



**Board of Riley County
Commissioners
Regular Meeting
Agenda
May 04, 2023**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

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

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Business Meeting

3. Highway Use Permit, WTC Communications
4. Action on Mobile Device Reimbursement Form
5. Approve payroll/accounts payables (when completed)

Review Minutes

6. Board of Riley County Commissioners - Regular Meeting - May 1, 2023 8:30 AM

Review Tentative Agenda

7. Tentative Agenda

Press Conference Topics

8. Discuss Press Conference

9:00 AM

Anna Burson, Appraiser

9. Staff Update
10. Request to Post and Refill Part time Appraiser Clerical Assistant

9:15 AM

Michael Boller, Noxious Weed Director

11. Staff Update

9:30 AM

Evan McMillan, Assistant County Engineer

12. Riley County Transfer Station Rate Increase
13. Riley County Trash Services Proposed Extension of Contract - Howie's Trash Service

- 10:15 AM** **Clancy Holeman, Counselor/Director of Administrative Services**
14. Administrative Work Session
- 10:30 AM** **Amanda Webb, Planning/Special Projects Director**
15. Planning & Development - Staff Update
- 10:45 AM** **Clancy Holeman, Counselor/Director of Administrative Services**
16. High Plains Ranch Road Benefit District Assessment Notice of Hearing
- 11:00 AM** **Russel Stukey, Emergency Management Director**
17. Staff time report for the month of April 2023
- 1:00 PM** **Riley County Conservation District Tour**
- 1:00 PM Meet at the Riley County Conservation District Office, 3705 Miller Parkway, Manhattan
- 1:10 PM Depart for Tour
- 1:30 PM Arrive at SAVE Farm, 9680 N 52nd Street, Riley, Kansas
1. Gather/Introductions
2. Resource conservation from the land user's perspective – Melissa
3. Tile Outlet System – Dan
 a) How it works, Wildcat Creek impact, scope & scale of project
4. Soil Sample Truck – Dave
 a) Show process, discuss Riley County soils
5. Cross Fence System – Peyton/Kevin
- 3:00 PM Depart
- 3:30 PM Arrive at solar well (Steve Hargrave pasture, south of Windy Hill Road, Randolph)
1. Discuss solar well specifications
2. Discuss watering plant benefits for grazing distribution and rangeland management
3. Discuss rangeland concerns including Old World Bluestem and Sericea Lespedeza
- 4:30 PM Depart
- 5:00 PM Arrive back at NRCS Service Center, disperse

****Note times may vary****

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: Shannon Sterling, Administrative Assistant II

MEETING: May 4, 2023

SUBJECT: Highway Use Permit, WTC Communications

PRESENTER: John Ellermann, PE, Director of Public Works

BACKGROUND

WTC Communications is requesting permission to work in the right of way to plow, bore and rock saw along grass line of Wildcat Creek Road to install new fiber optics.

RECOMMENDATION(S)

Staff recommends approval of the Highway Use Permit as presented

POSSIBLE MOTION(S)

Move to approve the Highway Use Permit granting WTC Communications permission to complete the work as outlined on the Permit.

The Board agreed by consensus to

Enclosures:

- 04.27.23_WTC Communications_Wildcat Creek Rd (PDF)

**Riley County Public Works Department
Highway Use Permit - Document Management Form**

Project Number: New fiber optics on Wildcat Creek Rd

Requesting Party: WTC Communications, 1009 Lincoln Avenue, Wamego, KS 66547

Processing Procedure: Date and initial completed steps.

1. The public works department sends a copy of the document management form and permit to Operations Manager (OM) & Assistant County Engineer for recommendation.

Comments: Ensure all areas are backfilled, re-establish elevations and repair the existing right of way profiles within the work area. Maintain proper traffic control procedures during construction. **PROPERLY REPAIR ANY DAMAGE TO ROCK OR ASPHALT SURFACES.**

Signature: _____

[Handwritten Signature] 4/27/2023

2. The public works department sends a copy of Highway Use Permit to Township for recommendation. Township will call Public Works with any recommendations, if applicable.

Comments: **NA**

The public works department attaches document management form to permit and gets recommendation signature from County Engineer. If recommended proceed by submitting scanned .pdf file (to include: Doc. Management Form and Original Highway Use Permit, with County Engineer signature and any additional maps or pages) to Minute Traq for scheduling of Commission meeting agenda. Place "Sign Here" post-it on original and deliver original to County Clerk's designated employee. Keep one copy here for our files.

Date 5/1/23 by SS

3. County Clerk via Minute Traq schedules permit to be signed by Chairman during next BOCC business meeting.
4. BOCC Chairman signs and dates permit. County Clerk produces 2 copies of permit including attached maps and sends to Administrative Clerk Public Works **the next business day**. County Clerk keeps original.
5. The public works department distributes copies of permit received from County Clerk.

CC: Petitioner	☐
Operations Manager	☐
Township Trustee: _____	(if on Township Road) ☐
Highway Use Permit filed with Document Management Form attached	☐

Date _____ by _____

Submitted by: Shannon S.

Date Submitted: 5/1/23

Attachment: 04.27.23_WTC Communications_Wildcat Creek Rd (13374 : Highway Use Permit)

Permit No. _____

APPLICATION FOR HIGHWAY USE PERMIT

Riley County, Kansas

WTC Inc New fiber optics
 Applicant Name Type of Construction
1009 Lincoln Ave Wamego KS 66547
 Applicant Mailing Address City State Zip

Applicant hereby requests permission to plow/bare/rock saw along grassline of Wild Cat Cr
 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. Re

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

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

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

Submitted by: [Signature] 4/24/2023
 Submitter's signature Date

Shawn Smith OSP Manager
 Printed Name & Title

785-456-1022 Bob Hull Inc.
 Submitter's Telephone Number Contractor Name

ssmith@wtckks.com 785-623-2031 Math Wells
 Submitter's Email Address Contractor Telephone Number

6/1/2023 20 days
 Proposed Date of Construction Estimated Duration of Construction

RECOMMENDED BY: [Signature]
 Riley County Engineer

Permit granted this ____ day of _____, 20____.

BOARD OF COUNTY COMMISSIONERS
 RILEY COUNTY, KANSAS

Chairperson

OFFICE USE ONLY:

Application Fee: \$100.00
 \$1,000 Deposit ____ Bond ____ Letter ____
 Receipt No. 013072 Date: 4-25-23
 Signature: S.S.

REFER TO STD. TE710 FOR ADDITIONAL INFORMATION ON TEMPORARY TRAFFIC CONTROL SIGNS AND SIGN SPACING. REFER TO STD. TE702 FOR INFORMATION ON TAPERS AND CHANNELIZING DEVICES. REFER TO STD. TE700 FOR LENGTH OF BUFFER SPACE.

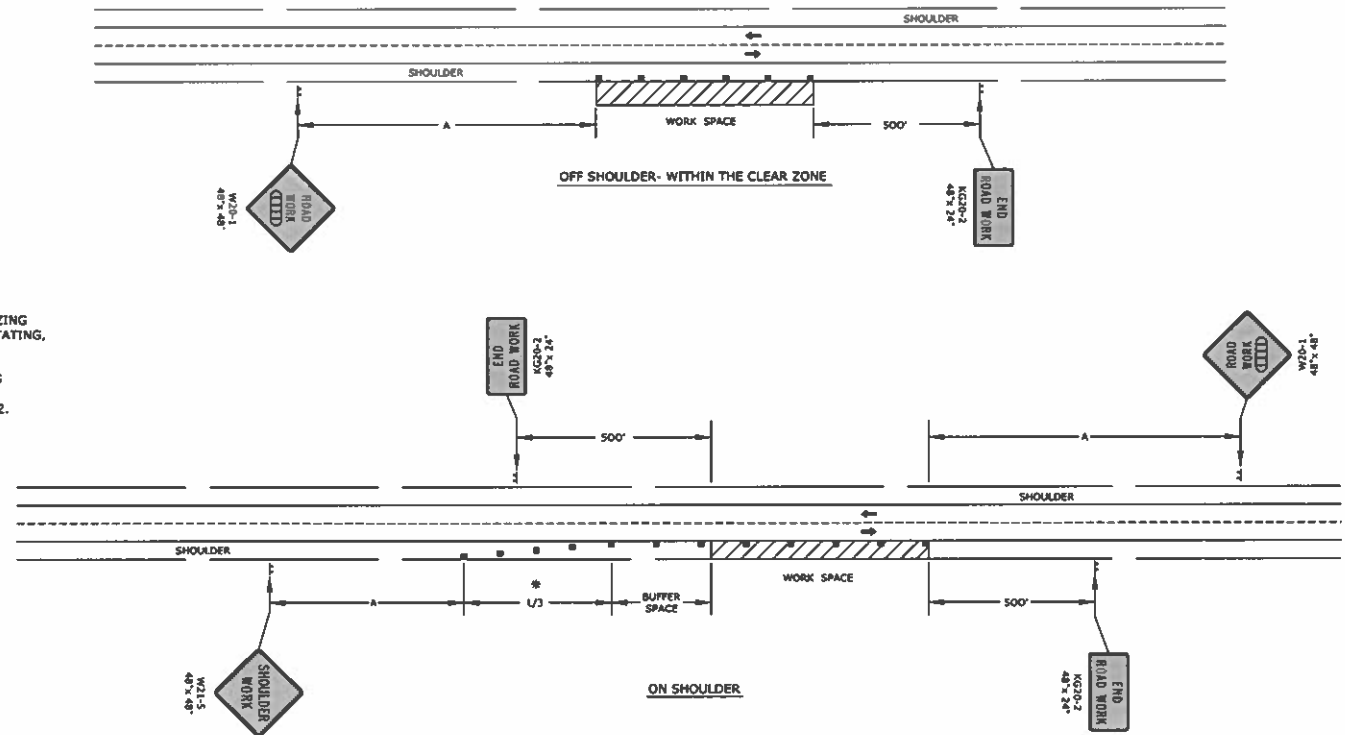
STATE	PROJECT NO.	YEAR	SHEET NO.
KANSAS	XX-XX XX-XXXX-XX	XXXX	XXX

NOTES:

NO TRAFFIC CONTROL IS REQUIRED IF THE WORK SPACE IS LOCATED OUTSIDE OF THE CLEAR ZONE.

FOR OPERATIONS OF 60 MINUTES OR LESS, ALL SIGNS AND CHANNELIZING DEVICES MAY BE ELIMINATED IF A VEHICLE WITH HIGH-INTENSITY ROTATING, FLASHING, OSCILLATING, OR STROBE LIGHTS IS USED.

WHEN CONCRETE BARRIER SYSTEM IS USED, PORTABLE CHANNELIZING DEVICES ARE NOT NEEDED ALONG THE TANGENT BARRIER SECTION. DELINEATION ON THE BARRIER SYSTEM IS STILL REQUIRED. SEE RD622.



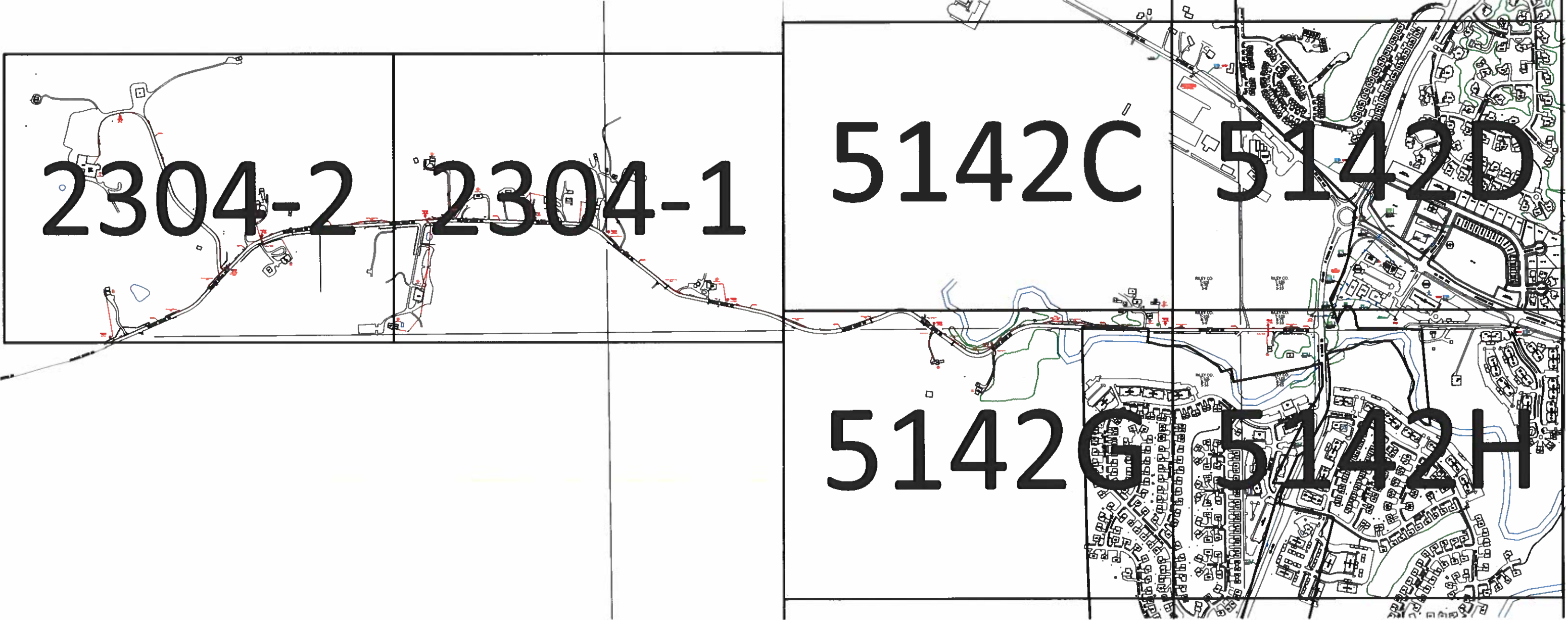
* OMIT TAPER IF PAVED SHOULDER IS LESS THAN 8' WIDE.

