes at federal and state levels
- Committee Report – No update



NOXIOUS WEED/HHW
Staff Update

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

STAFF REPORT

FROM: Michael Boller Director Riley County Noxious Weed

MEETING: May 1, 2025

SUBJECT: Staff Update

PRESENTER: Michael Boller Director Riley County Noxious Weed

Enclosures:

- 5-1-25 Staff Report (DOC)

Riley County Noxious Weed/HHW Department

Michael Boller, Director

May 1, 2025

Staff Report

Noxious Weed/Mowing:

- Spring spraying began in April with bare ground applications on county roads. Spraying around all signs, bridges and guardrails. This process has been completed.
- Township contracts will begin mid-May. Currently, we currently have four townships with two pending to be returned. This is the same amount as last year at this time. Five township contracts seem to be the average from year to year.
- Spring seeding projects on the county right-of-way began in mid-March and has completed.
- County roadside mowing will begin towards end of May. Current conditions have been very favorable for significant roadside vegetation growth. Generally, this means that mowing must be slowed down and the potential for equipment failure increases. Every effort will be made to keep on schedule and keep our roadsides mowed back.
- Riley County has cost-share chemical for sale to landowners for treatment of noxious weeds in the county and sprayers that can be rented. We have seen stabilization of the chemical market and prices have started to drop and chemicals are readily available this year.
- Musk Thistle, a noxious weed in Kansas, is at the stage of growth where it needs to be sprayed to get optimum control. Riley County has cost-share chemicals for sale to landowners for treatment of noxious weeds in the county and sprayers that can be rented. Contact our office at 785-539-3202 for assistance.

HHW:

- HHW collection at Howie's Recycling will be Saturday May 10th from 8AM-12PM. Please no business waste or over 25 items for disposal.
- The Riley County HHW Facility has recycled latex paint to give away. We have one gallon and five-gallon containers available. Our office is open Monday – Friday from 7:30am to 4:00pm for assistance. We also have numerous household products on our recycling shelves free to the public.
- Clean Harbors is working on the chemical profile of the abandon barrels of chemical left in Bala township and should also have soil samples completed soon.
- All HHW training comes through the Riley County HHW facility and Justin and I help conduct that training. We are looking for “train the trainer” opportunities and have found some Lithium-Ion battery training in Denver Colorado as well as facility tours of HHW recycle center in adjacent Boulder Colorado. If we are able

to finalize some plans I will be asking for some out-of-state travel. The facility coordinator in Boulder has graciously offered the training to us for free.



**COUNTY APPRAISER'S
OFFICE**
Staff Update

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

STAFF REPORT

FROM: Appraiser's Office

MEETING: May 1, 2025

SUBJECT: Appraiser's Office May Staff Update

PRESENTER: Anna Burson

Enclosures:

- 5-1-25 Appraiser's Office Staff Update (PDF)



May 1st, 2025

BOCC Staff Update

Anna Burson
RES, RMA
Riley County Appraiser



Personal Property/ Appraisal Support &

- 2025 values have been set for all other Personal property.
- NOV's went in the mail April 29th, Property owners have until May 15th to appeal.
- We have transitioned to staff fully managing the Digital processes for the various residential phases.
- Preparing for upcoming legislative changes as they pertain to Personal property.
- Training

AG use

- Our Ag appraiser is working through sales of ag land as they are received.
- Verifying agricultural use on properties who failed to return the Ag questionnaire that went out last year.
- All appeals involving farm homesites or AG use classification have been completed.

Residential

- 213 residential sales to date. Median Sale price is \$248,700, and the Average sale price is \$270,897.
- Currently the sales ratio for unvalidated sales is 97%. Sales will remain unvalidated until after certification in June.
- There are 128 new permits for 2025 and 286 permit rechecks from 2024.
- The residential team has begun annual review and staff are finalizing 2025 valuation decisions relating to informal appeals.
- We have two pending small claims hearings regarding 2024 valuation and three pending small claims hearings regarding 2025 valuation.

&

Commercial

- The Commercial team is working through annual review, finalizing informal appeals, and preparing for BOTA hearings.
- There are 10 Commercial sales to date.

2025 Informal Appeal Summary- 440 total

AG-11

Commercial- 46

Farmhomesite-11

Residential- 313

Vacant- 59

**All appeals have been held, and final decisions have been made on 64% of them. Our target date for certifying Real Property is May 15th, with statutory certification required by June 1st.*

BOTA - OPEN									
4/28/2025									
DOCKET	PARCEL NUMBER	QR#	YEAR	PROPERTY OWNER	BUSINESS NAME/SITE	COUNTY VALUE	FINAL	TAXPAYER VALUE	SCHEDULED
2024-2422-EQ	081-177-25-0-10-01-004.00-0	R5674	2024	RIVERCHASE LLC	RIVERCHASE LLC	\$5,310,090		\$4,183,683	PENDING
2024-2423-EQ	081-177-25-0-10-01-007.00-0	R5678	2024	RIVERCHASE LLC	RIVERCHASE LLC	\$20,710		\$16,317	PENDING
2024-2424-EQ	081-189-31-0-00-00-007.00-0	R6092	2024	COLONIAL GARDENS LLC (3050 TCB)	COLONIAL GARDENS MHP OFFICE	\$396,700		\$332,339	PENDING-PER CAROLINE'S EMAIL NOTIFICATION 06/05/2024
2024-2425-EQ	081-189-31-0-00-00-010.00-0	R6096	2024	COLONIAL GARDENS LLC (3000 TCB)	COLONIAL GARDENS	\$9,317,830		\$7,791,037	PENDING-PER CAROLINE'S EMAIL NOTIFICATION 06/05/2024
2024-2426-EQ	081-189-31-0-00-00-017.01-0	R6104	2024	COLONIAL GARDENS LLC (0000 E MARLATT)	COLONIAL GARDENS - VACANT	\$1,870		\$1,564	PENDING-PER CAROLINE'S EMAIL NOTIFICATION 06/05/2024
2024-2427-EQ	081-203-06-2-70-18-001.00-0	R7912	2024	BLUE VALLEY MHC LLC	BLUE VALLEY MHC LLC	\$4,433,750		\$3,800,000	PENDING-PER CAROLINE'S EMAIL NOTIFICATION 06/05/2024
2024-5727-EQ	081-203-07-2-80-01-001.02-0	R9273	2023	BJS INC	IHOP RESTAURANT	\$1,974,000		\$1,275,570	PENDING-PER CAROLINE'S EMAIL NOTIFICATION 08/07/2024
2025-310-PR	081-203-07-2-80-01-001.02-0	R9273	2024	BJS INC	IHOP RESTAURANT	\$1,667,880		\$1,200,000	PENDING
2020-1714-EQ	081-204-18-2-10-18-001.00-0	R9845	2020	MHTTN MARKETPLACE	A&W / NOODLES/ETC.	\$2,100,000		\$1,365,000	WEDNESDAY, JUNE 18, 2025, @ 9:00 A.M. IN TOPEKA FOR ONE DAY
2021-5574-EQ	081-204-18-2-10-18-001.00-0	R9845	2021	MHTTN MARKETPLACE	A&W / NOODLES/ETC.	\$1,770,000		\$1,150,500	WEDNESDAY, JUNE 18, 2025, @ 9:00 A.M. IN TOPEKA FOR ONE DAY
2022-1386-EQ	081-204-18-2-10-18-001.00-0	R9845	2022	MHTTN MARKETPLACE	A&W / NOODLES/ETC.	\$1,670,000		1463240	WEDNESDAY, JUNE 18, 2025, @ 9:00 A.M. IN TOPEKA FOR ONE DAY
2023-1154-EQ	081-204-18-2-10-18-001.00-0	R9845	2023	MHTTN MARKETPLACE	A&W / NOODLES/ETC.	\$1,570,000		\$1,402,794	WEDNESDAY, JUNE 18, 2025, @ 9:00 A.M. IN TOPEKA FOR ONE DAY
2024-2774-EQ	081-204-18-2-10-18-001.00-0	R9845	2024	MHTTN MARKETPLACE	A&W / NOODLES/ETC.	\$1,610,000		?	REINSTATED - PENDING
2024-1202-EQ	081-204-18-2-10-20-004.01-0	R9854	2024	MANHATTAN MARKETPLACE SC LLC	BEST BUY	\$2,460,000		?	WEDNESDAY, SEPTEMBER 3, 2025 @ 9:00 A.M. IN TOPEKA FOR ONE DAY
2021-285-PR	081-204-18-2-10-20-004.02-0	R9855	2020	MANHATTAN MARKETPLACE SC LLC	MCALISTER'S	\$1,375,000		\$1,114,370	WEDNESDAY, JUNE 18, 2025, @ 9:00 A.M. IN TOPEKA FOR ONE DAY
2021-5575-EQ	081-204-18-2-10-20-004.02-0	R9855	2021	MANHATTAN MARKETPLACE SC LLC	MCALISTER'S	\$1,160,000		\$1,114,370	WEDNESDAY, JUNE 18, 2025, @ 9:00 A.M. IN TOPEKA FOR ONE DAY
2022-1387-EQ	081-204-18-2-10-20-004.02-0	R9855	2022	MANHATTAN MARKETPLACE SC LLC	MCALISTER'S	\$1,090,000		?	WEDNESDAY, JUNE 18, 2025, @ 9:00 A.M. IN TOPEKA FOR ONE DAY
2023-1155-EQ	081-204-18-2-10-20-004.02-0	R9855	2023	MANHATTAN MARKETPLACE SC LLC	MCALISTER'S	\$1,029,000		\$984,227	WEDNESDAY, JUNE 18, 2025, @ 9:00 A.M. IN TOPEKA FOR ONE DAY
2024-2777-EQ	081-204-18-2-10-20-004.02-0	R9855	2024	MANHATTAN MARKETPLACE SC LLC	MCALISTER'S	\$1,070,000		?	REINSTATED - PENDING
2020-1713-EQ	081-204-18-2-10-20-005.00-0	R9857	2020	MANHATTAN MARKETPLACE SC LLC	BED BATH & BEYOND & OTHER RETAILERS	\$4,585,000		?	WEDNESDAY, JUNE 18, 2025, @ 9:00 A.M. IN TOPEKA FOR ONE DAY
2021-2046-EQ	081-204-18-2-10-20-005.00-0	R9857	2021	MANHATTAN MARKETPLACE SC LLC	BED BATH & BEYOND & OTHER RETAILERS	\$4,125,000		\$3,415,016	WEDNESDAY, JUNE 18, 2025, @ 9:00 A.M. IN TOPEKA FOR ONE DAY
2022-1385-EQ	081-204-18-2-10-20-005.00-0	R9857	2022	MANHATTAN MARKETPLACE SC LLC	BED BATH & BEYOND & OTHER RETAILERS	\$4,015,000		\$3,415,016	WEDNESDAY, JUNE 18, 2025, @ 9:00 A.M. IN TOPEKA FOR ONE DAY
2023-1153-EQ	081-204-18-2-10-20-005.00-0	R9857	2023	MANHATTAN MARKETPLACE SC LLC	BED BATH & BEYOND & OTHER RETAILERS	\$3,785,000		\$3,278,465	WEDNESDAY, JUNE 18, 2025, @ 9:00 A.M. IN TOPEKA FOR ONE DAY
2024-2776-EQ	081-204-18-2-10-20-005.00-0	R9857	2024	MANHATTAN MARKETPLACE SC LLC	BURLINGTON / CRUMBL	\$3,890,000		?	REINSTATED - PENDING
2020-1715-EQ	081-204-18-2-10-20-013.00-0	R302812	2020	MANHATTAN MARKETPLACE SC LLC	VACANT - WAS PAUL MITCHELL SALON	\$745,000		\$484,250	WEDNESDAY, JUNE 18, 2025, @ 9:00 A.M. IN TOPEKA FOR ONE DAY
2021-5576-EQ	081-204-18-2-10-20-013.00-0	R302812	2021	MANHATTAN MARKETPLACE SC LLC	VACANT - WAS PAUL MITCHELL SALON	\$630,000		\$478,968	WEDNESDAY, JUNE 18, 2025, @ 9:00 A.M. IN TOPEKA FOR ONE DAY
2022-1388-EQ	081-204-18-2-10-20-013.00-0	R302812	2022	MANHATTAN MARKETPLACE SC LLC	VACANT - WAS PAUL MITCHELL SALON	\$380,000		\$190,000	WEDNESDAY, JUNE 18, 2025, @ 9:00 A.M. IN TOPEKA FOR ONE DAY
2023-1156-EQ	081-204-18-2-10-20-013.00-0	R302812	2023	MANHATTAN MARKETPLACE SC LLC	VACANT - WAS PAUL MITCHELL SALON	\$255,000		?	WEDNESDAY, JUNE 18, 2025, @ 9:00 A.M. IN TOPEKA FOR ONE DAY
2024-2775-EQ	081-204-18-2-10-20-013.00-0	R302812	2024	MANHATTAN MARKETPLACE SC LLC	VACANT - WAS PAUL MITCHELL SALON	\$580,000		?	REINSTATED - PENDING
2024-2781-EQ	081-211-11-0-40-13-003.00-0	R15610	2024	CENTRO BRADLEY SPE 3 LLC	WESTLOOP SHOPPING CENTER	\$24,216,200		?	PENDING
2020-915-EQ	081-211-12-0-30-11-004.01-0	R16204	2020	GLASS INVESTMENTS LLC	WALGREENS (ANDERSON AVE)	\$2,715,200		?	THURSDAY, JULY 10, 2025 @ 9:00 AM IN TOPEKA FOR ONE DAY
2021-1439-EQ	081-211-12-0-30-11-004.01-0	R16204	2021	GLASS INVESTMENTS LLC	WALGREENS (ANDERSON AVE)	\$2,812,400		prior year value	THURSDAY, JULY 10, 2025 @ 9:00 AM IN TOPEKA FOR ONE DAY
2022-2155-EQ	081-211-12-0-30-11-004.01-0	R16204	2022	GLASS INVESTMENTS LLC	WALGREENS (ANDERSON AVE)	\$2,812,400		?	THURSDAY, JULY 10, 2025 @ 9:00 AM IN TOPEKA FOR ONE DAY
2023-2296-EQ	081-211-12-0-30-11-004.01-0	R16204	2023	GLASS INVESTMENTS LLC	WALGREENS (ANDERSON AVE)	\$2,812,400		?	THURSDAY, JULY 10, 2025 @ 9:00 AM IN TOPEKA FOR ONE DAY
2024-1201-EQ	081-211-12-0-30-11-004.01-0	R16204	2024	GLASS INVESTMENTS LLC	WALGREENS (ANDERSON AVE)	\$2,879,000		?	THURSDAY, JULY 10, 2025 @ 9:00 AM IN TOPEKA FOR ONE DAY
2024-2365-EQ	081-216-14-0-10-03-006.02-0	R19739	2024	ICON INVESTMENTS LLC	AUTO MUSEUM PARKING LOT	\$1,297,170		?	CONTINUANCE PENDING
2023-2393-EQ	081-216-23-0-10-08-001.00-0	R20575	2023	GENESIS HEALTH CLUBS OF MHTTN LLC	GENESIS HEALTH CLUBS OF MHTTN LLC	\$8,152,300		\$4,076,150	WEDNESDAY, JULY 16, 2025, @ 1:30 P.M. IN TOPEKA FOR 1/2 DAY
2024-2368-EQ	081-216-23-0-10-08-001.00-0	R20575	2024	GENESIS HEALTH CLUBS OF MHTTN LLC	GENESIS HEALTH CLUBS OF MHTTN LLC	\$8,441,700		?	WEDNESDAY, JULY 16, 2025, @ 1:30 P.M. IN TOPEKA FOR 1/2 DAY
2018-2047-EQ	081-216-24-0-20-01-002.00-0	R21281	2018	HD DEVELOPMENT OF MARYLAND	HOME DEPOT	\$6,435,400	\$4,070,000	\$4,200,000	Oral Arguments Heard in Topeka waiting for Decision
2024-2358-EQ	081-216-24-0-20-01-002.00-0	R21281	2024	HD DEVELOPMENT OF MARYLAND	HOME DEPOT	\$7,000,000		\$4,200,000	PENDING
2020-914-EQ	081-216-24-0-20-02-001.00-0	R21288	2020	TARGET CORPORATION	TARGET	\$9,850,000		?	THURSDAY & FRIDAY MAY 29 & 30 2025 @ 9:00 AM IN TOPEKA FOR :
2021-1440-EQ	081-216-24-0-20-02-001.00-0	R21288	2021	TARGET CORPORATION	TARGET	\$9,700,000		prior year value	THURSDAY & FRIDAY MAY 29 & 30 2025 @ 9:00 AM IN TOPEKA FOR :
2022-2157-EQ	081-216-24-0-20-02-001.00-0	R21288	2022	TARGET CORPORATION	TARGET	\$9,700,000		?	THURSDAY & FRIDAY MAY 29 & 30 2025 @ 9:00 AM IN TOPEKA FOR :
2023-2295-EQ	081-216-24-0-20-02-001.00-0	R21288	2023	TARGET CORPORATION	TARGET	\$9,700,000		?	THURSDAY & FRIDAY MAY 29 & 30 2025 @ 9:00 AM IN TOPEKA FOR :
2024-1203-EQ	081-216-24-0-20-02-0001.00-0	R21288	2024	TARGET CORPORATION	TARGET	\$9,700,000		?	THURSDAY & FRIDAY MAY 29 & 30 2025 @ 9:00 AM IN TOPEKA FOR :
Total County Value in Question						\$181,241,000			