■ CHANNELIZING DEVICE
 AHEAD, 1500 FT. OR 1 MILE

1	4/10/00	Original and Revised Specifications	200
2	6/24/07	002-2 changed to 002-3	200
3	6/25/08	Updated and New Sign Specifications	200
4	6/25/08	Updated and New Sign Specifications	200

KANSAS DEPARTMENT OF TRANSPORTATION
 TYPICAL TRAFFIC CONTROL
 WORK ON OR NEAR THE SHOULDER
 UNDIVIDED HIGHWAY (2 OR 4 LANE)

TE720	9/
DESIGNED BY	SCALE
CHECKED BY	DATE
APPROVED BY	DATE
DATE	09-08-2010



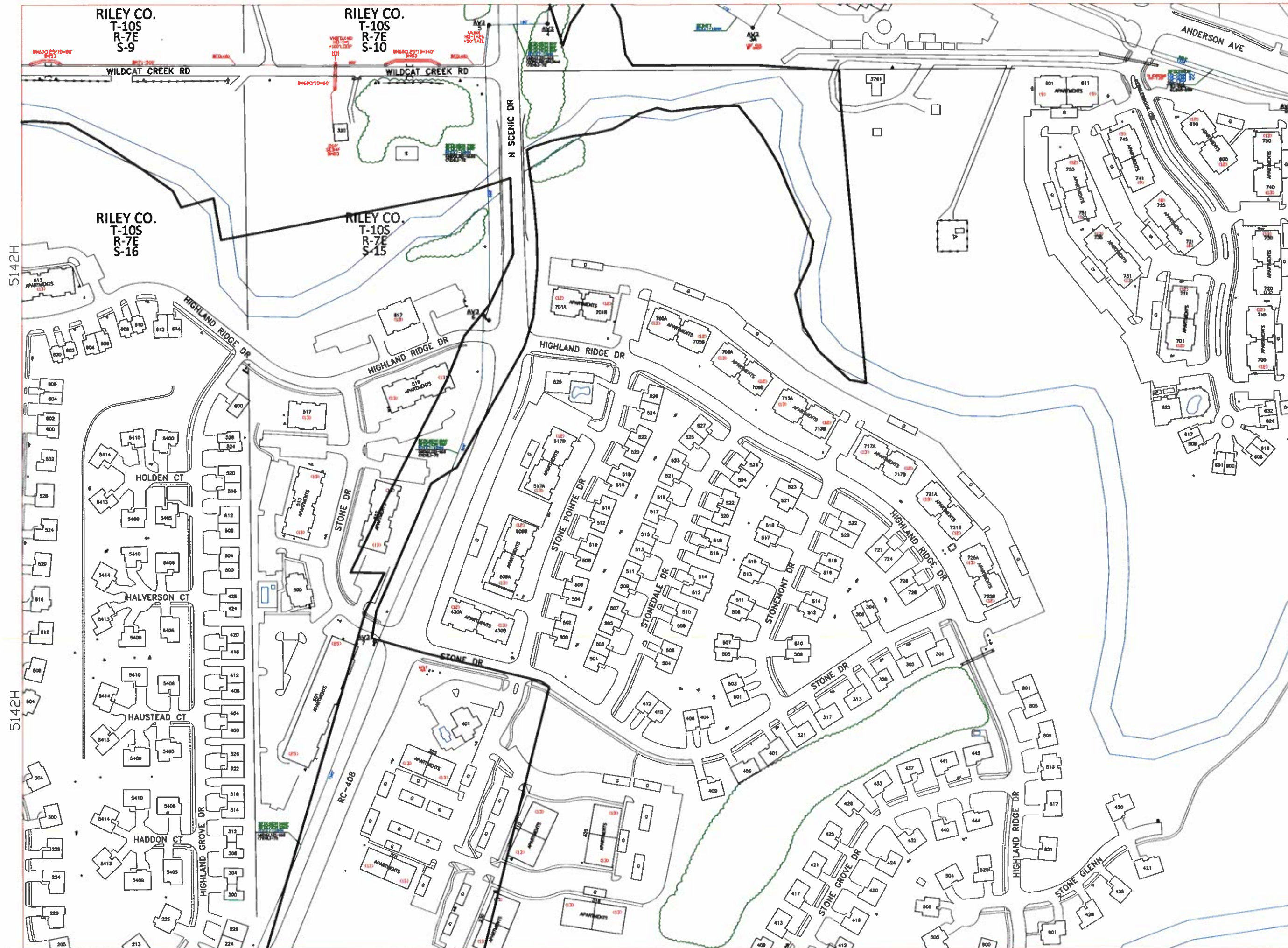
2304-2 2304-1

5142C

5142D

5142G

5142H

MAP#
5142H

LEGEND

- * AN UNDERGROUND SPLICE (UGS)
 ◇ BOP (SMALL CIRCLE INDICATES
 ADJUSTED TO POINT)
 ◇ B03 P006
 ■ B04 P008
 ⬠ B06 P010.2
 ● B08 C47V FEDERAL
 ◇ B07 C006
 () BEHIND AREA INTERFERENCE (BAI)
 □ HYPOGLYX® OR HYPO
 ○ MANUALLY COVER
 ⊙ UNDERGROUND HANDSPOLE
 () UNIDENTIFIED MARKS
 WPT = WALK-TO PORT TERMINAL PRIOR CABLE
 MC-108 PORT CABLE SIZE AND LENGTH
 1-5 FEET CABLE AT FEDERAL

SCALE: 1" = 100'

HunTel Engineering

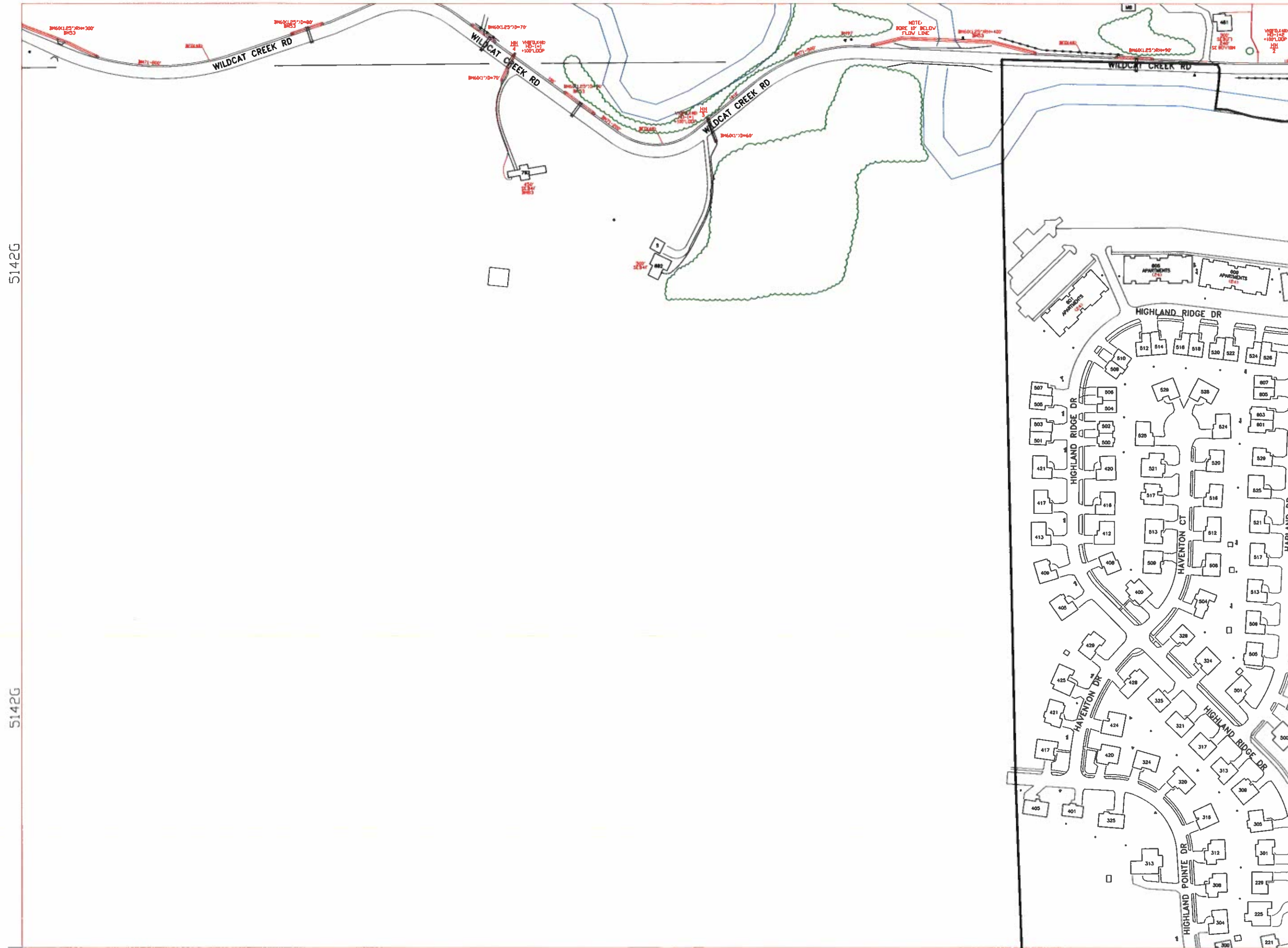
MAP#
5142H

DATE:

REVISIONS:

PROJECT# 2692304
WTC, INC.
(SECTION VIEW)

Packet Pg. 9

[illegible]

5142C

MAP#
5142C

LEGEND

- [illegible]

SCALE: 1" = 100'

HunTel Engineering

MAP#
5142C

DATE: _____

esthétique.

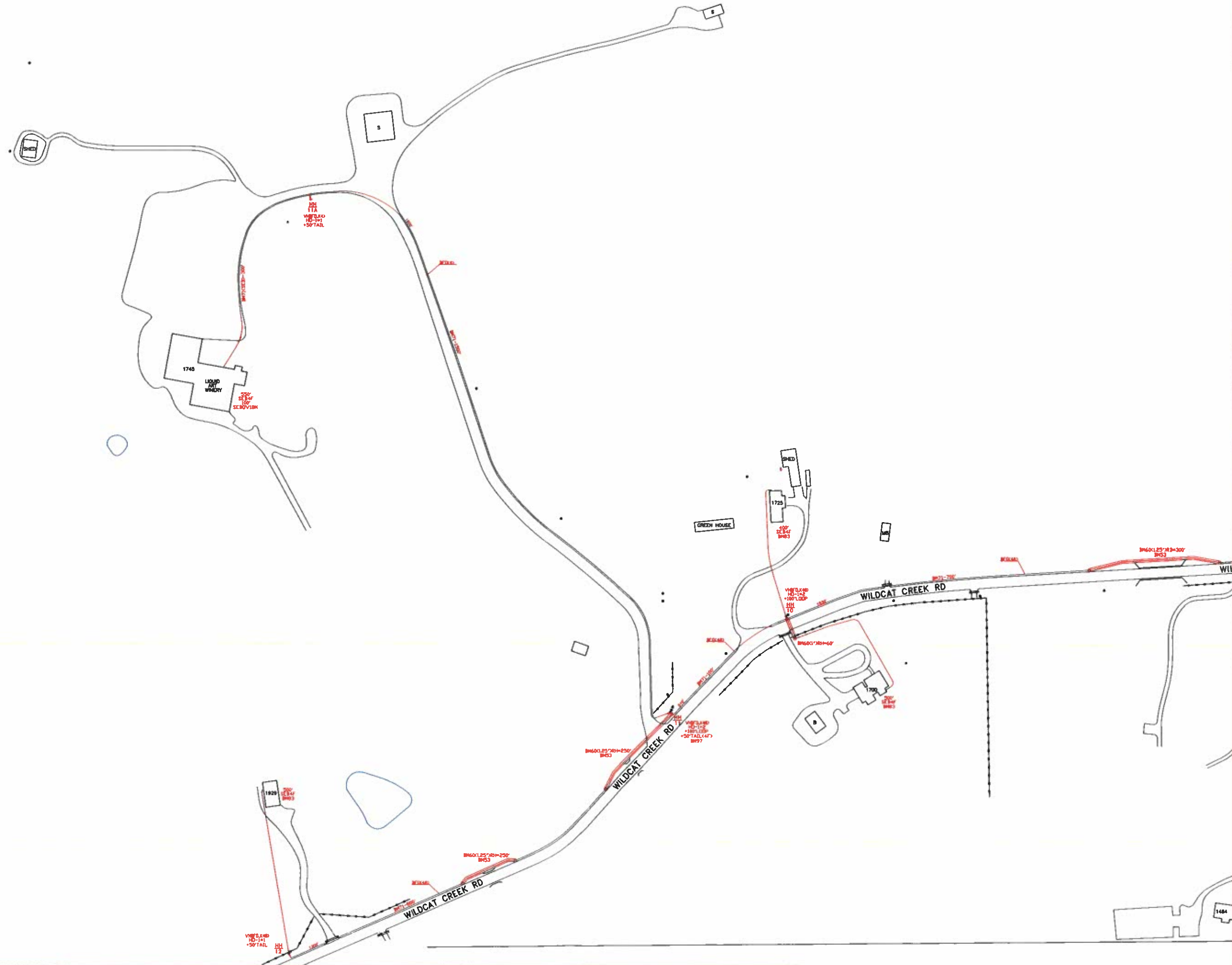
PROJECT# 2692304
WTC, INC.
(SECTION VIEW)

OWN BY: BRIAN SMITH DATE: 9/29/04
 TED BY: _____ DATE: _____
 CKED BY: _____ DATE: _____
 OWED BY: _____ DATE: _____

[illegible]

2304-2

2304-2





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 Director

MEETING: May 4, 2023

SUBJECT: Action on Mobile Device Reimbursement Form

PRESENTER: Elizabeth Ward, Human Resource Director

POSSIBLE MOTION(S)

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

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

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

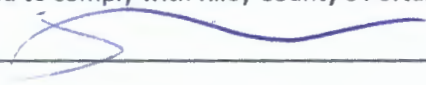
Enclosures:

- Counselor-Woodard (PDF)

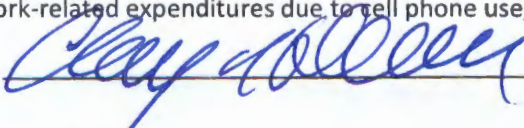
Mobile Device Reimbursement Request Form

Employee Name: Shelley Woodard
 Job Title: Deputy County Counselor Department: Administrative Services/County Counselor
 Cell Phone Number: 254-220-0664
 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: 5/1/23

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: 5-1-23

BOCC Designation: ☐ Approved ☐ Denied

BOCC Chair Signature: _____ Date: _____

Payroll Use Only

Start Date: _____

Terminate Current Monthly Allowance effective: _____

Updated March 2023

Attachment: Counselor-Woodard (13378 : Mobile Device Reimbursement Form)



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
May 08, 2023**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

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

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Rich Vargo, County Clerk

1. Year to date budget and expenditure reports

9:15 AM

Amanda Webb, Planning/Special Projects Director

2. Solid Waste Management Plan Annual Review

9:30 AM

Press Conference

3. RCPD Update - Greg Steere (2-3 minutes)

9:35 AM

Clancy Holeman, Counselor/Director of Administrative Services

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

10:05 AM

Laurie Harrison, Emergency Management Coordinator

5. Out of State Travel Request

10:10 AM

John Ellermann, Public Works Director/County Engineer

6. Project update

10:25 AM

Katharine Hensler, Museum Director

Attachment: 05-08-23 tentative agenda (12835 : Tentative Agenda)

7. Staff update

10:40 AM Clancy Holeman, Counselor/Director of Administrative Services

8. Administrative Work Session

10:50 AM Clancy Holeman, Counselor/Director of Administrative Services

9. 2024 Administrative Services/Counselor Budget Request

11:00 AM Elizabeth Ward, Human Resource Director

10. New and expanded positions

12:00 PM County Officials Luncheon

1:30 PM Emily Wagner, Manhattan Emergency Shelter

11. 2024 Manhattan Emergency Shelter Appropriation Request

1:45 PM Erica Christie, Three Rivers, Inc.

12. 2024 Three Rivers, Inc. Appropriation Request

2:00 PM Russel Stukey, Emergency Management Director

13. 2024 EM, Fire, 911, Capital Outley Budget Requests

2:10 PM Anna Burson, Appraiser

14. 2024 Appraiser's Budget Request

2:20 PM Vickie James, Food and Farm Council Coordinator

15. 2024 Food and Farm Council Appropriation Request

Adjournment

Announcements

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

A commissioner will be on In Focus live at 9:05 a.m. Tuesday, May 9, 2023 (GM).

A Groundbreaking Ceremony for the North County EMS in Leonardville will be held today at 3:30 p.m. at 506 E Barton Road, Leonardville, Kansas.