PENDING REAL ESTATE EXEMPTION APPLICATIONS AT BOTA
4/28/2025

COUNT	DOCKET	PARCEL ID	QUICK REF	OWNER	SITUS	2023 VALUATION	2024 Valuation	2025 VALUATION
1	2024-270-TX TO BOTA 01/25/2024	081-204-18-2-40-08-001.00-0	R11005	TEMPLE OF PEACE CHURCH	330 SUNSET AVE	\$ 765,790	\$ 802,750	\$ 779,150
2	2024-590-TX TO BOTA 02/16/2024	081-165-15-0-00-00-005.00-0	R4741	S.A.V.E. FARM	00000 N 52ND ST., RILEY	(EXEMPT 23)	\$ 24,030	N/A-SOLD
3	2024-590-TX TO BOTA 02/16/2024	081-165-160-00-00-005.00-0	R4749	S.A.V.E. FARM	9680 N 52ND ST., RILEY	(Exempt 23)	\$ 266,240	\$ 262,490
4	2024-891-TX TO BOTA 03/15/2024	081-085-21-0-10-05-004.00-0	R1037	RANDOLPH COMMUNITY CHURCH	105 GARRISON ST, RANDOLPH	(Exempt 23)	\$ 361,000	\$ 361,000
5	2024-2524-TX TO BOTA 05/21/2024	081-204-18-2-70-20-002.00-0	R11790	ROMAN CATHOLIC DIOCESE OF SALINA KANSAS	721 PIERRE ST	\$ 61,380	\$ 62,590	\$ 59,960
6	2024-6662-TX TO BOTA 09/25/2024	081-216-13-0-20-02-001.00-0	R19378	KSU CONTROLLERS OFFICE	2323 ANDERSON AVE	(Exempt 23)	(Exempt 24)	\$ 6,196,800
7	2024-7010-TX TO BOTA 10/22/2024	081-203-07-2-70-05-004.00-0	R8887	CLOVIA ALUMNAE ASSOCIATION	1200 PIONEER LANE	(Exempt 23)	\$ 1,204,700	\$ 1,109,640
8	2024-7008-TX TO BOTA 10/23/2024	081-216-24-0-40-04-003.00-0	R21537	FLINT HILLS BREADBASKET	2326 SKY VUE LANE	N/A	\$ 543,100	\$ 850,600
9	2024-7008-TX TO BOTA 10/23/2024	081-216-24-0-40-04-001.00-0	R21535	FLINT HILLS BREADBASKET	620 ROSENCUTTER RD	N/A	\$ 645,980	\$ 653,300
10	2024-7009-TX TO BOTA 10/24/2024	081-151-01-0-30-13-006.00-0	R4245	ARTS & MEMORIES MUSEUM INC	219 BROADWAY ST. RILEY	\$ 87,060	\$ 91,580	\$ 92,570
11	2024-71693-TX TO BOTA 11/05/2024	081-219-29-0-00-00-006.02-0	R21810	CITY OF MANHATTAN	00000 EUREKA DR	(Exempt 23)	(Exempt 24)	(EXEMPT)
12	2024-7162-TX TO BOTA 11/05/2024	081-219-29-0-00-00-006.01	R21809	CITY OF MANHATTAN	5781 EUREKA DR	\$ 1,300	\$ 1,170	\$ 1,000
13	2024-7170-TX TO BOTA 11/06/2024	081-216-14-0-20-02-027.00-0	R19898	CITY OF MANHATTAN	925 VILLAGE DRIVE	N/A	\$ 1,260	\$ 1,260
14	2024-7071-TX TO BOTA 11/06/2024	081-216-14-0-10-05-002.00-0	R19742	CITY OF MANHATTAN	1001-1023 GARDEN WAY	\$ 81,350	\$ 81,350	\$ 81,350
15	2024-7182-TX TO BOTA 11/08/2024	081-205-15-0-00-00-001.00-0	R12729	CITY OF MANHATTAN	00000 HARWOOD RD (71.4 ACRES)	\$ 790	\$ 760	\$ 740
16	2024-7181-TX	081-205-16-0-00-00-001.00-0	R12731	CITY OF MANHATTAN	00000 HARWOOD RD (120.9 ACRES)	\$ 44,830	\$ 36,930	\$ 26,840

5-1-25 Appraiser's Office Staff Update

2025

6

Attachment: 5-1-25 Appraiser's Office Staff Update (15754 : Appraiser's Office May Staff Update)

	TO BOTA 11/08/2024							
17	2024-7180-TX	081-216-14-0-10-10-003.00-0	R19853	CITY OF MANHATTAN	155 BETHANY DR	\$ 560	\$ 660	\$ 55
	TO BOTA 11/08/2024							
18	2024-7286-TX	081-204-18-2-30-01-012.00-0	R10622	CITY OF MANHATTAN	1318 LARAMIE ST	\$ 11,979,340	\$ 12,823,720	\$ 12,833,35
	TO BOTA 11/25/2024							
19	2024-7245-TX	081-211-11-0-10-04-010.00-0	R14631	MHTTN AREA TECHNICAL COLLEGE BOARD OF DIRECTORS	3136 DICKENS AVE	(Exempt 23)	(Exempt 24)	\$ 8,774,29
	TO BOTA 11/20/24							
20	2025-18-TX	081-151-01-0-20-15-004.00-0	R4102	RILEY METHODIST CHURCH, RILEY	110 E ASH ST., RILEY	(Exempt 23)	\$ 375,000	\$ 381,15
	TO BOTA 12/31/2024							
21	2025-21-TX	081-043-080-0-00-00-005.0-0	R436	FANCY CREEK ZION CEMETARY CORPORATION	20421 OBER RD., RANDOLPH	\$ 2,970	\$ 2,970	\$ 3.09
	TO BOTA 12/31/2024							
22	2025-21-TX	081-044-17-0-00-00-001.00-0	R441	FANCY CREEK ZION CEMETARY CORPORATION	00000 OBER RD., RANDOLPH	\$ 17,370	\$ 17,870	\$ 18.35
	TO BOTA 12/31/2024							
23	2025-34-TX	081-204-18-2-30-03-001.00-0	R10628	KSU AGRICULTURAL DEPT	1615 ANDERSON AVE	\$ 1,633,500	\$ 1,633,500	\$ 1,633.50
	TO BOTA 12/31/2024							
24	2025-49-TX	081-122-10-0-40-04-001.00-0	R3427	LEONARDVILLE COMMUNITY CHURCH INC	111 N COLORADO ST., LEONARDVILLE	(Exempt 23)	\$ 156,960	\$ 167.30
	TO BOTA 01/13/2025							
25	2025-49-TX	081-122-10-0-40-05-002.00-0	R3436	LEONARDVILLE COMMUNITY CHURCH INC	00000 N COLORADO ST., LEONARDVILLE	(Exempt 23)	\$ 389,530	\$ 389.53
	TO BOTA 01/13/2025							
26	2025-63-TX	081-204-18-2-70-10-006.00-0	R11686	U.S.D. #383	114 S 8th ST	N/A	N/A	\$ 192.05
	To BOTA 12/30/2024							
27	2024-6495-IRB	081-211-01-0-00-00-001.81	R310163	1960 KIMBALL LLC	1960 KIMBALL AVE	N/A	\$ 15,371,000	\$ 15,203.00
	To BOTA 3/03/2025							
						\$ 14,676,220	\$ 34,894,650	\$ 50,072.86

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

5-1-25 Appraiser's Office Staff Update

2025

7

Attachment: 5-1-25 Appraiser's Office Staff Update (15754 : Appraiser's Office May Staff Update)

Other Projects



Budgets



Open Positions



Hearings & Training



Legislation-Personal Property Exemption Changes



Questions / Thank you



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: May 1, 2025

SUBJECT: Rezone an unplatted tract of land from AG (Agricultural District) to SF-1 (Single Family Residential).

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 14, 2025, the Riley County Planning Board heard the request and unanimously forwarded a recommendation of approval to the Board of County Commissioners, based on reasons listed in the staff report. The Planning Board also approved the request to reduce the

required agricultural buffer distance from 200-ft. to 50-ft., along the west property line and a reduction from 200-ft. to 100-ft. along the south property line.

Staff recommended the Planning Board forward a recommendation to the Board of Commissioners of Riley County to approve the request to rezone the subject property based on the following:

The request is in general conformance with the goals and objectives of the Manhattan Urban Area Comprehensive Plan and Vision 2025: A Comprehensive Plan for Riley County, Kansas.

Staff recommends the Board of County Commissioners approve the request to rezone the subject property from AG (Agricultural District) to SF-1 (Single Family Residential), as it has been determined that it is in conformance with the comprehensive plan and meets the requirements of the Riley County Land Development Regulations and Riley County Sanitary Code.

Staff also recommends the Board of County Commissioners approve the associated development site plan, as submitted with the rezoning request.

POSSIBLE MOTION(S)

ACTION NEEDED FOR REZONING:

- . **Move** to sign Resolution 050125-_____ approving the request to rezone an unplatted tract of land from AG (Agricultural District) to SF-1 (Single Family Residential) and associated development site plan.
- . **Move** to sign Resolution 050125-_____ denying the request to rezone an unplatted tract of land from AG (Agricultural District) to SF-1 (Single Family Residential) and associated development site plan.
- . **Move** to table the request to rezone the described property to a specific date, indicating the reasons for tabling.

ATTACHMENT(S):

- Staff report
- Maps
- Excerpt of Planning Board minutes

Enclosures:

- Staff Report BOCC (PDF)
- RCPB Minutes (PDF)
- Resolution Approve (PDF)
- Resolution Deny(PDF)



PLANNING & DEVELOPMENT

STAFF REPORT

Rezoning

PETITION:	#25-009
APPLICANT:	Carson & Shelby Lang 2010 Parkway Dr. Manhattan, KS 66502
PROPERTY OWNER(S):	Carson & Shelby Lang 2010 Parkway Dr. Manhattan, KS 66502
REQUEST:	Rezone an unplatted tract of land from AG (Agricultural District) to SF-1 (Single Family Residential).
SIZE OF TRACT:	The subject site is approximately 4.8 acres.
LOCATION:	Generally located approximately 550 feet west of Tuttle Creek Boulevard, on the south side of N. 48th Street; Section 20, Township 9 South, Range 7 East; Wildcat Township.
JURISDICTION:	This application is subject to the requirements of the Riley County Land Development Regulations.



BACKGROUND: The 4.8-acre unplatted tract has been vacant since approximately 2018, when the home located on the property burned down. The applicant checked with staff to see if a home could be built to replace the former home. Unfortunately, because the home was destroyed/removed prior to the adoption of the Land Development Regulations in 2022, the home itself was not made “conforming” (Section 5.6.B.2) and therefore could not be replaced. The applicant applied for a Lot of Record Determination to determine if the tract was a “Lot of Record” (grandfathered by previous zoning regulations), which would allow a home to be built without further action. Unfortunately, it was determined the tract was not a Lot of Record. Staff reviewed the residential use designator options with the applicant and found none were applicable to the site. A Land Evaluation Site Assessment (LESA) was conducted by staff to determine if the site was suitable for development. The site scored high enough on the LESA for the applicant to apply to have the tract rezoned from AG (Agricultural District) to SF-1 (Single Family Residential) in order to build a residence. There isn’t a request or requirement to plat the property.

DESCRIPTION:

Physical site characteristics: The site is a former farmhouse site, developed with a driveway and slab. The site is relatively level, with a row of mature cedar trees lining the west line of the driveway.

General character of the area: The general character of the area is a mix of pasture ground and large-lot suburban residential/rural residential development.

SUITABILITY OF ZONING:

Zoning History: The property has been zoned was agricultural since 1958.

Current Zoning: The subject property is currently zoned AG (Agricultural District). There are no variances, conditional uses or other special uses associated with the site.

Proposed zoning: The applicant is proposing to rezone the property to SF-1 (Single Family Residential) in order to build a single family residence.

SURROUNDING ZONING/LAND USE		
	ADJACENT ZONING	LAND USE
NORTH	SF-1 (Single Family Residential)	residential
SOUTH	AG (Agricultural District)	pasture
EAST	PUD (Planned Unit Development)	landscaping business
WEST	AG (Agricultural District)	pasture

POTENTIAL IMPACT:

Public facilities and services:

Streets and bridges: The subject site has direct access to N. 48th Street, a gravel two-lane local road maintained by the township. No additional points of ingress/egress are being proposed with this request.

Water and sewer: The subject site is currently served by Rural Water District #1 for potable water. The applicant is proposing that the site will be served by a wastewater lagoon.

Fire: Riley County Fire District #1 will serve the site. The Tuttle Creek Fire Station, located at 4120 Highway 13, will likely be the first responder. The subject property is located within five road miles of a fire station with an ISO rating of 6.

Effect on public facilities and services: It is not anticipated that rezoning the subject site will have a detrimental impact on public facilities or services.

CONFORMANCE TO THE LAND USE PLAN:

The request was reviewed with the 2015 Manhattan Urban Area Comprehensive Plan. The subject site is located within the Northwest planning area (see Figure 1 - Land Use Map (northwest)).

GM-2.1A: Future Land Use Plan advises to use the Future Land Use Map as a tool to guide the general location of residential and other land uses within the Manhattan Urban Area over the next ten to twenty years. It also advises to apply the Future Land Use map in conjunction with other guiding principles, goals, and policies contained in the Plan and area-specific plans and policies where applicable, when considering individual development proposals regardless of size or location.

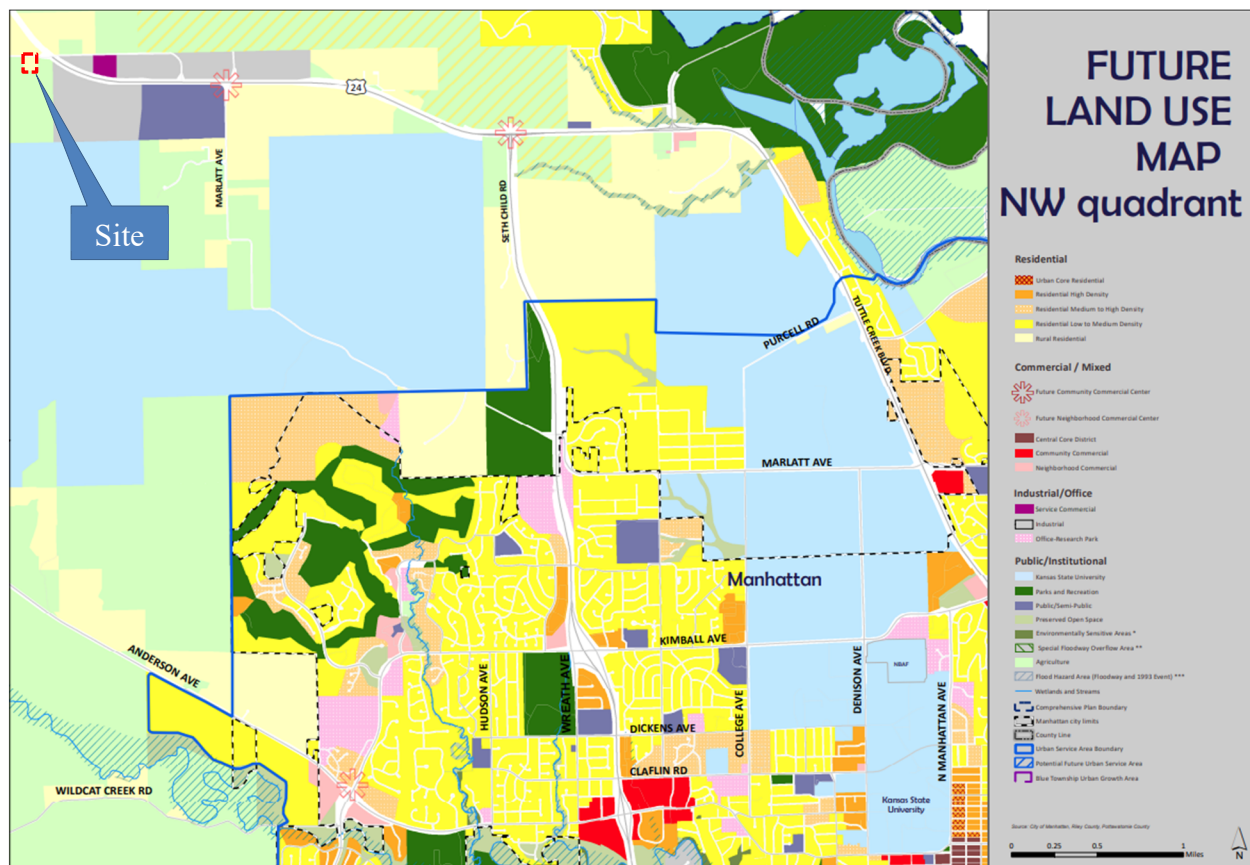


Figure 1. Land Use Map (northwest)

The Future Land Use map indicates that the subject site is projected for rural residential use. According to Table 3-1. Land Use Category Definitions, rural residential lots/tracts are typically between 2 and 20 acres in size, although some tracts may exceed 20 acres. Characteristics of rural residential include:

- Typically found in rural settings on the urban fringe.
- Lot size and layout varies.
- Typically not served by urban utilities.
- Large portions of the lot remain undeveloped, reinforcing rural character.

Staff analysis: The request is in conformance with the Plan.

The request was also reviewed with the 2009 Vision 2025 Riley County Comprehensive Plan, specifically the Development Guidance System (Chapter 12). The analysis is as follows:

Conformance to the Goals, Objectives and Policies

Goal for residential:

To allow for the development of a diversity of housing types, sizes and price levels to meet the changing needs of all county residents.