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



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
May 11, 2023**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

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

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

1. Discuss Joint City/County/County Meeting

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Clancy Holeman, Counselor/Director of Administrative Services

2. Administrative Work Session

9:20 AM

Judge Bannister, District Court

3. 2024 District Court Budget Request

9:30 AM

Shilo Heger, Treasurer

4. Monthly Revenue Reports

9:45 AM

Jason Smith, Manhattan Area Chamber of Commerce

5. Economic development update

10:00 AM

Jason Smith, Manhattan Area Chamber of Commerce

6. 2024 Chamber of Commerce Appropriation Request

10:10 AM

Budget and Planning Committee - Darell Edie, Budget and Finance Officer

7. Monthly Cash Flow Reports

Attachment: 05-11-23 tentative agenda (12835 : Tentative Agenda)

- 10:20 AM Ron Fehr, Manhattan City Manager**
8. Manhattan City General Update
- 10:50 AM David Adams, EMS/Ambulance Director**
9. Riley County Public Safety Headquarters update
- 11:05 AM Elizabeth Ward, Human Resource Director**
10. CPI-U and COLA
- 11:30 AM Kevin Larson, Riley County Council on Aging**
11. 2024 Riley County Council on Aging Appropriation Request
- 1:15 PM Robbin Cole, Pawnee Mental Health Services Director**
12. 2024 Pawnee Mental Health Services Appropriation Request
- 1:30 PM Jared Garren, Be Able**
13. 2024 Be Able Appropriation Request
- 1:45 PM Lori Feldkamp, Big Lakes Developmental Center Director**
14. 2024 Big Lakes Development Center Appropriation Request
- 2:00 PM Vernon Turner, Flint Hills Veterans Coalition**
15. 2024 Flint Hills Veterans Coalition Appropriation Request
- 2:10 PM Katharine Hensler, Museum Director**
16. 2024 Riley County Historical Museum Budget Request
- 2:20 PM Amanda Webb, Planning/Special Projects Director**
17. 2024 Planning and Development Budget Request
- 2:30 PM David Adams, EMS/Ambulance Director**
18. 2024 EMS/Ambulance Budget Request
- 2:45 PM Michael Boller, Noxious Weed Director**
19. 2024 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: 05-11-23 tentative agenda (12835 : Tentative Agenda)



COUNTY APPRAISER'S OFFICE
Staff Update

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

STAFF REPORT

FROM: Anna Burson

MEETING: May 4, 2023

SUBJECT: Staff Update

PRESENTER: Anna Burson Riley County Appraiser

Enclosures:

- 05-04-2023 Appraiser's Office Commission Meeting update (DOCX)
- BOTA UPDATE 5-4-23 (PDF)

Appraiser's Office Report

BOCC
May 4th, 2023

- **Personal property**

- Personal Property Valuation Notices were mailed on Monday May 1st. Property owners have 15 days from the mail date to file an appeal. All appeals must be filed by May 15th.
- Our Residential Appraiser III will continue serving in dual roles to assist in training new staff. The Personal Property Division is nearly fully staffed. Our new hire Personal Property Appraiser I will start on May 16th. As well our part time intern's last day with us is today and my request to refill this position will follow my update.

- **Agricultural**

- Informal appeals have all been held, final decisions are being made and results letters are going in the mail.

- **Residential-**

- This last month has been exclusively dedicated to informal appeals.
- The final appeal count for the 2023 informal season is 964.
- All appeals have been held and appraisers are finalizing their decisions this week. All results letters should be sent out within the next week, and we intend to certify values to the Clerk shortly after.
- The total informal appeals for 2023 is 965 of which 648 were residential and 216 were vacant.
- There have been 221 sales recorded and 189 are residential properties. The median sale price is up currently at \$215,000, last month was \$194,875. The average sale price is up currently at \$241,637, last months report was \$223,226. Currently the ratio is at 98.8%. As a reminder sales validation will begin again in the coming weeks and these figures will likely change over time as we review the sales that have been recorded.

- **Commercial-**

- I have attached the Commercial BOTA list with several new BOTA cases relating to 2023 valuation. Everything originally scheduled for May 19th has been continued. We are working with counsel on stipulating values regarding two properties over a period of 4 years on one. In addition, the opposing counsel is in the process of dismissing two additional properties BOTA appeals covering 2 years on each. Please see me if you have further questions regarding these. With 2023 informal appeals being largely complete due to outstanding BOTA appeals on several properties the representatives for several businesses have appealed their 2023 values to BOTA. Docket numbers and dates have not yet been assigned.
- Our analyst is working to prepare documentation for the Board of Tax Appeal hearings scheduled in Topeka.
- We are excited to announce the Commercial Appraiser I position has been filled and our new staff member will be starting with us on May 15th.

- **Additional Information-**

- I attended a couple afternoon sessions of the City of Manhattan's Housing Conference and the inter-governmental luncheon in April. I am scheduled to give a presentation on the appraisal process at the next luncheon in June.
- Budgets & Miscellaneous

Attachment: 05-04-2023 Appraiser's Office Commission Meeting update (13371 : Staff Update)