Objective R4: Allow for adequate amounts of single family housing in suitable locations throughout the county.

Policies:

R4.2 Roads serving residential developments should safely accommodate anticipated traffic.

Future Land Use Map

According to the Future Land Use Map North (Figure 11.2) found in the Plan, the subject property is located outside of a designated growth area.

The Land Evaluation/Site Assessment (LESA) Score

According to the final score of the LESA analysis, the subject property achieved 4475 points, which is the upper end of the scale of “Moderate for Development”. No bonus points were factored into the analysis.

Hardship on the landowner

The Applicant did not express a hardship as a reason for this request.

Staff analysis: The request to rezone the subject property is consistent with goals and objectives of the Plan.

RILEY COUNTY LAND DEVELOPMENT REGULATIONS:

Agricultural Buffer: As required by Section 6.4.B of the Riley County Land Development Regulations, an agricultural buffer:

“...shall apply to all new non-agricultural residential or commercial lots (excluding Extraneous Farmstead and Reconversion Lot residential use designators) located outside of any Designated Growth Area, as shown on the Future Land Use Map in Vision 2025: A Comprehensive Plan for Riley County, Kansas.”

The agricultural buffer must consist of one of three types of buffers that may be acceptable to provide separation between agricultural activities and non-agricultural development. Since the property was not being platted, a site plan was necessary to document the official size and location of the buffer(s). As per Section 21C – Development Standards of the Riley County Zoning Regulations, a minimum setback for a residence or a structure for animal habitation shall be 200 feet from all property lines adjoining an existing agricultural use.

Although an “active agricultural operation” does not currently exist on the neighboring tract, an Agricultural Exemption was recently approved for a residence directly tied to a future cattle

operation. The applicant is proactively anticipating the cattle operation and adjusting the development of his property accordingly.

In order to provide some protection from the anticipated farming practices, while still allowing the structures on the lot to be used for habitation, including the proposed residence, the applicant is seeking approval by the Planning Board for a reduction of the required agricultural buffer from 200-ft. to 50-ft., along the west property line and a reduction from 200-ft. to 100-ft. along the south property line.

Riparian Buffer: N/A

COMMENTS AND CONCERNS:

ENVIRONMENTAL HEALTH: Riley County Environmental Health has reviewed the request and reported that the site is in compliance with Riley County Sanitary Code.

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

EMERGENCY MANAGEMENT: The Riley County Rural Fire Department has reviewed the request and reported that they have no issues with this rezoning.

FORT RILEY: A Development Review Memo was sent to officials at Fort Riley; no response was received.

TOWNSHIP TRUSTEE: A Development Review Memo was sent to the Wildcat Township Trustee; no response has been received.

RILEY COUNTY PLANNING BOARD:

On April 15, 2025, the Riley County Planning Board heard the request and unanimously forwarded a recommendation of approval to the Board of County Commissioners, based on reasons listed in the staff report. The Planning Board also approved the request to reduce the required agricultural buffer distance from 200-ft. to 50-ft., along the west property line and a reduction from 200-ft. to 100-ft. along the south property line.

STAFF RECOMMENDATIONS:

Staff recommended the Planning Board forward a recommendation to the Board of Commissioners of Riley County to approve the request to rezone the subject property based on the following:

- The request is in general conformance with the goals and objectives of the Manhattan Urban Area Comprehensive Plan and Vision 2025: A Comprehensive Plan for Riley County, Kansas.

Staff recommends the Board of County Commissioners approve the request to rezone the subject property from AG (Agricultural District) to SF-1 (Single Family Residential), as it has been determined that it is in conformance with the comprehensive plan and meets the requirements of the Riley County Land Development Regulations and Riley County Sanitary Code.

Staff also recommends the Board of County Commissioners approve the development site plan, as submitted with the rezoning request and approved by the Riley County Planning Board.

POSSIBLE MOTION(S)

ACTION NEEDED FOR REZONING:

- A. **Move** to approve the request to rezone the subject property from AG (Agricultural District) to SF-1 (Single Family Residential) and approve the associated development site plan.
- B. **Move** to deny the request to rezone the subject property from AG (Agricultural District) to SF-1 (Single Family Residential) and not approve the associated development site plan.
- C. **Move** to table the request to rezone the described property to a specific date, indicating the reasons for tabling.

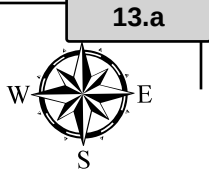
REASONS TO CONSIDER WHEN DECIDING A REZONING PETITION:

- ☐ Is the rezoning compatible with the character of the neighborhood?
- ☐ Is the rezoning compatible with the zoning and uses of properties nearby?
- ☐ Is the subject property not suitable for the uses allowed by the current zoning?
- ☐ Will the removal of the current restrictions by rezoning detrimentally affect nearby property?
- ☐ Has the subject property remained vacant as zoned for a substantial time period?
- ☐ Is the gain to the public health, safety and welfare by denying rezoning not as great as the hardship imposed upon the individual landowner?
- ☐ Is the rezoning consistent with the recommendations of permanent or professional staff?
- ☐ Does the rezoning conform to the adopted comprehensive plan?
- ☐ Will the rezoning detrimentally affect the conservation of the natural resources of the County?
- ☐ Will the rezoning result in the efficient expenditure of public funds?
- ☐ Will the rezoning promote the health, safety, convenience, prosperity and general welfare of the inhabitants of the County?

ATTACHMENTS:

- Vicinity/site map
- Surrounding zoning map
- Fire station map
- Development site plan

Prepared by: Bob Isaac
April 15, 2025



VICINITY AND SITE

Lang
#25-009
Rezone AG to SF-1

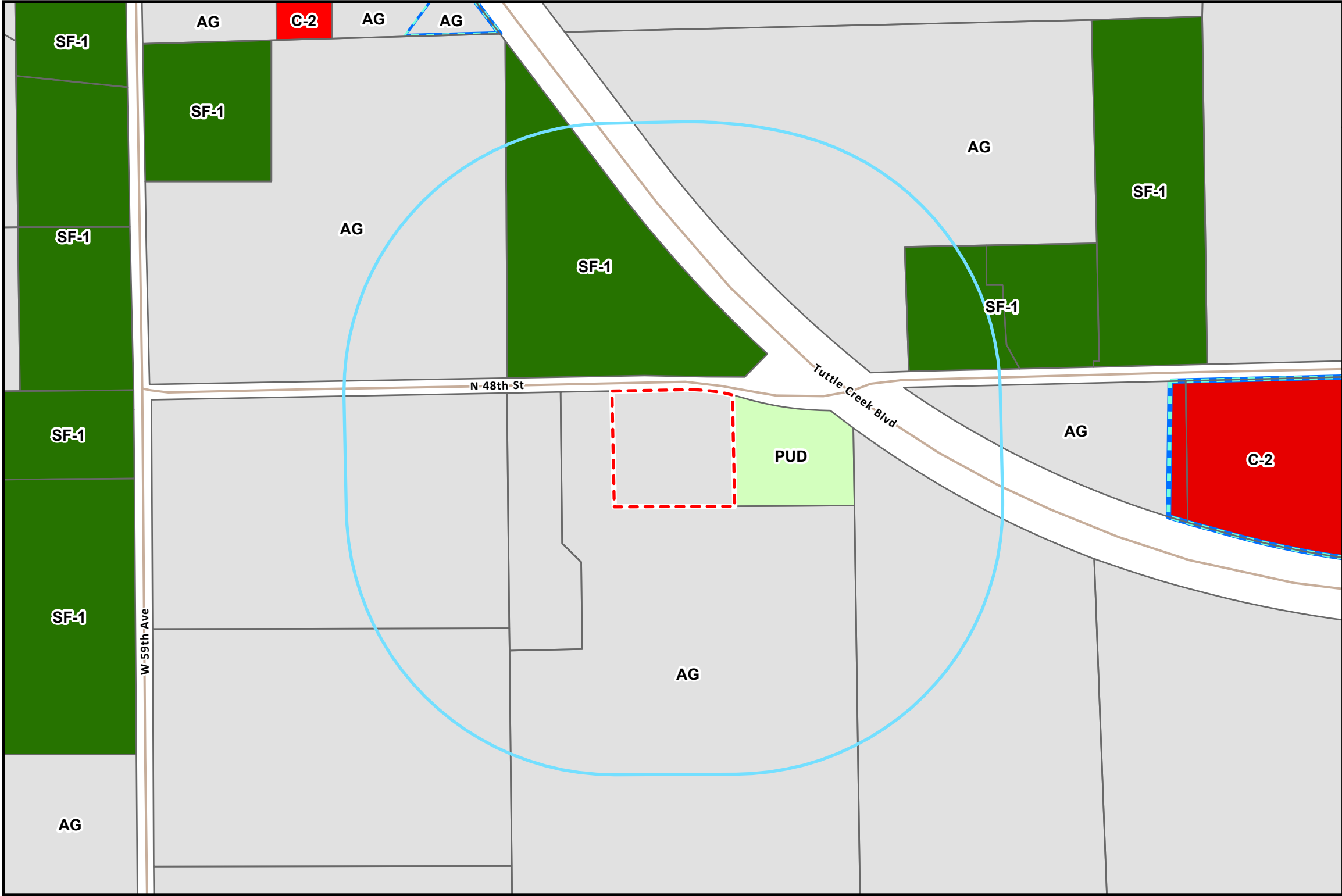
20-9-7

 1000' Buffer
 Site



VICINITY

Attachment: Staff Report BOCC (15692 : Rezone AG to SF-1 Lang)



SURROUNDING ZONING

Lang
#25-009
Rezone AG to SF-1

20-9-7

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 BOCC (15692 : Rezone AG to SF-1 Lang)



FIRE STATIONS

Lang

#25-009
Rezone AG to SF-1

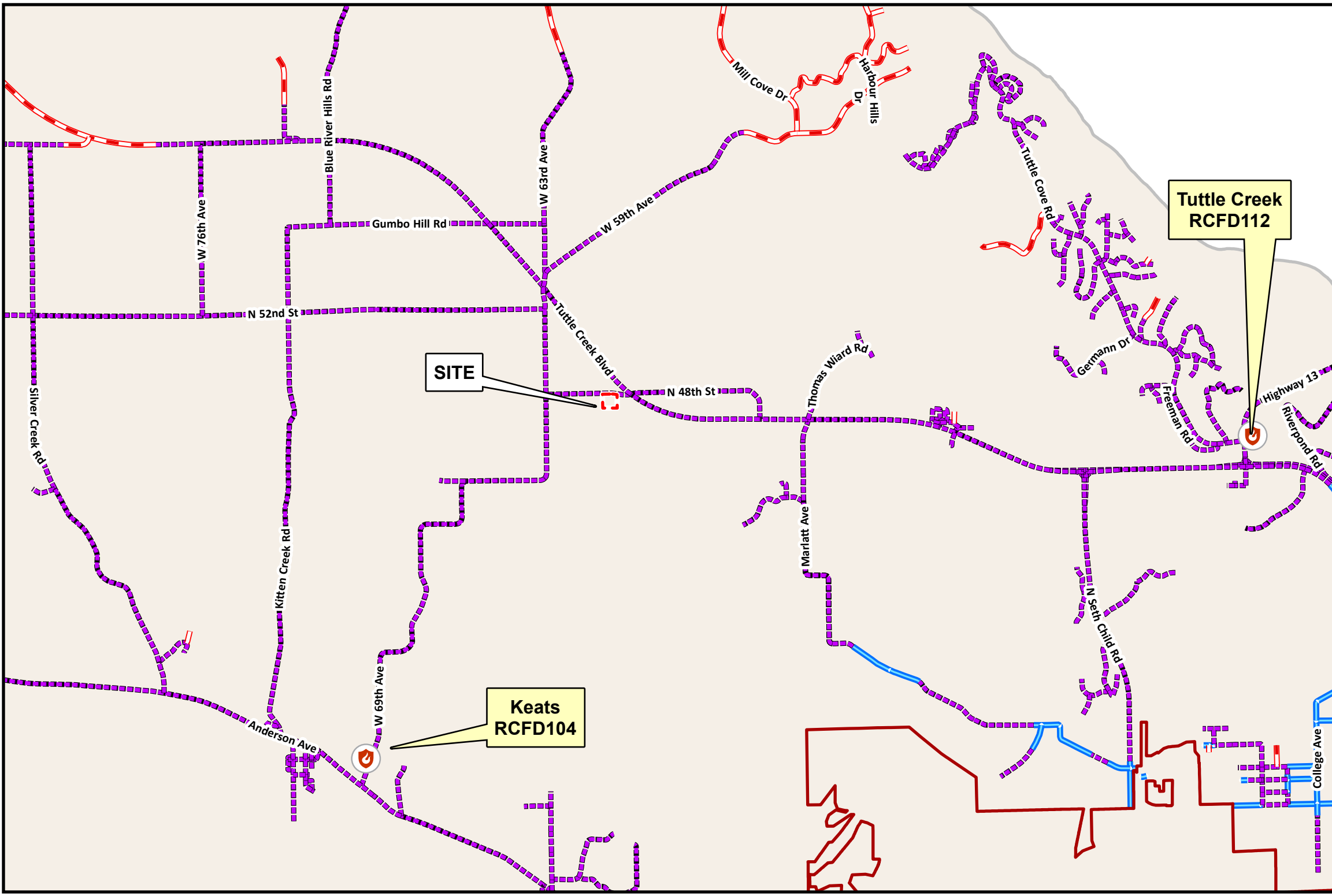
20-9-7

 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
-  Lang_25_009

Attachment: Staff Report BOCC (15692 : Rezone AG to SF-1 Lang)





FORT RILEY NOISE CONTOURS AVERAGE AND PEAK

Lang
#25-009
Rezone AG to SF-1

20-9-7

 Site

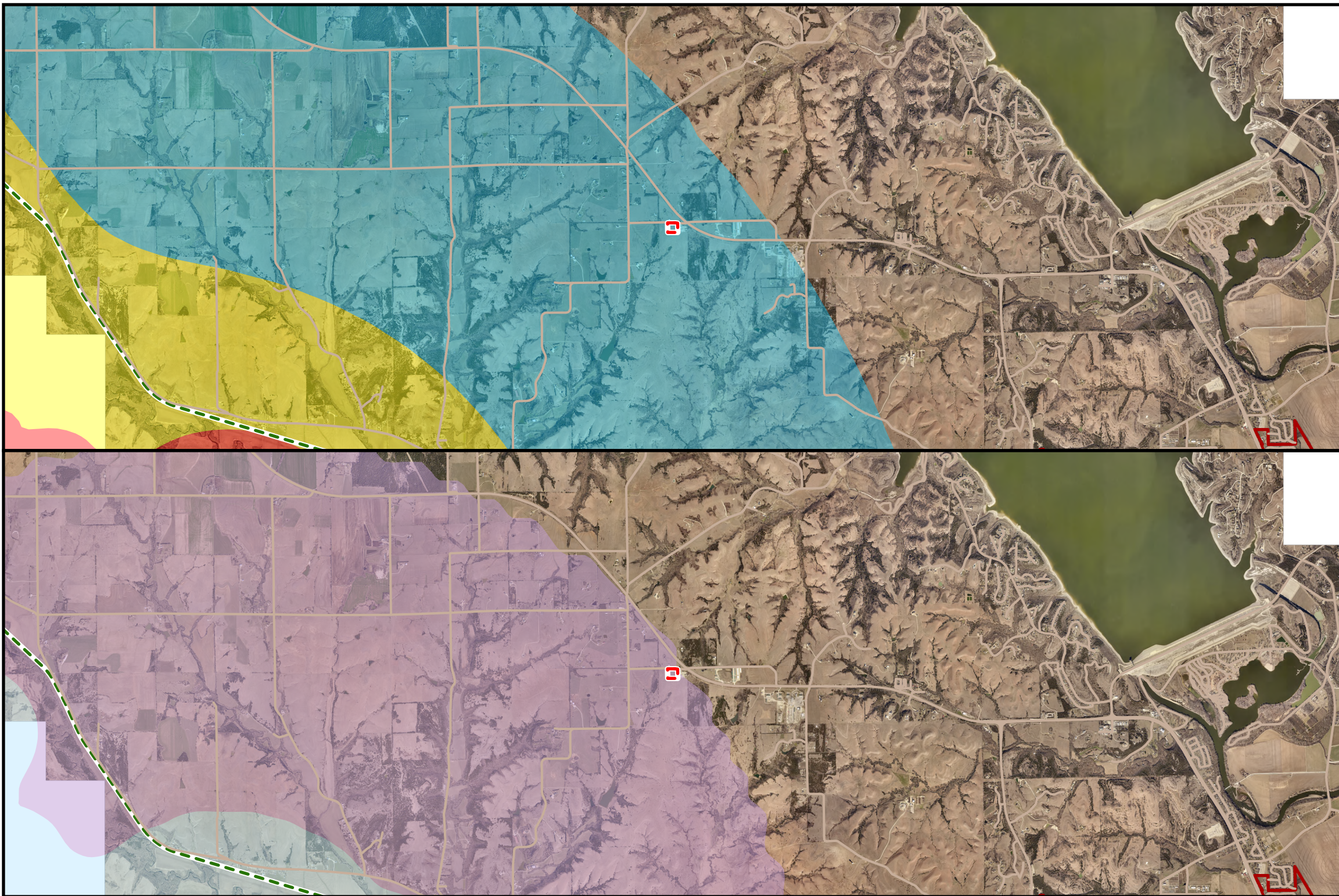
Legend

Average Noise Levels

-  CDNL 57 (LUPZ)
-  CDNL 62 (Zone II)
-  CDNL 70 (Zone III)

Peak Noise Levels Large Caliber

-  Large Caliber 115
-  Large Caliber 130



Attachment: Staff Report BOCC (15692 : Rezone AG to SF-1 Lang)

DEED DESCRIPTION:

A tract of land int he Southwest Quarter (SW 1/4) of Section Twenty (20), Township Nine (9) South, Range Seven (7) East of the 6th P.M., in Riley County, Kansas, described as follows:

Beginning at the Northeast corner of the Southwest Quarter (SW 1/4) of said Section Twenty; thence West 450 feet along the North line of said Southwest Quarter (SW 1/4) of Section Twenty being the point of beginning; thence West along said North line of said Southwest Quarter (SW 1/4) of said Section Twenty 450 feet; thence South parallel to the East line of said Southwest Quarter of said Section Twenty 465 feet; thence East parallel to the North line of said Southwest Quarter of said Section Twenty 450 feet; thence North parallel to the East line of said Southwest Quarter of said Section Twenty 465 feet to the point of beginning, LESS a strip along the North line of the tract dedeed for right-of-way;

Subject to easements, right-of-way, restrictions, homeowner association agreements and by-laws of record.

NOTES:

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

Parent tract is recorded in Book 896, Page 8306-8313, Register of Deeds Office, Riley County, Kansas.

There are no buildings on the subject property.

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

Property Address: 5721 N 48th St, Manhattan, KS 66503
Existing Zoning: "AG" Agricultural District
Proposed Zoning: "SF-1" Single Family Residential

Floodplain Note:

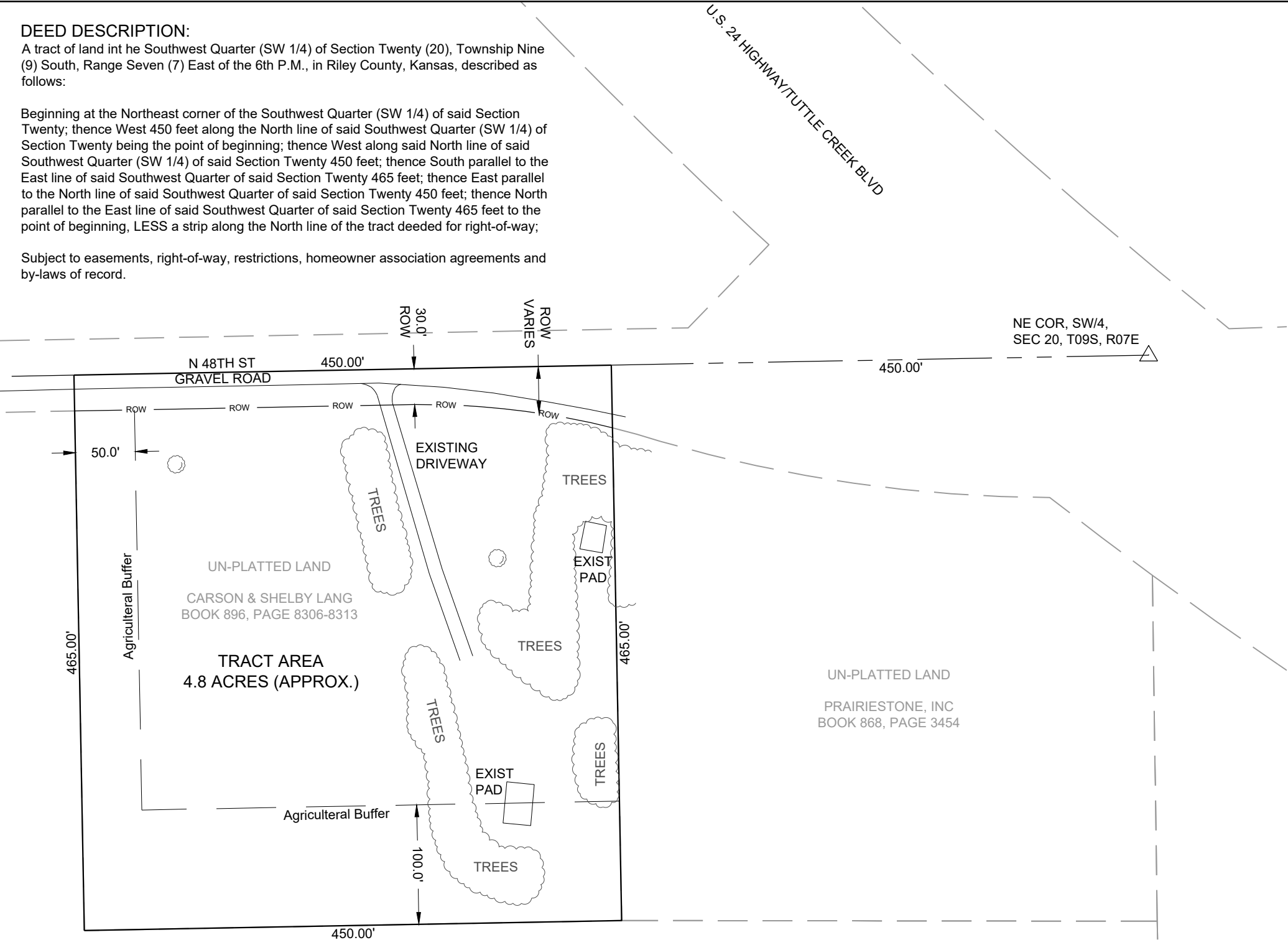
Flood Plain: Flood Zone X, an area determined to be outside the 0.2% annual chance floodplain, FEMA FIRM (Flood Insurance Rate Map) Community Panel Number 20161C0250G, effective date, March 16, 2015.

USES AND STRUCTURES:

All uses and structures shall be controlled by the zoning district, subject to the use limitations of the district. Conditional uses must follow the approval process outlined in Section 3.15-Conditional Uses of the Riley County Land Development Regulations.

Property is subject to the Notice of Potential Noise Impacts from Fort Riley, Kansas Military Installation and Recommended Noise Attenuation Building Methods recorded on August 17, 2020 in Bk. 881, Pg. 7017.

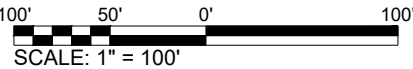
Agricultural buffers, as shown hereon, shall be subject to the minimum requirements of Section 6.4 of the Riley County Land Development Regulations.



LEGEND

△ Section Corner, NOTE: All section corner monument origins are unknown unless otherwise noted.

ROW Right-of-Way
B.S. Building Setback



OWNER:
Carson & Shelby Lang
101 Quail Ct
St George, Kansas 66535

SITE PLAN
Section 20, T09S, R07E, Riley County, Kansas



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:ASJ Project #2502-0032 TDS #N/A

MARCH 2025

EXCERPT OF MINUTES

RILEY COUNTY PLANNING BOARD

April 14, 2025

Page 1

Lang – Rezoning

Chair Rita Cassida opened the hearing to consider the request of Carson & Shelby Lang, petitioners, and owners, to rezone an unplatted tract of land from AG (Agricultural District) to SF-1 (Single Family Residential), located in Wildcat Township, Section 20, Township 9 South, Range 7 East, in Riley County, Kansas.

Bob Isaac presented the request stating the 4.8-acre unplatted tract has been vacant since approximately 2018, when the home located on the property burned down. He said the applicant checked with staff to see if a home could be built to replace the former home. He said unfortunately, because the home was destroyed/removed prior to the adoption of the Land Development Regulations in 2022, the home itself was not made “conforming” (Section 5.6.B.2) and therefore could not be replaced. He said the applicant applied for a Lot of Record Determination to determine if the tract was a “Lot of Record” (grandfathered by previous zoning regulations), which would allow a home to be built without further action. He said unfortunately, it was determined the tract was not a Lot of Record. He said staff reviewed the residential use designator options with the applicant and found none were applicable to the site. He said a Land Evaluation Site Assessment (LESA) was then conducted by staff to determine if the site was suitable for development. He said the site scored high enough on the LESA for the applicant to apply to have the tract rezoned from AG (Agricultural District) to SF-1 (Single Family Residential) in order to build a residence. He said there isn’t a request or requirement to plat the property.

Mr. Isaac explained although an “active agricultural operation” does not currently exist on the neighboring tract, an Agricultural Exemption was recently approved for a residence directly tied to a future cattle operation. He stated the applicant is proactively anticipating the cattle operation and adjusting the development of his property accordingly.

Mr. Isaac stated in order to provide some protection from the anticipated farming practices, while still allowing the structures on the lot to be used for habitation, including the proposed residence, the applicant is seeking approval by the Planning Board for a reduction of the required agricultural buffer from 200-ft. to 50-ft., along the west property line and a reduction from 200-ft. to 100-ft. along the south property line. He explained that the purpose of the site plan is to document the Board’s decision on the agricultural buffer distances. He said that all uses, structures and other setback requirements will not be shown on the site plan, but rather will be governed by the zoning district.

Staff recommended the Planning Board forward a recommendation of approval of the request to the Board of County Commissioners to rezone the subject property from AG (Agricultural District) to SF-1 (Single Family Residential), as it has been determined that it is in conformance with the comprehensive plan and meets the requirements of the Riley County Land Development Regulations and Riley County Sanitary Code.

Staff also recommended the Planning Board forward a recommendation of approval of the development site plan, as submitted with the rezoning request.

Attachment: RCPB Minutes (15692 : Rezone AG to SF-1 Lang)

Eric Peck asked what the reasoning was behind the 50-foot agricultural buffer on the west and 100-foot on the south; why the difference in size.

Bob Isaac said depending on the nature of the agricultural activity occurring on the neighboring property, such as crops, usually the required 200-foot setback is for overspray and drift. He said if the ag operation is livestock, there isn't as much concern. He explained the agricultural activity is not anticipated along the west property line due to the shape of the tract and that area being reserved for the driveway into the tract.

Chair Rita Cassida opened the public hearing and asked if the applicant wanted to speak.

Shelby Lang asked if the south agricultural buffer could be reduced from 100 feet to 50 feet.

Bob Isaac said the Board can reduce the setback to a minimum of 50 feet.

There were no opponents or proponents.

Eric Peck moved to close the public hearing. Jack Platt seconded. Carried 5-0.

Eric Peck stated he is in favor of keeping the 100-foot agricultural buffer along the south property line.

Jeremy Sutton stated the buffer was established for a reason and doesn't see a need to further reduce it.

Jack Platt stated he was in favor of the staff recommendation of 100 feet on the south property line.

Chair Rita Cassida stated she wasn't in favor of the further reduction. She said barns and sheds could still be built within the buffer setback.

Eric Peck moved to forward a recommendation of approval of the request to the Board of County Commissioners to rezone the subject property from AG (Agricultural District) to SF-1 (Single Family Residential), along with the associated development site plan. Jack Platt seconded. Carried 5-0.

Mr. Isaac announced that the Board of County Commissioners would hear the request on May 1, 2025 at 9:45 am, in the County Commission Chambers.

RESOLUTION NO. 050125-

**RESOLUTION AMENDING THE ZONING MAP OF RILEYCOUNTY
CONCERNING THE USE OF CERTAIN REAL ESTATE
LOCATED IN WILDCAT TOWNSHIP**

WHEREAS, pursuant to the provision of Section 3.9 of the Riley County Land Development Regulations, Carson & Shelby Lang, petitioners, and owners, have requested that the classification of the below described Riley County real property, be changed from Zone AG (Agricultural District) to Zone SF-1 (Single Family Residential); and

WHEREAS, the Riley County Planning Board, after appropriate notice conducted a public hearing on April 14, 2025; and

WHEREAS, the Riley County Planning Board has submitted its recommendation and report to the Board of Commissioners of Riley County, Kansas, recommending of the application; and

WHEREAS, More than 14 days have elapsed since the conclusion of the public hearing on the application and no valid protest against the proposal signed and acknowledged by owners of 20% or more of the property proposed to be rezoned or 20% of the total area which is located within 1,000 feet of the boundaries of the property proposed to be rezoned has been filed has been filed with the County Clerk of Riley County, Kansas, and all information presented has been carefully considered by the Board of Commissioners of Riley County, Kansas.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF
COUNTYCOMMISSIONERS OF RILEYCOUNTY, KANSAS:**

Section 1. That the facts set forth in the Planner's staff report and the recommendation of the Riley County Planning Board filed in the office of the Planning and Development Department have been received and considered by the Board of Commissioners of Riley County, Kansas and have been determined to be the controlling facts concerning the application.

Section 2. The request was found to be consistent with one or more of the following criteria as set forth in Golden v. City of Overland Park, 224 K. 591, 584 P.2d 130:

- a. The rezoning is compatible with the character of the neighborhood.
- b. The rezoning is compatible with the zoning and uses of properties nearby.
- c. The subject property is not suitable for the uses allowed by the current zoning.

- d. Removal of the current restrictions by rezoning will not detrimentally affect nearby property.
- e. The subject property has remained vacant as zoned for a substantial time period.
- f. The gain to the public health, safety and welfare by denying rezoning is not as great as the hardship imposed upon the individual landowner.
- g. The rezoning is consistent with the recommendations of permanent or professional staff.
- h. The rezoning conforms to the adopted comprehensive plan.
- i. The rezoning will not detrimentally affect the conservation of the natural resources of the County.
- j. The rezoning will result in the efficient expenditure of public funds.
- k. The rezoning will promote the health, safety, convenience, prosperity and general welfare of the inhabitants of the County.
- l. The rezoning is consistent with the recommendation of the Planning Board.

The zoning classification of the following described real estate in Riley County, Kansas:

A tract of land in the Southwest Quarter (SW 1/4) of Section Twenty (20), Township Nine (9) South, Range Seven (7) East of the 6th P.M., in Riley County, Kansas, described as follows: Beginning at the Northeast corner of the Southwest Quarter (SW 1/4) of said Section Twenty; thence West 450 feet along the North line of said Southwest Quarter (SW 1/4) of said Section Twenty being the point of beginning; thence West along said North line of said Southwest Quarter (SW 1/4) of said Section Twenty 450 feet; thence South parallel to the East line of said Southwest Quarter of said Section Twenty 465 feet; thence East parallel to the North line of said Southwest Quarter of said Section Twenty 450 feet; thence North parallel to the East line of said Southwest Quarter of said Section Twenty 465 feet to the point of beginning, LESS a strip along the North line of the tract deeded for right-of-way; Subject to easements, right-of-way, restrictions, homeowner association agreements and by-laws of record.

is hereby changed from Zone AG Agricultural District to Zone SF-1 (Single Family Residential), and that the Riley County Official Zoning Map shall be changed to reflect the amendment, that the original resolution incorporating the said official map by reference is hereby amended and that said official map be reincorporated by reference as amended.

This resolution shall take effect and be in force from and after its publication in the official county newspaper.

GRANTED this 1st day of May, 2025

BOARD OF COMMISSIONERS
OF RILEY COUNTY, KANSAS

Greg McKinley, Chair

Kathryn Focke, Vice Chair

John Ford, Member

ATTEST:

Rich Vargo, Riley County Clerk

Attachment: Resolution Approve (15692 : Rezone AG to SF-1 Lang)

**RESOLUTION NO. 050125-
RESOLUTION DENYING CHANGING THE ZONING MAP OF RILEY COUNTY
CONCERNING THE USE OF CERTAIN REAL ESTATE
LOCATED IN WILDCAT TOWNSHIP**

WHEREAS, pursuant to the provision of Article 3 of the Riley County Land Development Regulations, Kansas, Carson & Shelby Lang, petitioner, and Carson & Shelby Lang, owners, have requested that the classification of the below described Riley County real property be changed from Zone AG Agricultural District to Zone SF-1 (Single Family Residential); and

WHEREAS, the Riley County Planning Board, after appropriate notice conducted a public hearing on April 14, 2025; and

WHEREAS, the Riley County Planning Board has submitted its recommendation and report to the Board of Commissioners of Riley County, Kansas, recommending of the application; and

WHEREAS, More than 14 days have elapsed since the conclusion of the public hearing on the application, and no valid protest against the proposal signed and acknowledged by owners of 20% or more of the property proposed to be rezoned or 20% of the total area which is located within 1,000 feet of the boundaries of the property proposed to be rezoned has been filed with the County Clerk of Riley County, Kansas, and all information presented has been carefully considered by the Board of Commissioners of Riley County, Kansas.

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

Section 1. That the facts set forth in the Planner's staff report and the recommendation of the Riley County Planning Board filed in the office of the Planning and Development Department have been reviewed and considered by the Board of Commissioners of Riley County, Kansas and have been determined to be the controlling facts concerning the application.

Section 2. The request was found to be inconsistent with one or more of the following criteria set forth in Golden v. City of Overland Park, 224 K. 591, 584 P.2d 130:

- a. The rezoning is compatible with the character of the neighborhood.

- b. The rezoning is compatible with the zoning and uses of properties nearby.
- c. The subject property is not suitable for the uses allowed by the current zoning.
- d. Removal of the current restrictions by rezoning will not detrimentally affect nearby property.
- e. The subject property has remained vacant as zoned for a substantial time period.
- f. The gain to the public health, safety and welfare by denying rezoning is not as great as the hardship imposed upon the individual landowner.
- g. The rezoning is consistent with the recommendations of permanent or professional staff.
- h. The rezoning conforms to the adopted comprehensive plan.
- i. The rezoning will not detrimentally affect the conservation of the natural resources of the County.
- j. The rezoning will result in the efficient expenditure of public funds.
- k. The rezoning will promote the health, safety, convenience, prosperity and general welfare of the inhabitants of the County.
- l. The rezoning is consistent with the recommendation of the Planning Board.