BOTA - OPEN											
4/27/2023											
DOCKET	PARCEL NUMBER	QRI	YEAR	APPLICANT	PROPERTY OWNER	BUSINESS NAME/SITE	COUNTY VALUE	APPRAISER	SCHEDULED	Evidence Mail Date	
2022-1383-EQ	081-189-31-0-00-00-007.00-0	R6092	2022	FLANAGAN/BILTON LLC	COLONIAL GARDENS LLC (3050 TCB)	COLONIAL GARDENS MHP OFFICE	\$407,900	COMMERCIAL	FRIDAY, JUNE 2, 2023 @ 9:00 FOR 2 HOURS IN TOPEKA		
2022-1382-EQ	081-189-31-0-00-00-010.00-0	R6096	2022	FLANAGAN/BILTON LLC	COLONIAL GARDENS LLC (3000 TCB)	COLONIAL GARDENS	\$7,941,430	COMMERCIAL	FRIDAY, JUNE 2, 2023 @ 9:00 FOR 2 HOURS IN TOPEKA		
2022-1384-EQ	081-189-31-0-00-00-017.01-0	R6104	2022	FLANAGAN/BILTON LLC	COLONIAL GARDENS LLC (0000 E MARLATT	COLONIAL GARDENS - VACANT	\$1,870	COMMERCIAL	FRIDAY, JUNE 2, 2023 @ 9:00 FOR 2 HOURS IN TOPEKA		
2020-6179-PR	081-203-07-2-80-01-001.02-0	R9273	2019	JOSEPH CASAD/TAX VALUE SPECIALISTS	BJS, INC	IHOP	\$1,974,000	COMMERCIAL	MONDAY, AUGUST 21, 2023 @ 9:00 FOR 3 HOURS IN TOPEKA		CONTINUED
2020-6180-EQ	081-203-07-2-80-01-001.02-0	R9273	2020	JOSEPH CASAD/TAX VALUE SPECIALISTS	BJS, INC	IHOP	\$1,974,000	COMMERCIAL	MONDAY, AUGUST 21, 2023 @ 9:00 FOR 3 HOURS IN TOPEKA		CONTINUED
2021-1105-EQ	081-203-07-2-80-01-001.02-0	R9273	2021	JOSEPH CASAD/TAX VALUE SPECIALISTS	BJS, INC	IHOP	\$1,974,000	COMMERCIAL	MONDAY, AUGUST 21, 2023 @ 9:00 FOR 3 HOURS IN TOPEKA		CONTINUED
2020-1714-EQ	081-204-18-2-10-18-001.00-0	R9845	2020	BREER LAW FIRM - KEVIN BREER	MHTTTN MARKETPLACE	A&W/NOODLES/ETC.	\$2,100,000	COMMERCIAL	CONTINUED MONDAY, AUGUST 7, 2023 @ 9:00 FOR 3 HOURS IN TOPEKA		
2021-5574-EQ	081-204-18-2-10-18-001.00-0	R9845	2021	BREER LAW FIRM - KEVIN BREER	MHTTTN MARKETPLACE	A&W/NOODLES/ETC.	\$1,770,000	COMMERCIAL	CONTINUED MONDAY, AUGUST 7, 2023 @ 9:00 FOR 3 HOURS IN TOPEKA		
2022-1386-EQ	081-204-18-2-10-18-001.00-0	R9845	2022	BREER LAW FIRM - KEVIN BREER	MHTTTN MARKETPLACE	A&W/NOODLES/ETC.	\$1,670,000	COMMERCIAL	CONTINUED MONDAY, AUGUST 7, 2023 @ 9:00 FOR 3 HOURS IN TOPEKA		
	081-204-18-2-10-18-001.00-0	R9845	2023	BREER LAW FIRM-TIM SCHENOT	MHTTTN MARKETPLACE	A&W/NOODLES/ETC.	\$1,570,000	COMMERCIAL	TBA		
2020-1099-EQ	081-204-18-2-10-18-001.01-0	R9846	2020	LINDA TERRILL - PROP TAX LAW GROUP	WG-7060 KS, LLC	WALGREENS (BLUEMONT) PARKING LOT	\$133,660	COMMERCIAL	FRIDAY, JUNE 2, 2023 @ 1:30 FOR 3.5 HOURS IN TOPEKA		
2021-1437-EQ	081-204-18-2-10-18-001.01-0	R9846	2021	LINDA TERRILL - PROP TAX LAW GROUP	WG-7060 KS, LLC	WALGREENS (BLUEMONT) PARKING LOT	\$140,910	COMMERCIAL	FRIDAY, JUNE 2, 2023 @ 1:30 FOR 3.5 HOURS IN TOPEKA		
2022-2165-EQ	081-204-18-2-10-18-001.01-0	R9846	2022	PROPERTY TAX LAW GROUP-LINDA TERRILL	WG-7060 KS, LLC	WALGREENS (BLUEMONT) PARKING LOT	\$140,040	COMMERCIAL	FRIDAY, JUNE 2, 2023 @ 1:30 FOR 3.5 HOURS IN TOPEKA		
2020-1097-EQ	081-204-18-2-10-18-002.00-0	R9847	2020	LINDA TERRILL - PROP TAX LAW GROUP	WG-7060 KS, LLC	WALGREENS (BLUEMONT)	\$2,398,740	COMMERCIAL	FRIDAY, JUNE 2, 2023 @ 1:30 FOR 3.5 HOURS IN TOPEKA		
2021-1435-EQ	081-204-18-2-10-18-002.00-0	R9847	2021	LINDA TERRILL - PROP TAX LAW GROUP	WG-7060 KS, LLC	WALGREENS (BLUEMONT)	\$2,478,940	COMMERCIAL	FRIDAY, JUNE 2, 2023 @ 1:30 FOR 3.5 HOURS IN TOPEKA		
2022-2164-EQ	081-204-18-2-10-18-002.00-0	R9847	2022	PROPERTY TAX LAW GROUP-LINDA TERRILL	WG-7060 KS, LLC	WALGREENS (BLUEMONT)	\$2,480,660	COMMERCIAL	FRIDAY, JUNE 2, 2023 @ 1:30 FOR 3.5 HOURS IN TOPEKA		
2020-1098-EQ	081-204-18-2-10-18-011.00-0	R9848	2020	LINDA TERRILL - PROP TAX LAW GROUP	WG-7060 KS, LLC	WALGREENS (BLUEMONT) PARKING LOT	\$119,500	COMMERCIAL	FRIDAY, JUNE 2, 2023 @ 1:30 FOR 3.5 HOURS IN TOPEKA		
2021-1436-EQ	081-204-18-2-10-18-011.00-0	R9848	2021	LINDA TERRILL - PROP TAX LAW GROUP	WG-7060 KS, LLC	WALGREENS (BLUEMONT) PARKING LOT	\$126,850	COMMERCIAL	FRIDAY, JUNE 2, 2023 @ 1:30 FOR 3.5 HOURS IN TOPEKA		
23022-2166-EQ	081-204-18-2-10-18-011.00-0	R9848	2022	PROPERTY TAX LAW GROUP-LINDA TERRILL	WG-7060 KS, LLC	WALGREENS (BLUEMONT) PARKING LOT	\$126,000	COMMERCIAL	FRIDAY, JUNE 2, 2023 @ 1:30 FOR 3.5 HOURS IN TOPEKA		
2020-1509-EQ	081-204-18-2-10-20-001.00-0	R9850	2020	BLAKE NEWELL - J.W.W CHATAM & AASOC	HY-VEE INC	HY-VEE	\$6,750,000	COMMERCIAL	CONTINUED FRIDAY, MAY 19, 2023 @ 3:30 FOR 1 HOUR IN TOPEKA		
2021-3394-EQ	081-204-18-2-10-20-001.00-0	R9850	2021	BLAKE NEWELL - J.W.W CHATAM & AASOC	HY-VEE INC	HY-VEE	\$6,750,000	COMMERCIAL	CONTINUED FRIDAY, MAY 19, 2023 @ 3:30 FOR 1 HOUR IN TOPEKA		
2022-1279-EQ	081-204-18-2-10-20-001.00-0	R9850	2022	J. W. CHATAM & ASSOC	HY-VEE INC	HY-VEE	\$7,000,000	COMMERCIAL	CONTINUED FRIDAY, MAY 19, 2023 @ 3:30 FOR 1 HOUR IN TOPEKA		
2021-285-PR	081-204-18-2-10-20-004.02-0	R9855	2020	BREER LAW FIRM - KEVIN BREER	MANHATTAN MARKETPLACE SC LLC	MCALISTER'S	\$1,375,000	COMMERCIAL	CONTINUED MONDAY, AUGUST 7, 2023 @ 9:00 FOR 3 HOURS IN TOPEKA		
2021-5575-EQ	081-204-18-2-10-20-004.02-0	R9855	2021	BREER LAW FIRM - KEVIN BREER	MANHATTAN MARKETPLACE SC LLC	MCALISTER'S	\$1,160,000	COMMERCIAL	CONTINUED MONDAY, AUGUST 7, 2023 @ 9:00 FOR 3 HOURS IN TOPEKA		
2022-1387-EQ	081-204-18-2-10-20-004.02-0	R9855	2022	BREER LAW FIRM - KEVIN BREER	MANHATTAN MARKETPLACE SC LLC	MCALISTER'S	\$1,090,000	COMMERCIAL	CONTINUED MONDAY, AUGUST 7, 2023 @ 9:00 FOR 3 HOURS IN TOPEKA		
	081-204-18-2-10-20-004.02-0	R9855	2023	BREER LAW FIRM-TIM SCHENOT	MANHATTAN MARKETPLACE SC LLC	MCALISTER'S	\$1,029,000	COMMERCIAL	TBA		
2020-1713-EQ	081-204-18-2-10-20-005.00-0	R9857	2020	BREER LAW FIRM - KEVIN BREER	MANHATTAN MARKETPLACE SC LLC	BED BATH & BEYOND & OTHER RETAILERS	\$4,585,000	COMMERCIAL	CONTINUED MONDAY, AUGUST 7, 2023 @ 9:00 FOR 3 HOURS IN TOPEKA		
2021-2046-EQ	081-204-18-2-10-20-005.00-0	R9857	2021	BREER LAW FIRM - KEVIN BREER	MANHATTAN MARKETPLACE SC LLC	BED BATH & BEYOND & OTHER RETAILERS	\$4,125,000	COMMERCIAL	CONTINUED MONDAY, AUGUST 7, 2023 @ 9:00 FOR 3 HOURS IN TOPEKA		
2022-1385-EQ	081-204-18-2-10-20-005.00-0	R9857	2022	BREER LAW FIRM - KEVIN BREER	MANHATTAN MARKETPLACE SC LLC	BED BATH & BEYOND & OTHER RETAILERS	\$4,015,000	COMMERCIAL	CONTINUED MONDAY, AUGUST 7, 2023 @ 9:00 FOR 3 HOURS IN TOPEKA		
	081-204-18-2-10-20-005.00-0	R9857	2023	BREER LAW FIRM-TIM SCHENOT	MANHATTAN MARKETPLACE SC LLC	BED BATH & BEYOND & OTHER RETAILERS	\$3,785,000	COMMERCIAL	TBA		
2020-1715-EQ	081-204-18-2-10-20-013.00-0	R302812	2020	BREER LAW FIRM - KEVIN BREER	MANHATTAN MARKETPLACE SC LLC	VACANT - WAS PAUL MITCHELL SALON	\$745,000	COMMERCIAL	CONTINUED MONDAY, AUGUST 7, 2023 @ 9:00 FOR 3 HOURS IN TOPEKA		
2021-5576-EQ	081-204-18-2-10-20-013.00-0	R302812	2021	BREER LAW FIRM - KEVIN BREER	MANHATTAN MARKETPLACE SC LLC	VACANT - WAS PAUL MITCHELL SALON	\$630,000	COMMERCIAL	CONTINUED MONDAY, AUGUST 7, 2023 @ 9:00 FOR 3 HOURS IN TOPEKA		
2022-1388-EQ	081-204-18-2-10-20-013.00-0	R302812	2022	BREER LAW FIRM - KEVIN BREER	MANHATTAN MARKETPLACE SC LLC	VACANT - WAS PAUL MITCHELL SALON	\$380,000	COMMERCIAL	CONTINUED MONDAY, AUGUST 7, 2023 @ 9:00 FOR 3 HOURS IN TOPEKA		
	081-204-18-2-10-20-013.00-0	R302812	2023	BREER LAW FIRM-TIM SCHENOT	MANHATTAN MARKETPLACE SC LLC	VACANT - WAS PAUL MITCHELL SALON	\$255,000	COMMERCIAL	TBA		
2021-1615-EQ	081-204-18-2-20-19-001.00-0	R10250	2021	MHI-MANHATTAN 2 LLC	PR MIG MANHATTAN OWNER LLC	COURTYARD BY MARRIOTT	\$14,651,580	COMMERCIAL	TUESDAY, OCTOBER 31, 2023 @9:00 FOR 1 HOUR IN TOPEKA		
2022-2176-EQ	081-204-18-2-20-19-001.00-0	R10250	2022	MHI-MANHATTAN 2 LLC	PR MIG MANHATTAN OWNER LLC	COURTYARD BY MARRIOTT	\$17,330,300	COMMERCIAL	TUESDAY, OCTOBER 31, 2023 @9:00 FOR 1 HOUR IN TOPEKA		
2021-1662-EQ	081-204-18-2-30-03-004.00-0	R10629	2021	BREER LAW FIRM - KEVIN BREER	KSU REAL ESTATE FUND LLC	HOLIDAY INN CAMPUS	\$3,820,400	COMMERCIAL	CONTINUED MONDAY, AUGUST 7, 2023 @ 1:30 FOR 1 HOUR IN TOPEKA		
2022-2163-EQ	081-204-18-2-30-03-004.00-0	R10629	2022	BREER LAW FIRM - KEVIN BREER	KSU REAL ESTATE FUND LLC	HOLIDAY INN CAMPUS	\$4,011,420	COMMERCIAL	CONTINUED MONDAY, AUGUST 7, 2023 @ 1:30 FOR 1 HOUR IN TOPEKA		
2021-383-PR	081-204-18-2-60-31-005.00-0	R11572	2020	LINDA TERRILL - PROP TAX LAW GROUP	PARKWOOD LLC	PARKWOOD INN & SUITES	\$1,550,000	COMMERCIAL	WEDNESDAY, OCTOBER 25, 2023 @ 1:30 FOR 1 HOUR IN TOPEKA		
2021-1438-EQ	081-204-18-2-60-31-005.00-0	R11572	2021	LINDA TERRILL - PROP TAX LAW GROUP	PARKWOOD LLC	PARKWOOD INN & SUITES	\$1,215,790	COMMERCIAL	WEDNESDAY, OCTOBER 25, 2023 @ 1:30 FOR 1 HOUR IN TOPEKA		
2021-420-PR	081-204-18-2-80-09-014.00-0	R42120	2020	BLAKE NEWELL - J.W.W CHATAM & AASOC	ICON INVESTMENTS LLC	PARKING LOT ON HOUSTON STREET	\$208,650	COMMERCIAL	FRIDAY, MAY 19, 2023 @ 9:00 FOR 3 HOURS IN TOPEKA		
2021-3485-EQ	081-204-18-2-80-09-014.00-0	R42120	2021	BLAKE NEWELL - J.W.W CHATAM & AASOC	ICON INVESTMENTS LLC	PARKING LOT ON HOUSTON STREET	\$213,080	COMMERCIAL	FRIDAY, MAY 19, 2023 @ 9:00 FOR 3 HOURS IN TOPEKA		
2021-419-PR	081-204-18-2-80-09-015.00-0	R42124	2020	BLAKE NEWELL - J.W.W CHATAM & AASOC	ICON INVESTMENTS LLC	MID-TOWN PLAZA	\$1,098,850	COMMERCIAL	FRIDAY, MAY 19, 2023 @ 9:00 FOR 3 HOURS IN TOPEKA		
2021-3486-EQ	081-204-18-2-80-09-015.00-0	R42124	2021	BLAKE NEWELL - J.W.W CHATAM & AASOC	ICON INVESTMENTS LLC	MID-TOWN PLAZA	\$1,094,420	COMMERCIAL	FRIDAY, MAY 19, 2023 @ 9:00 FOR 3 HOURS IN TOPEKA		
2021-418-PR	081-204-18-2-80-14-002.00-0	R12158	2020	BLAKE NEWELL - J.W.W CHATAM & AASOC	ICON INVESTMENTS LLC	ICON (HOUSTON STREET BALLROOM)	\$1,353,200	COMMERCIAL	FRIDAY, MAY 19, 2023 @ 9:00 FOR 3 HOURS IN TOPEKA		
2022-5112-EQ	081-216-14-0-10-03-006.02-0	R19739	2022	BLAKE NEWELL - J.W.W CHATAM & AASOC	ICON INVESTMENTS LLC	AUTO MUSEUM PARKING LOT	\$1,220,060	COMMERCIAL	CONTINUED FRIDAY, MAY 19, 2023 @ 9:00 FOR 3 HOURS IN TOPEKA		
2021-336-PR	081-204-18-2-80-26-001.00-0	R12229	2020	BLAKE NEWELL - J.W.W CHATAM & AASOC	HCW-MANHATTAN, LLC	HILTON GARDEN INN	\$11,301,990	COMMERCIAL	MONDAY, AUGUST 21, 2023 @ 1:30 FOR 1 HOUR IN TOPEKA		
2021-1398-PR	081-204-18-2-80-26-001.00-0	R12229	2021	HCW-MANHATTAN, LLC	HCW-MANHATTAN, LLC	HILTON GARDEN INN	\$7,509,900	COMMERCIAL	MONDAY, AUGUST 21, 2023 @ 1:30 FOR 1 HOUR IN TOPEKA		
2021-2065-EQ	081-204-18-2-80-28-004.00-0	R12236	2021	BREER LAW FIRM - KEVIN BREER	MANHATTAN HOTELS LLC	HOLIDAY INN EXPRESS	\$3,597,840	COMMERCIAL	MONDAY, AUGUST 21, 2023 @ 3:30 FOR 1 HOUR IN TOPEKA		
2020-1749-EQ	081-211-11-0-40-13-003.00-0	R15610	2020	BREER LAW FIRM - KEVIN BREER	CENTRO BRADLEY SPE 3 LLC	WESTLOOP SHOPPING CENTER	\$22,914,700	COMMERCIAL	CONTINUED MONDAY, AUGUST 7, 2023 @ 2:30 FOR 2 HOURS		
2021-1660-EQ	081-211-11-0-40-13-003.00-0	R15610	2021	BREER LAW FIRM - KEVIN BREER	CENTRO BRADLEY SPE 3 LLC	WESTLOOP SHOPPING CENTER	\$22,833,000	COMMERCIAL	CONTINUED MONDAY, AUGUST 7, 2023 @ 2:30 FOR 2 HOURS		
2022-2172-EQ	081-211-11-0-40-13-003.00-0	R15610	2022	BREER LAW FIRM - KEVIN BREER	CENTRO BRADLEY SPE 3 LLC	WESTLOOP SHOPPING CENTER	\$23,790,490	COMMERCIAL	CONTINUED MONDAY, AUGUST 7, 2023 @ 2:30 FOR 2 HOURS		
	081-211-11-0-40-13-003.00-0	R15610	2023	BREER LAW FIRM - KEVIN BREER	CENTRO BRADLEY SPE 3 LLC	WESTLOOP SHOPPING CENTER	\$23,790,490	COMMERCIAL	TBA		
2022-1278-EQ	081-211-12-0-20-01-027.01-0	R15647	2022	J. W. CHATAM & ASSOC	MERCY HEALTH CENTER OF MANHATTAN	MHTTN SURGICAL HOSPITAL	\$6,149,400	COMMERCIAL	MONDAY, AUGUST 21, 2023 @2:30 FOR 1 HOUR IN TOPEKA		
2020-1523-EQ	081-211-12-0-30-01-008.02-0	R16065	2019	ROBERT MUNSON	CENTRAL NATIONAL BANK	CENTRAL NATIONAL BANK	\$1,067,700	COMMERCIAL	FRIDAY, MAY 19, 2023 @ 1:30 FOR 1 HOUR IN TOPEKA		
2020-1523-EQ	081-211-12-0-30-01-008.02-0	R16065	2020	ROBERT MUNSON	CENTRAL NATIONAL BANK	CENTRAL NATIONAL BANK	\$1,038,100	COMMERCIAL	FRIDAY, MAY 19, 2023 @ 1:30 FOR 1 HOUR IN TOPEKA		
2021-3483-EQ	081-211-12-0-30-01-008.02-0	R16065	2021	BLAKE NEWELL - J.W.W CHATAM & AASOC	CENTRAL NATIONAL BANK	CENTRAL NATIONAL BANK	\$1,038,100	COMMERCIAL	FRIDAY, MAY 19, 2023 @ 1:30 FOR 1 HOUR IN TOPEKA		
2022-1276-EQ	081-211-12-0-30-01-008.02-0	R16065	2022	J. W. CHATAM & ASSOC	CENTRAL NATIONAL BANK	CENTRAL NATIONAL BANK	\$1,049,900	COMMERCIAL	FRIDAY, MAY 19, 2023 @ 1:30 FOR 1 HOUR IN TOPEKA		
2020-915-EQ	081-211-12-0-30-11-004.01-0	R16204	2020	LINDA TERRILL - PROP TAX LAW GROUP	GLASS INVESTMENTS LLC	WALGREENS (ANDERSON AVE)	\$2,715,200	COMMERCIAL	FRIDAY, JUNE 2, 2023 IN TOPEKA FOR 3.5 HOURS		
2021-1439-EQ	081-211-12-0-30-11-004.01-0	R16204	2021	LINDA TERRILL - PROP TAX LAW GROUP	GLASS INVESTMENTS LLC	WALGREENS (ANDERSON AVE)	\$2,812,400	COMMERCIAL	FRIDAY, JUNE 2, 2023 IN TOPEKA FOR 3.5 HOURS		
2022-2155-EQ	081-211-12-0-30-11-004.01-0	R16204	2022	PROPERTY TAX LAW GROUP-LINDA TERRILL	GLASS INVESTMENTS LLC	WALGREENS (ANDERSON AVE)	\$2,812,400	COMMERCIAL	FRIDAY, JUNE 2, 2023 IN TOPEKA FOR 3.5 HOURS		
2021-3484-EQ	081-216-23-0-10-08-001.00-0	R20575	2021	BLAKE NEWELL - J.W.W CHATAM & AASOC	GENESIS HEALTH CLUBS OF MHTTN LLC	GENESIS	\$7,674,200	COMMERCIAL	CONTINUED FRIDAY, MAY 19, 2023 @ 2:30 FOR 1 HOUR IN TOPEKA		
2022-1277-EQ	081-216-23-0-10-08-010.00-0	R20575	2022	J. W. CHATAM & ASSOC	GENESIS HEALTH CLUBS OF MHTTN LLC	GENESIS	\$8,152,300	COMMERCIAL	CONTINUED FRIDAY, MAY 19, 2023 @ 2:30 FOR 1 HOUR IN TOPEKA		
2020-1525-EQ	081-216-24-0-20-01-002.00-0	R21281	2020	LATHROP & GAGE LLP, R. SCOTT BEELER	HD DEVELOPMENT OF MARYLAND	HOME DEPOT	\$7,200,000	COMMERCIAL	TUESDAY, JULY 11, 2023 @ 9:00 ONE FULL DAY IN TOPEKA		
2021-2023-EQ	081-216-24-0-20-01-002.00-0	R21281	2021	LATHROP & GAGE LLP, R. SCOTT BEELER	HD DEVELOPMENT OF MARYLAND	HOME DEPOT	\$7,200,000	COMMERCIAL	TUESDAY, JULY 11, 2023 @ 9:00 ONE FULL DAY IN TOPEKA		
2022-1355-EQ	081-216-24-0-20-01-002.00-0	R21281	2022	LATHROP & GAGE LLP, R. SCOTT BEELER	HD DEVELOPMENT OF MARYLAND	HOME DEPOT	\$7,200,000	COMMERCIAL	TUESDAY, JULY 11, 2023 @ 9:00 ONE FULL DAY IN TOPEKA		
2020-914-EQ	081-216-24-0-20-02-001.00-0	R21288	2020	LINDA TERRILL - PROP TAX LAW GROUP	TARGET CORPORATION	TARGET	\$9,850,000	COMMERCIAL	WEDNESDAY, OCTOBER 25, 2023 @2:30 FOR 1 HOUR IN TOPEKA		
2021-1440-EQ	081-216-24-0-20-02-001.00-0	R21288	2021	LINDA TERRILL - PROP TAX LAW GROUP	TARGET CORPORATION	TARGET	\$9,700,000	COMMERCIAL	WEDNESDAY, OCTOBER 25, 2023 @2:30 FOR 1 HOUR IN TOPEKA		
2022-2157-EQ	081-216-24-0-20-02-001.00-0	R21288	2022	PROPERTY TAX LAW GROUP-LINDA TERRILL	TARGET CORPORATION	TARGET	\$9,700,000	COMMERCIAL	WEDNESDAY, OCTOBER 25, 2023 @2:30 FOR 1 HOUR IN TOPEKA		

Attachment: BOTA UPDATE 5-4-23 (13371 : Staff Update)



COUNTY APPRAISER'S OFFICE
Personnel

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

COMMISSION AGENDA REPORT

FROM: Appraiser's Office

MEETING: May 4, 2023

SUBJECT: Request to Post and Refill Part time Appraiser Clerical Assistant

PRESENTER: Anna Burson Riley County Appraiser

BACKGROUND

The Appraiser's Office Part time Clerical Assistant position becomes vacant tomorrow May 5th.

DISCUSSION

This position serves a vital role to our office in our daily operations assisting taxpayers, business owners, realtors, and appraisers throughout the year.

FISCAL IMPACT

There is no fiscal impact as this position is a budgeted existing position.

RECOMMENDATION(S)

I recommend approving the posting and refilling of the Clerical Assistant position as soon as possible.

POSSIBLE MOTION(S)

Move to approve- Posting and refilling of the Clerical Assistant position

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- 2023-05 Appraiser As Needed Clerical Assistant PAF (DOCX)
- Part-time Appraisal Clerical Assistant Position Description (PDF)

RILEY COUNTY POSITION ACTION FORM

Job Created By

Posted on Career Page

Submitted by Anna Burson on 04/28/2023 at 01:07 PM

County of Riley

Internal Position Details (not displayed on job posting)

Company

Riley County, KS

Position Template

Appraisal Clerical Assistant Part Time [APPCLRASSTPT]

Work Location

Office Building

Job ID

1687880

Salary

\$15.00 per hour

Supervisor Position

No

Pay Grade

Temporary and As-Needed pay range [TASND]

EEO Class

Administrative Support Workers [5]

Workers Compensation

--

Cost Center 1

County General [1]

Cost Center 2

Appraiser [22]

Cost Center 3

--

1 Job Slot

APPRAIS-1

Supervisor: Allen Todd, Appraisal Analyst

Department Head: Anna Burson

☐ No changes to Position or Budget☐ Position Description attachedTotal annual hours: 1000☒ Budgeted☐ New or updated position description☐ New request for budget (details attached)Total annual cost: \$15,000.00

Budget for Benefits: NA

Additional Position Comments: _____

BoCC Chairman _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

RILEY COUNTY, KANSAS JOB DESCRIPTION

Job Title:	CLERICAL ASSISTANT	
Department:	Appraiser	Division: Real Estate
Reports To:	County Appraiser & Appraiser II - Personal Property Coordinator	
Pay Range:	TASND	Status: Part Time (As Needed-1000 hrs.)
FLSA Status:	Non-Exempt	

Position Summary: To provide clerical assistance to department and to assist taxpayers, business owners, realtors, and appraisers.

ESSENTIAL FUNCTIONS:

- Answer telephone and relay accurate messages to facilitate communications within the office, the department, and with the public.
- Operate office equipment to fulfill duties of computer data entry, document scanning & indexing, filing, photocopying, and facsimile communications as required.
- Greet and disseminate information to the public as instructed.
- Assist taxpayers in completing various forms.
- Assist personal property staff with personal property valuation.
- Aid with business personal property audits.
- Assist with real estate tenant interviews and real estate data collection as needed.

SECONDARY FUNCTIONS:

- As assigned by supervisor.

POSITION REQUIREMENTS:

Education: High school graduate or GED possession. Must be enrolled as full-time college student within Business related degree program.

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

Experience: Experience with legal descriptions, appraisal concepts and terminology helpful. Business and/or accounting background helpful.

Skills: Knowledge of modern office practices, business English, spelling, and math. Knowledge of modern office equipment. Basic computer skills desirable. The ability to perform basic mathematical computations and follow both written and oral instructions. The ability to communicate effectively both in writing and orally.



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 Riley County Noxious Weed Director

MEETING: May 4, 2023

SUBJECT: Staff Update

PRESENTER: Michael Boller Riley County Noxious Weed Director

Enclosures:

- 5-4-23 Staff Report (DOC)

Riley County Noxious Weed/HHW Department

Michael Boller, Director

May 4, 2023

Staff Report

Noxious Weed/Mowing:

- Spring spraying began in April with bare ground applications on county roads. Spraying around all signs, bridges and guardrails is nearly completed. Spraying storage and parking lots has also begun and should be completed early this month.
- Township contracts will begin mid-May. Currently, we have four townships contracts that have been signed and returned with Grant township pending for a total of five. This is the same as last year with some townships rotating which is common. Manhattan township has contracted this year which is the first time they have done so.
- Spring seeding projects on county right-of-way began in mid-March and is completed.
- County roadside mowing will begin end of May. This has been a dry cool spring and roadside growth of vegetation has been delayed.
- 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 actually started to drop and chemical is readily available this year.
- John Deere mower tractor has been ordered and we are expecting delivery as early as July, 2023.

HHW:

- HHW collection at Howie's Recycling will be Saturday May 13th 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.
- KDHE has notified all HHW's across the state of a significant change. HHW will no longer be able to accept business waste from Small Quantity Generators. Only Conditionally Exempt will be allowed. (Under 55 lbs or less a month). KDHE is notifying businesses of this change and we will be sending out letters to effected businesses as well. This takes effect on June 30th, 2023. Riley County HHW averages about \$8,000 worth of SQG waste a year currently.
- Justin Brenner and I attend the WORKS conference for solid waste and HHW processing. We both received our yearly certification from KDHE for HHW processing.



PUBLIC WORKS
Presentation

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

COMMISSION AGENDA REPORT

FROM: Evan McMillan, Assistant County Engineer

MEETING: May 4, 2023

SUBJECT: Riley County Transfer Station Rate Increase

PRESENTER: Evan McMillan, Assistant County Engineer

BACKGROUND

Riley County staff is suggesting an increase in the current tipping fees at the transfer station. The last trash hauling contract was signed in 2010 and expired in 2019. Since the expiration, the County and current operator, Hamm Inc., have been working on getting an agreement in place for work moving forward. Historically, the contracted operator had a recurring annual increase of 3.0%. Since the end of the contract in 2019, no additional annual increases were implemented until the 9.3% increase in October of 2022, which brought the operator's rate to where it would have been had the contract never expired. It is expected that in the future, any annual increases imposed by Hamm will consist of a blended CPI, specific to the waste industry.

In order to account for this increase and expected increases concurrent with the new contract being finalized, the County will need to increase their rates. The suggested rates attached will allow for several mandatory improvements to the transfer station, such as the repair of the tipping floor, replacement of equipment, and possibly a fire monitoring system.

The comparison of recommended rates, also attached, gives an estimate of the capital funds remaining over the next 3 years. It should be mentioned that these graphs assume capital expenditures for the repair of the tipping floor, installation of the fire monitoring system, and costs for new scales. Other upcoming expenditures not included in the comparisons are the replacement of the current loader, existing crane and compost turner, increase in utility costs (primarily water), and other improvements to the building.

DISCUSSION

The most recent MSW rate increase was approved in 2020, which increased the \$50.00 rate, set in 2015, to \$55.00. Approving the new rate will allow the facility to repair the tipping floor and still have enough money to handle other capital improvement projects as they arise. If approved, the capital will be closely monitored to discuss the need for higher rates over the next few years.

FISCAL IMPACT

While higher rates at the transfer station will affect all residents of the area due to higher trash removal services, it is imperative that the rates be increased to accommodate the costs of operation. Staff will continue to exhaust all possible options to reduce operation costs.

POSSIBLE MOTION(S)

Approve the measure

Deny the measure

Modify or develop alternatives if other concerns or factors arise

Schedule a work session to discuss issue further

The Board agreed by consensus to

Enclosures:

- MSW Tipping Fee comparisons (PDF)

Recommended Rate Schedules

\$64.00 per ton (MSW)

2022 Rate Summary:

	Rate	Minimum
MSW	55	13.75
Commercial Brush	10	5
Residential Brush	---	---
CFC	10	---
Compost Out	20	10
Sludge	0.5	---
White Goods	55	13.75
Tires SM	4	w/ rims add \$5.00
Tires MD	8	w/ rims add \$5.00
Tires LG	17	w/ rims add \$5.00
Tires Tractor	20	w/ rims add \$5.00

2023 Rate Summary:

	Rate	Minimum
MSW	64	16
Commercial Brush	12	6
Residential Brush	---	---
CFC	15	---
Compost Out	25	12.5
Sludge	0.5	---
White Goods	64	16
Tires SM	4.5	w/ rims add \$5.00
Tires MD	9	w/ rims add \$5.00
Tires LG	18	w/ rims add \$5.00
Tires Tractor / Tracks	30	w/ rims add \$5.00

Percent increase

16%
20%

50%
25%
0%
16%
13%
13%
6%
50%

\$65.00 per ton (MSW)

2022 Rate Summary:

	Rate	Minimum
MSW	55	13.75
Commercial Brush	10	5
Residential Brush	---	---
CFC	10	---
Compost Out	20	10
Sludge	0.5	---
White Goods	55	13.75
Tires SM	4	w/ rims add \$5.00
Tires MD	8	w/ rims add \$5.00
Tires LG	17	w/ rims add \$5.00
Tires Tractor	20	w/ rims add \$5.00

2023 Rate Summary:

	Rate	Minimum
MSW	65	16.25
Commercial Brush	12	6
Residential Brush	---	---
CFC	15	---
Compost Out	25	12.5
Sludge	0.5	---
White Goods	65	16.25
Tires SM	4.5	w/ rims add \$5.00
Tires MD	9	w/ rims add \$5.00
Tires LG	18	w/ rims add \$5.00
Tires Tractor / Tracks	30	w/ rims add \$5.00

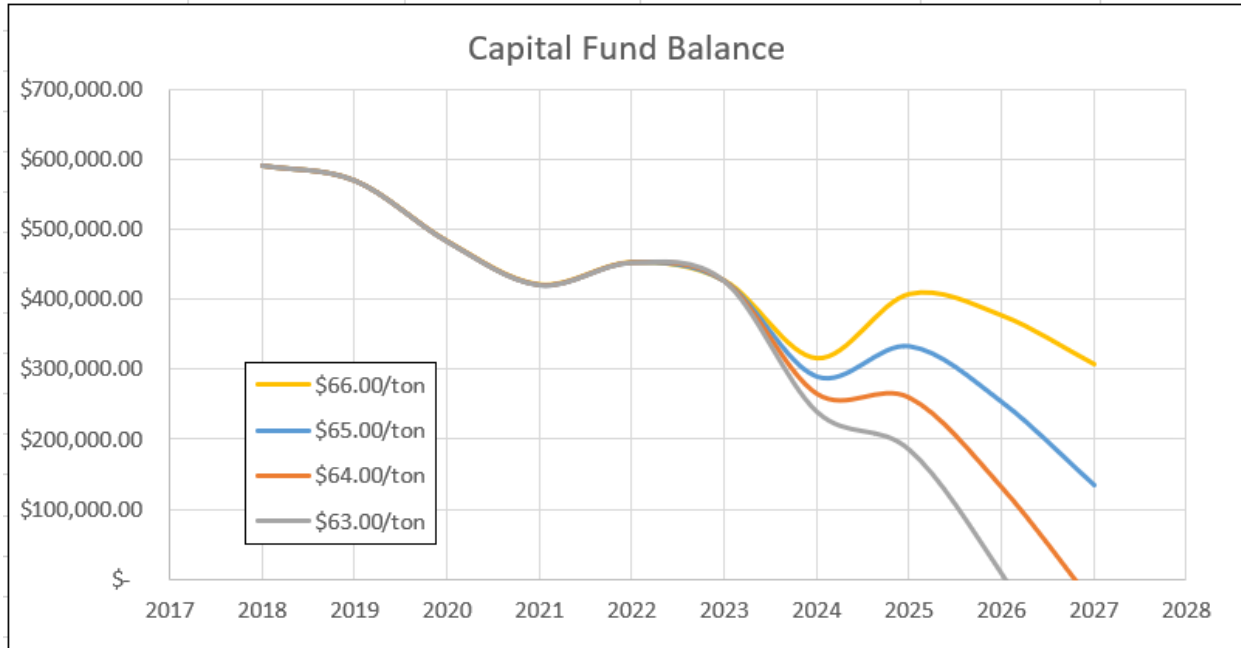
Percent increase

18%
20%

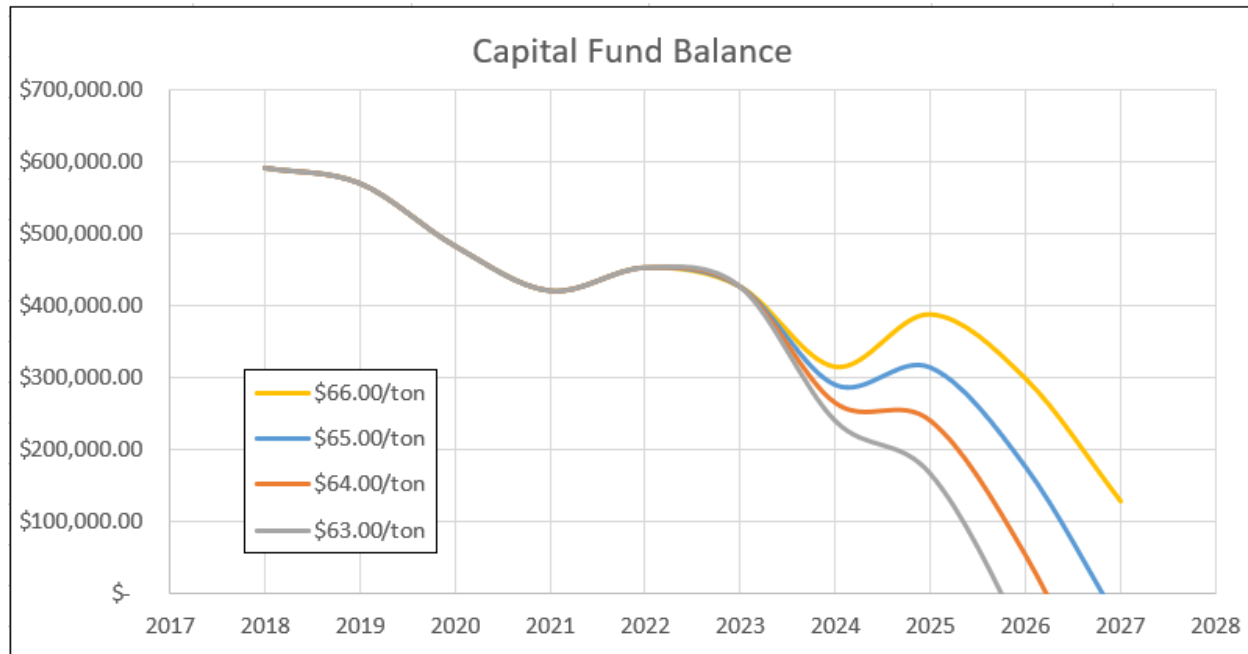
50%
25%
0%
18%
13%
13%
6%
50%

Attachment: MSW Tipping Fee comparisons (13323 : Riley County Transfer Station Rate Increase)

Capital Forecast (With Capital Expenditures)



*Assuming a **3.0% CPI** annual increase.



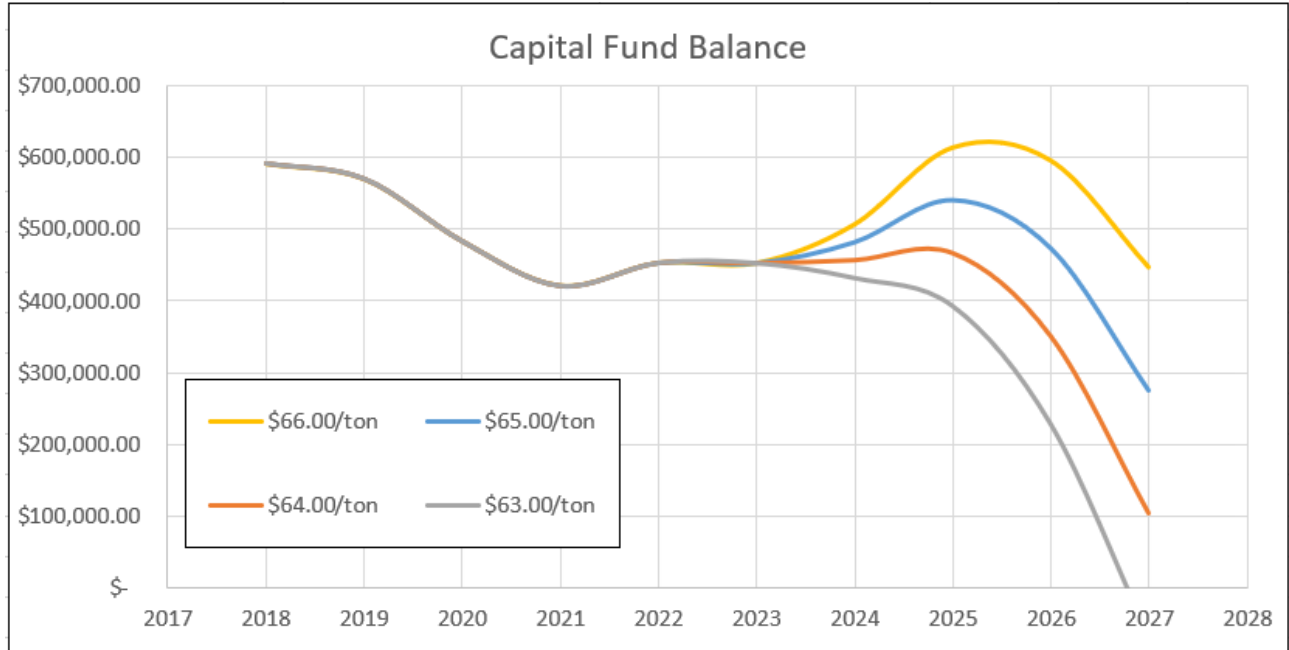
*Assuming a **4.5% CPI** annual increase.

Includes Capital Expenditures for:

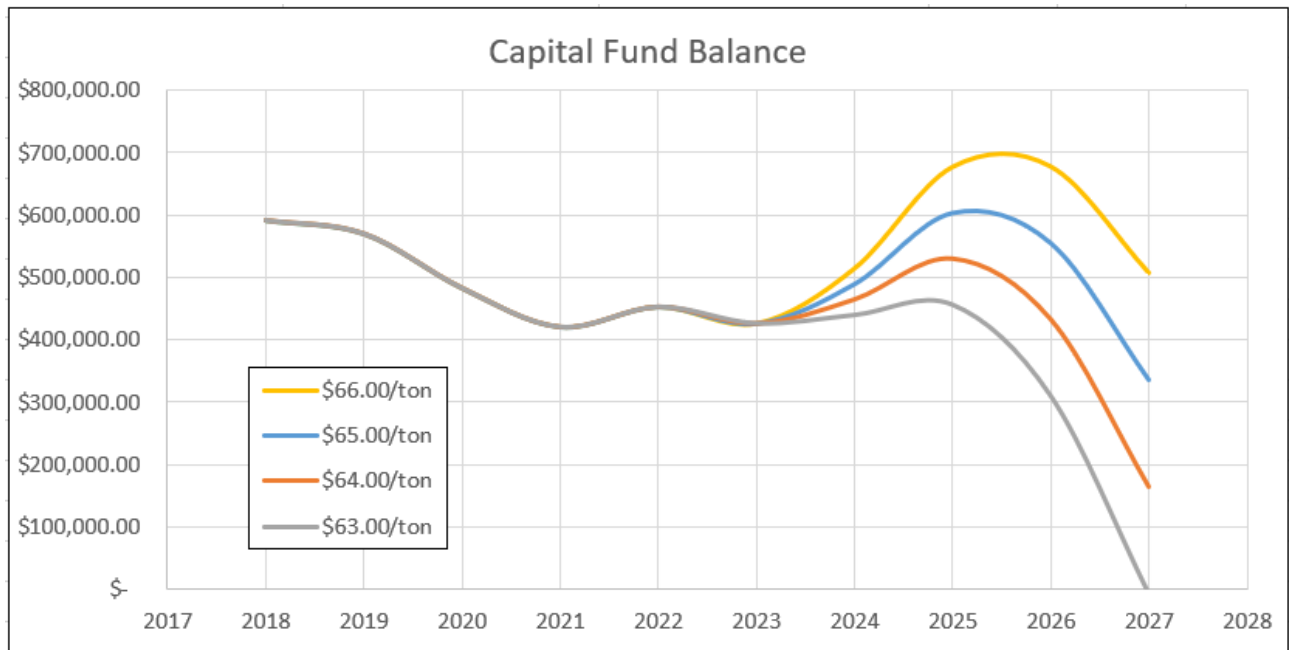
- Tipping Floor Repair: \$200,000.00
- Fire Monitoring System: \$90,000.00
- Scale Replacement: \$90,000.00

* Includes cost of Fire Monitoring System, no trailer insurance included

Capital Forecast (No Expenditures)



*Assuming a **3.0% CPI** annual increase.



*Assuming a **4.5% CPI** annual increase.

Does not include Capital Expenditures



PUBLIC WORKS
Discussion

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

COMMISSION AGENDA REPORT

FROM: Shannon Sterling, Administrative Assistant II

MEETING: May 4, 2023

SUBJECT: Riley County Trash Services Proposed Extension of Contract - Howie's Trash Service

PRESENTER: Evan McMillan, Assistant Public Works Director

The County entered into a trash removal contract with Howies Trash Services in April of 2021, for a period of 1 year with the option to extend over the following 4 years. In 2022, the contract was extended with no price increase. For the upcoming year, an increase of \$8,310.24 was proposed as an option for the contract lasting until March 31st, 2024.

DISCUSSION

In 2021, two trash removal companies submitted bids for the trash removal. Howie's Trash Service was selected as the successful low bidder. This year, we have the option to renew the current contract at the newly proposed rates, or continue at the proposed rate long enough to allow for a re-bid of trash removal services. This will comprise of an agreement with Howie's for a reduced period of the contract, or possibly monthly billing under the newly proposed rate.

FISCAL IMPACT

Accepting Howie's price increase will cost the county approximately \$8,300.00 more when compared to the previous two years. That being said, rebidding the work will give the county more options for trash removal options, but may also result in overall higher costs.

ALTERNATIVES

1. Approve the measure

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

Enclosures:



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 4, 2023

SUBJECT: Planning & Development - Staff Update

PRESENTER: Amanda Webb, Planning Director

Enclosures:

- 5 - May Staff Update (PDF)
- April PD Update (PDF)

Planning and Development
Staff Update
April 24, 2023

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. Comprehensive plan update presentations where held before the Riley County Planning Board on May 9 and before the Manhattan Urban Area Planning Board on May 16. BOCC presentation was 6/27/22. Have created a dedicated website page for the plan update. Issued RFQ on 4/10/2023.	Monthly BOCC updates on going. Reaching out to organizations to assemble the TAC. Working on a consultant RFQ and working a public survey.	11/1/2021		6/30/2025
Keats Sewer District	Amanda Webb & EHS staff	Sam Johnson working on final PER. Committee met with USDA. Cost have risen significantly since original estimates and there are concerns with higher property owner cost. BOCC committed \$800,000 in ARPA funding. Sent letters to prospective property owners to inquire about purchasing 10 acres for a lagoon. No interest. Provided BOCC update 4/21/2022. Held working group meeting on 5/24/2022. Sent neighbor letter on 7/12/22. Neighbor is not interested. Perry, Amanda and Commissioner Focke visited the Keats area and several surrounding sites looking for options. Held public meeting on March 9th.	Exploring additional funding options and lagoon sites.	11/1/2014		6/30/2023
NG911 - Private Road Naming	Amanda Webb & Lisa Daily	NG911 Committee meeting scheduled for 2/13/2023 to discuss property owners on Boller Road using wrong numbers for their address. Discussed a property owner who applied for a building permit in which there are two tracts of land involved. Driveway is one tract and there the proposed building will be on the other tract which will create a private road. Planning & Development is to contact the property to start the process for the private road name and will assess the \$100.00 road name fee. Property owner decided to look to build elsewhere.	NG911 meeting was held and the committee agreed for GIS to contact property owners to approve the use of the 12865 and 12869 Boller Rd. Working on a new address for the rural fire station off of McDowell Creek Rd.	8/1/2015		5/1/2023
Develop Riley County - historic land use changes in Wildcat Creek Watershed	Darrin Hobbs	Information gathering from NASA complete for report. Report has been finalized. Waiting for end product.	Present report to all participating entities.	6/1/2020		12/31/2023
Regulations						
Grants						
Keats Sewer District	Amanda Webb	Sam Johnson working on final PER. Committee met with USDA. Cost have risen significantly since original estimates and there are concerns with higher property owner cost. BOCC committed \$800,000 in ARPA funding. Sent letters to prospective property owners to inquire about purchasing 10 acres for a lagoon. No interest. Provided BOCC update 4/21/2022. Held working group meeting on 5/24/2022. Sent neighbor letter on 7/12/22. Neighbor is not interested. Perry, Amanda and Commissioner Focke visited the Keats area and several surrounding sites looking for options. Held public meeting on March 9th.	Exploring additional funding options and lagoon sites.	TBD		6/30/2023
Current Planning						
McCullers - Replat	Bob Isaac	RCPB and BOCC approved. Plat filed.	Project closed.			4/20/2023
Tegtmeier/LAWE LLC - PUD Amendment	Bob Isaac	Conducted the RCPB and BOCC hearings. Resolution published. Appeal received and under review by legal.	Waiting for legal response and need to go through appeal process. Plat needs to be filed depending outcome. Court date is schedule for June 5th.	3/28/2022		7/1/2023
Evergy - Special Use for a substation	Bob Isaac	RCPB recommended denial.	Conduct BOCC public hearing.	1/30/2023		5/1/203
McGraw - Plat & Rezone	Bob Isaac	MUAPB recommended approval.	Conduct BOCC public hearing.	2/24/2023		5/1/2023
West - Replat	Bob Isaac	NOPH published. 1000' property owners notified.	Conduct RCPB public hearing.	2/24/2023		5/8/2023
Loecker - Replat	Bob Isaac	NOPH published. 1000' property owners notified.	Conduct RCPB public hearing.	3/17/2023		5/8/2023
Wood - Replat & RUD Amendment	Bob Isaac	Application received.	Process application.	4/4/20203		6/8/2023
Adkins - Replat	Bob Isaac	Application received.	Process application.	4/25/2023		6/12/2023
Permits						
21-0228-MRWW Parker 2801 McDowell Creek Rd	EHS staff	Application received and processed. Site visit has been completed. Repairs completed.	Permit issued.	10/5/2021		3/10/2023
21-0146-MRWW Worrel	EHS staff & Craig Cox	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.	7/8/2021		5/26/2023
21-0185-ADGR Myers & Maupin (shed)	Darrin Hobbs	Inspections completed, determined a variance is required. Bob and Darrin contacted property owner. Followed up with Mr. Maupin and advised him to visit the Planner, Bob Isaac. Property owner to date has not contacted the Planner.	Send violation notice.	8/23/2021		5/31/2023
22-003-ACC Pride	Darrin Hobbs & EHS staff	Application received and processed.	Property owner wants to build in the middle of the lot and needs to obtain survey to determine boundary lines.	9/22/2022		3/15/2023
22-010-ACC Meader	Darrin Hobbs & EHS staff	Application received and processed.	Property owner to provide construction plans to determine use of building.	11/4/2022		5/31/2023
22-002-COM No Stone Unturned	Darrin Hobbs	Application received and processed.	Waiting on Code Footprint.	12/8/2022		6/30/2023
Property Maintenance Code Violations						
Kilner - Unsafe structure	Darrin Hobbs & Craig Cox	Judge Bosch found Kilner in contempt.	Starting August 1, he will be assessed a \$100/day fine until property is in compliance. Planning Compliance Specialist to take weekly photos of site. Mr. Kilner hired an attorney (Bernard Irvine) who filed a motion to docket appeal out-of-time asked for extension to 2/8/23. Mr. Irvine filed a 2nd extension of time, new date is March 10. Craig to file appellate brief by May 10, 2023.	8/18/2016		5/31/2023
21-0025 Harry Baxter - Dangerous Structure- 780 Tabor Valley Rd	Darrin Hobbs	Property owner is aware that the building needs to be torn down. Property owner stated he would temporarily repair the structure and then remove at later date. Property owner to make temporary repairs to use structure during remodeling of principal structure.	Follow up with property owner.	4/27/2021		5/31/2023
Hermesch - Unsafe structure	Clancy Holeman	Counselor met with P&D staff for Property Maintenance Code application. Photos of property taken.	Property in 2023 tax case. Auction scheduled for June 23, 2023.	11/24/2015		6/23/2023
21-0088 Tuttle Terr - Inoperable vehicles/Unregistered vehicles, Mobile Homes that could be harboring rodents and animals, appliances, etc.	Darrin Hobbs	Inspection conducted and notification letter sent. Notification letter sent. No response, sent notice of violation. Due to violations, unable to issue Mobile Home Park license. Water leak has been repaired. Trash issues have been taken care of. Sent another violation notice due to trash situation. Possible new property owner. Under new ownership and improvements have been made.	Monitor progress and new owner has applied for license. Major improvements have been happening and clean is going well.	12/9/2021		5/31/2023
Zoning Violations						
Zeller/Thomas - Illegal sign	Craig Cox	Owner has limited signage to MHK Airport (governmental entity).	Counsel to schedule meeting with staff to discuss case status.	12/1/2011	9/27/2012	CLOSED

Attachment: 5 - May Staff Update (13356 : Staff Update)

Planning and Development
Staff Update
April 24, 2023

Projects	Staff	Status	Task	Start Date	Request to Prosecute	Deadline
Doyle - Illegal mobile home storage (Mobile Gardens) Violation #10-0050	Craig Cox	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.	12/17/2010	4/17/2012	5/31/2023
Doyle - Illegal salvage at residence Violation #05-0007	Craig Cox	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.	Sent a letter on April 12, 2023 requesting they call to set up appointment. Meeting scheduled for May 11, 2023.	4/15/2013	5/1/2014	5/31/2023
Kilner - Unsafe structure	Darrin Hobbs & Craig Cox	Judge Bosch found Kilner in contempt.	Starting August 1, he will be assessed a \$100/day fine until property is in compliance. Mr. Kilner hired an attorney (Bernard Irvine) who filed a motion to docket appeal out-of-time asked for extension to 2/8/23. Mr. Irvine filed for a 2nd extension of time, new date is March 10. Craig to file appellate brief May 10, 2023.	8/18/2016		5/31/2023
20-0063 - Satterlee: Inoperable vehicles and campers	Darrin Hobbs	Determined to be a violation. Notification letter sent. The Notification letter was resent by me for a fresh start to make contact with the property owner. Contacted property owner on what still needs to be removed and provided an aerial map. I sent another letter to the property owner on 6/15/2022, stating that this will be turned over to legal if no progress is made.	Monitor progress.	9/27/2021		5/31/2023
20-0077 - Scott - Illegal salvage operation in residential zoning	Darrin Hobbs	Inspection completed and sent notification letter to property owner. Met with property owner on site and will be removing some items by 3/1/2021. Property owner compiling information for registered vehicles.	Await for property owner to schedule site inspection.	12/8/2020		5/31/2023
21-0053 Myers - building without a permit	Darrin Hobbs	Inspection completed, Notification Letter and Violation Notice sent. Applications received and processed. Bob and Darrin visited with property owner on 10/27/21 to confirm a Certificate of Survey would need to be done to confirm if the "well house" is located in the building setback. Property owner indicated he wanted to seek legal counsel. 6/15/2022 I spoke with Wes Maupin today about where he was at on the variance process. I encouraged him to call and talk to Bob about the situation. He said that he has never talked to Bob. Send notice of violation for failing to apply for a variance.	Send violation notice.	7/14/2021		5/31/2023
20-0079 Miller - Illegal auto repair and salvage operation 1382 Pillsbury Dr	Darrin Hobbs	Inspection completed and sent notification letter to property owner. Property owner is making progress but no contact. Staff met with property owner and agreed to provide a plan to abate violations by 1/29/2021. Final notice of violation sent to property owner. Sent violation, final notice, property owner met with staff and agreed to provide a plan to abate the violation. No response or plan received. Per legal recommendations, starting process again with a new violation number. New notice of violation and final notice have been sent.	Awaiting response from property owner.	12/8/2020		5/31/2023
20-0087 Miller - Illegal auto repair and salvage operation 1420 Pillsbury Dr	Darrin Hobbs	Inspection completed and sent notification letter to property owner. Property owner is making progress but no contact. Staff met with property owner and agreed to provide a plan to abate violations by 1/29/2021. Final notice of violation sent to property owner. Sent violation, final notice, property owner met with staff and agreed to provide a plan to abate the violation. No response or plan received. Sent notification letter.	Send final notice of violation.	12/21/2020		5/31/2023
20-0090 Fishgill LLC - Illegal auto repair and salvage operation 1312 Pillsbury Dr	Darrin Hobbs	Inspection completed and sent notification letter to property owner. Property owner wants an extension to remove tenant. Vehicles being removed. Sent notice of violation. No response.	Send notification letter.	12/22/2020		5/31/2023
L21MHP-0004 TDJ Stables	Darrin Hobbs & Craig Cox	Renewal applications and fees received. License can't be issued until property is compliance sanitary code. EHS conducted site inspection, not in compliance with sanitary code.	Legal counsel to determine next course of action.	11/20/2020		4/28/2023
21-0019 Britt - non compliance in flood hazard area/floodway	Darrin Hobbs & Craig Cox	Temporary Agreed Injunction filed with the Court. Review dates: July 15-DWS, August 15-No Rise, September 15-Riley County permit, November 1-Remove trees.	Settlement agreement filed. Darrin Hobbs to monitor for compliance, Darrin to monitor compliance and set contract date. Riley County FPD Permit issued 5/24/2022	4/6/2021		6/1/2023
22-008-CE Fowler-641 Zeandale Rd	Darrin Hobbs & Craig Cox	Building without a building permit.	Craig sent a letter and permit form requesting the completed permit application and check by April 28, 2023.	3/16/2023		4/28/2023
21-0091 Rogers - Inoperable/Unregistered vehicle, also outside storage.	Darrin Hobbs	Inspection conducted and notification letter sent. Sent notice of violation. Owner replied and working with me.	Monitoring progress.	12/21/2021		5/31/2023
Sanitary Code Violations						
TDJ Stables - illegal repair	EHS staff & Craig Cox	EHS conducted site inspection, not in compliance with sanitary code.	Legal counsel to determine next course of action.	4/7/2020		4/28/2023
21-0022 Moriarty/Young - undersized lagoon	EHS staff & Craig Cox	Violation cited, homeowner did not comply, referred to legal for enforcement.	Sent a letter on April 12, 2023 requesting they call to set up appointment. Ms. Moriarty has been in touch with Craig via email.	4/14/2021		4/28/2023
21-0038 Worrell - Sanitation Violation	EHS staff & Craig Cox	Spoke to property owner and mailed repair application with no response, additionally lateral field installed unlawfully. Repair application received, no work done. Referred to legal for enforcement.	Met with Mrs. Worrel, she stated no Conservation money available. Told to contact USDA to see if they would qualify for low interest loan, they never. Legal sent compliance letter 08.05.2021. Staff to review compliance options. Counsel preparing a letter requesting a call to set up meeting (to include new staff). Sent a letter on April 12, 2023 requesting they call to set up appointment.	6/23/2021		4/28/2023
21-0048 Wurtz - lagoon fencing requirement not completed	EHS staff & Craig Cox	Violation letter sent to property owner. Counsel sent a letter to property owner. Fencing deadline 8/31/2021 and seeding deadline 9/30/2021. No trespassing sign placed at entrance. Legal to to schedule meeting with staff.	Counsel preparing a letter requesting a call to set up meeting (to include new staff). Sent a letter on April 12, 2023 requesting they call to set up appointment.	7/9/2021		4/28/2023
22-0016 Doyle - sewage on ground	EHS staff	Sent Emergency Order to property owner. Spoke with property owner and agreed to make repairs.	Home condemned until repairs are made. Home is vacant and waiting on property owner to replat so lateral field can be replaced.	7/22/2022		6/1/2023
23-CES-002 Lane - Failed alternative disposal system.	EHS staff	Friendly letter sent 12-19-22, no reply. Notice of Violation sent 1-20-23. Received repair permit.	Wait for alternative system proposal.	12/14/2022		5/31/2023
23-CES-004 Innes - Alternative system pump and alarm float not working.	EHS staff	Friendly notification by phone 12-14-22, no reply. Notice of Violation sent 1-20-23. Received repair permit.	Wait for replacemnt of failed alarm and pump.	12/14/2022		6/1/2023
23-CES-005 Bean - Alternative system blower not working. Failed pump report on field.	EHS staff	Friendly letter sent 12-19-22, no reply. Notice of Violation sent 1-20-23. \$100.00 inspection fee final notice was due 1-19-23 and has not been paid yet.	Set up meeting with legal counsel.	12/14/2022		9/1/2023

Attachment: 5 - May Staff Update (13356 : Staff Update)



PLANNING & DEVELOPMENT ENVIRONMENTAL HEALTH

Date: May 4, 2023
To: Riley County Board of County Commissioners
From: Amanda Webb, Planning & Special Projects Director
Re: Planning & Development April 2023 Staff Report

Housing discussions

- Discussed housing needs and various programs with BOCC, outside agencies, city, and county staff.
- The Rural Housing Incentive District (RHID) program provides reimbursements to developers in building housing in rural communities by financing housing development infrastructure or renovations of buildings or structures built over 25 years ago for residential use in a central business district. It captures the incremental increase in property taxes created by the development project for up to 25 years. RHIDs are available for any city with a population under 60,000 and counties under 80,000.
 - Stephanie Peterson, City of Manhattan Community Development Director, can present the RHID from the city's perspective this month. We are determining a date that works for her schedule and BOCC agendas.
- The Moderate Income Housing (MIH) program is a grant or loan from the Kansas Housing Corporation that serves the needs of moderate-income households that don't qualify for federal housing assistance. MIH grants and/or loans are awarded to cities and counties to develop multi-family rental units and single-family for-purchase homes in communities with populations fewer than 60,000 people. Counties can apply on behalf of cities that have less than 60,000 people.
- Habitat for Humanity has requested the county apply for an MIH grant on their behalf for a multifamily development within city limits. As part of this, the county would need to complete a resolution of support and administer the funds and provide quarterly updates to the state. Administrative time is reimbursable through the grant. The next round of applications are due June 2, 2023.

Keats sewer benefit district

- The search for property to evaluate lagoon feasibility continues. We've reached out to several property owners in the area and await further response.
- We are also working with Witt O'Briens on a new state grant program for Small Town Water and Wastewater Infrastructure. This is in addition to the USDA Revolving Loan fund program, BOCC allocated ARPA funding, and other potential funding options we might identify.
- Provided a monthly update to the community.

Short Term Rentals (STR):

- When updated STR regulations were adopted last May, the BOCC gave property owners a one-year grace period so they may have time to bring their properties into compliance with the new criteria. That grace period ends May 5, 2023.
- We've received 19 applications to date.

Attachment: April PD Update (13356 : Staff Update)

- We've issued 18 licenses to date (the 19th application was just submitted).
- We still have three (3) left from the original spreadsheet that have not applied.

Community Rating System (CRS) Certification:

- Riley County went into 2023 with a National Flood Insurance Program CRS community classification of 9. By performing several activities, including public outreach, mapping and regulations, and warning and response, the county earns activity points which are added up to determine the classification. Being a Class 9 community saves the residents of unincorporated Riley County 5% on their flood insurance policies.
- Communities are required to recertify annually to maintain their community classification. We submitted our materials in February and received word in April that our recertification was approved. Riley County will remain a Class 9 community.

Solid Waste Management Committee

- The committee performed the required annual review of the Solid Waste Management Plan. This will be before the BOCC on May 8, 2023, with recommendation for approval. It will then be transmitted to KDHE by the required deadline of May 14, 2023.
- The committee will kick off the five-year update later this year. It is due to the state by May 14, 2024.
- The BOCC appointed Jacob Larson to the committee. We still need a representative for a Third-Class City on the committee.

Comprehensive Plan update:

- Comprehensive Plan update webpage: <https://www.rileycountyks.gov/2032/Comprehensive-Plan-Update>
- I've contacted a variety of people with various agencies and organizations to let them know of the update as well as gauge their interest in being a part of the Technical Advisory Committee (we will call it the Comprehensive Plan Committee). So far, 21 people have agreed to serve on this committee and I have sent a reminder to those I have not yet heard from, or who were added since the first notification. I anticipate this group will meet to get started early June.
- Issued a Request for Qualifications (RFQ) for consultant assistance on this project on April 10, 2023, with a submittal deadline of May 5, 2023. The consultant will aid in facilitating stakeholder and citizen discussions, compiling public input, updating technical data including demographics and the land use inventory, and assessing building and space needs for current downtown county buildings/departments.
- I have prepared a draft survey that we discussed during the last monthly update. It needs refinement, and Vivienne is working on this with me. Once we have an updated document, I will bring that back for review. I would like this survey to go out before the Comprehensive Plan Committee begins their work. We are also determining how best to distribute the survey (other than online).
- I will provide a broader update during my BOCC Comprehensive Plan Update time on May 22, 2023 at 9:40 am.

Current Planning:

- At their April 10, 2023 meeting, the Riley County Planning Board:
 - Reviewed a replat request from David & Susan McCullers and forwarded a recommendation of approval to the BOCC for final decision. The BOCC approved the request at their April 20, 2023 meeting.
 - Removed from the table Evergy's request for a Special Use Permit for a new electrical substation on McDowell Creek Road in Ashland Township. RCPB forwarded a recommendation of denial to the BOCC who will make the final decision. The BOCC upheld RCPB's recommendation and denied the request at their May 1, 2023 meeting.

- I gave a brief interview to WIBW after RCPB's public hearing.
- At their April 13, 2023 meeting, the Manhattan Urban Area Planning Board:
 - Reviewed a replat request for Joseph McGraw to rezone an unplatted tract from Light Industrial to Highway Business and plat the tract into three commercial lots. MUAPB forwarded a recommendation of approval to the BOCC for final decision. The BOCC approved the request at their May 1, 2023 meeting.
- Three pre application meetings held:
 - Darrel Wood, replat
 - Eugene Lindgren, replat
 - Charlie Pottorff, to construct additional accessory structures and a potential rezoning to PUD.
- At their May 8, 2023 meeting, the Riley County Planning Board will:
 - Review a request by Roger & Cindy West to replat lots 38-39 and Lot A of Random Woods into three (3) lots. RCPB will forward a recommendation to the BOCC who will make the final decision at a subsequent meeting.
 - Review a request by Arlen & Wilma Loeckner and Kelly Mosier to replat Lot A and Lot B of Flintstone Addition Unit 2 into two lots. RCPB will forward a recommendation to the BOCC who will make the final decision at a subsequent meeting.
 - Hear from staff regarding potential code amendments for consideration. Staff will update the BOCC on this discussion at the next Planning & Development department update in June.

Environmental Health transition:

- The Environmental Health Specialist (EHS) position has been open since February 24, and we've received limited partially qualified candidate applications. We've held interviews but nothing has been successful to date.
- BOCC approved an Environmental Health Technician (EHT) position to use in place of the EHS position should we need to go that route.
- I am compiling what other counties do to figure out other potential options moving forward until the position is filled.
- DeAnn Presley and her lab students from Agronomy 665, Soil Genesis and Classification, have successfully performed five soil evaluations over the last month. The class ends this week, but Dr. Presley agreed to perform additional (limited) soil evaluations next week.
- I am still working with Randy Barten to finalize the contract for temporary environmental health services.
- I am looking for soils classes that I may take in the meantime. There are classes offered regionally over the next few months.

Battery recycling educational program:

- There are many stickers and flyers still available for distribution. Anyone is welcome to pick up stickers and/or flyers. We are always looking for volunteers to help get stickers on trash totes.
- Website address: <https://www.rileycountyks.gov/2024/Battery-Recycling>

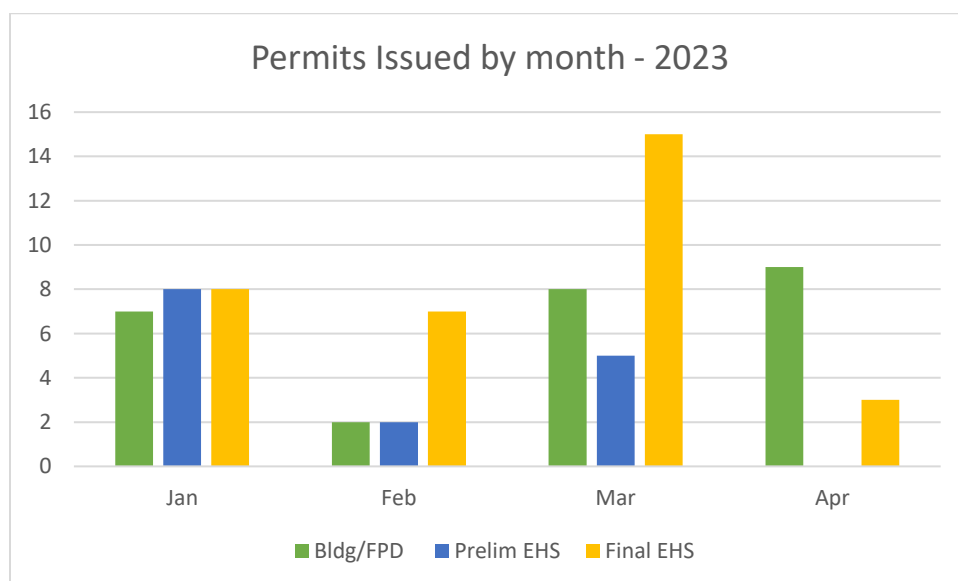
New permit software implementation:

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

Also attended/participated in:

- Food & Farm Council summit (discussions on how to get the recently adopted Master Food Plan off the ground)
- Bi-state APA conference planning committee meetings
- Budget & Planning committee meetings
- Legal roundtable
- Serving as treasurer for Kansas Association of County Planning & Zoning Officials (KACPZO)
- Flint Hills MPO TAC meeting
- Flint Hills Wellness Coalition (FHWC) meeting
- FHWC Housing Workgroup
- Webinar – Kansas County health rankings
- Virtual legislative conference
- Solid Waste Management Committee meetings
- Downtown Manhattan Inc.
- Downtown Tomorrow TAC
- Employee Training committee
- Compensation and Benefits committee
- Met with staff from RDN which performs housing market research and analysis for military housing
- Intergovernmental luncheon

April 2023 permits issued:	
Building/Sign permits:	9
Floodplain development permits:	0
Environmental Health Permits (Preliminary Approval)	0
Environmental Health Permits (Final/Use)	3
Short Term Rental Licenses	0





**COUNTY
COUNSELOR/ADMINISTRATIVE
SERVICES**
Public Hearing

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

COMMISSION AGENDA REPORT

FROM: Jana Chingway, Senior Legal Assistant

MEETING: May 4, 2023

SUBJECT: High Plains Ranch Road Benefit District Assessment Notice of Hearing

PRESENTER: Clancy Holeman, County Counselor

BACKGROUND

The paving project has been completed with final costs being established.

DISCUSSION

The Board needs to approve a resolution setting the date, time and place for a public hearing on proposed special assessments for the paving costs.

The attached resolution authorizes:

- A Public Hearing on May 25, 2023 at 10:20 am.
- Publish Notice of Public Hearing in the Manhattan Mercury on May 9, 2023.
- Mail Notice of Public Hearing to property owners by May 9, 2023.

Chair signs the Notice of Public Hearing

FISCAL IMPACT

Staff time for County Counselor, Budget and Finance Officer and County Clerk.

RECOMMENDATION(S)

Counsel recommends that the Board approve the proposed resolution setting a public assessment hearing on May 25, 2023 at 10:20 am.

POSSIBLE MOTION(S)

- A. “I move that the Board approve the resolution setting a public assessment hearing on May 25, 2023 at 10:20 am. and authorize the Chair to sign the Notice of Public Hearing”
- B. “I move that the Board approve the resolution setting a public assessment hearing on May 25, 2023 at 10:20 am and authorize the Chair to sign the Notice of Public Hearing after the following changes are made...”

Enclosures:

- Public Hearing Resolution 05042023 (DOCX)
- Notice of Public Hearing (DOCX)

RESOLUTION NO. 050423-__

A RESOLUTION SETTING THE DATE, TIME AND PLACE FOR A PUBLIC HEARING ON PROPOSED SPECIAL ASSESSMENTS FOR THE CONSTRUCTION OF CERTAIN ROAD IMPROVEMENTS IN THE COUNTY, AS AUTHORIZED BY RESOLUTION NO. 091522-42; DIRECTING PUBLICATION OF A NOTICE OF PUBLIC HEARING; AND FURTHER DIRECTING THE MAILING OF A NOTICE OF HEARING AND STATEMENT OF COSTS PROPOSED TO BE ASSESSED TO EACH AND ALL OF THE PROPERTY OWNERS LIABLE FOR SUCH SPECIAL ASSESSMENTS (HIGH PLAINS RANCH ROAD).

WHEREAS, the governing body of Riley County, Kansas (the "County"), adopted Resolution No. 091522-42 on September 15, 2022 and published September 24, 2022, which authorized the construction of improvements to High Plains Ranch Road (the "Improvements") in the County, in accordance with Charter Resolution No. 9 of the County and K.S.A. 68-728 *et seq.*, as supplemented and amended (the "Act"); and

WHEREAS, the Improvements are now completed, and a Certification of Total Final Costs and Assessment Roll for said Improvements has been prepared, and has been presented to and approved by the governing body; and

WHEREAS, it is necessary to hold a public hearing to receive complaints and objections to the proposed special assessments for the costs of the Improvements.

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

SECTION 1. Authorization of Public Hearing. It is authorized and directed that a public hearing to receive and hear complaints and objections to the proposed special assessments for the construction of the Improvements (as defined above) as authorized by Resolution No. 091522-42, shall be held at the usual meeting place of the Board of County Commissioners, Riley County, Kansas, at 10:20 A.M., on Thursday, May 25, 2023.

SECTION 2. Authorization of Publication of Notice of Public Hearing. The County Clerk is authorized and directed to cause the publication of a Notice of Public Hearing, in the form and manner required by law, in the County's official newspaper one time on May 9, 2023, said date being at least ten (10) days prior to the date of the public hearing.

SECTION 3. Authorization of Mail Notice of Public Hearing and Statement of Cost. The County Clerk is further authorized and directed to cause to be mailed, by first class United States Mail, postage prepaid, a "Notice of Public Hearing and Statement of Cost Proposed to be Assessed", in the form and manner required by law, to each and all of the property owners liable for the special assessments, at their last known post office address of record, on or before the day of the publication of the Notice of Public Hearing (May 9, 2023) and at least ten (10) days before the date of the public hearing..

ADOPTED AND APPROVED by the governing body of Riley County, Kansas, on May 4, 2023.

BOARD OF COUNTY COMMISSIONERS,
RILEY COUNTY, KANSAS

Kathryn Focke, Chair

John Ford, Vice Chair

Greg McKinley, Member

ATTEST:

Rich Vargo, County Clerk

[seal]

Attachment: Public Hearing Resolution 05042023 (13382 : High Plains Ranch Benefit District)

(Published in the *Manhattan Mercury* on May 9, 2023)

NOTICE OF PUBLIC HEARING

TO: The Owners of Property in Riley County, Riley County, Kansas

You and each of you are notified that the Board of County Commissioners of Riley County, Kansas, will hold a public hearing at 115 N. 4th St., 1st Floor, Riley County, Kansas, on Thursday, May 25, 2023, at 10:20 A.M., for the purpose of receiving and hearing any and all comments, complaints and objections to the proposed special assessments for improvements consisting of the construction of road improvements to High Plains Ranch Road in the County, as previously authorized by duly adopted Resolutions of the County.

The total final costs of the improvements and the properties to be assessed for said costs are described below.

The construction of High Plains Ranch Road Improvements as authorized by Resolution No. 091522-42, adopted on September 15, 2022 and published September 24, 2022, which have been completed at a total final cost of \$167,000.00, Zero Percent (0%) of which is payable by the county-at-large and One Hundred Percent (100%) of the entire cost of which will be specifically assessed, on an equal basis to each parcel benefited by the improvements in Riley County which parcels are described as follows:

A tract of land in the Southeast Quarter and the Southwest Quarter of Section 26, Township 9 South, Range 7 East of the 6th P.M., as set out in the deed filed in Book 819, Page 7920. (White) located at 3925 High Plains Ranch

A tract of land in the Southeast Quarter and the Southwest Quarter of Section 26, Township 9 South, Range 7 East of the 6th P.M., as set out in the deed filed in Book 809, Page 5084. (Uphoff) located at 3901 High Plains Ranch

A tract of land in the Southeast Quarter and the Southwest Quarter of Section 26, Township 9 South, Range 7 East of the 6th P.M., as set out in the deed filed in Book 841, Page 5759. (Avery) located on High Plains Ranch

A tract of land in the Southeast Quarter and the Southwest Quarter of Section 26, Township 9 South, Range 7 East of the 6th P.M., as set out in the deed filed in Book 827, Page 7102. (Roles) located at 3787 High Plains Ranch

A tract of land in the Southwest Quarter of Section 26, Township 9 South, Range 7 East of the 6th P.M., as set out in the deed filed in Book 821, Page 6167. (Pottroff) located at 3836 High Plains Ranch

A tract of land in the Southwest Quarter of Section 26, Township 9 South, Range 7 East of the 6th P.M., as set out in the deed filed in Book 870, Page 7694. (Shamburg) located at 3948 High Plains Ranch

Lot 1, High Plains Ranch Subdivision, Riley County, Kansas. (Dickey) located at 3040 High Plains Trail

Lot 2, High Plains Ranch Subdivision, Riley County, Kansas. (Nordt) located at 3041 High Plains Trail

Attachment: Notice of Public Hearing (13382 : High Plains Ranch Benefit District)

A Certification of Total Final Costs and Assessment Roll for the improvements are on file in the Office of the County Clerk and may be examined by any interested party. Anyone desiring to make any complaint or objection to the assessments set forth in the Assessment Roll, may appear and will be heard at the public hearing. After hearing and considering any and all written or oral complaints or objections to the various assessments, the respective amounts of each and all of the assessments shall be finally determined by the Board of County Commissioners and shall be levied by a resolution of the County. Property owners will have a period beginning with the publication of the resolution levying the special assessment and ending at **Noon on Monday, June 26, 2023 during which the special assessment against such property may be paid before it is placed on the tax rolls for collection in ten approximately equal annual installments**, with interest as permitted by Kansas law.

The Board of County Commissioners has determined the first tax levy for the unpaid special assessments shall be certified to the Riley County Clerk for inclusion on the November 2023 tax statements. Pursuant to Kansas law, a property owner has 30 days from the publication of the assessment resolution to bring a suit to set aside said assessments or otherwise question the validity of the proceedings.

By order of the Board of County Commissioners of Riley County, Kansas, on May 4, 2023.

Kathryn Focke, Chair

ATTEST:

/s/ Rich Vargo, County Clerk

(seal)



**EMERGENCY
MANAGEMENT/FIRE**
Staff Update

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

STAFF REPORT

FROM: Russel Stukey, Emergency Services Director

MEETING: May 4, 2023

SUBJECT: Staff time report for the month of April 2023

PRESENTER: Russel Stukey, Emergency Services Director

Present staff time report for the month of April 2023

Enclosures:

- 4, 2023 April staff time (DOCX)



Monthly staff time report to BOCC, for the month of April 2023

911

- Constantly working on radio system management, analyzing opportunities to lower the annual operating costs of the 911 system
- Worked on 2024 Budget
-

Emergency Management

- Attended department head meetings
- Attended several commission meetings
- Working with Cory in IT on county phone system paging and panic button options
- Reviewing proposed floor plans for Public Safety Headquarters and submitting comments
- Monitored severe weather, sounded outdoor warning sirens in Randolph/University Park April,
- Employee training committee meetings
- Worked on 2024 Budget
- Providing information to Architect for new Public Safety HQ building
- Participate in Emergency Services Director (ESD) monthly meeting
- Requested and received a Disaster Declaration from the BOCC for Mariadahl Rd. fire received task force and air support from the state. The task force came from Mitchell county and was comprised of all volunteer staffing. I will be sending them a thank you package.
- Storms the evening of April 19th and the early morning April 20th, sounded Randolph/University Park outdoor warning sirens for a radar indicated tornado in the Randolph area
- Attended MHK Airport exercise planning meeting
-

Items awaiting legal review:

Mobile Command Post upgrade RFP documents

Assistant Director Laurie Harrison activity EM/911

Kansas Emergency Management Association (KEMA):

Serve as treasurer

Attend conference planning meeting

Attend board meeting

Attend North Central regional meeting

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

Conduct monthly siren test, Everbridge test, IPAWS test

Facilitate Everbridge working group meeting

Emergency Management fund:

Pay invoices

Track expenses and income


Riley County Emergency Management
Riley County Fire District #1

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

911 fund:

- Pay invoices
- Track expenses and income
- Completed annual audit for 911 coordinating council

Exercises:

- Participated in the statewide tornado drill
- Participated in Ft Riley Severe Weather TTX

Northeast Regional Homeland Security Council:

- Serve as a project manager for Everbridge and CRMCS
- Serve as KEMA representative
- Attend meeting

Volunteer Management:

- Facilitate WARN (storm spotters) meeting
- Facilitate CERT (emergency volunteers) meeting

Community Outreach:

- Severe weather awareness week information at BOCC press conference
- Severe weather awareness week information on KMAN
- National Weather Service presentation
- Conduct CERT training

Misc:

- Attend American Red Cross's shelter management class
- Attend Incident Support Team symposium
- Attend office staff training day

EM Planner Baldwin Fisher
Kansas Emergency Management Association (KEMA):
Plans:

- Make Emergency Operations Plan revisions vs KDEM guidance

Exercises:

- Begin planning with HD/PHEP for ESF 8 working group for EOY Healthcare exercise
- Attended planning meeting for PHEP Bug-a-palooza activity
- Participated in the statewide tornado drill
- Attend Fort Riley annual Severe Weather TTX

Volunteer Management:

- Facilitate CERT (emergency volunteers) meeting
- Distributed updated CERT go-bag equipment

Misc:

- Attend Staging Area Manager Training in Salina



Awarded KCEM qualification
 Attend American Red Cross's shelter management class
 Attend office staff training day
 Attend CERT Training
 Completed current Tier II submissions

Fire

- Working with Travelers Insurance staff to prepare for Salzman lawsuit
- Worked on fire station bid solicitation announcements
- Attended county fire trainings
- Attended several department head meetings
- Continue to accept and process applications for volunteer firefighters
- Covered emergency calls
- Hosted quarterly Advisory Board meeting
- Sent a task force to Geary County on April 13th to monitor fires overnight
- Met with BOCC to discuss fire station bids, BOCC agreed to reject all bids and agreed by consensus to move forward as our own general contractor on fire station projects
- Chaired RCFD #1 training committee meeting on the 20th
- Working with Clancy on fire station bidding process
- Met with Counselor Holemman, County Attorney Wilkerson, Greg Steere RCPD and Pat Tiede RCPD to discuss the current Burn Resolution and updates that would be appropriate. We also discussed current and future enforcement options of either writing a citation on site or writing up a detailed report to forward to the County Attorney's office for decision on what charges to be filed
- Working on Local Safety and Security Equipment grant (LSSE)
- Hosted an After Action Review in Randolph April 27, for staff that responded to the Mariadahl Rd fire that occurred April 18th & 19th
- Responded to a smoke investigation and subsequently contacted KDHE to notify them of a potential illegal burning issue
- Participated in the annual USACE inspection of fire station 112
-

Items awaiting legal review:

- a. University Park proposed fire station property legal description and agreement with UP board to swap property when new fire station is completed
- b. First responder agreement with the City of Randolph, Mercy Hospital Ambulance service (now Riley County EMS) and RCFD #1
- c. RCFD#1 policy/SOG review

Items awaiting HR review:

- a. RCFD#1 policy/SOG review



Admin. Asst. M. Horstmeier

We have hired 4 new firefighters this month, which I helped provide them with gear. There could have been 5, but one of the candidates had an out of state background check that took a few weeks to get back. We have several in the process of setting up interviews, as well as one who has reapplied who will soon be doing the background check and drug screening.

Secondary notices were sent to firefighters that had been terminated due to not meeting minimum requirements and had not returned equipment. If still not returned, a certified letter will be sent to those remaining.

I assisted with the completion of several 209 reports due to the high fire calls/incidents we have experienced in the last month or so.

The Prescribed burn report for April was completed and sent to the Kansas Forestry Service for their records.

An updated version of the burn permits was sent to dispatch for their records for when they enter burns onto the Burn Map.

We have started to keep track of the “out of control burns” on our GIS map, so dispatch, firefighters, and citizens are aware. This will also help us keep track of those individuals who continue to have fires get out of control in an easy to access and check excel spreadsheet. Hopefully, this will make it easier in the future to identify those who consistently have trouble with fires, and we can monitor/ ticket them more appropriately.

There was a large out of control burn that required investigation by RCPD. I assisted in finding the needed information about the owner of the fire, and any other information that was needed. As well as helping find proper reports and discovery requests for a couple of ongoing court cases.

HR and I have a meeting coming up to discuss the changes that we want to implement to our Volunteer Firefighter workflow. Hopefully next month we will actually be putting the finishing touches on it.

I am continuing to find documentation for the varying start dates for our firefighters, so that the records that HR has will be more similar to the records we hold for our firefighters. The documents that I do have are scanned in and are being sent to HR in batches for their convenience. There are a few firefighters who have been in the department for over 30 years that have no paperwork to that affect, and I am searching for back up documentation regarding their start dates.

I have taken the IS-0244b course this past month and finished the exam. I still have a few courses left in the Professional series, but I am slowly completing them as I am able.

Deputy Chief Doug Russell

- Responding to multiple large wildland incidents
- Dealing with personnel issues.



- Working through applicants.
- County training.
- Working on and prioritizing truck repairs from grass season
- Working on auction items
- Working on Monthly Truck and Equipment checks
- Hose testing scheduled and is later in May.
- Working on New station plans and dirt work.
- Held advisory board meeting.

Deputy Chief John Martens

- Responding to emergency calls with an increase in call volume during spring fire season
- Processing new firefighter applications
- Continued planning for a June community preparedness education outreach with Laurie Harrison, KFS, Conservation district with the purpose of addressing wildfire hazards with Gehrt Rd. neighborhood after recent Wildland Urban Interface fire
- Working with DC Russell on a building out monthly apparatus checks and preventative maintenance checklists for volunteer firefighters
- Handling personnel issues
- Provided safety & fire code recommendations to Planning and Development for future county occupancies and businesses
- In progress- Small Unmanned Aircraft Systems- Part 107 Operators license and planning upcoming drone program through funded donation
- In progress- Working on Fire Officer Class through KU Fire & Rescue Training Institute
- Scheduling fire inspections and reviewing code footprints with Planning & Development
- Took delivery and distributed several sets new FF gear as well as helmets, boots
- Diagnosed and fixed an ongoing issue we were facing with Active 911, a mobile application used to notify Firefighters during an emergency
- Coordinated and participated in numerous PR Events to build relationships and recruit new members

**Riley County Emergency Management****Riley County Fire District #1**115 N. 4th Street
Manhattan, Kansas 66501

Phone: 785-537-6331

Fax: 785-537-6331

www.rileycountyks.gov

- Ongoing- Working with the District Attorney's office on processing illegal burning activities and negligent burns that got out of control.
- Attended the area fire chiefs meeting at Fort Riley Fire Dept to discuss shared local issues, recruitment and retention, and improving the training opportunities in the area

Month End	April
New Applications	6
Rejected / Withdrawn Candidates	0
Interviews Conducted	3
Hired Candidates	4
Probationary Firefighters	7
Trained Firefighters	99
Total Active Members	110
Terminations	0
Resignations	0
Retirements	0

Submitted by:
Russel Stukey, Emergency Services Director