Section 3. Using the above criteria, it was determined that the request be DENIED for the following reasons:

- 1. The rezoning will not result in the efficient expenditure of public funds.

The zoning classification of the following described real estate in Riley County, Kansas:

A tract of land in the Southwest Quarter (SW 1/4) of Section Twenty (20), Township Nine (9) South, Range Seven (7) East of the 6th P.M., in Riley County, Kansas, described as follows: Beginning at the Northeast corner of the Southwest Quarter (SW 1/4) of said Section Twenty; thence West 450 feet along the North line of said Southwest Quarter (SW 1/4) of Section Twenty being the point of beginning; thence West along said North line of said Southwest Quarter (SW 1/4) of said Section Twenty 450 feet; thence South parallel to the East line of said Southwest Quarter of said Section Twenty 465 feet; thence East parallel to the North line of said Southwest Quarter of said Section Twenty 450 feet; thence North parallel to the East line of said Southwest Quarter of said Section Twenty 465 feet to the point of beginning, LESS a strip along the North line of the tract deeded for right-of-way; Subject to easements, right-of-way, restrictions, homeowner association agreements and by-laws of record.

was NOT changed from Zone AG Agricultural District to Zone SF-1 (Single Family Residential).

DENIED this 1st day of May, 2025

BOARD OF COMMISSIONERS
OF RILEY COUNTY, KANSAS

Greg McKinley, Chair

Kathryn Focke, Vice Chair

John Ford, Member

ATTEST:

Rich Vargo, Riley County Clerk

Attachment: Resolution Deny (15692 : Rezone AG to SF-1 Lang)



**PLANNING &
DEVELOPMENT**
Staff Update

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

STAFF REPORT

FROM: Amanda Webb, Planning Director

MEETING: May 1, 2025

SUBJECT: Planning & Development - Staff Update

PRESENTER: Amanda Webb, Planning Director

Enclosures:

- April 2025 (PDF)
- 5 - May Staff Update to BOCC (PDF)



PLANNING & DEVELOPMENT ENVIRONMENTAL HEALTH

Date: May 1, 2025
To: Riley County Board of County Commissioners
From: Amanda Webb, Planning Director
Re: Planning & Development April 2025 Staff Report

Keats Sewer Benefit District:

Project cost: \$4.8 million

- Funding
 - USDA Rural Development funding: USDA has awarded Keats a \$492,000 grant. The remaining \$618,000 will be in loan form payable over a 40-year period by benefit district residents.
 - County staff met with USDA staff to discuss funding requirements and next steps. We are working to compile the necessary documentation/submittals.
 - Kansas Water Office (KWO) Technical Assistant Grant: Awarded \$359,100. Submitted three quarterly reports as required and have been reimbursed for all periods. I submitted the fourth quarterly report (Q1 2025) on January 29, 2025, and am awaiting reimbursement.
 - KDHE Small Town Water & Sewer Infrastructure Assistance (STWSIA) grant: Awarded \$2,537,790. The grant agreement has been signed.
 - County staff met with KDHE staff to discuss project status and the next steps for grant funding.
 - American Rescue Plan Act (ARPA) funds allocated by the BOCC: \$800,000
 - Total identified funding: \$4,188,890 (**87% grant funded**)
- Schedule (as of November 2024; subject to change as necessary)
 - Design/Survey/Easement completion: June 2025 (easement documentation will likely take into summer; need to submit to USDA by August 2025)
 - KDHE/USDA Agency Review completion: September 2025
 - Bidding/Construction project award: December 2025
 - Construction starts: March 2026
 - Construction ends: February 2027
- Outreach
 - We are planning to hold another community meeting, likely in June. Staff/engineers are working to determine the best timeframe based on the information we need to provide to the community and input/action we need from them.
 - Created a brochure outlining the various grant/funding sources.
 - Sent several updates to the email group.
 - Webpage: www.rileycountyks.gov/2062.
 - Keats community residents have their own webpage.

Attachment: April 2025 (15691 : Staff Update)

- Engineering/Design
 - Working on preliminary & temporary easement documentation.
 - Submitted preliminary field check plans for Riley County review.
 - Field survey work on going.
 - BG Consultants have met with several property owners on site.
 - Working on updating preliminary sewer alignments.

Comprehensive Plan Update:

- BOCC allocated a total of \$150,000 towards consultant services for this project.
- The contract with Stantec was finalized on December 19, 2024. They are doing background work by reviewing existing relevant local and regional plans, gathering data, and evaluating existing conditions.
- Biweekly communications meetings are ongoing.
- The subcommittees continue to meet and will complete their work in May.
- Stantec has submitted the Existing Conditions study to county staff. We are reviewing and will provide comments to Stantec by week's end. All the changes needed will be made, and the document will be made public the week of May 5, in advance of the community workshop.
- A community workshop is scheduled for 6:00 pm, May 14, 2025, at Pottorf Hall. This has been announced via social media, the Comprehensive Plan Update webpage, email listserv, emails to committee members/attendees, and word of mouth. The purpose is to discuss the Existing Conditions study and gather additional public input with the use of interactive activities.
- Website: www.rileycountyks.gov/plan.

Rural Economic Development Advisory Board (REDAB):

- Monthly meetings will take place at 3:00 pm on the third Wednesday of each month.
 - REDAB will next meet on May 27 at 3:00 pm.
- The committee is working on their mission and direction and asked for commissioner input. Each commissioner attended separate meetings over February, March, and April. REDAB members were able to ask questions, and there was great discussion during all three meetings.
 - I will compile the input received from each commissioner and the committee will use that to determine how to proceed.

Solid Waste Management:

- KDHE requires the Solid Waste Management Plan be reviewed annually. SWMC discussed this review during their April meeting and recommended no changes to the BOCC. The BOCC approved the plan at their April 28, 2025 meeting. Staff will transfer the plan and supporting documentation to KDHE for final approval within the next week. It is due to KDHE no later than May 29, 2025.
- The committee will once again host a booth at the Riley County fair. We are working to get volunteers signed up for shifts.
- There is a subcommittee dedicated to updating/improving the portions of the Riley County website concerning solid waste. Members have made some suggestions for improvements. The group will convene this week to discuss further, with the assistance of Riley County PIO.

Local Environmental Protection Program (LEPP) Grant:

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

- Applications are ranked by need, applicant income, and severity of failure.

- We have so far assisted two property owners with replacement of their wastewater systems.
- We have opened the second application window and provided the application packet to several property owners with known failing systems (contractors have helped with this as well). The submittal deadline is May 5, 2025.
 - We have received five applications to date. Meeting with KDHE on May 9 to review as some are unique and need clarification (i.e., eligibility). There are a couple that are not eligible due to income. All notifications - award or not - will be made by May 18, 2025.
- On December 12, 2024, KDHE updated their income guidelines and started utilizing the 2024 federal poverty guidelines moving forward. They've updated the eligibility amounts based on income:

200% or below the federal poverty level is eligible for up to 100% grant funds.
 201% - 250% of the federal poverty level is eligible for up to 85% grant funds.
 251% to 300% of the federal poverty level is eligible for up to 75% grant funds.

- Applied for SFY2026 LEPP grant funding. KDHE originally planned to announce awards in the second half of December 2024, but due to the large number of applications received, they will wait for their funding allocation before making award announcements.

Current Planning:

- At their April 10, 2025 meeting, the Manhattan Urban Area Planning Board:
 - Held a public hearing to consider the request of Joe Gerken for a Residential Use Designator – Extraneous Farmstead on a two-acre parcel.
 - Held a public hearing to consider the request of Joe Gerken to plat a two-acre parcel.
- At their April 14, 2025 meeting, the Riley County Planning Board/Board of Zoning Appeals:
 - Held a public hearing to consider the request of Carson & Shelby Lang to rezone an unplatted tract of land from "AG" (Agricultural district) to "SF-1" (Single Family residential) in the Wildcat Township.
 - Held a public hearing to consider the request of David & Marcy Uphoff to receive a Residential Use Designator – Country Estate for a tract of land in Grant Township.
 - Received a Comprehensive Plan Update report.
 - Discussed the Agricultural Exemption process.
- The May RCPB/BZA meeting is cancelled due to lack of petitions.
- Two pre-application meetings were held for proposed replats.

Other Items:

- Short Term Rental regulation amendment:
 - The BOCC workshopped this item for several sessions in 2025 and proposed to add language regarding separation distances between STR properties, requiring the Responsible Agent to be present in/reside in Riley County while the unit is in operation, and to require all county taxes and fees be current prior to license issuance/renewal.
 - As per standard procedure, the Riley County Planning Board and the Manhattan Urban Area Planning Board will hold work sessions in June on the proposed amendments.
 - They will then have public hearings on the proposed amendments in July.
 - The amendments, in the form recommended by both planning boards, will be brought back to the BOCC for final decision later in the summer.

- Riley County hosted the Kansas Association of County Planning & Zoning Official's 2025 annual conference. Various topics discussed included floodplain, ADUs, legislative updates, and Short Term Rentals. We also toured the Zeandale/Tabor Valley Road quarry.
- Riley County Planning Board will now meet at 7:00 pm on the second Monday of every month. Meetings used to take place starting at 7:30 pm.
- School inspections – the BOCC voted to opt out of performing school inspections based on HB2754. The BOCC unanimously approved a charter resolution to cease performing school inspections. That resolution will now be published in the newspaper of record for two consecutive weeks, and it will be official 60 days following the final publication (assuming there are no protests/appeals during that time).
 - The resolution was published in The Mercury on February 8, and February 15. It took effect on April 16, 60 days after the final publication date.
- Sanitary code amendments: Staff is working to identify items that need to be updated/addressed. KDHE has updated Bulletin 4.2, which is under review by the state. We should wait to fully update our code so we can ensure there will be no conflicts with the state's new regulations.
- Battery recycling
 - There are many stickers and flyers still available for distribution. Anyone is welcome to pick up stickers and/or flyers. We are always looking for volunteers to help get stickers on trash totes.
 - Website: <https://www.rileycountyks.gov/2024/Battery-Recycling>
- GovBuilt setup
 - Staff continue to work with GB to tailor the system to our needs.
 - Website: <https://rileycountyks.gov.govbuilt.com/>.

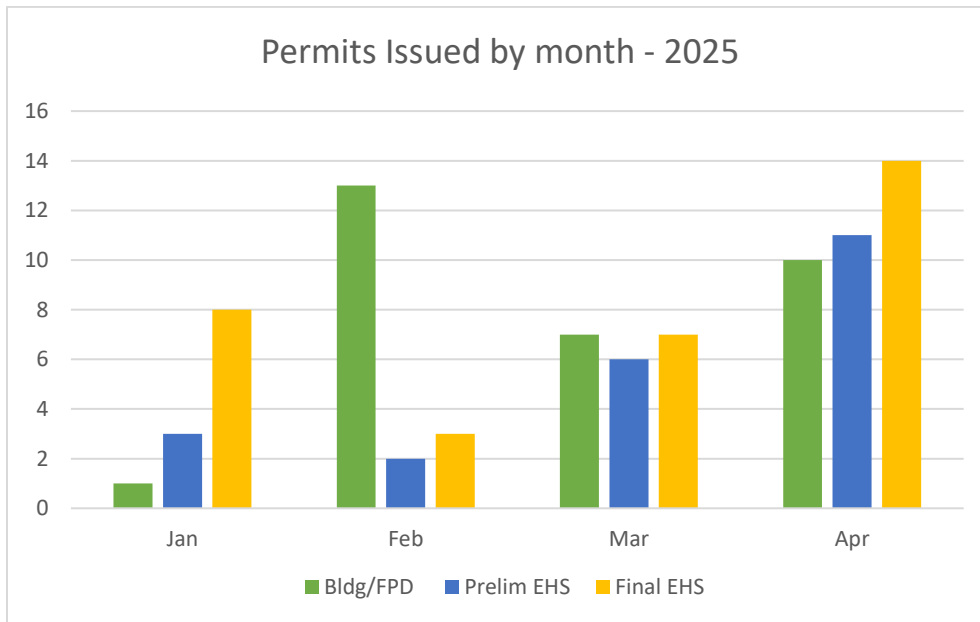
Coming Up:

- I am out of the office May 19 – 23.
- Discussion on fining contractors for building without a permit (TBD)
- Presentation on different types of wastewater systems (TBD)

Also attended/participated in:

- Flint Hills MPO – TAC meeting
- First Friday E-call – “Uniquely Do-Able Ideas for Your Small Town”
- KS Infrastructure Hub Webinar
- Department Head meetings
- Legal roundtable
- KACPZO Board meetings
- Budget & planning
- Downtown Manhattan Inc.
- Employee Training Committee
- Witt O'Brien's biweekly check ins
- Kansas Health Matters Webinar
- Intergovernmental luncheon

Permits Issued April 2025:	
Building/Sign Permits	10
Floodplain development permits	0
Environmental Health permits (preliminary)	11
Environmental Health permits (final)	14



Projects	Staff	Status	Task	Start Date	Request to Prosecute	Deadline
Long Range Planning						
Comprehensive Plan Update	Amanda Webb & Bob Isaac	Vision 2025 adopted in October 2009 and is need of an update. Held committee kickoff meeting, created survey, issued RFQ with no responses. Community meetings complete. Survey closes December 1. Year to date report to BOCC on December 18th. Presented at community meeting in Leonardville on January 17th. Full committee reconvened on February 13th. Issued RFQ April 5 with due date of May 3. Interviewed Stantec and Olson Associates and selected one. BOCC allocated \$150K for consultant services. Consultant contract with Stantec approved. Comp Plan committee meeting on Feb. 5th. Subcommittee update to BOCC April 17, 2025.	Monthly BOCC updates on-going. Subcommittees meeting. Staff meeting regularly with Stantec. Market analysis, forthcoming. Conducting stakeholder meetings.Community workshop scheduled for May 14th.	11/1/2021		10/31/2025
Keats Sewer District	Amanda Webb & Ben Hamill	Cost have risen significantly since original estimates and there are concerns with higher property owner cost. BOCC committed \$800,000 in ARPA funding. Geotech complete. Awarded KWO Technical Assistant Grant. Awarded KDHE infrastructure grant \$2.5m, awaiting grant agreement. Lagoon will have to be lined which will require irrigation and potential evaporation in the future. Cultural survey report complete and under review by state agencies. BOCC approved BG Consultant's engineering/design contract on August 5, 2024. Applied for KWO's WP grant (second round). USDA approved environmental assessment. USDA obligated funding to include \$492,000 grant.	Engineering is underway. Working on grant and loan requirements. Working on easement documents.	11/1/2014		3/30/2027
NG911 - Private Road Naming	Amanda Webb & Lisa Daily	Committee met 2/9/2024. Emergency services and the committee want to pursue naming and renumbering Anderson Lane. BOCC didn't approve the renumbering portion of the request in 2020. Committee met 1/22/2025, and still want to proceed with Anderson Ln.	BOCC in support of proceeding with Anderson Lane. Need to send letter to property owners.	8/1/2015		5/30/2025
Develop Riley County - historic land use changes in Wildcat Creek Watershed	Darrin Hobbs	Information gathering from NASA complete for report. Report has been finalized. Waiting for end product.	Present report to all participating entities.	6/1/2020		6/30/2025
Regulations						
Land Development Regulation Amendments	Amanda Webb & Bob Isaac	Staff is organizing specific amendments and arranging discussions with planning boards. Part 1 approved. Updates made to regulations and resolution published. BOCC heard request August 22nd and tabled it to August 29th. Part 2 has been completed.	Schedule Part 3.	1/1/2024		12/31/2025
Grants						
Keats Sewer District	Amanda Webb	Cost have risen significantly since original estimates and there are concerns with higher property owner cost. BOCC committed \$800,000 in ARPA funding. Geotech complete. Awarded KWO Technical Assistant Grant. Awarded KDHE infrastructure grant \$2.5m, awaiting grant agreement. Lagoon will have to be lined which will require irrigation and potential evaporation in the future. Cultural survey report complete and under review by state agencies. BOCC approved BG Consultant's engineering/design contract on August 5, 2024. Applied for KWO's WP grant (second round). USDA approved environmental assessment. USDA obligated funding to include \$492,000 grant.	Engineering is underway. Working on grant and loan requirements. Working on easement documents.	TBD		3/30/2027
Local Environmental Protection Program (LEPP)	Amanda Webb	KDHE grant for low income property owners to repair or replacement private wastewater systems. Grant period July 1, 2024 through June 30, 2025. KDHE awarded grant; funding received. Opened first 60 day application window, which ended Oct. 4th. Received 5 applications two of which were eligible. We have funded replacement for two home owners.	Second application window open through May 5th.	1/1/2024		6/30/2025
Current Planning						
Baudoin - Replat	Bob Isaac	RCPB and BOCC approved. Plat filed.	Project closed	9/26/2024		4/8/2025
Fox - Rezoning	Bob Isaac	MUAPB and BOCC approved. Resolution published.	Project closed	1/30/2025		4/4/2025
Uphoff - RUD Country Estate	Bob Isaac	RCPB approved and APE filed with ROD.	Project closed	2/24/2025		4/21/2025
Gerken - RUD Extraneous Farmstead & Plat	Bob Isaac	MUAPB approved.	Conduct BOCC hearing for plat 4/28/25.	2/19/2025		4/28/2025
Kramer - RUD Extraneous Farmstead	Bob Isaac	Application received.	On hold waiting for Elevation Certificate.	2/23/2025		TBD
Lang - Rezone	Bob Isaac	RCPB recommended approval.	Conduct BOCC hearing 5/1/25.	2/25/2025		5/1/2025
Fox - RUD Country Estate	Bob Isaac	NOPH published and 1000' property owenrs notified.	Conduct MUAPB hearing 5/8/25.	3/25/2025		5/8/2025
Jarboe - Plat & Rezone	Bob Isaac	Application received.	Process application. RCPB 6/9/25	4/8/2025		6/9/2025
Thomas - Replat	Bob Isaac	Application received.	Process application. MUAPB 6/12/25	3/14/2025		6/12/2025
Permits						
21-0146-MRWW Worrel	Ben Hamill & Jacob Hansen	Application received and inspection completed. Spoke to property owner and mailed repair application with no response, additionally lateral field installed unlawfully. Repair application received. Met with Mrs. Worrel, she stated no Conservation money available. Told to contact USDA to see if they would qualify for low interest loan, they never. Sanitary Code Violation 21-0038. Sent a letter on April 12, 2023 requesting they call to set up appointment. Sent new letter with LEPP grant application to Worrels on August 23, 2024. To date, no response from Worrell's. Sent LEPP application.	Waiting for response.	7/8/2021		5/31/2025
22-0059-OWWD (7015 University Park Rd)	Ben Hamill	Property owner applied to build a stablization pond but didn't list a licensed installer. Initial inspection and preliminary approval was done by previous EHS, Perry Piper which listed Jay White Excavating. 2024 aerials show stablization pond has been built. 5/21/2024 Ben contacted Jay White and he confirmed he did not build the stablization pond.	Ben to send friendly letter.	3/18/2022		5/30/2025
23-008-ACC Klein (15120 Green Randolph Rd)	Darrin Hobbs & Ben Hamill	Application received and processed. Notified property owner that septic tank needs pumped.	Waiting on pumping report. I have contacted the owner and have not received pumping report or a plan of action yet. Ben will follow up with friendly letter for tank pumped.	4/13/2023		5/30/2025
23-050-ACC Connet (3761 Akin Rd)	Darrin Hobbs & Ben Hamill	Applied to build an accessory building with a wash bay. Will have separate wastewater system for the accessory building. At this time, property owner doesn't know where he wants to put the system. There is not a current pumping report for the home. Property owner said tank was pumped within 5 years by previous owner, looking to see if pumping report can be found.	Need Soil Profile Application and Pumping Report. I have visited the property and there hasn't been any construction started. Ben will follow up with friendly letter for tank.	11/14/2023		5/30/2025
23-023-OPWS Fowler (6825 Summit Ridge Dr)	Ben Hamill	On site well collapsed. Doesn't meet state setback requirements. Contacted KDHE and requested variance. Variance was approved. Issued preliminary approval 1/26/2024. Well drilled was dry, driller and property owner looking at second location for well.	Contact property owner to find out if second well was drilled. Inspect if well was drilled.	12/28/2023		5/30/2025
24-004-MISC Holenbeck (6181 Deep Creek Rd)	Darrin Hobbs & Ben Hamill	Trees in lagoon - needs a repair permit. 1/2/25 Darrin noted trees have been removed. No repair permit on file. Bldg permit has not been issued yet. EH has not been approved. Removed trees without a repair permit.	Ben will follow up with property owner. Will follow up with Friendly Letter.	2/13/2024		5/30/2025
24-008-ACC Britt (1000 S Scenic Dr)	Darrin Hobbs & Bob Isaac	03/11/2024 - Called applicant; told him an elevation certificate would be required for the BP; he said he was interested in obtaining a variance to build below freeboard standard; I told him the EC will provide us more info to get started on the variance process. - BOB 4/29/2024 - Waiting on plot plan and building plans. DGH	Follow up with property owner.	3/1/2024		5/30/2025
24-022-ACC Reid (12028 Lakeshore Ln)	Darrin Hobbs & Ben Hamill	Replat has been filed and Variance to reduce side yard setback for accessory structures from 5 ft to 1 1/2 ft has been approved. Darris is ready to approve. EH - septic system is for 2 bedroom home, but appraiser's office has building listed as a 3 bedroom. Need to confirm number of conforming bedrooms before EH approval can be given.	Ben will visit site to confirm house is a 3 bedroom.	6/17/2024		5/30/2025

Attachment: 5 - May Staff Update to BOCC (15691 : Staff Update)

Projects	Staff	Status	Task	Start Date	Request to Prosecute	Deadline
24-001-MH Zeller (5321 W 76th)	Darrin Hobbs & Ben Hamill	Property owner replaced manufactured home with a new modular home without a building permit.24-019-OSPE Soil profile was done 8/29/24. No permit for the lagoon has been received and I believe Darrin said the lagoon has been built. Zach Zeller contacted for lagoon inspection and approval.	Ben to do site visit to verify fencing and obtain permit for lagoon.	7/23/2024		5/30/2025
24-029-ACC BPW Management (7661 Wales St)	Darrin Hobbs	4/29/2024 - Waiting on plot plan and building plans. DGH.	Waiting on Ag Exemption fee structure.	8/22/2024		5/30/2025
24-040-ACC Fowler (6825 Summit Ridge Dr)	Darrin Hobbs	Property owner applied for permit to build after receiving a violation. Building has already been built in road ROW and in building setback and is also on a lot without a principal structure.	Darrin will contact owner.	11/12/2024		5/30/2025
24-015-RES Carlson (16010 Tuttle Creek Blvd)	Darrin Hobbs, Ben Hamill & Lisa Daily	Ben emailed Dave 1/3/25. Rec'd response from Dave. Ben emailed Bob, Amanda & Darrin about setting up a meeting. Has meeting been set up? I am waiting on outcome before I pursue the private roading which cost him \$100.	Ben will contact property owner to set up meeting.	11/21/2024		5/30/2025
Property Maintenance Code Violations						
Kilner - Unsafe structure	Darrin Hobbs & Jacob Hansen	Judge Bosch found Kilner in contempt.	Starting August 1, he will be assessed a \$100/day fine until property is in compliance. Planning Compliance Specialist to take weekly photos of site. 5/22/24 & 5/29/25 - Bryant, Darrin, Amanda and Vivienne have met regarding a new process for nuisance abatement under the new SB 384: Step 1: Darrin and Bryant will draft a "Last Chance" letter to property owners outlining the new SB 384 and explaining the County's process in handling of the nuisance abatement. Step 2: Vivienne will update the County's website with information regarding the SB 384 and education for the public on the nuisance abatement act and the County's process for handling these cases. Step 3: Bryant will meet with each attorney who has been retained by the property owners to discuss the status of each property. Arraignment set for April 14, 2025.	8/18/2016		5/31/2025
Zoning Violations						
Doyle - Illegal mobile home storage (Mobile Gardens) Violation #10-0050	Jacob Hansen	Staff met with Charlotte Doyle on 8.31.2021. Staff inspected septic on July 25, 2022. Septic surfacing. Met with property owner regarding Lot 17. Home is not occupied. Replat property and comply with zoning regulations. Replace septic system. Home is unoccupied. Sent a letter on April 12, 2023 requesting they call to set up appointment. Meeting scheduled for May 11, 2023. Met with property owner. She is trying to sell to neighbor.	This property has changed ownership. The new owner is working in purchasing some adjacent lots from the Doyles so they can bring this into compliance.5/22/24 & 5/29/25 - Bryant, Darrin, Amanda and Vivienne have met regarding a new process for nuisance abatement under the new SB 384: Step 1: Darrin and Bryant will draft a "Last Chance" letter to property owners outlining the new SB 384 and explaining the County's process in handling of the nuisance abatement. Step 2: Vivienne will update the County's website with information regarding the SB 384 and education for the public on the nuisance abatement act and the County's process for handling these cases. Step 3: Bryant will meet with each attorney who has been retained by the property owners to discuss the status of each property. Status Hearing set for April 7, 2025.	12/17/2010	4/17/2012	5/31/2025
Doyle - Illegal salvage at residence Violation #05-0007	Jacob Hansen	Counsel and staff conducted site visits on 6/25/18 and 7/20/18. Mr. Doyle removed 600 tires and 3 mobile homes. March 19, 2021 conference with Mr. Doyle. He agreed to remove vehicles from the property. Set site visit for May 4, 2021. Mr. Doyle has moved about 90% of the tires and multiple vehicles to a staging area across from his residence for a salvage company to pick up, and will continue with this method. Next site visit 08/11/2021. Staff met with Charlotte Doyle on 08/31/2021. 6/15/2023 Staff and Counsel meet with Charlotte to come up with a plan on removing vehicles and mobile homes from the property. 7/13/2023 Darrin met with Charlotte to talk about the plan and also to review pictures provided of things needing remove. Darrin will be visiting the property 7/18/2023 to view first hand. There were more vehicles than originally thought and so numbers were revised accordingly. If they fail to meet any deadlines an injunction will be filed. The Doyles have removed some vehicles. They are currently about 3 vehicles behind schedule. Working to get them back on track. Darrin is going to go out in early January to see if they have gotten back on track. The petition asking for an injunction has been filed and the Doyles have hired counsel. Met with their attorney and he is going to meet with Charlottee about getting back on track. 5/7/24 Darrin met with Charlotte.	5/22/24 & 5/29/25 - Bryant, Darrin, Amanda and Vivienne have met regarding a new process for nuisance abatement under the new SB 384: Step 1: Darrin and Bryant will draft a "Last Chance" letter to property owners outlining the new SB 384 and explaining the County's process in handling of the nuisance abatement. Step 2: Vivienne will update the County's website with information regarding the SB 384 and education for the public on the nuisance abatement act and the County's process for handling these cases. Step 3: Bryant will meet with each attorney who has been retained by the property owners to discuss the status of each property. Status Hearing set for April 7, 2025.	4/15/2013	9/14/2023	5/31/2025
Kilner - Unsafe structure	Darrin Hobbs & Jacob Hansen	Judge Bosch found Kilner in contempt.	Starting August 1, he will be assessed a \$100/day fine until property is in compliance. Planning Compliance Specialist to take weekly photos of site. 5/22/24 & 5/29/25 - Bryant, Darrin, Amanda and Vivienne have met regarding a new process for nuisance abatement under the new SB 384: Step 1: Darrin and Bryant will draft a "Last Chance" letter to property owners outlining the new SB 384 and explaining the County's process in handling of the nuisance abatement. Step 2: Vivienne will update the County's website with information regarding the SB 384 and education for the public on the nuisance abatement act and the County's process for handling these cases. Step 3: Bryant will meet with each attorney who has been retained by the property owners to discuss the status of each property. Arraignment set for April 14, 2025.	8/18/2016		5/31/2025
20-0063 - Satterlee: Inoperable vehicles and campers	Darrin Hobbs & Jacob Hansen	Determined to be a violation. Notification letter sent. The Notification letter was resent by me for a fresh start to make contact with the property owner. Contacted property owner on what still needs to be removed and provided an aerial map. I sent another letter to the property owner on 6/15/2022, stating that this will be turned over to legal if no progress is made. Process has been restarted due to senate bill. Items are being removed by the person buying the property from Satterlee.	Property should be sold to new property owner by end of April 2025.	9/27/2021		5/31/2025
20-0090 Fishgill LLC - Illegal auto repair and salvage operation 1312 Pillsbury Dr	Darrin Hobbs	Inspection completed and sent notification letter to property owner. Property owner wants an extension to remove tenant. Vehicles being removed. Sent notice of violation.	Send notification letter. Working with legal on violation. Darrin will do a site inspection to determine if is auto repair which is allowed in C-2.	12/22/2020		5/30/2025

Attachment: 5 - May Staff Update to BOCC (15691 : Staff Update)

Projects	Staff	Status	Task	Start Date	Request to Prosecute	Deadline
23-007-CE Jones - 3981 Zeandale Rd	Darrin Hobbs & Bryant Parker	Inspection conducted on 3/9/23 and confirmed someone is living a camper. Sent notification letter. No response from property owner, sent notice of violation and final notice of violation. Conducted final site inspection on 4/24/23 and someone is still living in camper.	Sent to Counselor's office to prosecute. Court system is down. Still need to contact RCPD. Trailer has been moved but appears to be occupied. Darrin is going to reach out to RCPD about accompanying him to check if it is occupied and then we can file an injunction in court if it still is. Darrin has not made contact to confirm if it is occupied. P&D went out and it appears there may be someone living there still but we don't have enough evidence at this point to move forward with enforcement from the Counselor. Need to contact RCPD still.Bryant, Darrin, Amanda and Vivienne have met regarding a new process for nuisance abatement under the new SB 384: Step 1: Darrin and Bryant will draft a "Last Chance" letter to property owners outlining the new SB 384 and explaining the County's process in handling of the nuisance abatement. Step 2: Vivienne will update the County's website with information regarding the SB 384 and education for the public on the nuisance abatement act and the County's process for handling these cases. Step 3: Bryant will meet with each attorney who has been retained by the property owners to discuss the status of each property. Arraignment set for April 14, 2025.	3/16/2023	5/15/2023	5/31/2025
23-015-CE Miller - 1382 Pillsbury Dr	Darrin Hobbs & Jacob Hansen	Friendly letter sent 9/28/23. 10/13/2023 friend of property owner can into office and met with Darrin & Shelly Woodard. It was recommended that property owner set up time speak with us. Notice of Violation sent 10/23/23. Meeting with property owner was scheduled for 11/15/2023. Property owner called 11/15/2023 will be meeting with an attorney 11/16/2023. Final Notice of Violation sent 11/15/2023. Meet with property owner 12/1/2023. Working with legal on violation. Mr. Miller sent an application to the state to operate a salvage yard. That was denied. The state also revoked his dealer license. A notice of violation has been sent. We met with Mr. Miller on 12/1/23. He has agreed to start removing cars and work with Darrin. He is going to remove 30 cars per month and if he falls behind we will file a petition with the court. Darrin is working with Mr. Miller to go out and check on progress. They are aiming for the week of 1/29. Mr. Miller made good progress in December but has not made additional progress.	The property is now up for sale. Next step is likely to file an enforcement action with the Court. 5/22/24 & 5/29/25 - Bryant, Darrin, Amanda and Vivienne have met regarding a new process for nuisance abatement under the new SB 384: Step 1: Darrin and Bryant will draft a "Last Chance" letter to property owners outlining the new SB 384 and explaining the County's process in handling of the nuisance abatement. Step 2: Vivienne will update the County's website with information regarding the SB 384 and education for the public on the nuisance abatement act and the County's process for handling these cases. Step 3: Bryant will meet with each attorney who has been retained by the property owners to discuss the status of each property.	9/28/2023		3/1/2025
23-016-CE Miller - 1420 Pillsbury Dr	Darrin Hobbs & Jacob Hansen	Friendly letter sent 9/28/23. 10/13/2023 friend of property owner can into office and met with Darrin & Shelly Woodard. It was recommended that property owner set up time speak with us. Notice of Violation sent 10/23/23. Meeting with property owner was scheduled for 11/15/2023. Property owner called 11/15/2023 will be meeting with an attorney 11/16/2023. Final Notice of Violation sent 11/15/2023. Meet with property owner 12/1/2023. Working with legal on violation. Mr. Miller sent an application to the state to operate a salvage yard. That was denied. The state also revoked his dealer license. A notice of violation has been sent. We met with Mr. Miller on 12/1/23. He has agreed to start removing cars and work with Darrin. He is going to remove 30 cars per month and if he falls behind we will file a petition with the court. Darrin is working with Mr. Miller to go out and check on progress. They are aiming for the week of 1/29. Miller made good progress in December but has not made additional progress. The property is now up for sale.	Next step is likely to file an enforcement action with the Court. 5/22/24 & 5/29/25 - Bryant, Darrin, Amanda and Vivienne have met regarding a new process for nuisance abatement under the new SB 384: Step 1: Darrin and Bryant will draft a "Last Chance" letter to property owners outlining the new SB 384 and explaining the County's process in handling of the nuisance abatement. Step 2: Vivienne will update the County's website with information regarding the SB 384 and education for the public on the nuisance abatement act and the County's process for handling these cases. Step 3: Bryant will meet with each attorney who has been retained by the property owners to discuss the status of each property. Arraignment set for April 14, 2025. Defendant's attorney requested a jury trial.	9/28/2023		5/31/2025
Sanitary Code Violations						
25-002-CES SKR Investments LLC - Failed to complete 2024 Alternative System inspection.	Ben Hamill	Notice of Violation Letter sent 3-12-25, no response. Final Notice of Violation Letter sent 3-25-25, no response. Next step in violation will be Request To Prosecute. Request To Prosecute will be on 4-4-25.	Received Alternative System Inspections Reports 2025 Inspections. Status of Violation has been moved to Corrected By Owner.	3/12/2025		4/3/2025
25-003-CES Ryan- Failed Septic System. Additional maintenance requirements for Septic System. Tank is no longer structurally sound.	Ben Hamill	Notice of Violation sent 3-18-25.	Received Major Repair Application on 4-14-25. Refer to 25-010-MRWW for case details. This violation has been corrected by owner.	3/18/2025		4/14/2025
25-007-CES Didlake - Failed to complete 2024 Alternative System inspection. (Corrected By Owner)	Ben Hamill	Notice of Violation Letter sent 3-13-25, no response. Final Notice of Violation Letter sent 3-25-25, no response. Next step in violation will be Request To Prosecute. Request To Prosecute will be on 4-4-25.	Received Alternative System Inspections Reports from Jacob Brenner for both 2024 & 2025 Inspections. Status of Violation has been moved to Corrected By Owner.	3/13/2025		4/1/2025
25-010-CES Innes - Failed to complete 2024 Alternative System inspection. (Corrected By Owner)	Ben Hamill	Notice of Violation Letter sent 3-13-25, no response. Final Notice of Violation Letter sent 3-25-25, no response. Next step in violation will be Request To Prosecute. Request To Prosecute will be on 4-4-25.	Received Alternative System Inspections Reports from Jacob Brenner for both 2024 & 2025 Inspections. Status of Violation has been moved to Corrected By Owner.	3/13/2025		4/1/2025
25-012-CES Damme - Failed to complete 2024 Alternative System inspection.	Ben Hamill	Notice of Violation Letter sent 3-26-25, waiting on response. Final Notice of Violation Letter will be sent 4-7-25 if no response is received by 4-7-25.	Residence has been vacant for years. Ben has spoken with the property owner, & no further action will be taken in the prosecution process.	3/26/2025		4/7/2025
25-009-CES Wallace - Failed to complete 2024 Alternative System inspection.	Ben Hamill	Notice of Violation Letter sent 3-13-25, no response. Final Notice of Violation Letter sent 3-25-25, no response. Next step in violation will be Request To Prosecute. Request To Prosecute will be on 4-4-25. Cat Cans forgot to send us the 2024 Alternative Inspection Report, I called & had them send me record of it. Refer to 25-015-AIR for record of inspection completed on 3-9-24.	Cat Cans forgot to send us the 2024 Alternative Inspection Report for this property. I have put this case into corrected by owner. Refer to 25-015-AIR for record of 2024 inspection.	3/13/2025		4/15/2025
25-005-CES Born - 1318 Lafayette Dr	Ben Hamill	Failed to complete 2024 Alternative System inspection. Notice of Violation Letter sent 3-13-25, no response. Final Notice of Violation Letter sent 3-25-25, no response. Next step in violation will be Request To Prosecute. Request To Prosecute will be on 4-4-25. Met with Property Owner for a Director's Resolution Meeting. We will not proceed in	Meeting with legal to determine next steps.	3/13/2025		5/31/2025
25-013-CES McDonald - 3612 Cottonwood Cir	Ben Hamill	Failed Septic System. Additional maintenance requirements for Septic System. Tank is no longer structurally sound. Friendly Letter sent 4-8-25, if no response is given, Notice	Property has new owners. Sent Friendly Letter to 3616 Cottonwood Circle. Waiting for response.	4/8/2025		5/31/2025
25-014-CES Feldkamp - 3710 Silver Creek Rd	Ben Hamill	Failed Septic System. Additional maintenance requirements for Septic System. Tank is no longer structurally sound. Received failed pumping report on 3-18-25. Friendly Letter	Sent Friendly Letter to Property Owner along with copy of Failed Pumping Report on 4-8-25. Waiting for response.	4/8/2025		5/31/2025
Failed Pumping Reports						
24-200-PIR- 15001 Green-Randolph Rd	Ben Hamill	Received failed Pumping Report on 9-9-24. System is failed & discharging onto the ground/cornfield.	Emergency Order needs to take place.	9/9/2024		4/30/2025
24-247-PIR- 4929 Lakewood Dr	Ben Hamill	Received failed Pumping Report on 10-24-24. System is failed & tank needs repaired. Case 25-003-CES Ryan is in Final Notice Of Violation.	Refer to 25-010-MRWW for Repair details. Corrected by owner.	10/24/2024		4/30/2025
25-045-PIR- 3612 Cottonwood Cir	Ben Hamill	Received failed Pumping Report on 3-4-25. System is failed & tank needs repaired. Case 25-013-CES McDonald is in Friendly Letter status. Sent Friendly Letter on 4-8-25. Reference Case 25-013-CES McDonald for Violation details.	Next step in violation will be abated on 4-18-25. Next step will be Notice of Violation if no response is given by this date.	3/5/2025		4/18/2025
25-054-PIR & 25-060-PIR- 6006 Anderson Ave	Ben Hamill	Received 2 failed Pumping Reports on 3-11-25. System is failed & tank needs repaired. Received LEPP Grant Application on 4-9-25. Potentially eligible for up to 75% assistance, decision will be made 5/5/25.	Soil Profile Application 25-011-OSPE was received on 4-10-25. Major Wastewater Repair Application 25-009-MRWW was received on 4-10-25. Applicant needs to pay Application Fee. Ben said he will get payment next	3/11/2025		5/5/2025
25-066-PIR- 5112 Murray Rd	Ben Hamill	Received failed Pumping Report on 3-17-25. System needs repaired.Major Repair Permit was received 4-14-25 from Cat Cans. Refer to 25-012-MRWW for reference.	Ben notified Amanda, Lisa, & Molly that he has spoken with Randy Dewitt & this property will be hooking up to City Sewer. Will send out City Services Agreement to property owner.	3/17/2025		5/31/2025

Attachment: 5 - May Staff Update to BOCC (15691 : Staff Update)

Projects	Staff	Status	Task	Start Date	Request to Prosecute	Deadline
25-069-PIR- 3710 Silver Creek Rd. Manhattan, KS 66503	Ben Hamill	Received failed Pumping Report on 3-18-25. Sytem's compartment wall is collapsed. System will need replaced.	Cat Cans requested Ben follow up with the Property Owner so the Property Owner doesn't think that Cat Cans is trying to sell them anything. This helps the owner's understand the urgency of the situation. Sending Friendly Letter to Property Owner today 4/8/2025. Next step in Violation will be on 4-18-25 for	3/18/2025		5/31/2025
25-098-PIR- 3107 Freeman Cir	Ben Hamill	Received failed Pumping Report on 4-7-25. Side walls are separating. Tank was half full upon arrival.	Need to Contact Cat Cans to see if repairs are being made.	4/7/2025		5/31/2025
25-100-PIR- 2613 Rogers Blvd	Ben Hamill	Received failed Pumping Report on 4-7-25. This property has 3 tanks on it. This report is for Tank 2 behind the duplex. Tank needs repairs.	Need to Contact Cat Cans to see if repairs are being made.	4/7/2025		5/31//2025
25-101-PIR- 2613 Rogers Blvd	Ben Hamill	Received failed Pumping Report on 4-7-25. This property has 3 tanks on it. This report is for Tank 3 behind the duplex. Tank needs repairs.	Need to Contact Cat Cans to see if repairs are being made.	4/7/2025		5/31/2025
25-103-PIR- 4959 Cattle Dr	Ben Hamill	Received failed Pumping Report on 4-10-25. Tank is starting to buckle.	Need to Contact Cat Cans to see if repairs are being made.	4/10/2025		5/31/2025



**COUNTY CLERK &
ELECTIONS**
Budget

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

COMMISSION AGENDA REPORT

FROM: Brittany Phillips, Budget and Finance Officer

MEETING: May 1, 2025

SUBJECT: 2026 Appropriation Discussion

PRESENTER: Brittany Phillips, Budget and Finance Officer

BACKGROUND

While prepping the 2025 Budget and setting the baseline, Commissioners directed staff to reach out to only entities the County has given appropriations to over the last few years and to not consider any other outside appropriations.

This year, Commissioners established the same baseline adopted in previous years, for staff to keep expenditures to needs only with an understanding of the economic climate.

On March 17th, 2025 it was decided to reach out to small cities and Be Able to provide these entities the opportunity to submit a budget appropriation.

Today, the question is to determine if the Commissioners would also like to hear from Food & Farm Council for a funding request.

POSSIBLE MOTION(S)

Move to approve to schedule Food & Farm Council appropriation request for 2026.

Move to deny scheduling Food & Farm Council appropriation request for 2026.

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:



**COMMUNITY
CORRECTIONS**
Funding

Megan Lewis
Community Corrections Director
115 North 4th Street
Manhattan, KS 66502
Phone: 785-537-6380

COMMISSION AGENDA REPORT

FROM: Jessie Hubbard, Administrative Assistant II, Riley County Community Corrections

MEETING: May 1, 2025

SUBJECT: County Special Alcohol Fund Allocations

PRESENTER: Jessie Hubbard, Administrative Assistant II, Riley County Community Corrections

BACKGROUND

County Alcohol Tax Funds are dollars collected from establishments within the county. Moneys in the special alcohol and drug programs fund shall be expended only for the purchase, establishment, maintenance or expansion of services or programs whose principal purpose is alcoholism and drug abuse prevention and education, alcohol and drug detoxification, intervention in alcohol and drug abuse or treatment of persons who are alcoholics or drug abusers or are in danger of becoming alcoholics or drug abusers. The Riley County Board of County Commissioners empowered the Joint Corrections Advisory Board to request proposals for County Alcohol Tax funds, review the proposals and make recommendations to the Commission for funding. County Alcohol Tax funds are administered per K.S.A.79-41a04.

We have included previous years' funding allocations, income, disbursements, and the year-end balance for the County Alcohol Tax fund. (See attached.)

DISCUSSION

The Joint Corrections Advisory Board met in January 2025 to establish the RFP granting process for 2025, with applications accepted until March 31, 2025. At the JCAB's April 24th meeting, four applications were reviewed.

Be Able submitted an application requesting \$10,000.00 for a Substance Abuse Case Manager to dedicate 20 hours per week over 12 months to addressing the needs of individuals facing substance use disorders.

Court Services 21st Judicial District submitted an application requesting \$2,554.37 for a Court Services Officer to attend the American Probation and Parole Association Conference, which emphasizes best practices and evidence-based strategies.

The Manhattan Emergency Shelter, Inc. (MESI) submitted an application requesting \$20,000.00 to assist with the funding of no less than 2 staff members 24 hours a day.

The Ogden Community Center submitted an application in the amount of \$2,500 for drug awareness programming. Specifically, they plan to host two workshops to educate the public about popular drugs, helping them recognize signs of use and prevent drug abuse.

The JCAB voted to approve the Court Services and Ogden Community Center's applications for their full requests, and to fund Be Able \$5,000.00, which is half of their request. The Board tabled the application from MESI, requesting it be returned for further clarification to ensure funds would be utilized in a manner that falls in line with statute guidelines.

Currently, the available amount of County Alcohol funds is \$24,855.96, with JCAB funding recommendations totaling 10,054.37. Funds not utilized will be carried over for 2026 funding considerations.

FISCAL IMPACT

Spend up to \$10,054.37 out of County Alcohol Tax.

RECOMMENDATION(S)

The Joint Corrections Advisory Board made the following recommendations for funding to the BOCC:

Award Be Able \$5,000.00

Award Court Services 21st Judicial District \$2,554.37

Award The Ogden Community Center \$2,500.00

Table the application from the Manhattan Emergency Shelter, Inc.

POSSIBLE MOTION(S)

Move to approve funding to Be Able in the amount of \$5,000.00, Court Services 21st Judicial District in the amount of \$2,554.37, the Ogden Community Center in the amount of \$2,500.00, and to table the application from the Manhattan Emergency Shelter, Inc., pending further review.

Move to deny.

Move to modify.

Move to table.

Enclosures:

- Color0125 (PDF)

Special County Alcohol Award History

	Blue Valley Booster Club		Friends of Riley County High School		Ogden Community Center	Riley County Community Corrections	21st Judicial District Drug Court	Sunflower CASA	USD #378	USD #384
FY14 Requested	\$750.00		\$3,000.00		\$2,800.00					
CY14 Approved	\$560.00	\$7/student	\$1,365.00	\$7/student	\$1,950.00					
FY15 Requested										
CY15 Approved	\$0.00		\$2,020.00	\$8/student	\$2,400.00					
FY16 Requested	\$750.00				\$2,925.00					
CY16 Approved	\$400.00	\$8/student	\$1,600.00	\$8/student	\$2,925.00					
FY17 Requested	\$750.00		\$5,000.00		\$2,050.00					
CY17 Approved	\$700.00	\$10/student	\$2,000.00	\$10/student	\$2,050.00					
CY18 Requested	\$750.00	\$10/student	\$5,000.00	\$25/student	\$2,600.00					
CY18 Approved	\$750.00		\$2,000.00		\$2,600.00					
CY19 Requested	\$750.00	\$10/student	\$5,000.00	\$25/student	\$2,600.00			\$500.00		
CY19 Approved	\$750.00		\$2,000.00		\$2,550.00			\$500.00		
CY20 Requested	\$900.00	\$11/student	\$5,000.00	\$25/student	\$2,500.00	\$2,400.00				
CY20 Approved	\$250.00		\$500.00		\$2,000.00	\$1,900.00				
CY21 Requested					\$2,500.00					
CY21 Approved					\$2,500.00					
CY22 Requested						2700-2900				
CY22 Approved						\$2,975.00				
CY22 Expended						\$1,832.76				
CY23 Requested					\$2,500.00		\$3,225.00		\$1,200.00	\$900.00
# of people served:					300		N/A		170	90
CY23 Approved							\$3,225.00		\$1,200.00	\$900.00
CY24 Requested							\$5,616.00		\$1,500.00	\$1,000.00
# of people served:							N/A			
CY24 Approved							\$5,616.00		\$1,500.00	\$1,000.00

21st Judicial District Joint Corrections Advisory Board
2025 Riley County Alcohol Tax Application
K.S.A. 79-41a04

Agency Be Able

Address 431 S. 5th Street, Manhattan, KS 66502

Contact Person Jarad Garren Email: jarad@beablecommunity.com Phone 785-236-9134

Total Program Cost \$30000 Grant Funds Requested \$10000

Estimated Number of Participants/Clients to be served: 50 individuals in active addiction

Proposed Starting Date July 1, 2025 Ending Date June 30, 2026

1. Please identify how your program will reduce the use and/or abuse of alcohol and/or other substances and provide education on risks of substance abuse and/or provide programming/treatment of substances (i.e. Fatal Vision Programs).

Be Able's program will reduce alcohol and substance abuse by providing direct intervention, recovery navigation, and education for individuals struggling with addiction. Our part-time Substance Abuse Case Manager will dedicate 20 hours per week over 12 months to addressing the needs of individuals facing substance use disorders. This will include:

- Intervention and Case Management - Identifying individuals in crisis and providing personalized case management to help them take steps toward sobriety.
- Facilitating Access to Treatment - Assisting with placement in detox and rehab facilities, providing transportation, and ensuring a smooth transition into recovery.
- Risk Awareness - Engaging in one-on-one conversations about addiction, relapse prevention, and the risks associated with continued substance use.
- Wrap-Around Recovery Support - Connecting individuals to peer recovery groups such as Narcotics Anonymous (meeting at Be Able twice a week) and supporting their reintegration into stable housing and employment.

By prioritizing these areas, we aim to reduce substance abuse in Riley County and provide a clear path to recovery.

2. Please provide a detailed explanation of how the County Alcohol funds you are seeking will enhance your program.

Be Able serves over 1,000 individuals from Riley County experiencing extreme adversity, including homelessness, long-term unemployment, and mental illness... conditions often worsened by substance abuse. These funds will allow us to dedicate a trained staff member to focus 20 hours per week on substance abuse intervention and recovery efforts. This will increase our capacity to meet the overwhelming demand for addiction support, ensure more individuals receive timely interventions, and create stronger connections to recovery resources.

Attachment: Color0125 (15761 : County Special Alcohol Fund Allocations)

3. Please specify how you measure the performance or effectiveness of the programming being offered with County Alcohol Funds.

We track the effectiveness of our program through:

1. Case Management Records - Monitoring the number of individuals who receive one-on-one substance abuse case management.
2. Treatment Placement Success - Tracking the number of individuals placed in detox or long-term treatment facilities.
3. Recovery Group Attendance - Measuring participation in our two existing Narcotics Anonymous groups and any new groups formed.
4. Follow-Up Outcomes - Evaluating long-term success by tracking individuals who maintain sobriety, secure stable housing, or find employment after completing treatment.

4. Please list other funding sources and amounts that assist with the program that you are requesting County Alcohol Funds.

Be Able is deeply committed to addressing substance abuse in Riley County. To ensure the success of this program, we will invest funds raised from local donors to cover the remaining portion of the case manager's salary. While we are requesting \$10,000 from the County Alcohol Fund, Be Able will contribute an additional \$20,000 to fully fund this position.

The Joint Corrections Advisory Board will evaluate all proposals to ensure conformance with K.S.A. 79-41a04 (d)(2) along with the community needs, programs and services to best address abuse of alcohol and/or drugs.

Submit this application via email to jhubbard@rileycountyks.gov.
Applications are due by 5pm on Monday, March 31, 2025.

**21st Judicial District Joint Corrections Advisory Board
2025 Riley County Alcohol Tax Application
K.S.A. 79-41a04**

Agency Court Services 21st Judicial District
Address 100 Courthouse Plaza Manhattan KS 66502

Contact Person Alexis Robinson Email: alexis.robinson@kscourts.gov Phone 785-565-6601

Total Program Cost \$ 2,554.37 Grant Funds Requested \$ 2,554.37

Estimated Number of Participants/Clients to be served: 1

Proposed Starting Date 8/23/25 Ending Date 8/27/25

1. Please identify how your program will reduce the use and/or abuse of alcohol and/or other substances and provide education on risks of substance abuse and/or provide programming/treatment of substances (i.e. Fatal Vision Programs).

The American Probation and Parole Association Conference presents sessions led by national experts on the latest research and innovations in community supervision. As a Court Services Probation Officer for Justice Involved Youth and Adults, being able to learn new best practices and evidence-based strategies would be beneficial to our community and state.

2. Please provide a detailed explanation of how the County Alcohol funds you are seeking will enhance your program.

This conference will help me build and refine essential skills in areas such as drugs/alcohol, behavioral health intervention, case planning, cultural competency, and supervision techniques tailored for high-risk or special populations (e.g., youth and adults with alcohol abuse and other substances).

3. Please specify how you measure the performance or effectiveness of the programming being offered with County Alcohol Funds.

With criminal justice reform evolving rapidly, it's important for our department to stay current with legal, policy, and supervision trends. The APPA Conference serves as a vital platform to understand how other jurisdictions are innovating, measuring success, and navigating the challenges of alcohol abuse as well as other antisocial behaviors link to alcohol use. By reducing recidivism and improving client outcomes. The insight gained from this conference will allow me to contribute more strategically to county/statewide goals and to mentor or support colleagues who may not have the opportunity to attend. Attendance at the APPA Conference is not only a valuable professional development opportunity but a strategic investment in the effectiveness of our probation services. The training and insights I gain will translate into improved supervision practices, stronger outcomes for clients, and enhanced community safety.

4. Please list other funding sources and amounts that assist with the program that you are requesting County Alcohol Funds.

At the moment did not request any other sources for funding but I am willing to use my personal funds to pay for airfare which could range from 476.37-500, along the per diem which is calculated in the requested amount at 70 dollars a day totaling 280.00. I did not include ground transportation in the requested amount as well because I planned to take on that expense already.

The Joint Corrections Advisory Board will evaluate all proposals to ensure conformance with K.S.A. 79-41a04 (d)(2) along with the community needs, programs and services to best address abuse of alcohol and/or drugs.

Submit this application via email to jhubbard@rileycountyks.gov.
Applications are due by **5pm on Monday, March 31, 2025.**

Attachment: Color0125 (15761 : County Special Alcohol Fund Allocations)

21st Judicial District Joint Corrections Advisory Board
2025 Riley County Alcohol Tax Application
K.S.A. 79-41a04

Agency Manhattan Emergency Shelter, Inc.

Address 416 S. 4th, Manhattan KS 66547

Contact Person Emily Wagner Email: director@mesikansas.org Phone 785-537-3113

Total Program Cost \$499,094.00 Grant Funds Requested \$ 20,000.00

Estimated Number of Participants/Clients to be served: 375-425

Proposed Starting Date May 1, 2025 Ending Date April 30, 2026

1. Please identify how your program will reduce the use and/or abuse of alcohol and/or other substances and provide education on risks of substance abuse and/or provide programming/treatment of substances (i.e. Fatal Vision Programs).

Manhattan Emergency Shelter, Inc. provides 24 hour emergency shelter for the homeless in our community. Often clients seeking shelter are also struggling with addictions and need structure and guidance to begin dealing with their addictions. MESI is a drug and alcohol-free facility. Case management staff work with clients to provide resources for a sober lifestyle. Many times, clients will request our staff breathalyze them to be accountable to themselves and court officials. Night Staff are critical staff to allow 24 hour operations.

2. Please provide a detailed explanation of how the County Alcohol funds you are seeking will enhance your program.

County Alcohol funds will help MESI continue to be staffed with no less than two staff members 24 hours per day. Night Staff are crucial to a 24 hour operation. They are trained to administer breathalyzers and Narcan, monitor the facility security systems, and identify when appropriate to call RCPD or RCEMS to assist with emergency situations.

3. Please specify how you measure the performance or effectiveness of the programming being offered with County Alcohol Funds.

Performance:

1. MESI will be staffed 24 hours with no less than two staff to closely monitor client behavior and provide necessary structure.
2. All clients staying at MESI for more than 48 hours will be provided case management to address the underlying barriers leading to homelessness
3. MESI will be a safe, drug and alcohol-free environment for homeless families and individuals to temporarily reside.

Attachment: Color0125 (15761 : County Special Alcohol Fund Allocations)

Measures:

1. MESI's doors will always remain open.
2. Clients are required to participate in case management to address barriers. Records are kept on how many clients are referred to treatment services. Many times, participating in treatment is a task in the client's case management plan.
3. MESI will administer roughly 2,500 random breathalyzer tests throughout the grant year. Results are recorded in daily case notes.
4. Please list other funding sources and amounts that assist with the program that you are requesting County Alcohol Funds.

Funding sources are listed below. MESI is only requesting funding to support our shelter program. Specifically, allow us to remain open 24 hours per day with two staff to monitor the clients and ensure a safe living environment. ** Please note that Federal Emergency Solutions funds and EFSP funds may not be available this year due to the current administration decisions of Federal Funding.

Contributions	\$ 75,834
Fundraising	\$ 100,000
Interest	\$ 1,000
Net Investment Earnings	\$ 30,000
	\$
Total Unrestricted Revenue	206,834
United Way	\$ 40,000
SSAB/Capital Improvement	\$ 96,760
EFSP	\$ 14,000
Riley County	\$ 16,000
Greater Manhattan Community Foundation	\$ 15,000
Special Alcohol-City	\$ 18,000
Kansas Career Work Study	\$ 20,000
Topeka Community Foundation	\$ 2,500
Emergency Solutions Grant - Shelter	\$ 70,000
Emergency Solutions Grant - Rapid Rehousing	\$ 70,000

The Joint Corrections Advisory Board will evaluate all proposals to ensure conformance with K.S.A. 79-41a04 (d)(2) along with the community needs, programs and services to best address abuse of alcohol and/or drugs.

Submit this application via email to jhubbard@rileycountyks.gov.

Applications are due by 5pm on Monday, March 31, 2025.

**21st Judicial District Joint Corrections Advisory Board
2025 Riley County Alcohol Tax Application
K.S.A. 79-41a04**

Agency Ogden Community Center_____

Address 220 Willow, Ogden, KS, 66517_____

Contact Person Kim Romanski___Email: occ@ogden-ks.gov Phone 785 537-0351

Total Program Cost \$ 8,900_____ Grant Funds Requested \$ 2,500

Estimated Number of Participants/Clients to be served: 150 to 200_____

Proposed Starting Date May 2025_____ Ending Date April 2026

1. Please identify how your program will reduce the use and/or abuse of alcohol and/or other substances and provide education on risks of substance abuse and/or provide programming/treatment of substances (i.e. Fatal Vision Programs).

The community center will host two workshops to educate the public about popular drugs, helping them recognize signs of use and prevent drug abuse. These sessions will cover the effects of substances, warning signs, and prevention strategies. Additionally, a workshop on understanding overdose is crucial. It will teach participants how to recognize overdose symptoms and provide hands-on demonstrations on administering naloxone, a life-saving medication. The workshop will also provide naloxone nasal spray and fentanyl test strips to participants. By equipping the community with this knowledge, we can reduce drug abuse and save lives. These workshops foster a well-informed community ready to tackle substance abuse issues effectively. A portion of the requested funding will also be used to provide drug information to the city's youth at community center-sponsored events.

2. Please provide a detailed explanation of how the County Alcohol funds you are seeking will enhance your program.

The funds will enable us to hire expert speakers and workshop advisors, enhancing the quality of our programs. We can effectively advertise the events to reach a broader audience and provide literature at community center events. By incorporating successful community engagement strategies used in Ogden, we aim to foster a well-informed and proactive community. These efforts will help educate the public about substance abuse, recognize signs of drug use, and understand overdose prevention, including naloxone administration. Ultimately, this initiative will contribute to reducing drug abuse and saving lives in our community.

3. Please specify how you measure the performance or effectiveness of the programming being offered with County Alcohol Funds.

Attachment: Color0125 (15761 : County Special Alcohol Fund Allocations)

1. **Participant Engagement and Satisfaction:** We will utilize feedback forms to gauge how satisfied participants were with the workshop content and delivery. Aiming for at least 90% of participants to rate the workshop content and delivery as "satisfactory" or higher on feedback forms.
 2. **Knowledge Acquisition and Retention:** Assess participants' understanding before and after the workshop through quiz games to measure knowledge gained and retained.: Target a 30% increase in participants' scores from pre-workshop to post-workshop quizzes, indicating knowledge gained and retained.
 3. **Attendance and Participation Rates:** Monitor the number of attendees and their active participation during the workshop. Goal to have a minimum attendance rate of 75% of registered participants and ensure at least 80% actively participate in discussions and activities.
 4. **Naloxone Administration Proficiency:** Evaluate participants' ability to correctly administer naloxone through practical demonstrations or simulations. Ensure that at least 95% of participants can correctly administer naloxone during practical demonstrations or simulations.
 5. **Community Impact:** Measure the broader impact on the community, such as a reduction in substance abuse incidents or increased awareness and use of naloxone.: Aim for a 20% reduction in substance abuse incidents within the community and a 50% increase in the awareness and use of naloxone, as measured by community surveys and health data.
4. Please list other funding sources and amounts that assist with the program that you are requesting County Alcohol Funds.
 1. **Community Center Budget:** Allocates \$400 for workshops and approximately \$5,000 annually for youth events.
 2. **VFW Support:** Provides volunteer hours and \$1,000 per year for drug prevention efforts.

These funds enable the hiring of expert speakers and workshop advisors, effective advertising, and the incorporation of successful community engagement strategies. This financial support enhances the quality of your initiatives, helping to educate the public about substance abuse, recognize signs of drug use, and understand overdose prevention, ultimately reducing drug abuse and saving lives.

The Joint Corrections Advisory Board will evaluate all proposals to ensure conformance with K.S.A. 79-41a04 (d)(2) along with the community needs, programs and services to best address abuse of alcohol and/or drugs.

Submit this application via email to jhubbard@rileycountyks.gov.
Applications are due by 5pm on Monday, March 31, 2025.



PUBLIC WORKS
Facilities

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

COMMISSION AGENDA REPORT

FROM: John Ellermann, PE, Public Works Director

MEETING: May 1, 2025

SUBJECT: Request for Qualifications for Health Department and Family and Child Resource Center Space Needs Study

PRESENTER: John Ellermann

BACKGROUND

One of the priorities of the Building Strategic Plan was a space needs assessment of the Health Department and Family & Child Resource Center (FCRC). Attached is a draft copy of the RFQ for your review and consideration. This project is designed to evaluate space needs of each service area and evaluate the needs with building space available. One consideration is the ability to combine all services into one building.

DISCUSSION

Discussion on the RFQ and if the scope of services agrees with the Boards expectations for the project.

FISCAL IMPACT

Fiscal impact on the CIP is unknown at this time. Once a consultant is chosen, negotiations with the consultant will determine costs based on scope of work and time required.

RECOMMENDATION(S)

Staff recommend that the Board agrees to the RFQ for the space needs study of the Health Department and FCRC.

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:

- Qualifications_Space Needs Study HD-FCRC_042425 (PDF)

**REQUEST FOR QUALIFICATIONS
HEALTH DEPARTMENT & FAMILY & CHILD RESOURCE CENTER
Space Needs Assessment
RILEY COUNTY, KANSAS
April 28, 2025**

I. INTRODUCTION:

The Riley County Board of Commission is seeking professional services of a qualified and experienced consulting firm for a space needs assessment of the Health Department, including the Family & Child Resource Center (FCRC). This study will involve working with County staff and decision makers to identify needs and develop options for the identified needs.

The successful firm will complete the evaluation/programming, determine current and future space needs, and compare with available buildings, including consideration of combining into building.

Any individual(s) or firm(s) proposing to perform architect/engineering services, environmental services, preconstruction and construction services must be appropriately licensed/registered in the State of Kansas at the time of submittal of the qualifications.

II. GENERAL PROJECT INFORMATION:

The project will consist of a space needs assessment (for existing and future needs) for Health Department, including the Family & Child Resource Center (FCRC). The Primary study will evaluate needs for each program offered by the department:

This project will consist of evaluating existing buildings and recommending the most efficient use of space. The project may involve evaluating other buildings/space not owned by the county.

III. PRE-SUBMITTAL INQUIRIES:

Proposers may submit questions or inquiries for clarification by May 28 , 2025 and submitted in writing to **John Ellermann, P.E., Public Works Director/County Engineer**, at jellermann@rileycountyks.gov. If required, the response to these submissions will be in the form of an addendum.

IV. PROBABLE TIMETABLE:

- | | |
|-------------------|---------------------------------------|
| • May 1, 2025 | Request for Qualifications advertised |
| • May 19-23, 2025 | Site Tours available |
| • June 4, 2025 | Statement of Qualifications due |

- June 16-20, 2025 Interviews (if necessary)
- June 30 , 2025 Recommendation to Board

V. **SUBMITTAL CONTENT:**

To be considered for this project the firm must meet minimum requirements as set forth below to be included in the statement of qualifications. The successful firm must demonstrate a high level of competence in the subject matter areas along with a demonstrated ability to provide quality services on time and within budget. The selected firm should have a proven ability to work effectively with public agencies and other stakeholders.

Qualification statements should include, at a minimum, the following:

Firm Information

Include information about the firm's size, history, office locations, and service offerings.

- Include the number of years the firm has been in business.
- List the point of contact and contact information.

Project Approach

Include a comment/response to each of the following:

- Provide a brief statement of your understanding of the project.
- Provide a probable timeline for the assessment. Include milestones and dates of completion of each.
- Demonstrate assessment/programming capabilities.
- Provide an overview of challenges and understanding of the project.

Relative Experience

The following list should be included in the Statement of qualifications:

- Similar projects
 - Name, location, and brief description of the project.
 - Photographs and/or drawings of the design.
 - Name, address and telephone number of the Owner (indicate contact person)

Key Personnel

- Demonstrate the qualifications of your key staff.
- Include proposed project organization chart and resumes of key individuals included on your team.

References

Provide at least three (3) references who can vouch for the quality of services provided by your firm on similar projects.

VI. SELECTION PROCESS:

The Board of County Commissioners or selection committee shall evaluate qualifications in accordance with the instructions prescribed in the Notice of RFQ.

The County reserves the right to modify the selection process based on information provided in the RFQ submittals.

Selection of any vendor that submits a response to this RFQ shall be made by the County exercising the County's sole discretion in evaluation of how the vendor's submission best meets the needs of the County. While relevant to the County's consideration of submissions, the price for services to be provided quoted by any submission shall not necessarily be a deciding factor used by the County in its consideration of RFQ responses. At the sole option of the County Commission the project may progress to design of existing or new space, including schematics, design development and construction drawings. The County reserves the right to utilize the firm selected for the needs assessment phase in other phases, or the County may choose to move to another firm at its sole option.

VII. CRITERIA FOR CONSIDERATION BY COUNTY FOR SELECTION:

Qualification based proposals are requested. The Board of County Commissioners will evaluate the firms based on the information submitted.

Criteria utilized will include:

- Demonstrated competency/experience related to the scope of services requested.
- Proposed approach and methodology for conducting the requested assessment.
- Demonstrated ability to carry out similar projects on time and within budget.
- The firm's availability and commitment to meet the project timeline and proposed schedule.
- Prior work experience and performance with Riley County.
- References

VIII. METHOD OF SOLICITATION:

The RFQ will be placed in the Manhattan Mercury and on the Riley County website. It may also be publicized using other methods and sent directly to firms that may be interested in submitting a proposal. Sending the RFQ directly to firms does not indicate any pre-selection preference held by Riley County for any prospective firm. Rather, such efforts are intended to maximize the responses received by Riley County to this RFQ.

IX. SUBMITTING YOUR QUALIFICATIONS:

Three (3) bound copies and one digital copy of the qualification package shall be submitted. The covers should include the title “Riley County Space Needs Assessment”, date of submission, name of the firm, and the firm’s contact person with phone number and address. The contact person shall be an authorized representative of the firm.

A transmittal letter, signed by the contact person, should accompany the proposal.

Statement of Qualifications and the transmittal letter shall be sealed in an envelope or carton and marked on the outside with the words “Riley Space Needs Assessment”. The envelope or carton should be mailed or delivered to:

Rich Vargo, Riley County Clerk’s Office, 110 Courthouse Plaza, Manhattan, Kansas 66502.

Proposals are due by 3:00 p.m. on Wednesday, June 4, 2025. Any proposal received after that time will be marked “Received Late” and returned unopened to the firm.

Riley County reserves the right to reject any or all qualifications or to request additional information from any or all applicants to be in the best interest of Riley County.

X. SCOPE OF WORK:

The project will consist of a space needs assessment for existing and future needs of Health Department and FCRC.

This project will also consist of evaluating existing buildings and recommending the most efficient use of space. The project may involve evaluating other buildings/space not owned by the county.

Riley County anticipates the space needs assessment will, at a minimum, consist of:

- Meet with staff to gain understanding of specific department needs.
- Review staffing levels, now and in the future, and assess workspace based on existing standards.
- Evaluate equipment, material, and operational storage (short and long term).
- Evaluate collaborative space needs.

Information from the Space Needs Assessment will generate recommendations of facility needs. At a minimum, recommendations should address the following elements:

- Determine the ability of the existing buildings to meet the programmatic and operational space requirements. Including parking needs.
- Develop preliminary schematic layouts that provide solutions to address short and long term deficiencies.
- Develop cost estimates for each proposed solution.
- Develop a plan on how to handle unused buildings and properties.
- Evaluate upgrading of current facilities with an effort to combine services into one building.



EMS/AMBULANCE
Project Update

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

MEMORANDUM

FROM: David Adams, EMS/Ambulance Director

MEETING: May 1, 2025

SUBJECT: Update on EMS Headquarters Project and Planning/Design of the Renovation for EM/Fire District #1

PRESENTER: Andrew Gerth, BHS Construction and Kile Morrison, Archimages

Andrew Gerth from BHS Construction will give an update on the progress of the construction of the EMS/Ambulance Headquarters.

Kile Morrison from Archimages and Andrew Gerth will provide an update on the planning and design of the current EMS/Ambulance Station for future use by Emergency Management and Riley County Fire District #1.

Enclosures: