



**Board of Riley County
Commissioners
Regular Meeting
Agenda
May 06, 2021**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Chair](#)

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Business Meeting

3. Sign Tax Roll Corrections
4. Sign Riley County Personnel Action Form(s)
5. Approve payroll/accounts payables (when completed)

Review Minutes

6. Board of Riley County Commissioners - Regular Meeting - May 3, 2021 8:30 AM

Review Tentative Agenda

7. Tentative Agenda

Press Conference Topics

8. Discuss Press Conference

9:00 AM

Amanda Smeller, Planning/Special Projects Director

9. Planning & Development - Staff Update
10. Authorize staff to sign and submit a KDHE Solid Waste Grant application and sign a letter of support for the Riley County Solid Waste Management Committee's proposed battery recycling educational program.

9:15 AM

Michael Boller, Noxious Weed Director

11. Noxious Weed Staff Update (May)
12. 2021 Bid Summary / Bid Recommendation

9:30 AM

Greg McHenry, Appraiser

13. Appraiser's Office Report

9:55 AM

Perry Piper, Environmental Health Specialist

14. Environmental Health presentation

10:15 AM

Clancy Holeman, Counselor/Director of Administrative Services

15. Administrative Work Session

10:35 AM

Tami Robison, Budget and Finance Officer

16. Monthly Cash Flow Reports for April 2021

10:55 AM

Craig Cox, Deputy County Counselor

17. Agreements to Remove Properties from Tax Case

11:00 AM

Greg McHenry, Appraiser

18. 2022 Riley County Appraiser Budget Request

11:10 AM

Dennis Cook, Aggieville Business Association

19. 2022 Aggieville Business District Appropriation Request

11:20 AM

Jason Smith, Manhattan Area Chamber of Commerce

20. 2022 Manhattan Area Chamber of Commerce Appropriation Request

11:30 AM

Robbin Cole, Pawnee Mental Health Services Director

21. 2022 Pawnee Mental Health Appropriation Request

Adjournment

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



COUNTY CLERK & ELECTIONS
Tax Roll Correction

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

COMMISSION AGENDA REPORT

FROM: Lori Muir, Real Estate Specialist

MEETING: May 6, 2021

SUBJECT: Sign Tax Roll Corrections

PRESENTER: Rich Vargo, County Clerk

POSSIBLE MOTION(S)

Move to approve the Tax Roll Corrections.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- image17394 (PDF)

Taxpayer ID LAMB0013
Owner ID LAMB0013

Control # 2021000231

Tax Year 2020
Tract # 030008

LAMBDA CHI BLDG INC
% BRAD SHIRER
2100 WHITE SAGE CT

CAMA # 204-18-2-40-04-013-00-0-01

MORNINGVIEW
LOT 11

TU 2 Manhattan City
Parcel 29050

GREAT BEND, KS 67530-7476

USD 383

Property Address	1814	FAIRCHILD AVE
------------------	------	---------------

APPRAISER SECTION (Value)

2021/05/04 LMUIR

APPROVED

Appraised Prior to Correction:				Appraised After Correction:				
CL	Land	Imp	Total	CL	Land	Imp	Total	Net Change
RU	178100	183230	361330	RU	39180	119190	158370	202960-
Total	178100	183230	361330	Total	39180	119190	158370	202960-
Assessed Prior to Correction:				Assessed After Correction:				Net Change
RU	20482	21071	41553	RU	4506	13707	18213	23340-
Total	20482	21071	41553	Total	4506	13707	18213	Total 23340-
SB41	2300			SB41	2300			SB41

CLERK SECTION (Tax)

2021/05/04 LMUIR

ORDER PRINTED

Tax Prior to Correction:			Tax After Correction:			Net Change
Levy 155.27200	Gen Tax	6452.02	Levy 155.27200	Gen Tax	2827.98	3624.04-
	SB41 \$	46.00		SB41 \$	46.00	
SB41 Tax Dollars		<u>6406.02</u>	SB41 Tax Dollars		<u>2781.98</u>	<u>3624.04-</u>

TREASURER SECTION (Summary)

Net Change in Assessed Value (no SB41 influence)	23340-	Type of Correction	DECREASE	
Applicable Mill Levy	155.27200	Correction Code	CL CLERICAL ERROR	Rate 6.00%
Net Change in Levied Tax Dollars	3624.04-	Tax Statement #	19413	
Net Change in SB41 Exemption		Comments	Clerical error per Appraiser	
Net Change in Total Tax Dollars	3624.04-	Owner	LAMB0013	
			LAMBDA CHI BLDG INC	

By order of the Board of County Commissioners of RILEY COUNTY, Kansas.
(Per K.S.A. 1475, 1701, 1701a, and 1702)

(Date)

Approved by Commission:

Attest by County Clerk:

TAX ROLL CORRECTION
REAL ESTATE

Printed by LMUIR

2021/05/04

3.a

Taxpayer ID LAMB0013
Owner ID LAMB0013

Control # 2021000232

Tax Year 2019
Tract # 030008

LAMBDA CHI BLDG INC
% BRAD SHIRER
2100 WHITE SAGE CT

CAMA # 204-18-2-40-04-013-00-0-01

MORNINGVIEW
LOT 11

TU 2 Manhattan City

Parcel 29050

GREAT BEND, KS 67530-7476

USD 383

Property Address 1814 FAIRCHILD AVE

APPRAISER SECTION (Value)

2021/05/04 LMUIR

APPROVED

Appraised Prior to Correction:

CL	Land	Imp	Total
RU	178100	178420	356520

Total	178100	178420	356520
-------	--------	--------	--------

Assessed Prior to Correction:

RU	20482	20518	41000
----	-------	-------	-------

Total	20482	20518	41000
-------	-------	-------	-------

SB41	2300
------	------

Appraised After Correction:

CL	Land	Imp	Total
RU	39180	119190	158370

Total	39180	119190	158370
-------	-------	--------	--------

Assessed After Correction:

RU	4506	13707	18213
----	------	-------	-------

Total	4506	13707	18213
-------	------	-------	-------

SB41	2300
------	------

Net Change	198150-
------------	---------

Net Change	198150-
------------	---------

Net Change

Net Change	22787-
------------	--------

Total	22787-
-------	--------

SB41	
------	--

CLERK SECTION (Tax)

2021/05/04 LMUIR

ORDER PRINTED

Tax Prior to Correction:

Levy 156.51000	Gen Tax	6416.92
----------------	---------	---------

	SB41 \$	46.00
--	---------	-------

SB41 Tax Dollars	6370.92
------------------	---------

Tax After Correction:

Levy 156.51000	Gen Tax	2850.52
----------------	---------	---------

	SB41 \$	46.00
--	---------	-------

SB41 Tax Dollars	2804.52
------------------	---------

Net Change

Net Change	3566.40-
------------	----------

Net Change	3566.40-
------------	----------

TREASURER SECTION (Summary)

Net Change in Assessed Value
(no SB41 influence)

22787-

Applicable Mill Levy

156.51000

Net Change in Levied Tax Dollars

3566.40-

Net Change in SB41 Exemption

Type of Correction DECREASE

Correction Code CL CLERICAL ERROR Rate 6.00%

Tax Statement # 19278

Comments Clerical error per Appraiser

Owner LAMB0013

LAMBDA CHI BLDG INC

Net Change in Total Tax Dollars

3566.40-

By order of the Board of County Commissioners of RILEY COUNTY, Kansas.

(Per K.S.A. 1475, 1701, 1701a, and 1702)

(Date)

Approved by Commission:

Attest by County Clerk:

Attachment: image17394 (10806 : Tax Roll Corrections)



COUNTY CLERK & ELECTIONS
Personnel

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

COMMISSION AGENDA REPORT

FROM: Elizabeth Ward, Human Resource Manager

MEETING: May 6, 2021

SUBJECT: Sign Riley County Personnel Action Form(s)

PRESENTER: Elizabeth Ward, Human Resource Manager

Enclosures:

- 2021-04 M Lobsinger Mower (green) (PDF)
- 2021-04 A Stewart CSR I (green) (PDF)
- 2021-04 C Ubel (green) (PDF)

RILEY COUNTY PERSONNEL ACTION FORM

☒ Add		Fill Request Date 5-3-2021
☐ Change		Employee #

☒ New Hire	☐ Rehire	☐ Transfer	☐ Promotion	☐ Separation from
☐ Step Change	☐ Status Change	☐ Demotion	☐ Other	County Service

☒ Full Time	☐ Regular	☐ As-Needed	☐ Seasonal
☐ Part Time	☐ Grant Funded	☐ Intern	☐ Temporary

Lobsinger	Michael		
-----------	---------	--	--

Name: Last First Middle Home Phone

--	--	--	--

Address: Street City State Zip

Roadside Mower-Equip Operator	Noxious Weed	001-00041
-------------------------------	--------------	-----------

Position Title Department Fund

5/10/2021	☐	☒		☒ Yes	☐ No
-----------	--------------------------	-------------------------------------	--	---	-----------------------------

Effective Date Exempt Non-Exempt Ending Date For Temporary Is this a budgeted position?

H	3	\$17.35	☒ Hour	\$	☐ Bi-weekly	☒ 40	☐
---	---	---------	--	----	------------------------------------	--	--------------------------

Grade/Step Pay Rate Hours Per Workweek

Comments:

Approvals:

Department:

Date:

Personnel:

BOCC:

Chairman:

Member:

Member:

RILEY COUNTY PERSONNEL ACTION FORM

☒ Add		Fill Request Date	05/03/2021
☐ Change		Employee #	

☒ New Hire	☐ Rehire	☐ Transfer	☐ Promotion	☐ Separation from
☐ Step Change	☐ Status Change	☐ Demotion	☐ Other	County Service

☒ Full Time	☐ Regular	☐ As-Needed	☐ Seasonal
☐ Part Time	☐ Grant Funded	☐ Intern	☐ Temporary

Stewart	Audrey		
Name: Last	First	Middle	Home Phone

Address: Street	City	State	Zip

Customer Service Rep I	Treasurer	0001-0007
Position Title	Department	Fund

5/17/2021	☐	☒		☒ Yes	☐ No
Effective Date	Exempt	Non-Exempt	Ending Date For Temporary	Is this a budgeted position?	

F	1	\$14.69	☒ Hour	\$	☐ Bi-weekly	40	☐
Grade/Step		Pay Rate				Hours Per Workweek	

Comments: _____

Approvals: _____

Department: Shilo Heger Date: 5/3/21

Personnel: Erin Mac 5/3/21

BOCC: _____

Chairman: _____

Member: _____

Member: _____

RILEY COUNTY PERSONNEL ACTION FORM

☐ Add		Fill Request Date	04/29/2021
☒ Change		Employee #	3293

☐ New Hire	☐ Rehire	☐ Transfer	☐ Promotion	☒ Separation from
☐ Step Change	☐ Status Change	☐ Demotion	☐ Other	County Service

☒ Full Time	☐ Regular	☐ As-Needed	☐ Seasonal
☐ Part Time	☐ Grant Funded	☐ Intern	☐ Temporary

Ubel	Caleb		
------	-------	--	--

Name: Last First Middle Home Phone

--	--	--	--

Address: Street City State Zip

Facility Tech I ^{SWW}	DW	1-40-0081
---	----	-----------

Position Title Department Fund

05/07/2021	☐	☒		☒ Yes	☐ No
------------	--------------------------	-------------------------------------	--	---	-----------------------------

Effective Date Exempt Non-Exempt Ending Date For Temporary Is this a budgeted position?

H	2	\$16.77	☒ Hour	\$	☐ Bi-weekly	☒ 40	☐
---	---	---------	--	----	------------------------------------	--	--------------------------

Grade/Step Pay Rate Hours Per Workweek

Comments:

Voluntary Resignation

Approvals:

Department:

Date: 4-29-2021

Personnel:

Eric A. Wad

5/3/2021

BOCC:

Chairman:

Member:

Member:



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
May 10, 2021**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Chair](#)

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Rich Vargo, County Clerk

1. Year to date budget and expenditure reports

9:15 AM

Amanda Smeller, Planning/Special Projects Director

2. Keats Sewer District update

9:30 AM

Press Conference

10:00 AM

Amanda Smeller, Planning/Special Projects Director

3. NG911 update

10:10 AM

John Ellermann, Public Works Director/County Engineer

4. Project update

10:40 AM

Clancy Holeman, Counselor/Director of Administrative Services

5. Administrative Work Session

11:00 AM

Cheryl Collins, Museum Director

6. 2022 Riley County Historical Museum Budget Request

Attachment: 05-10-21 tentative (10452 : Tentative Agenda)

- 11:15 AM Brent Bowman**
7. Space study presentation
- 12:00 PM County Officials Luncheon**
- 1:15 PM Dalanna Nichols, Court Administrator**
8. 2022 District Court Budget Request
- 1:25 PM Patrick Gormely, Riley County Genealogical Society**
9. 2022 Riley County Genealogical Society Appropriation Request
- 1:35 PM Edward Eastes, Animal Shelter**
10. 2022 Animal Shelter Appropriation Request
- 1:45 PM David Adams, EMS/Ambulance Director**
11. 2022 EMS/Ambulance Budget Request
- 1:55 PM Julie Gibbs, Health Department Director**
12. 2022 Health Department Budget Request
- 2:10 PM Kevin Howser, IT/GIS Director**
13. 2022 IT/GIS Budget Request
- 2:15 PM Michael Boller, Noxious Weed Director**
14. 2022 Noxious Weed/HHW Budget Request
- 2:20 PM Brenda Jordan, Indigent Defense Panel**
15. 2022 Indigent Defense Panel Contract Request
- 2:30 PM Erica Christie, Three Rivers, Inc.**
16. 2022 Three Rivers Inc. 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 11, 2021 (GM).

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 13, 2021**

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

Cindy Kabriel
785-565-6200

College Avenue United Methodist Church

8:30 AM

[District 1 – John Ford, Chair](#)

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

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

Break

9:30 AM

Shilo Heger, Treasurer

3. Monthly Revenue Reports

9:45 AM

Jason Smith, Manhattan Area Chamber of Commerce

4. Economic development update

10:00 AM

Julie Gibbs, Health Department Director

5. Staff update

11:00 AM

Gary Fike, County Extension Director

6. 2022 Riley County Extension & Fair Appropriation Request

11:10 AM

Barry Wilkerson, County Attorney

7. 2022 Riley County Attorney Budget Request

Attachment: 05-13-21 tentative (10452 : Tentative Agenda)

- 1:00 PM** **Gina Scroggs, Downtown Manhattan Executive Director**
8. 2022 Downtown Manhattan Inc. Appropriation Request
- 1:10 PM** **Amy Manges, Register of Deeds**
9. 2022 Register of Deeds & Tech Fund Budget Requests
- 1:15 PM** **Clancy Holeman, Counselor/Director of Administrative Services**
10. 2022 Administrative Services/Counselor Budget Request
- 1:20 PM** **Jazmyn Gaither, Riley County Conservation District Director**
11. 2022 Riley County Conservation District Appropriation Request
- 1:25 PM** **Shelly Williams, Community Corrections Director**
12. 2022 Community Corrections Budget Request and Appropriation Request
- 1:35 PM** **Anne Smith, aTa Bus Director**
13. 2022 aTa Bus Appropriation Request
- Adjournment**

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



PLANNING & DEVELOPMENT
Staff Update

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

STAFF REPORT

FROM: Amanda Smeller

MEETING: May 6, 2021

SUBJECT: Planning & Development - Staff Update

PRESENTER: Amanda Smeller

Enclosures:

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



PLANNING & DEVELOPMENT

Date: May 4, 2021

To: Riley County Board of County Commissioners

From: Amanda Smeller, Planning & Special Projects Director

Re: Planning & Development April Staff Report

Please see the attached project update spreadsheet for more details.

April Accomplishments:

- Land Development Regulations: Staff and consultant have held several meetings concerning final edits and formatting of the document. The graphics are nearing finalization and the sub-consultant is preparing for the Abode InDesign work.
- NG911: The committee met and drafted an informational letter that will be before the BOCC on May 10 for review, to send to residents on the unnamed private road off of Johnson Road.
- Solid Waste Management: The subcommittee met to discuss a proposed battery recycling educational outreach program and the KDHE Solid Waste grant application. We are starting with stickers and flyers with specific information on battery types and recycling, as well as an informational display board and separate recycling bins at Howie's facility for each type of battery. The committee is proposing other outreach opportunities throughout the year as time and COVID permits.
- Planning/Fire/Public Works coordination meeting was held on April 27.
- The required annual review of the Solid Waste Management Plan was approved by KDHE. The next annual review is due May 15, 2022.
- Permits issued:
 - Building/floodplain development permits: 3
 - Preliminary approval environmental health permits: 8
 - Final/use environmental health permits: 6
- Held two pre-application conferences:
 - Conditional Use for Borrow pit
 - Conditional Use for Limestone quarry

Upcoming in May:

- Staff will present a Land Development Regulations project update.
- Perry Piper, Environmental Health Specialist, will present Environmental Health 101.

- The NG911 Committee will bring before the BOCC the proposed informational letter to send out to residents on roads to be renamed and renumbered. At this time, we will be sending these letters out only to the next identified road to be renamed/renumbered.
- Staff and Sam Johnson, Consulting Engineer, will provide an update on the Keats Sewer District and will request the BOCC's direction on moving forward.
- Staff will submit for a KDHE Solid Waste grant for the proposed battery recycling educational outreach program.
- Staff will present Planning & Development's 2022 proposed budget.
- The Riley County Planning Board/Board of Zoning Appeals will hold their next meeting on May 10, 2021 to review the following:
 - A Residential Use Designator – Extraneous Farmstead and the Concurrent Plat for Kraemer Addition.
 - The Final Plat of University Park Unit 13.
 - The Kansas Department of Transportation's Rezone request from "Agriculture" to "Light Industrial."
 - The Rezone request for Daniel Sharp's two tracts of land from "Agriculture" to "Single Family Residential 4" and subsequent Final Plat of Little Valley Addition Unit 3.
 - The Comprehensive Plan annual review.

Reminders:

- CDBG-CV applications are due by June 30, 2021. We are working with the state to explore other options for the remaining funds should we not receive additional application requests.

Planning and Development
Staff Update
April 28, 2021

Projects	Staff	Status	Task	Start Date	Request to Prosecute	Deadline
Long Range Planning						
Total regulation rewrite	Amanda Smeller, Bob Isaac & Steve Higgins	Public review drafts of all Articles completed. Received final edits of illustrations.	Incoraprate illustrations into document. Work with consoltant to migrate document into InDesign (software).	5/1/2016		6/30/2021
MPO Technical Advisory Committee	Amanda Smeller	Last meeting completed	Attend next meeting	1/16/2013		6/2/2021
Keats Sewer District	Amanda Smeller & Perry Piper	District formed. Draft Preliminary Engineering Report received and finalized. Public meeting conducted.	Seeking alternative funding and options.	11/1/2014		12/31/2021
Sewer agreement for County shop area	Amanda Smeller & Perry Piper	Met with City staff to discuss report and agreement. City staff analysis reveals that the sanitary system has adequate capacity for the proposed development area.	Wait on City and County Counselors to draft agreement. Investigate water options. Update BOCC on process.	2/1/2014		TBD
NG911 - Private Road Naming	Amanda Smeller & Lisa Daily	Property owners wanted Anderson Lane and committee agreed. Property owners wanted to keep their current address numbering. Committee decided to recommend changing address numbers to match the addressing GRID. BOCC did not make a motion to rename to Anderson Lane and agreed with property owners to retain the current address numbers. Committee met and decided not to rename the private road to Anderson Lane. Updated BOCC. Committee met on 1/26/21 and decided to present new commissioners with background on NG911 private road naming project. Will gather information and meet again. BOCC presentation on 2/25/21 completed. BOCC approved committee to proceed on with project and allow more notification time to property owners. Committee choose to move forward with next item on priority list, Johnson Road.	Draft new initial notification letter to property owners,	8/1/2015		5/15/2021
Develop Riley County - historic land use changes in Wildcat Creek Watershed	Steve Higgins	Information gathering from NASA complete for report. Report has been finalized. Waiting for end product.	Present report to all participating entities.	6/1/2020		9/1/2021
Regulations						
Manhattan Unified Development Ordinance	Bob Isaac & Amanda Smeller	Reviewed UDO subdivision regulations and met with City staff to discuss modifications.	Await revised draft from City.	4/11/2011		TBD
Grants						
Keats Sewer District	Amanda Smeller	Awaiting completion of Preliminary Engineering Report.	Begin application upon receipt of PER	TBD		TBD
CDBG-CV	Amanda Smeller & Lisa Daily	Grant awarded for meal program and job retention program. Applications have been received for both programs.	Waiting on applications.	7/27/2020		06/30/2021
Current Planning						
Blecha - Final Plat	Bob Isaac	BOCC approved final plat.	Roads need to be constructed to county standard and file plat. Obtain signatures from County Counselor and County Engineer.	1/4/2021		3/18/2022
KDOT - Rezoning	Bob Isaac	NOPH published	Conduct RCPB hearing	3/18/2021		5/10/2021
Kraemer - RUD & Plat	Bob Isaac	NOPH published	Conduct RCPB hearing	3/18/2021		5/10/2021
Friedrich - Replat	Bob Isaac	NOPH published	Conduct RCPB hearing	3/29/2021		5/10/2021
Sharp - Plat, Replat & Rezone	Bob Isaac	NOPH published	Conduct RCPB hearing	3/29/2021		5/10/2021
Permits						
21-0072-OSPE - Fasse	Perry Piper	Application received and entered into LAMA.		03/19/2021		
21-0076-OFLD - Mertz	Steve Higgins	Application received and entered into LAMA.		03/26/2021		TBD
Complaints						
Property Maintenance Code Violations						
Kilner - Unsafe structure	Craig Cox	Remove materials not needed from highway ROW and store needed materials per regs by March 15, 2021. March 15, 2021 site inspection Mr. Kilner completed foundation with siding, staining and back fill. Foundation in compliance. Remove materials not needed from ROW fence not complete. Mr. Kilner needs to remove materials not needed from ROW fence and remove inoperable veicles by May 4, 2021.	Monitor contempt compliance.	8/18/2016		5/4/2021
21-0025 US Bank National Association -Dangerous Structure	Steve Higgins	Notification Letter mailed	Await response from property owner.	04/27/2021		05/07/2021
Hermesch - Unsafe structure	Clancy Holeman	Counselor met with P&D staff for Property Maintenance Code application. Photos of property taken.	Counsel put property in 2018 tax case for 2014 & 2015 delinquent taxes.	11/24/2015		TBD
Zoning Violations						
Doyle - Illegal mobile home storage (Mobile Gardens) Violation #10-0050	Craig Cox	Staff conducted site visit on 6/25/18. Owner agreed to obtain repair permit, reconfigure to two bedrooms only and test septic system with report to staff.	Staff will issue permit upon verification of agreed upon alteration and verification that the septic system is functioning properly. Conduct another site visit upon notification from owner.	12/17/2010	4/17/2012	TBD
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.	Counsel to meet with staff to discuss prosecution.	4/15/2013	5/1/2014	5/4/2021
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	5/14/2021
Kilner - Unsafe structure	Craig Cox	Remove materials not needed from highway ROW and store needed materials per regs by March 15, 2021. March 15, 2021 site inspection Mr. Kilner completed foundation with siding, staining and back fill. Foundation in compliance. Remove materials not needed from ROW fence not complete. Mr. Kilner needs to remove materials not needed from ROW fence and remove inoperable veicles by May 4, 2021.	Monitor contempt compliance	8/18/2016		5/4/2021
19-0017 Engert - Illegal salvage	Craig Cox	Mr. Engert was served with summons and petition on September 19, 2019. Answer date was October 10, 2019. Failed to answer. Property eligible for 2020 tax auction. Case dismissed.	Inform new buyer of existing violations.	10/4/20218		Dismissed 1/8/2020
20-0063 - Satterlee: Inoperable vehicles and campers	Steve Higgins	Determined to be a violation. Notification letter sent. Property owner agreed to abate by 1/1/2021. Working with property owner.	Monitor progress.	09/16/2020		TBD
20-0065 Caley - City of Riley illegal fill in a floodplain	Steve Higgins	Property owner has applied for DWR permit.	Waiting on DWR to issue permit.	12/02/2020		04/26/2021
20-0077 - Scott - Illegal salvage operation in residential zoning	Steve Higgins	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.	Monitor progress.	12/08/2020		04/30/2021
20-0078 - Bullseye Property Illegal salvage	Steve Higgins	Inspection completed and sent notification letter to property owner. Property owner will get with tenant to remove vehicles. Sent notice of violation, no reponse.	Abated	12/08/2020		04/26/2021

Attachment: 5 - May Staff Update (10805 : Staff Update)

Projects	Staff	Status	Task	Start Date	Request to Prosecute	Deadline
20-0079 Miller - Illegal auto repair and salvage operation 1382 Pillsbury Dr	Steve Higgins	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.	Send request to prosecute to Deputy County Counselor.	12/08/2020		05/17/2021
20-0087 Miller - Illegal auto repair and salvage operation 1420 Pillsbury Dr	Steve Higgins	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.	Send request to prosecute to Deputy County Counselor.	12/21/2020		05/17/2021
20-0090 Fishgill LLC - Illegal auto repair and salvage operation	Steve Higgins	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 final notice.	12/22/2020		03/26/2021
L21MHP-0004 TDJ Stables	Steve Higgins, Perry Piper & Craig Cox	Renewal applications and fees received. License can't be issued until property is compliance sanitary code.	Counsel to schedule staff meeting with Mr. Jones to discuss resolution.	11/20/2020		05/26/2021
21-0018 Greg and Theresa LLC - non compliance with Excavation License	Steve Higgins	Notification letter sent to license holder. Property owner is working to abate the violation. KDHE has an open case for discharge of industrial waste at the prperty.	Await response from property owner.	04/06/2021		04/26/2021
21-0019 Britt - non compliance in flood hazard area/floodway	Steve Higgins	Notification letter sent to property owner.	Await response from property owner.	04/06/2021		04/16/2021
21-0021 Dejesus-Britt - developing and encroaching within a floodway	Steve Higgins	Notification letter sent to property owner.	Abated	4/15/2021		04/21/2021
21-0023 Nelson - Non-permitted use of a commercial business in "AG" district	Steve	Inspection completed and sent notification letter to property owner. Property owner called. Agreed to abate violation.	Monitor progress.	04/19/2021		06/01/2021
21-0024 Flores - Filling floodway without permits	Steve Higgis	Notification Letter mailed	Await response from property owner.	04/20/2021		05/04/2021
Sanitary Code Violations						
21-0004 Innes - alternative pump and alarm not working	Perry Piper	Notice of Violation sent. Property owner contracted with Brenner Excavating to do repair. Repairs completed.	Abated	01/25/2021		ABATED 3/23/2021
21-0005 Johnston - failed to apply for repair permit	Perry Piper	Notification letter sent. Property owner has obtained bids for repair and hired contractor. Repairs completed.	Abated	01/26/2021		ABATED 3/23/2021
TDJ Stables - illegal repair	Perry Piper & Craig Cox	Property owner applied for repair permit and made repairs himself and is not a licensed installer.	Counsel to schedule staff meeting with Mr. Jones to discuss resolution.	04/07/2020		05/26/2021
20-0082 Carroll - failed septic tank	Perry Piper & Craig Cox	Contacted from an installer to come review the site. Failed septic tank was discovered. Counsel has advised Environmental Health Specialist to work with new property owner. Homeowner has attorney involved, referred back to legal.	Await Counsel to send letter to property owner.	09/25/2020		05/18/2021
21-0001 Zieber - failed alternative system	Perry Piper	Notice of Violation sent. Property owner has contracted with Cat Cans to do repair.	Monitor progress.	01/06/2021		04/15/2021
21-0020 Kimball - lagoon fencing not completed	Perry Piper	Notice of Violation sent.	Await response from propert owner. Follow up inspection scheduled for 4/26/2021.	04/15/2021		04/26/2021
21-0022 Goss/Masterson - undersized lagoon	Perry Piper	Notice of Violation sent.	Await response from propert owner. Lagoon application deadline is 4/30/2021. Deadline to construct/replace lagoon is 5/30/2021.	04/14/2021		04/30/2021

Attachment: 5 - May Staff Update (10805 : Staff Update)



PLANNING & DEVELOPMENT
Grant

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

COMMISSION AGENDA REPORT

FROM: Amanda Smeller, Planning Director

MEETING: May 6, 2021

SUBJECT: Authorize staff to sign and submit a KDHE Solid Waste Grant application and sign a letter of support for the Riley County Solid Waste Management Committee's proposed battery recycling educational program.

PRESENTER: Amanda Smeller, Planning Director

BACKGROUND/DISCUSSION

The Riley County Solid Waste Management Committee proposes a battery recycling educational outreach program. This came out as a result of the 2021 Solid Waste Management Plan annual review and discussion regarding the challenge of lithium-ion battery recycling/disposal. We decided an educational program for all battery types would serve the County well as there currently isn't such a thing countywide.

KDHE Solid Waste grants can be used for this type of program. The committee would like to submit a grant application to seek assistance with the public education materials we would like to distribute to include flyers and stickers. We would also like to utilize the funds to purchase recycling bins for each type of battery to place at Howie's facility so people do not utilize one bin for all batteries, making it a challenge for workers to sort. Also as part of the program, but not under the grant, the committee would like to see an informational display board set up at Howie's and also propose future informational booths at future community events.

FISCAL IMPACT

The grant requires a 25% match from the County. As the total grant request is \$2,732.81, this equates to a match of \$683.20. This money will come from the Solid Waste fund.

RECOMMENDATION

Recommend the BOCC: 1) authorize staff to sign and submit the grant application; and 2) sign a letter of support for the project.

POSSIBLE MOTION(S)

Move to approve staff signing and submitting a KDHE Solid Waste Grant application and the BOCC signing a letter of support for the Riley County Solid Waste Management Committee's proposed battery recycling educational program.

Enclosures:

- Grant packet for BOCC (PDF)
- BOCC LOS (PDF)



Application

for

FY 2022 Small Solid Waste Grant Program

Postmark Deadline is
May 15, 2021

***Kansas Department of Health and Environment
Bureau of Waste Management
1000 SW Jackson, Suite 320
Topeka, KS 66612-1366
(785) 296-1600
(800) 282-9790 FAX (785) 559-4252***

Our Mission: To protect and improve the health and environment of all Kansans

**BUREAU OF WASTE MANAGEMENT
FY22 SOLID WASTE SMALL GRANT APPLICATION**

PRIORITY 1

APPLICATIONS MUST BE POSTMARKED BY MAY 15, 2021

Contact Person, Title : Amanda Smeller, Planning Director
Project Manager if Different: _____
Organization: Riley County
Contact Address: 110 Courthouse Plaza
City, State, Zip Manhattan, KS 66502
FEIN: 48-6023850
Phone (785) 537 _6332
E-Mail: asmeller@rileycountyks.gov
Who will sign the contract? Name Amanda Smeller **Title** Planning Director

The Solid Waste Committee must show their knowledge and support for this grant.

Short description of project including site address:

Create a battery recycling educational outreach program to benefit all Riley County community members.

Public education and outreach plan:

Sortable bins/informational display at Howie's (potentially other facilities); stickers that users can affix to their garbage cans; fliers/handouts that can either be sent to each household or included in utility bill mailers; KMAN InFocus presentations; cloth bags (work with local grocers/vendors); community outreach booths such as at the zoo or other events.

Area served by this facility: Riley County

Are there similar services in the same area? No **If so, provide name:** _____

How will the items purchased with this grant impact your program?

The overall goal is to get more people to recycle batteries rather than throw them in the trash and eventual landfill. The program objective is to educate the public on battery recycling opportunities, convey the importance of sorting batteries for processing, and the hazards of disposing of batteries in the trash.

(Please see attached sheet for additional information)

Application for FY 2022 Small Solid Waste Grant Program
Riley County

How will the items purchased with this grant impact your program?

(Continued from previous page) The costs of the program are minimal compared to the anticipated benefits. While we need to expend money for flyers, stickers, recycling bins, display boards, and canvas bags, many of the outreach methods we propose to utilize only take up time (such as information booths at community events, and speaking on KMAN InFocus). The few thousand we will spend on educational materials will save money, time, and reduce hazards down the line. Waste facility workers can spend less time sorting batteries. There will be fewer batteries in the trash which cuts down on fire hazards for household waste and the garbage truck/facility. Disposal and processing of batteries is expensive, so recycling could potentially cut down on those costs as well.

**BUREAU OF WASTE MANAGEMENT
FY22 SOLID WASTE SMALL GRANT APPLICATION**

BUDGET SUMMARY:

	Match (Minimum 25% of TOTAL)	Grant (Up to \$7,500)	TOTAL
Salaries (match only)		XXXXXXXXXXXXXXXXXXXXXXXXXXXX	
Travel		XXXXXXXXXXXXXXXXXXXXXXXXXXXX	
Supplies	\$683.20	\$2,049.61	\$2,732.81
Capital Equipment			
Professional Services		XXXXXXXXXXXXXXXXXXXXXXXXXXXX	
Other			
TOTAL	\$683.20	\$2,049.61	\$2,732.81

SALARY DETAIL: (MATCH ONLY)

Hours _____ Activity _____ Hourly rate (average) \$ _____

TRAVEL DETAIL: (MATCH ONLY)

Destination _____ Purpose _____ # Miles _____ Cost/Mile \$ _____

SUPPLIES DETAIL: (Public education materials, items and equipment with a lifespan of less than one year or a cost of less than \$500.00)

Item Recycle bins cost \$ 200.00

Item Flyers cost \$ \$779.30

Item Stickers cost \$ \$1,753.51

Item _____ cost \$ _____

CAPITAL EQUIPMENT DETAIL: (Items exceeding \$2,000 each)

Item _____ cost \$ _____

Item _____ cost \$ _____

PROFESSIONAL SERVICES DETAIL: (Professional and contractor's fees—MATCH ONLY)

Name _____ Activity _____ Cost \$ _____

Name _____ Activity _____ Cost \$ _____

OTHER DETAIL:

Item _____ cost \$ _____

Item _____ cost \$ _____

Item _____ cost \$ _____

Item _____ cost \$ _____

Attachment: Grant packet for BOCC (10780 : KDHE Solid Waste Grant application)

**BUREAU OF WASTE MANAGEMENT
FY22 SOLID WASTE SMALL GRANT APPLICATION**

CERTIFICATION:

The undersigned is an official authorized to represent the applicant.

The person signing this document must have the authority to contractually bind the applicant or be the designated fiscal agent. For local governments, this is generally the mayor or the chairman of the county commission.

I certify that all proposed activities will be carried out; that all grant money received will be utilized solely for the purposes for which it is intended; that records documenting the planning process and implementation will be maintained and submitted when requested, and KDHE is hereby granted access to inspect project sites and/or records.

Print Name of Authorized Representative

Title

Signature of Authorized Representative

Date

Attachment: Grant packet for BOCC (10780 : KDHE Solid Waste Grant application)

**BUREAU OF WASTE MANAGEMENT
FY22 SOLID WASTE SMALL GRANT APPLICATION**

COUNTY SOLID WASTE MANAGEMENT PLANNING COMMITTEE SUPPORT FORM

A Solid Waste Grant Application cannot conflict with a KDHE approved county or regional solid waste management plan (as mandated by K.S.A. 65-3405). Grant funds to any entity within the jurisdiction of such county or regional authority shall be withheld if a county or regional authority fails to comply with K.S.A. 65-3405

The applicant must have the following form completed by the chairman of the county's Solid Waste Management Planning Committee or the county commission. The completed form must be received by KDHE by June 1, 2021.

COUNTY SOLID WASTE MANAGEMENT PLANNING COMMITTEE SUPPORT FORM (print or type)	
_____, Chairman of _____ (name) (Solid Waste Planning Committee or County Commission) for _____ County makes the following determination regarding the application (county of proposed project) for _____ _____ (please give a brief description of the proposed project) Date _____	
Is the county or regional solid waste management plan up-to-date? ☐ Yes ☐ No Date of last review/update _____ Not sure? Call KDHE-BWM Jeff Walker 785-291-3764 or email at Jeff.Walker@ks.gov .	
I certify the project described in this Solid Waste Grant Application is consistent with the Solid Waste Management Plan. _____ Chairman Solid Waste Planning Committee	

Attachment: Grant packet for BOCC (10780 : KDHE Solid Waste Grant application)

**BUREAU OF WASTE MANAGEMENT
FY22 SOLID WASTE SMALL GRANT APPLICATION**

STOP!

**YOU MUST REVIEW THE FOLLOWING ITEMS, INITIAL EACH
AND SUBMIT THIS PAGE WITH GRANT APPLICATIONS NOT
GREATER THAN \$7,500.00.**

Initials	
AS	The requested grant amount is not greater than \$7,500
AS	I read the Grant Guide and followed the application guidelines.
AS	I enclosed the signed Solid Waste Management Planning Committee form*.
AS	I determined the Solid Waste Plan for my county/region is current.
AS	I attached price quotes for every item costing \$2,000 or more.
AS	I detailed a public education/outreach plan.
AS	I submitted a detailed budget.
AS	I included letters of support or government resolutions.
	The application is signed by the authorized representative.
	*If not attached, must be received by June 1, 2021

Date

Applicant Signature

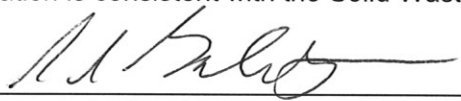
Attachment: Grant packet for BOCC (10780 : KDHE Solid Waste Grant application)

**BUREAU OF WASTE MANAGEMENT
FY22 SOLID WASTE SMALL GRANT APPLICATION**

COUNTY SOLID WASTE MANAGEMENT PLANNING COMMITTEE SUPPORT FORM

A Solid Waste Grant Application cannot conflict with a KDHE approved county or regional solid waste management plan (as mandated by K.S.A. 65-3405). Grant funds to any entity within the jurisdiction of such county or regional authority shall be withheld if a county or regional authority fails to comply with K.S.A. 65-3405

The applicant must have the following form completed by the chairman of the county's Solid Waste Management Planning Committee or the county commission. The completed form must be received by KDHE by June 1, 2021.

COUNTY SOLID WASTE MANAGEMENT PLANNING COMMITTEE SUPPORT FORM (print or type)	
<u>Steve Galitzer</u> (name)	, Chairman of <u>Solid waste management Committee</u> (Solid Waste Planning Committee or County Commission)
for <u>Riley</u> (county or proposed project)	County makes the following determination regarding the application
for <u>educational outreach program for battery disposal/recycling.</u> (please give a brief description of the proposed project)	
Date <u>4/27/2021</u>	
Is the county or regional solid waste management plan up-to-date? ☒ Yes ☐ No	
Date of last review/update <u>April 2021</u>	
Not sure? Call KDHE-BWM Jeff Walker 785-291-3764 or email at Jeff.Walker@ks.gov .	
I certify the project described in this Solid Waste Grant Application is consistent with the Solid Waste Management Plan.	
 _____ Chairman Solid Waste Planning Committee	

Attachment: Grant packet for BOCC (10780 : KDHE Solid Waste Grant application)

Solid Waste Management Committee
 Battery Recycling Educational Program
 Budget

Stickers & Flyers:

	Vistaprint		
Company Name			
Size	Stickers – 6 x 4	Flyers – standard 8.5 x 11	
Shape	Stickers – rectangle	Flyers – vertical	
Type	Stickers – roll	Flyers – separate sheets	
Paper Weight	Flyers – Premium		
Paper Stock	Flyers – Matte		
Material	Stickers – Vinyl		
Coating	Stickers – Gloss		
Quantity	Stickers – 10,000	Flyers – 10,000	
Price	Stickers - \$1,753.51	Flyers - \$779.30	Total: \$2,532.81
Shipping	Standard, Priority, and Express based off price of order		

Recycling bins:

Company Name	Howie's Enterprises		
Size			
Quantity	Eight (8)		
Price	\$25/each	Total: \$200	

Total: \$2,732.81
 25% match required: \$683.20
 Match will come from Riley County Solid Waste Fund



April 29th, 2021

Dear KDHE Grant Selection Committee,

Hamm Companies would like to strongly recommend Amanda Smeller, Gary Rosewicz and the Riley County Team for a Lithium Ion Battery (LIB) Educational Grant. We have been assisting Riley County with waste disposal for 30 years and have found them to be a state-wide leader for safety and best practices programs. With the growing use and safety concerns of LIB further demonstrates the need to educate the community on the safe handling, storage and disposal of these types of energy packages continues to increase.

Thank you for this opportunity to voice our support,

Corey N. Coffelt

Hamm Waste Services

Hamm Companies • 832 Pennsylvania St. • Lawrence, KS 66044

Office: 785.597.5111 • Cell: 785.250.7616

Corey.Coffelt@nrHamm.com • nrHamm.com

Attachment: Grant packet for BOCC (10780 : KDHE Solid Waste Grant application)



HOWIE'S

RECYCLING • TRASH • ROLL-OFF

howies.com • 785-776-8352

April 30, 2021

Kansas Department of Health & Environment
Bureau of Waste Management
1000 SW Jackson, Suite 320
Topeka, KS 66612-1366

Re: Riley County Solid Waste Management Committee proposed battery disposal educational outreach program – KDHE Solid Waste Grant application

To Whom It May Concern:

I am writing in support of the Riley County Solid Waste Management Committee's proposed battery disposal educational outreach program and the subsequent small grant application the County intends to file with KDHE. I currently serve as a member of the Solid Waste Management Committee, as well as own Howie's Enterprises, a recycling and trash disposal service company within Manhattan, Kansas, that serves all people within Riley County as well as neighboring counties.

Many people are not aware that some batteries, particularly lithium-ion batteries found in products such as e-cigarettes and vape pens, are flammable and pose a fire hazard to both their household waste as well as the garbage trucks and transfer station. People aren't aware that batteries can be recycled. At Howie's, we have a single bin where people can drop their batteries off for recycling. My workers must spend extra time sorting the batteries as there are different processing procedures for each type.

People need to understand there are different types of batteries used in their everyday products. Each type of battery has a process it needs to follow to be recycled. It is essential that the batteries are sorted to ensure proper processing and that they can be recycled, rather than put into a landfill. We propose part of the grant funding to go towards creating a battery recycling display that I could put in my facility. The boards would clearly differentiate between types of batteries and stress the importance of separating them for processing. I would like to provide a bin for each type of battery, just like I do for plastics, cardboard, and other recyclables. Grant funds will also be used for flyers that we can include with customer utility bills, and stickers for people to place on their waste bins. The stickers would serve as a reminder about battery recycling and to help keep batteries out of the landfill with proper sorting and recycling.

The committee has also proposed partnering with local grocery stores to provide canvas bags to patrons with our message. In the past, we've set up informational booths at community events and will look into the possibility of this option again, in light of COVID. County staff can utilize the local radio station, KMAN, to educate the public during their InFocus radio program.

Attachment: Grant packet for BOCC (10780 : KDHE Solid Waste Grant application)

Howie's is committed to serving as a partner for this proposed project and providing informational materials to the public as we can. Please let us know if you have any questions related to our role and level of support for this program. Thank you.

Sincerely,

A handwritten signature in black ink, appearing to read 'G. Wilson', written in a cursive style.

Greg Wilson
Howie's Enterprises



BOARD OF COMMISSIONERS

10.b

115 N. 4th Street, 1st Floor
Manhattan, Kansas 6650
Phone: 785-565-684
Fax: 785-565-684
E-mail: boccc@rileycountyks.go

May 6, 2021

Kansas Department of Health & Environment
Bureau of Waste Management
1000 SW Jackson, Suite 320
Topeka, KS 66612-1366

To Whom It May Concern:

Riley County is in full support of a countywide battery recycling educational outreach program that the Solid Waste Management Committee proposes as well as the Solid Waste grant application the County will submit on the committee's behalf.

While there are opportunities for battery recycling within the County, it seems many people are unaware of these resources and what they can or should do with their used batteries. Most wind up throwing them in the trash which creates a fire hazard and can be costly to properly dispose of at the waste facility.

There is currently no countywide educational program for battery recycling in Riley County. Though the impetus for the program is lithium-ion batteries, the program will include recycling information for all types of batteries. The program will utilize multiple methods to disseminate a targeted message on battery recycling to include flyers and stickers, as well as canvas bags in the future. The committee intends to set up informational booths at community events, COVID permitting, and utilize the KMAN InFocus radio program to reach a wider audience. A display board and separate recycling bins are proposed for Howie's facility in the County.

This project will serve all residents of Riley County and the grant funds will be used to directly help support this program. We are excited for this opportunity. Please let us know if we can answer any questions. Thank you.

Sincerely,

John Ford, Chairman

Greg McKinley, Commissioner

Kathryn Focke, Commissioner

Attachment: BOCC LOS (10780 : KDHE Solid Waste Grant application)



NOXIOUS WEED/HHW
Staff Update

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

STAFF REPORT

FROM: Director Noxious Weed Department Michael Boller

MEETING: May 6, 2021

SUBJECT: Noxious Weed Staff Update (May)

PRESENTER: Director Noxious Weed Department Michael Boller

Enclosures:

- 5-6-21 Staff Report (DOC)

Riley County Noxious Weed/HHW Department

Michael Boller, Director

May 6, 2021

Staff Report

Noxious Weed/Mowing:

- Spring spraying began in March 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.
- There will be no chemical mowing on asphalt roads this year. This was a practice that allowed us to begin mowing later in the year. This was not done last year and will again suspend the practice again this year as it is not needed. This will also allow some thin spots to grow in as well.
- Solid spraying has begun and should be completed next couple weeks on the lower 1/3 portion of county roads. Spot spraying of musk thistle and field bindweed will begin early summer.
- Township contracts will begin mid-May. Currently, we have three township contracts that have been signed and returned.
- Spring seeding projects on county right-of-way began in mid-March and is 60% completed. This will be completed beginning of May.
- County roadside mowing will begin mid-May. This is ahead of schedule but needed due to large moisture content and rapid growth of roadside vegetation.
- Musk Thistle, a noxious weed in Kansas, is at the stage of growth where it needs to be sprayed in order to get optimum control. Riley County has cost-share chemical for sale to landowners for treatment of noxious weeds in the county and sprayers that can be rented. Contact our office at 785-539-3202 for assistance.
- Chemical sales have been steady and we do still offer drive up window service but our office is open to the public to handle cost share chemical and sprayer rental.
- Operator position has been filled and we are excited to have Michael Lobsigner join the Noxious Weed Department May 10th.

HHW:

- HHW collection at Howie's Recycling will be this Saturday May 8th from 8AM-12PM. Please no business waste.
- 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.
- Multiple counties in the Big Lakes Region needed clean outs at the end of April and we are now processing that material.
- I applied for a HHW Grant through KDHE on behalf of the Big Lakes Region and just received notice this month that we were awarded that grant at the amount of

\$13,980.00 which will be used to purchase a new trailer. The remaining amount of the cost of the trailer will be paid by Big Lakes Region.

- KDHE Jeff Walker and I meet with the North Central KS Planning Commission in Beloit KS reference the expanding need for HHW collection and options that are available to commissioners and communities in this region of the state.



NOXIOUS WEED/HHW
Bid

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

COMMISSION AGENDA REPORT

FROM: Director Noxious Weed Department Michael Boller

MEETING: May 6, 2021

SUBJECT: 2021 Bid Summary / Bid Recommendation

PRESENTER: Director Noxious Weed Department Michael Boller

BACKGROUND

Bid recommendation for herbicide for cost share 2021

FISCAL IMPACT

Budgeted item for the cost share for chemical purchase for the treatment of noxious weeds.

RECOMMENDATION(S)

Recommend approval of bid recommendations for the purchase of cost share chemical.

POSSIBLE MOTION(S)

Move to approve

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- 2021 Herbicide Bid Recommendation (DOCX)
- 2021 Bid Summary (DOC)

Herbicide Bid Recommendation

Van Diest Supply Company

630 W. Lindsborg Street

Lindsborg, KS 67456

- Item #2) 2,4 D Ester – 180 gallons @ \$13.23/Gal = \$2395.92

Total Bid = \$2395.92

Berne and Devlin Nutrien Ag Solutions

2375 Shout Iron Ct

Castle Rock, Co 80109

- Item # 1) 2,4 D Amine – 180 gallons @ \$8.99 / Gal = \$1618.20
- Item # 3) Glyphosate -- 180 gallons @ \$12.49 / Gal=\$2248.20

Total Bid = \$3866.40

Total of all bid recommendations = \$6,262.32

Riley County Weed Department

HERBICIDE BID SUMMARY

Bidder	2,4 D Amine (1)	2,4-D LV Ester (2)	Glyphosate (3)			
Van Diest Lindsborg, KS	\$9.70	\$13.23	\$12.74			
Berne Devlin Nutrien Solutions Castle Rock, CO	\$8.99	\$18.00	\$12.49			
SiteOne Cleveland, OH	\$13.83	\$77.33	\$14.52			

Attachment: 2021 Bid Summary (10808 : 2021 Herbicide Bid Recommendation)

Attachment: 2021 Bid Summary (10808 : 2021 Herbicide Bid Recommendation)



COUNTY APPRAISER'S OFFICE
Staff Update

Greg McHenry
 County Appraiser
 110 Courthouse Plaza
 Manhattan, KS 66502
 Phone: 785-537-6310

STAFF REPORT

FROM: Greg McHenry, County Appraiser
MEETING: May 6, 2021
SUBJECT: Appraiser's Office Report
PRESENTER: Greg McHenry, County Appraiser

APPRAISER'S OFFICE REPORT
BOCC

March 6th, 2021

APPRAISER'S OFFICE OVERVIEW:

- We certified the 2021 real estate values to the Clerk's Office on April 29th. That completed our 2021 real estate valuation cycle. This year's appraised valuation county-wide totaled \$8,325,006,890. Exempt property valuation totaled over \$3.5 billion, approximately 43% of the total valuation county-wide.
- We had 245 informal real estate appeals this spring. Of those, 173 were residential, 57 commercial, 7 vacant land, 6, farm homes and 2 agriculture land parcels.
- The 2021 personal property Change of Valuation Notices (CVNs) were mailed April 30th for the approximately 3,600 personal property accounts we currently have.
- Our annual agricultural use land surveys will be mailed May 14th.

- The 2021 personal property Change of Valuation Notices (CVNs) were mailed April 30th for the approximately 3,600 personal property accounts we currently have.
- Two appraisal courses were held here in April with students coming from across the state. We'll be hosting another class in late June & a class in August as well. Hosting them here saves costs & time for our appraisers needing continuing education.
- We've had 393 real estate sales in 2021 through April 30th, with 327 of those being home sales. The median sale price for homes was \$172,500. The average sale price was \$206,388. In addition there have been 64 building permits in 2021 through April 30th.
- We have several Board of Tax Appeals (BOTA) cases currently docketed for trial. Pending cases include: Central National Bank (2019,2020), Emig (2019), Genesis (2020), Home Depot (2020), HyVee (2020), IHOP (2019), Leonardville Nursing Home (2019,2020), Icon (2020, 3 parcels), Little Apple Honda/Toyota (2020), Manhattan Marketplace (2020), Parkwood Hotel (2020, 2021), Target (2020, 2021), Walgreens (Anderson Ave, 2020, 2021), Walgreens (Bluemont Ave, (2020, 2021), Westloop (2020).

Enclosures:



PLANNING & DEVELOPMENT
Presentation

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

COMMISSION AGENDA REPORT

FROM: Amanda Smeller, Planning Director & Perry Piper, Environmental Health Specialist

MEETING: May 6, 2021

SUBJECT: Environmental Health presentation

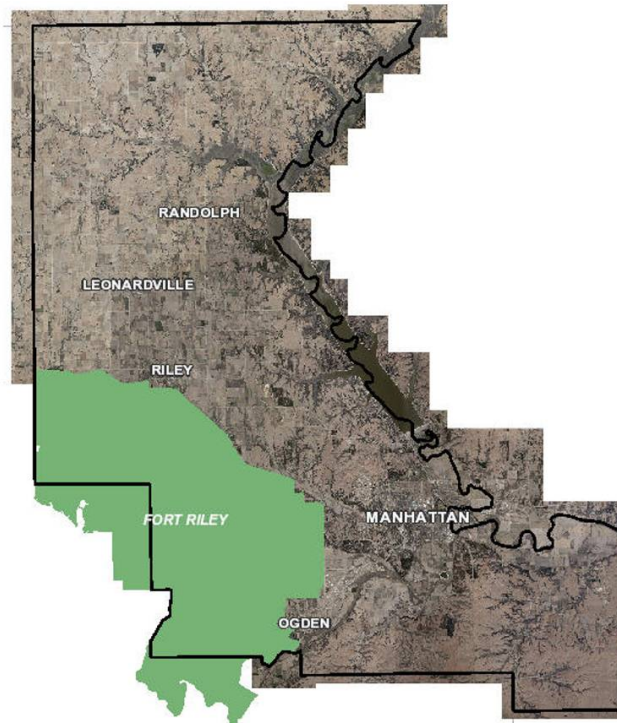
PRESENTER: Perry Piper, Environmental Health Specialist

Please see attached presentation.

Enclosures:

- Environmental Health Overview (PPTX)

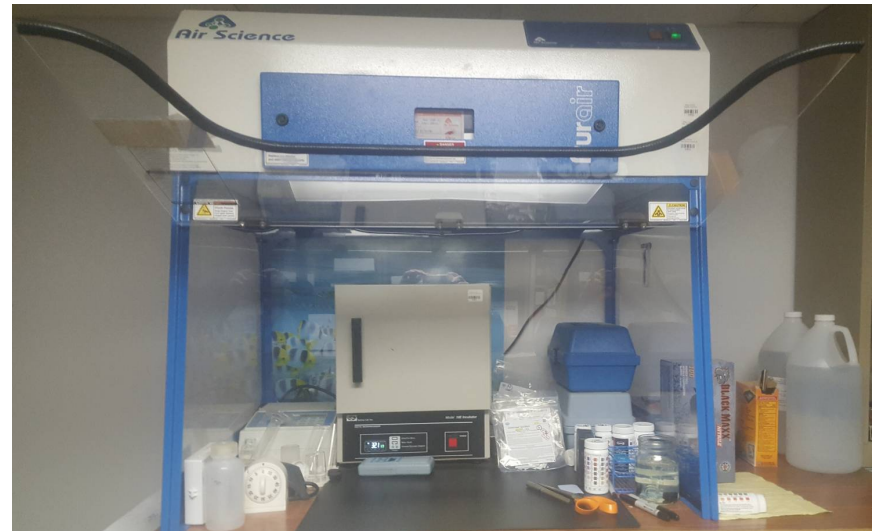
Riley County Environmental Health Overview



What all does an Environmental Health Specialist - REHS/RS do?



Well Permitting: Inspections & Water Testing



Soil Profile Tests



Wastewater Permits



Standard: Rock & Pipe or Chambers



Alternative Wastewater Disposal Systems



Waste Stabilization Ponds



Environmental Systems Evaluations (Home Loan Inspections)



Monitor Septic Tank Pump Reports

Riley County Septage Pumping Report

Telephone: 785-537-6332, ext. 7505, Fax 785-537-6331

All septic tanks in Riley County must be **completely pumped** and inspected at a minimum of every **5 years**. Any "No" checked box requires the comment box to be completed and may be indicative of a failed septic tank and/or lateral field (excluding tanks prior to filter requirement). A "Repair Permit" will be required. Submit the completed inspection report to the Riley County Environmental Health **within 10 days**.

Septic System Owner: Ross McDonald

Address: 5117 Vista Acres Phone: 527-0904

Date Pumped: 4/15/21 Septic Tank Capacity: 1500 (gallons) Depth: 1105 (feet)

Location of the Septic Tank: Behind House 1105 at grade

Evaluation of System	Yes	No	Comments
Access lids are intact and water tight.	☒	☐	
Inflow tee and baffle are securely in place.	☒	☐	
Outflow tee and baffle are securely in place.	☒	☐	
Interior walls, floor, and top are free from cracks or damage.	☒	☐	
Liquid level in the septic tank prior to pumping is normal.	☒	☐	
Water from lateral field does not flow back into septic tank after pumping.	☒	☐	
Filter serviced (only if present on the system)	☒	☐	
Laundry, sinks, tubs and showers are connected to the septic tank.	☒	☐	

Pumped by: Purple Prosody

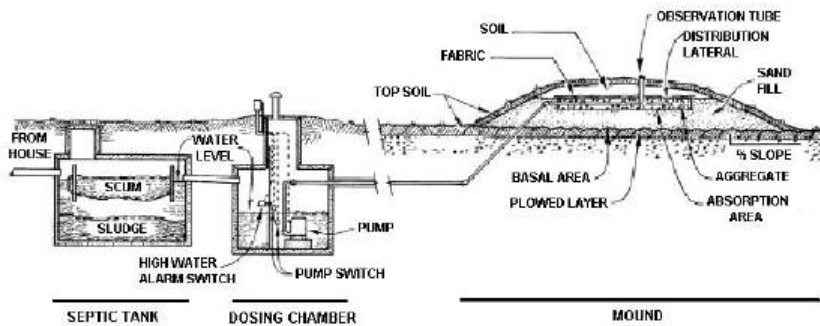
I affirm that conditions noted are accurate based on a visual observation made at the time of service. No warranty as to the continued serviceability of the septic system or laterals is expressed or implied.

Signature of Pumper: Deirdre Ross Date: 4/15/21

Disposal Site: Web Co. Date: 4/15/21 Time: 3:41



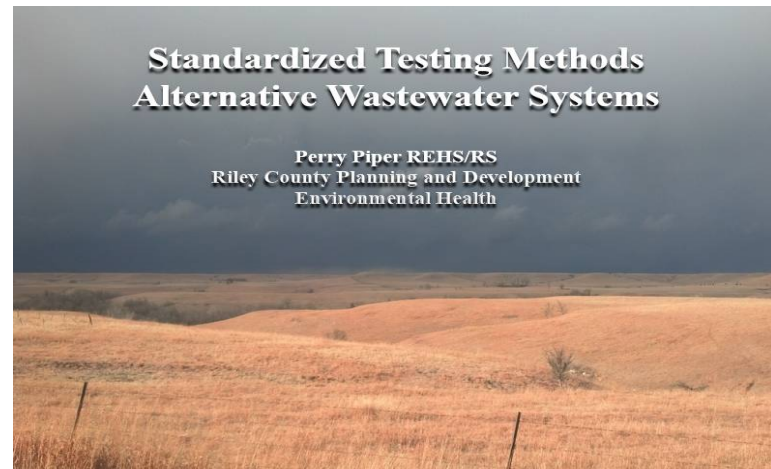
Active Alternative Wastewater System Inspections (Note: Some Require 2-people)



Installer Training and Testing / Licensing

Welcome to the Riley County Sanitarian Installer
Training and Regulation Class.

Perry Piper, REHS/RS



School Inspections



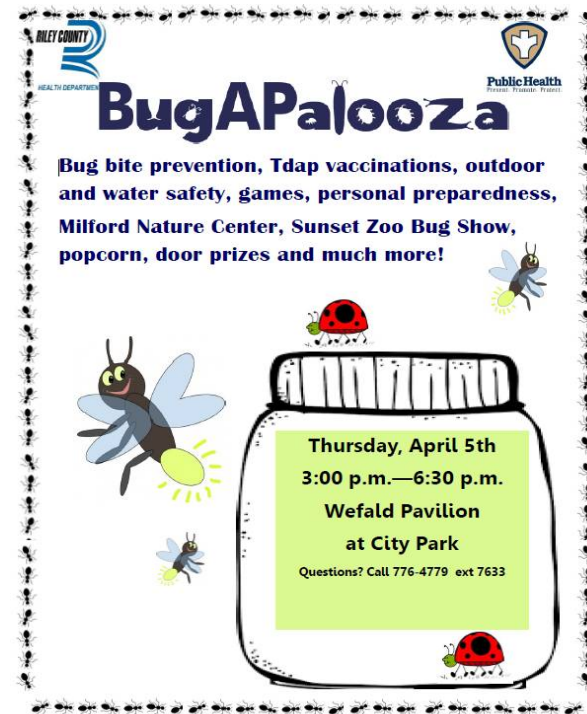
Daycare Inspections (Well & Septic)



Enforce Kennel Resolution / Annual License



Public Education: Earth Day/ BugAPalooza



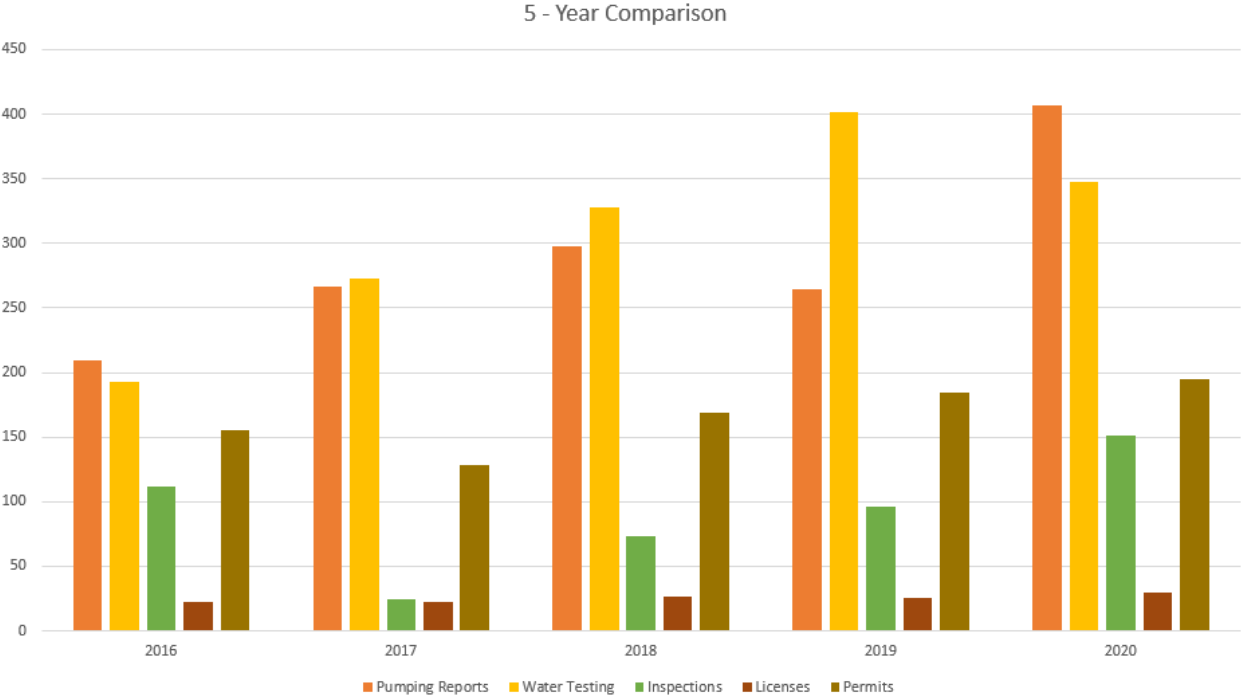
Public Health Complaints – County /City



Natural Disasters with Health Department



Five Year Trend



Other Duties as Assigned

- Mobile Home Park Licensing
- Sewer Benefit Districts
- Solid Waste Management Committee
- Maintaining CEU's for REHS/RS Credentials through Conferences / Training
- Noise Survey Studies / Lagoon / Building– Riley County Firing Range
- Lighting Survey Studies – Zoning Regulations
- Remediation / Environmental Questions
- Radon & Radon Mitigation Questions
- Food Establishment Complaints/Remodel/New Construction Questions

Questions?





COUNTY CLERK & ELECTIONS
Budget

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

MEMORANDUM

FROM: Tami Robison, Budget & Finance Officer

MEETING: May 6, 2021

SUBJECT: Monthly Cash Flow Reports for April 2021

PRESENTER: Tami Robison, Budget & Finance Officer

Cash Flow Reports for the Capital Improvement Fund, County Building Fund, Economic Development Fund and Road & Bridge 1/2 Cent Sales Tax Fund.

Enclosures:

- cash flow reports2 2021 (PDF)

2021 Riley County CIP Cash Flow Analysis

% of Year: 33.33%

Month	Revenue	Transfers In	Reimbursements	Total Revenue	Expenditures	Encumbrances	Jan/Feb/Mar A/P	Total Expenditures
Jan	2,588	3,716,027		3,718,615	186,717			186,717
Feb	200			200	198,094			198,094
Mar	181			181	42,008			42,008
Apr	14,043			14,043	44,782			44,782
May				-				-
Jun				-				-
Jul				-				-
Aug				-				-
Sep				-				-
Oct				-				-
Nov				-				-
Dec				-				-
Totals	\$17,013	\$3,716,027	\$0	\$3,733,040	\$471,600	\$0	\$0	\$471,600

Cash Reconciliation	
2021 Beginning Unencumbered Cash	\$5,633,113
2021 Revenue	\$3,733,040
Less 2021 Expenditures/Encumbrances	\$471,600
2021 Ending Unencumbered Cash	\$8,894,553
Less Remaining Approved Projects	\$3,314,859
Less Reserves	\$1,719,784
2021 Unreserved Cash	\$3,859,910

Reserved Funds:	
CIP Reserve	\$500,000
Fair Reserve	\$83,843
Radio Int Reserve	\$105,918
FFE Reserve	\$438,911
Hardware Refresh	\$591,112
Total Reserves	\$1,719,784

Riley County 2021 Budget Authority Summary		
2021 Budgeted Expenditures	\$9,070,167	% Budget Expended
Expenditures to Date	\$471,600	
2021 Remaining Budget Authority	\$8,598,567	
Riley County 2021 Budgeted Revenue		
2021 Budgeted Revenue	\$3,857,265	% Budgeted Revenue
Revenue to Date	\$3,733,040	

Attachment: cash flow reports2 2021 (10801 : Monthly Cash Flow Reports)

2021 CIP Detailed Expenditures per Project and per Dept

Project #	Project Code	Projects	Approved Project Estimate	Prior Year Expenditures	2021 Actual Expenditures/ Encumbrances/ Reserve	Remaining Project Estimate	Completed Projects (Over) Under Approved Estimate
PUBLIC WORKS:							
13-13PW005		Design cost for 2 culverts	35,000	16,100		18,900	
16-16PK003	71	Parking lot for CICO Playground	18,000	7,078		10,922	
18-18PK003		Playground Equipment at CICO Park + (PK trx-\$75,000)	225,000	0		225,000	
18-18PW012	27	Fairgrounds ADA Walkway	170,000	104,648		65,352	
19-19PW008		1 1/2T Truck w/Utility Bed	100,000	46,725		53,275	
19-19PW014		Winkler Bridge Deck-FFE	250,000	0		250,000	
19-19LEC004	98	RCPD Firing Range	2,150,000	2,147,270	2,420	310	
20-20PW003		Tandem Axle Truck w/Plow & Spreader	200,000	0		200,000	
20-20PW004		1 Ton Truck w/Utility Bed	55,000	0		55,000	
20-20PW005		Equipment Storage Shed Leonardville	35,000	0	31,631	3,369	
20-20PW006		AWS Telehandler w/Attachments	120,000	0	119,000	1,000	
20-20PW007		Forklift	60,000	0		60,000	
20-20PW008		3/4T 4x4 Ext. Cab Pickup	33,000	0		33,000	
20-20PW009		Power Broom	45,000	0	40,000	5,000	
20-20PW010	509	Welsh Road Asphalt Overlay	243,641	233,509		10,131	
20-20LEC001		Replace 1 Roof Top HVAC Unit	15,000	14,500		500	
20-20LEC002		Replace Air Regulators on 1/2 Jail Doors	30,000	0		30,000	
20-20LEC003		Rewire Elevator Safety Systems	40,000	0		40,000	
20-20PK004		CICO Parking Lot Engineering	10,000	0		10,000	
20-20PK005		Wildcat Park Bridge Replacement	100,000	0		100,000	
20-20PK006		Ogden Park Restroom Phase Two (trx from PW 2021)	3,750	0		3,750	
21-21LEC001		Replace 2 Roof Top HVAC Units	32,000	0		32,000	
21-21PK001		3/4T 4x4 Ext. Cab Pickup	40,000	0		40,000	
21-21PK002		72" Zero Turn Mower	20,000	0		20,000	
21-21PK003		1/2T Pickup	30,000	0		30,000	
21-21PK004		72" Mower w/Accessories	31,000	0		31,000	
21-21PW001		Tandem Axle Truck w/Plow & Spreader	205,000	0		205,000	
21-21PW002		Semi Truck	85,000	0		85,000	
21-21PW003		Pneumatic Roller	125,000	0		125,000	
21-21PW004		Low Boy Trailer	150,000	0		150,000	
PUBLIC WORKS TOTAL			4,656,391	2,569,830	193,052	1,893,509	-
EMERGENCY MEDICAL SERVICE							
13-13AM001	302	Design of the EMS Facility Enhancement	100,000	25,770		74,230	
20-20AM002	302	800 Mhz Radios	195,226	176,100		19,126	
20-20AM003	302	EMS Facility Engineering Design Cost	50,000	0		50,000	
20-20AM004	302	Zoll "X" Series Cardiac Monitor	40,000	0	35,941	4,059	
21-21AM001	302	Ambulance Replacement	270,000	0		270,000	
21-21AM002	302	LUCAS CPR Device	14,000	0		14,000	
EMS TOTAL			669,226	201,870	35,941	431,414	-
ATTORNEY							
19-19AT001	760	Odyssey Software System	280,000	187,412		92,588	
ATTORNEY TOTAL			280,000	187,412	0.00	92,588	-
BOCC							
21-21BOCC001		Repair Boiler in Courthouse Plaza East	40,000	0		40,000	
ATTORNEY TOTAL			40,000	0	0.00	40,000	-
PLANNING & DEVELOPMENT							
18-18PD001		MOU-Flood Modeling/Training/Research/Software	62,500	39,857		22,643	
21-21PD001		Truck Replacement	30,000	0	28,933	1,067	
PLANNING & DEVELOPMENT TOTAL			92,500	39,857	28,933	23,710	-
NOXIOUS WEED							
20-20NW001		1 1/2T 4x4 Spray Truck	40,000	0		40,000	
NOXIOUS WEED TOTAL			40,000	0	0.00	40,000.00	-
EMERGENCY MANAGEMENT							
16-16EM002		Standby/Backup Generator Pottorf Hall	40,000	0		40,000	
20-20EM003		River Gauges	2,985	0	3,045	0	-60
20-20EM004		1/2 SUV 4x4	20,000	0	14,259	5,741	
20-20EM005		Bi-directional amplifiers (radio project)	35,000	8,982	9,978	16,039	
21-21EM001		Mobile Command Post Upgrade/Equip Refresh	125,000	0		125,000	
21-21EM002		EM Storage Building	125,000	0		125,000	
EMERGENCY MANAGEMENT TOTAL			347,985	8,982	27,282.15	311,780	-

Attachment: cash flow reports2 2021 (10801 : Monthly Cash Flow Reports)

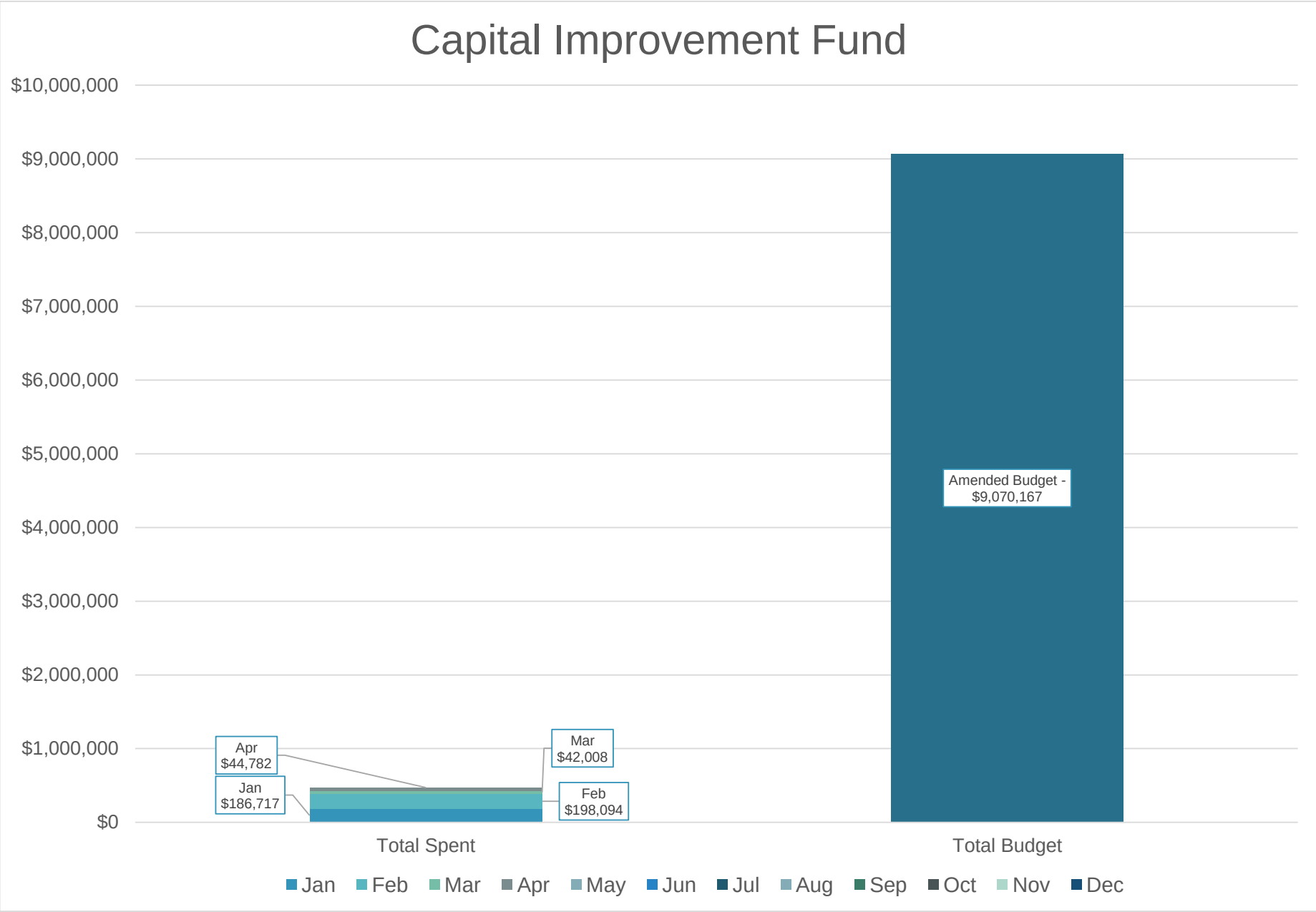
Project #	Project Code	Projects	Approved Project Estimate	Prior Year Expenditures	2021 Actual Expenditures/ Encumbrances/ Reserve	Remaining Project Estimate	Completed Projects (Over) Under Approved Estimate
OTHER							
13-13PW009		Motor Grader (Lease Purchase through 2023)	1,000,605	440,484		560,121	
18-18EM003	21	Hardware Refresh Reserve (through 2025)	1,182,221	591,112		591,109	
Lease pmt to 2033	21	Radio Infrastructure Project Lease (15 yr term through 2033)	6,401,938	853,592		5,548,346	
B&I Trx to 2025		2010-B G.O. Bond payment (15 yr term through 2025)	2,849,815	1,921,954	186,392	741,469	
OTHER TOTAL			11,434,579	3,807,142	186,392.00	7,441,046	-
TOTAL			17,560,681	6,815,093	471,600	10,274,048	-

Remaining Approved Projects less lease/debt payments/hardware refresh
(not included as these payments are subject to approval with annual budget)

3,314,859

Completed Projects

Attachment: cash flow reports2 2021 (10801 : Monthly Cash Flow Reports)



Attachment: cash flow reports2 2021 (10801 : Monthly Cash Flow Reports)

2021 Riley County Building Cash Flow Analysis

% of Year: 33.33%

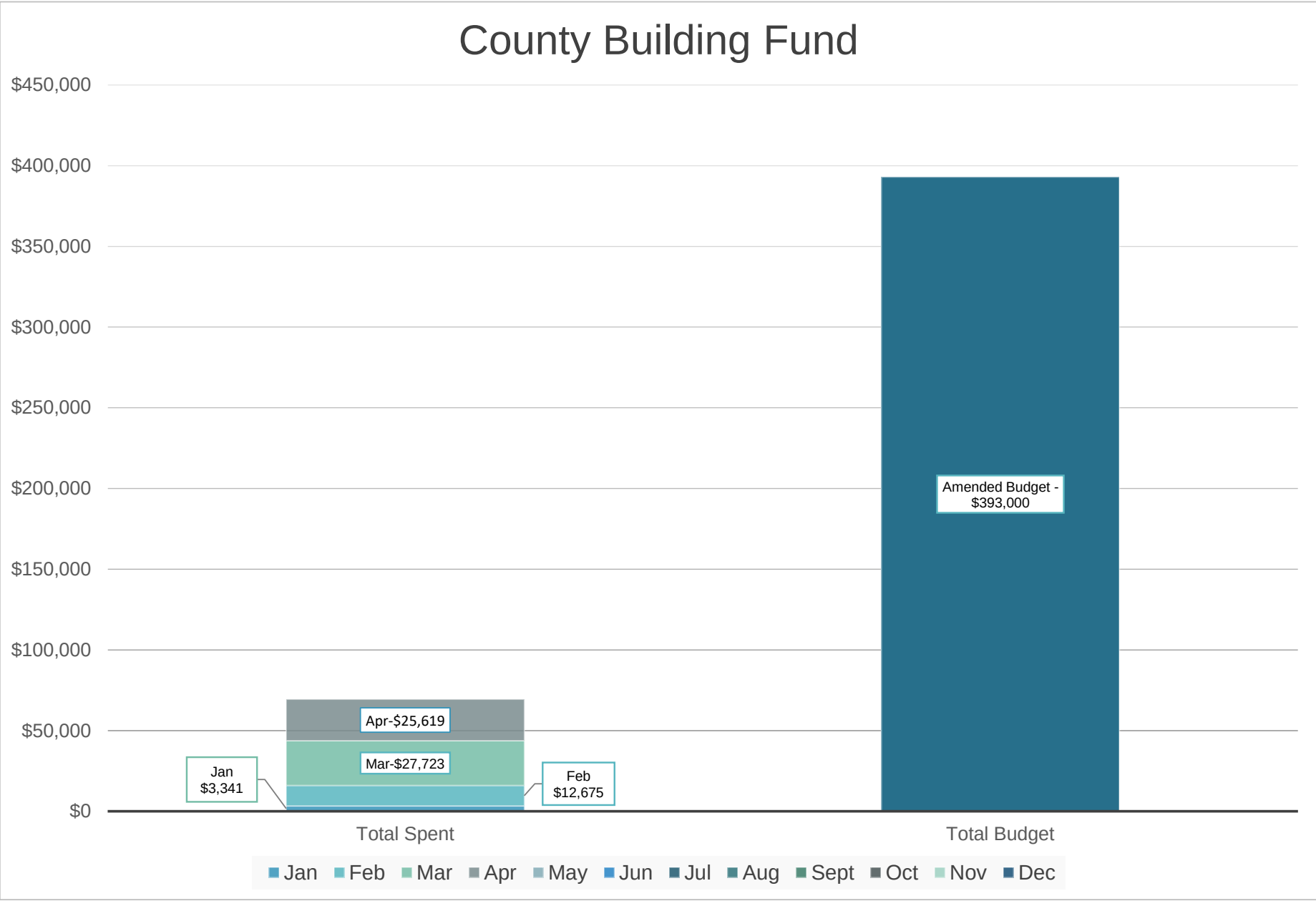
Month	Revenue	Reimbursements	Other	Total Revenue	Expenditures	Encumbrances	Jan/Feb/Mar A/P	Total Expenditures
Jan	189,844			189,844	3,341			3,341
Feb		110	34	144	12,675			12,675
Mar	16,662	20	1,467	18,149	27,723			27,723
Apr				-	25,619			25,619
May				-				-
Jun				-				-
Jul				-				-
Aug				-				-
Sep				-				-
Oct				-				-
Nov				-				-
Dec				-				-
Totals	\$206,506	\$130	\$1,501	\$208,137	\$69,358	\$0	\$0	\$69,358

Cash Reconciliation	
2021 Beginning Unencumbered Cash	\$24,207
2021 Revenue	\$208,137
Less 2021 Expenditures/Encumbrances	\$69,358
2021 Ending Unencumbered Cash	\$162,985

Riley County 2021 Budget Authority Summary		
2021 Budgeted Expenditures	\$393,000	% Budget Expended
Expenditures to Date	\$69,358	
2021 Remaining Budget Authority	\$323,642	

Riley County 2021 Budgeted Revenue		
2021 Budgeted Revenue	\$374,044	% Budgeted Revenue
Revenue to Date	\$208,137	

Attachment: cash flow reports2 2021 (10801 : Monthly Cash Flow Reports)



Attachment: cash flow reports2 2021 (10801 : Monthly Cash Flow Reports)

2021 Riley County Economic Development Cash Flow Analysis

% of Year: 33.33%

Month	Revenue	Reimbursements	Other	Total Revenue	Expenditures	Encumbrances	Jan/Feb/Mar A/P	Total Expenditures
Jan	300,000			300,000	93,020			93,020
Feb	-			-	150,675			150,675
Mar	-			-	8,834			8,834
Apr	-			-				-
May	-			-				-
Jun	-			-				-
Jul	-			-				-
Aug	-			-				-
Sep	-			-				-
Oct	-			-				-
Nov	-			-				-
Dec	-			-				-
Totals	\$300,000	\$0	\$0	\$300,000	252,528.72	\$0	\$0	\$252,529

Cash Reconciliation	
2021 Beginning Unencumbered Cash	\$149,334
2021 Revenue	\$300,000
Less 2021 Expenditures/Encumbrances	\$252,529
2021 Ending Unencumbered Cash	\$196,805
Less Est. Project Balance for CY	\$191,390
2021 Projected Unencumbered Cash	\$5,415

Riley County 2021 Budget Authority Summary		
2021 Budgeted Expenditures	\$401,322	% Budget Expended
Expenditures to Date	\$252,529	
2021 Remaining Budget Authority	\$148,793	

Riley County 2021 Budgeted Revenue		
2021 Budgeted Revenue	\$300,000	% Budgeted Revenue
Revenue to Date	\$300,000	

Attachment: cash flow reports2 2021 (10801 : Monthly Cash Flow Reports)

2021 Eco Devo Detailed Expenditures per Project and per Dept

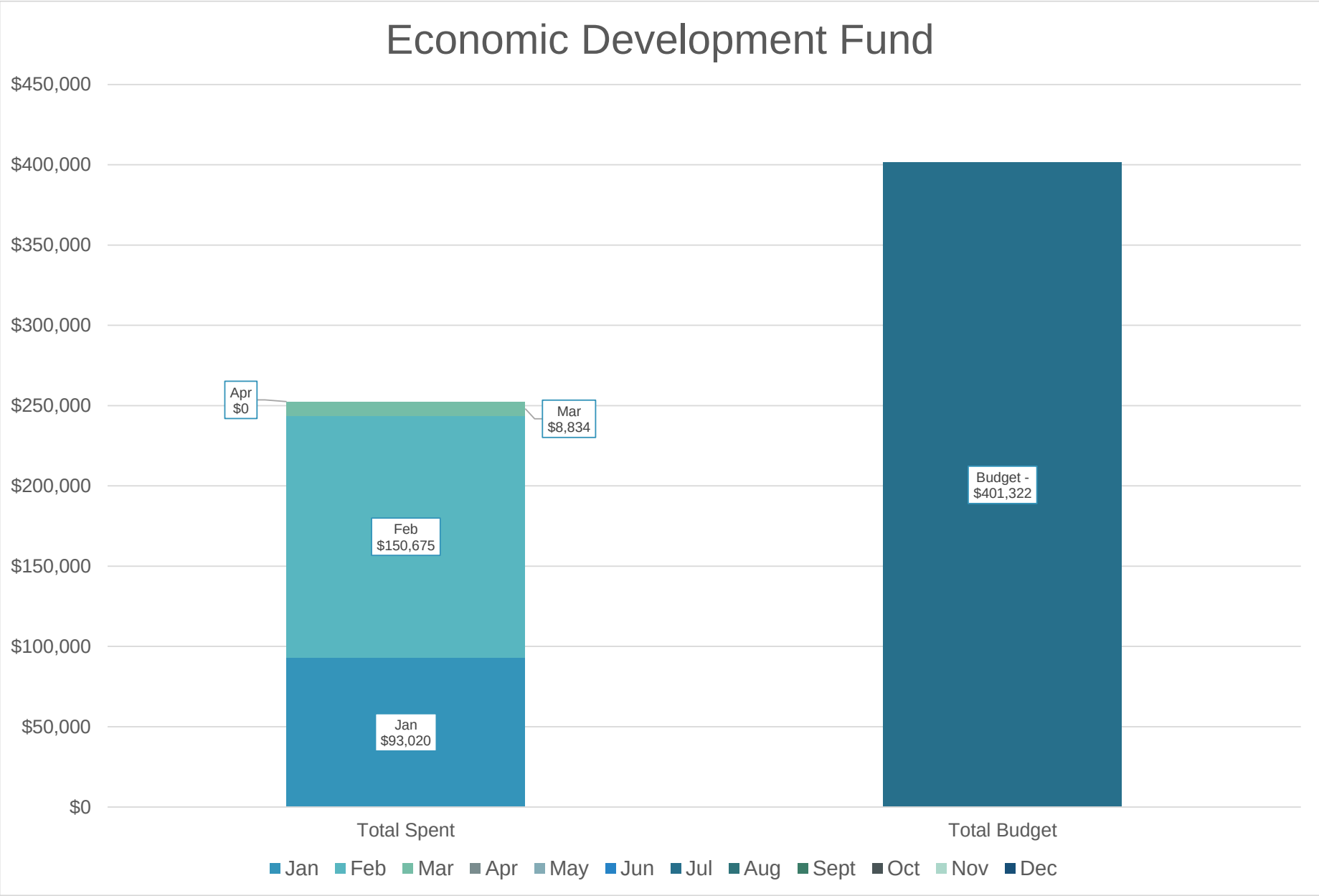
Projects	Approved Project Estimate	Prior Year Expenditures	2021 Expenditures/ Encumbrances	Remaining Project Estimate	Completed Projects (Over) Under Approved Estimate
APPROPRIATIONS					
Chamber of Commerce	55,000	0	27,500	27,500	
Flint Hills Veterans Coalition	1,100	0	550	550	
Downtown Manhattan	5,000	0	2,500	2,500	
Riley Co. General Eco Devo	74,190	0		74,190	
APPROPRIATION TOTALS	\$135,290	\$0	\$30,550	\$104,740	\$0
MEMBERSHIPS					
FHMPO Contribution	5,000	0	2,830	2,170	
FHRC Contribution	10,000	0	9,118	882	
MEMBERSHIP TOTALS	\$15,000	\$0	\$11,947	\$3,053	\$0
CONTRACTS					
Auto Lane Development (2024)	121,140	96,912		24,228	
K18 Ramp Contribution (10 pmts)	1,500,000	1,350,000	150,000	0	
CONTRACT TOTALS	\$1,621,140	\$1,446,912	\$150,000	\$24,228	\$0
DEBT OBLIGATION TRANSFER					
Konza Water Debt Payment Transfer	658,502	262,377	44,975	351,150	
DEBT OBLIGATION TRANSFER TOTALS	\$658,502	\$262,377	\$44,975	\$351,150	\$0
PROJECTS					
Project Study/Design/Engineer	50,000	0		50,000	
Re-write Zoning/Subdivision Regs	150,000	107,403	15,056	27,541	
PROJECT TOTALS	\$200,000	\$107,403	\$15,056	\$77,541	\$0
TOTALS	\$2,629,931	\$1,816,691	\$252,529	\$560,711	\$0

Remaining Approved Projects less lease/debt payments/reserve
(not included as these payments are subject to approval with annual budget)

\$191,390

Completed Projects

Attachment: cash flow reports2 2021 (10801 : Monthly Cash Flow Reports)



Attachment: cash flow reports2 2021 (10801 : Monthly Cash Flow Reports)

2021 Riley County Sales Tax Cash Flow Analysis

% of Year: 33.33%

Month	Sales Tax Revenue	Reimbursements	KDOT	Total Revenue	Expenditures	Encumbrances	Jan/Feb/Mar A/P	Total Expenditures
Jan	158,605			158,605	-			-
Feb	166,104			166,104	4,299			4,299
Mar	166,534			166,534	11,617			11,617
Apr	152,296			152,296	3,698			3,698
May				-				-
Jun				-				-
Jul				-				-
Aug				-				-
Sep				-				-
Oct				-				-
Nov				-				-
Dec				-				-
Totals	\$643,539	\$0	\$0	\$643,539	\$19,614	\$0	\$0	\$19,614

Cash Reconciliation	
2021 Beginning Unencumbered Cash	\$4,471,895
2021 Revenue	\$643,539
Less 2021 Expenditures/Encumbrances	\$19,614
2021 Ending Unencumbered Cash	\$5,095,820
Remaining 2021 Projected Revenue	856,461
Less Est. Project Balance for CY	\$ 574,167
2021 Projected Unencumbered Cash	\$5,378,114

Riley County 2021 Budget Authority Summary		
2021 Budgeted Expenditures	\$4,320,367	% Budget Expended
Expenditures to Date	\$19,614	
2021 Remaining Budget Authority	\$4,300,753	
Riley County 2021 Budgeted Revenue		
2021 Budgeted Revenue	\$1,500,000	% Budgeted Revenue
Revenue to Date	\$643,539	

Attachment: cash flow reports2 2021 (10801 : Monthly Cash Flow Reports)

2021 Sales Tax Detailed Expenditures per Project and per Dept

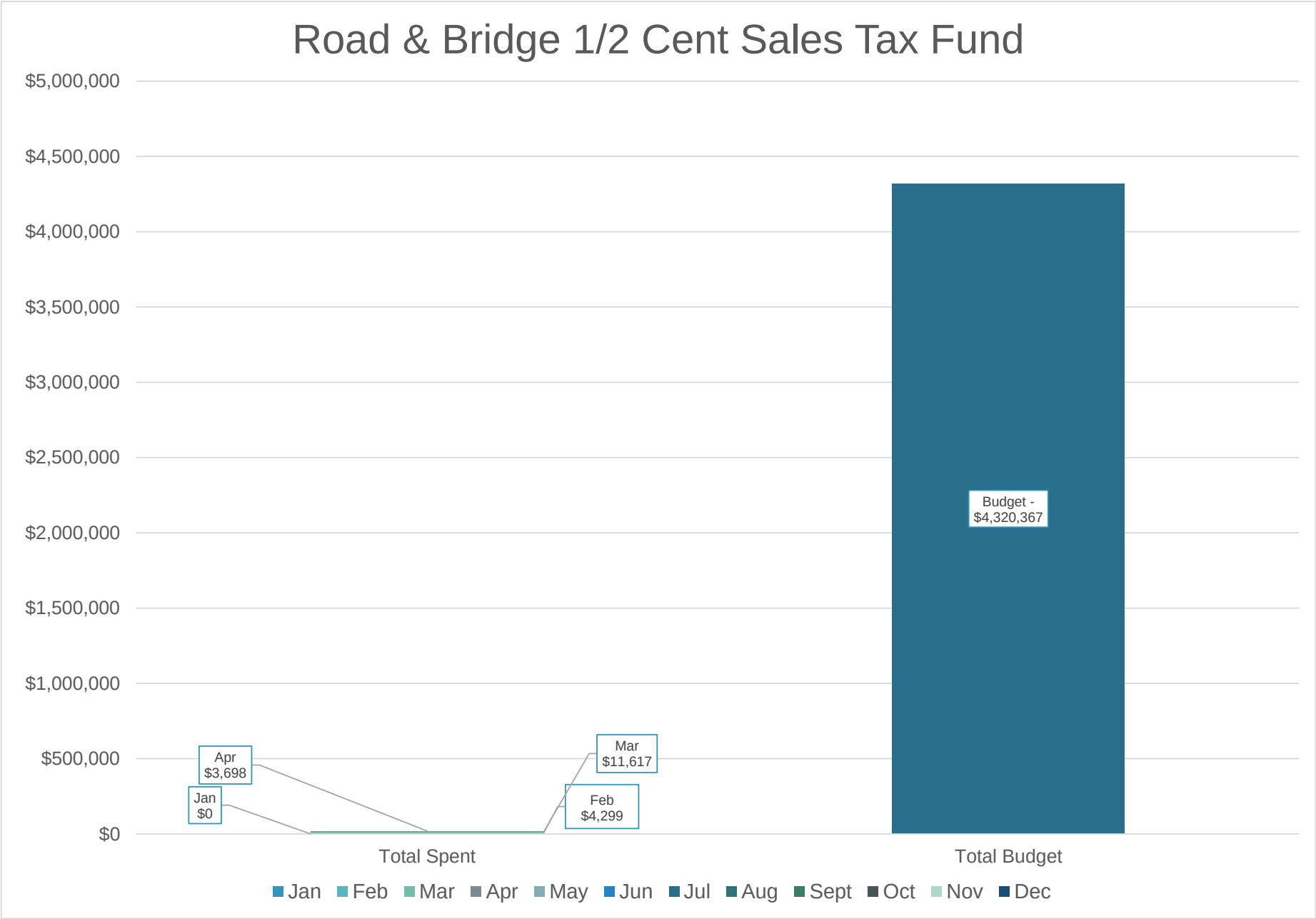
Project Code	Projects	Approved Project Estimate	Prior Year Expenditures	2021 Expenditures/ Encumbrances	Remaining Project Estimate	Completed Projects (Over) Under Approved Estimate
CULVERTS						
437	Casement Drainage Outlet Structure	298,852	298,852		0	0
442	West 54th Avenue	124,000	168,131		0	-44,131
310	Frog Holler	160,218	160,218		0	0
440	Green Randolph Road	260,819	260,819		0	0
441	N 52nd Street	139,894	139,894		0	0
451	Sherman Road	83,000	7,598		0	75,402
457	Flat Rock Road	113,500	52,345		61,155	
402	Vinton School Road	182,000	183,596		0	-1,596
458	Parallel Road	117,000	51,270		65,730	
403	Kitten Creek Road	148,000	37,341		110,659	
404	Peach Grove Road	104,000	229,115	8,773	-133,888	
452	Fancy Creek Road I.2/6.3	93,000	0		0	93,000
459	Union Road	125,000	56,605		68,395	
CULVERT TOTALS		\$1,949,282	\$1,645,783	\$8,773	\$172,051	\$122,675
BRIDGES						
435	West 40th Bridge	349,501	349,501		0	0
439	Daniels Drive	252,631	252,631		0	0
425	Green Randolph	1,089,402	1,092,613		0	-3,211
401	Fancy Creek F.5/5.9	1,231,800	1,162,197		0	69,603
461	Fancy Creek K.0/6.2	653,800	53,632	98	600,070	
443	S. 32nd Street	160,743	160,743		0	0
444	Parallel	208,990	208,990		0	0
455	Rose Hill	654,200	63,000	2,220	588,980	
447	Fancy Creek E.2/5.6	929,211	1,222,128		0	-292,917
412	Anderson Avenue	1,050,000	874,399		175,601	
449	Stockdale Park	927,400	924,119		0	3,281
456	Senn Rd	454,500	59,650	7,313	387,537	
454	West 32nd Avenue	1,000,000	107,997	707	891,296	
460	Winkler Mills Bridge	1,200,000	102,516	204	1,097,280	
462	South Otter Bridge	75,000	49,080	300	25,620	
BRIDGE TOTALS		\$10,237,178	\$6,683,195	\$10,842	\$3,766,385	-\$223,244
RECONSTRUCTION						
448	Denison (Marlatt to City Limits)	3,951,470	3,857,457		0	94,013
431	McDowell Creek Road (north end)	3,000,000	515,848		0	2,484,152
RECONSTRUCTION TOTALS		\$6,951,470	\$4,373,305	\$0	\$0	\$2,578,165
OVERLAY						
412	Anderson Avenue	470,000	470,000		0	0
509	Welsh Road	175,000	175,466		0	-466
414	Mill Cove/W. 59th	200,000	200,000		0	0
	Tabor Valley Road	410,928	0		0	0
453	Kansas Ave/Crooked Creek	425,617	0		0	0
	Barton Road	509,418	0		0	0
438	Fancy Creek Road	450,000	450,000		0	0
450	University Park Road	259,910	175,000		0	0
	Tuttle Cove Road	512,622	0		175,000	
	Barnes/Casement Road	386,690	0		175,000	
	Scenic Drive	151,324	151,324		0	0
	4 Unidentified Overlays	800,000	175,000		625,000	
OVERLAY TOTALS		\$4,751,509	\$1,796,790	\$0	\$975,000	-\$466
TOTALS		\$23,889,440	\$14,499,074	\$19,614	\$4,913,436	\$2,477,130

Completed Projects

Project Estimates for 2021

	Total	Updated
Culverts-Fancy Creek/Sherman	\$ 60,000	
Rosehill Road B ridge	\$ 254,200	
Senn Road Bridge	\$ 154,500	
Overlay TBD and approved by BOCC	\$ 175,000	
TOTAL	\$ 643,700	\$ -

Attachment: cash flow reports2 2021 (10801 : Monthly Cash Flow Reports)



Attachment: cash flow reports2 2021 (10801 : Monthly Cash Flow Reports)



**COUNTY
COUNSELOR/ADMINISTRATIVE
SERVICES**
Agreement

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

COMMISSION AGENDA REPORT

FROM: Jana Chingway, Senior Legal Assistant

MEETING: May 6, 2021

SUBJECT: Agreements to Remove Properties from Tax Case

PRESENTER: Craig Cox, Deputy County Counselor

BACKGROUND

Two of the properties in our current tax case are homes. (Not abandoned homes or rentals.) When a person's home is in a case, we make every effort to find a way to both get the taxes paid and help the owner keep their property.

1. One of the property owners has three (3) properties in this year's tax case, including his home, an extra lot adjacent to his home and a commercial property. This property owner also has an outstanding zoning violation on his commercial property. If the zoning violation is abated, it could add to the value of the property and also satisfy the Planning and Development department.
2. The other property owner has a unique property, it is a combination commercial property where he runs his business, and his home is attached.

DISCUSSION

I met individually with both property owners on Wednesday, April 28, 2021 and proposed the attached agreements to each of them.

Both understand that if they don't abide by the terms of their agreement, their properties will be sold in the 2022 tax auction, unless they pay off all of their delinquent taxes, including the 2021 taxes, before the 2022 auction.

FISCAL IMPACT

Both agreements have been constructed so that Riley County can recover the entire delinquent tax debt. If the properties are allowed to go to auction, we cannot predict what they will sell for and be guaranteed that the winning bid will cover the cost of delinquent taxes.

RECOMMENDATION(S)

I recommend the Board sign the agreements as presented.

POSSIBLE MOTION(S)

- A. "I move the Board sign the agreements as presented."
- B. "I move the Board sign the agreements with the following changes..."
- C. "I move the Board not sign the agreements."

Enclosures:

- Engert Agreement (signed copy) (PDF)
- Aerial of 4910 Skyway (PDF)
- Walter Agreement (signed copy) (PDF)

AGREEMENT

This Agreement, entered into this ____ day of April 2021, between Board of Commissioners of Riley County, Kansas, by and through Craig D. Cox, Deputy Riley County Counselor, and Phillip L. Engert is as follows:

- A. Mr. Engert is a defendant in the RL2021-CV-000005 tax foreclosure case.
- B. Mr. Engert was dismissed from the RL2020-CV-000007 tax foreclosure case because he signed a listing agreement with a licensed realtor.
- C. Mr. Engert acknowledges that he currently owes Riley County \$57,312.45 for unpaid real property taxes, accrued interest, costs and penalties, and that 11% interest and costs continue to accrue on the following properties:

3030 Sunnyside Drive	\$28,064.21
0000 Sunnyside Drive	\$642.46
4910 Skyway Drive	\$28,605.78
Total Due:	\$57,312.45

- D. Mr. Engert agrees to the following terms in order to be dismissed from the 2021 tax foreclosure case:
 - 1. Payment of \$165.00 for his share of the court costs associated with the 2021 tax foreclosure case on or before June 16, 2021;
 - 2. Removal of all inoperable vehicles (trucks, buses, vans, etc.) and the boat(s) and remove semi-trailer from the front of the building property before June 15, 2021 (see highlighted items on Exhibit A);
 - 3. Removal of the tall grass and brush from the 4910 Skyway Drive property before June 15, 2021;
 - 4. Meet with Craig Cox, Deputy Riley County Counselor at 4910 Skyway Drive property for an inspection on June 16, 2021;
 - 5. List the 4910 Skyway Drive property for sale with a licensed realtor and provide the Counselor's office with a copy of the sales contract on or before June 15, 2021;
 - 6. Pay all delinquent taxes on all three (3) properties listed in the 2021 tax foreclosure case upon the sale of the 4910 Skyway Drive property.
- E. Mr. Engert acknowledges that if the property remains unsold, and the taxes on any of the properties listed remain delinquent he will be listed as a defendant in the 2022 tax foreclosure case, with no option for dismissal unless all delinquent real property taxes are paid by the June 24, 2022 auction date.

This Agreement is binding upon the executors, heirs, and assignees of Phillip L. Engert.

Signed on this ____ day of April, 2021.


Phillip L. Engert, Property Owner

BOARD OF COMMISSIONERS
OF RILEY COUNTY, KANSAS

John Ford, Chair

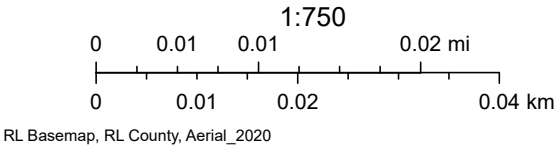
Greg McKinley, Vice Chair

Kathryn Focke, Member

Attachment: Engert Agreement (signed copy) (10789 : Tax Sale Payment Agreements)



April 21, 2021



Attachment: Aerial of 4910 Skyway (10789 : Tax Sale Payment Agreements)

AGREEMENT

This Agreement, entered into this ____ day of May 2021, between Board of Commissioners of Riley County, Kansas, by and through Craig D. Cox, Deputy Riley County Counselor, and Douglas P. Walter is as follows:

A. Mr. Walter is a defendant in the RL2021-CV-000005 tax foreclosure case.

B. Mr. Walter acknowledges that he currently owes Riley County \$27,764.02 for unpaid real property taxes, accrued interest, costs and penalties, and that 11% interest continue to accrue on the following property:

200 Zeandale Road, Manhattan, KS 66503

C. Mr. Walter agrees to the following terms in order to be dismissed from the 2021 tax foreclosure case:

1. Paid on April 28, 2021: A good faith tax payment of \$3,000 and \$165.00 for his share of the court costs associated with the 2021 tax foreclosure case.
2. Continue making payments in the amount of \$5,000.00 monthly until paid in full.

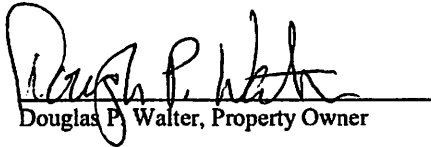
May	\$5,000.00
June	\$5,000.00
July	\$5,000.00
August	\$5,000.00
September	\$5,000.00
October	\$2,800.00 (estimated)

D. Riley County will remove the property from the case once the May payment is received.

E. Mr. Walter acknowledges that if he stops making payments and the taxes remain unpaid, he will be listed as a defendant in the 2022 tax foreclosure case, with no option for dismissal unless all delinquent real property taxes and 2022 court costs are paid in full by the June 24, 2022 auction date.

This Agreement is binding upon the executors, heirs, and assignees of Douglas P. Walter.

Signed on this ____ day of May, 2021.


Douglas P. Walter, Property Owner

BOARD OF COMMISSIONERS
OF RILEY COUNTY, KANSAS

John Ford, Chair

Greg McKinley, Vice Chair

Kathryn Focke, Member

Attachment: Walter Agreement (signed copy) (10789 : Tax Sale Payment Agreements)



COUNTY CLERK & ELECTIONS
Budget

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

MEMORANDUM

FROM: Tami Robison, Budget & Finance Officer

MEETING: May 6, 2021

SUBJECT: 2022 Riley County Appraiser Budget Request

PRESENTER: Greg McHenry, County Appraiser

Enclosures:

- Appraisers memo 2022 (PDF)
- APPRAISERS 2022 (PDF)

2022 BUDGET PROPOSAL

Appraiser's Office

- I. Technology is impacting our budget.
 - A. The annual maintenance costs of the Mobile office software and Apex sketch software are included in the 2022 budget.
 - B. The oblique photography has proven to be very beneficial & useful, especially during the COVID19 shutdown.
 - C. The addition of Mobile Office and Sanborn Orthoimagery should allow us to postpone hiring additional staff until our parcel count grows to 28,000-30,000 parcels.
- II. Growing workload.
 - A. New construction during the last few years has meant more field work, and more permanent work (maintenance, sales, Annual Reviews, Final Reviews, analysis, etc.). In addition, we are still adding parcels each year: commercial properties, apartment buildings, and homes.
 - B. Future workload will grow as the community continues to grow.
 - C. We continue to spend much time doing Board of Tax Appeals work, particularly with commercial properties. We've restructured the commercial real estate positions to more adequately reflect the current workload needs for BOTA appeals, studies & analysis, and fieldwork.
 - D. Preparation for BOTA appeals is taking an increasing amount of labor time. This will likely continue until or unless there is a change of direction at BOTA.
- III. Training costs.
 - A. We have a great crew of appraisers and most of them have completed their required appraisal courses. With one exception, we'll be able to focus our education budget on maintaining licenses & certifications, which helps reduce & stabilize that part of the budget.
- IV. Our budget is 93% personnel.

- A. We're maximizing our current labor resources, especially in the real estate section, after significant increases in parcel count during the last several years.
 - B. We'll have an opportunity to restructure the personal property section sometime in Fall 2021 due to pending retirements. This could provide a cost savings in the personnel portion of the budget.
 - C. We've gotten great production and cost efficiency from our part-time position. The MHS business program students recommended by Paige McCarthy have been tremendous assets to our office. Each student started as an MHS senior working here until their graduation from KSU.
- V. BOTA costs.
- A. While I'm proposing a slight reduction in the non-personnel portion of the 2022 budget, there would be even more cost savings if not for the necessary increase in contracted fee appraisals. Counties are expected to not only provide their own appraisals, studies & analysis but also provide fee appraisals when testifying at BOTA hearings. The cost for these has risen exponentially as our BOTA caseload for larger commercial properties has grown. I'm hopeful new BOTA members will restore fairness to their decisions & rulings. If so, we may be able to reduce the number of fee appraisals needed in 2022.
- VI. Future costs.
- A. I'm estimating we may need to add one real estate appraiser in approximately 2023-2024 as our parcel count continues to grow.
 - B. We continue to see more & more commercial property appeals filed at the Board of Tax Appeals (BOTA). These are typically larger value properties and the filings are made by tax representatives. Given the tax dollars at stake, having a fee appraiser review the properties and offer an opinion of value has been a valuable part of our success for BOTA cases. The costs of fee appraisals & testimonies could decrease if they restore fairness to the appeal process.

PERSONNEL	2019	2020	2021	2022
Position Title	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>
Full-Time				
County Appraiser	1	1	1	1
Assistant County Appraiser	1	1	1	1
Appraisal Analyst	1	1	1	1
Appraiser I	1	1	1	1
Appraiser II	5	4	4	4
Appraiser III	5	6	6	6
Appraiser IV	1	1	1	1
Administrative Assistant II	1	1	1	1
Commercial RE Analyst	1	1	1	1
Sub-Total	17	17	17	17
As Needed Clerical	1	1	1	1
As Needed RE Analyst	0	0	0	0
Sub-Total	1	1	1	1
TOTAL NUMBER OF EMPLOYEES	18	18	18	18
PERSONNEL SERVICES				
1001 Salaries (Regular Full-Time)	\$ 1,017,420	\$ 1,101,503	\$ 1,070,465	\$ 1,086,072
1003 Salaries (Seas. / Temp. / As Needed)	4,607	7,002	13,330	13,330
1005 Salaries (Overtime)	1,312	1,992	9,192	8,959
1504 FICA	72,091	78,986	83,613	84,790
1506 Health Insurance	198,162	210,276	236,229	239,264
1508 KPERS	100,850	106,139	106,562	108,408
1510 State Unemployment Tax	878	1,346	1,093	1,109
TOTAL PERSONNEL SERVICES	\$ 1,395,320	\$ 1,507,244	\$ 1,520,484	\$ 1,541,932
CONTRACTUAL SERVICES				
2010 Postage / Freight / Shipping	\$ 25,131	\$ 24,353	\$ 26,000	\$ 26,000
2020 Phone Services	\$ -	\$ -	\$ -	\$ -
2030 Pagers & Cellular Phone Services	4,810	4,660	4,785	4,785
2060 Moving Office Equipment	-	1,874	-	-
2080 Printing/Duplication Services	889	375	200	200
2110 Advertising & Legal Publications	43	830	100	350
2122 Vehicle / Fleet Insurance	1,949	2,539	2,000	2,540
2140 Appraisal Services	47,136	42,077	50,000	48,000
2240 Storage Rental	100	100	-	-
2245 Other Rental Services	-	2,492	-	-
2260 Security Services	-	65	-	-
2400 Repair/Maintain County Vehicles	878	1,437	1,000	1,000
2410 Repair/Maintain Office Equipment	7,087	6,824	8,000	7,000
2430 Repair/Maint/Supp Comp Software	9,260	11,847	8,700	10,000
2480 Repair/Maint Bldg/Ground	43	320	-	-
2510 Mileage/Tolls/Parking/Rental	1,468	416	700	700
2520 Lodging	5,347	2,327	6,000	6,000
2530 Air Fare	1,868	-	1,500	1,500
2540 Meals	1,143	428	1,200	1,200
2550 Dues & Memberships	6,132	6,935	5,820	6,940
2560 Training & Registrations	8,360	16,313	8,000	8,000
2570 Subscriptions	9,627	12,294	8,550	9,500
2657 Misc Fees	66	-	-	-
2700 Bonding Services	-	106	-	-
2990 Other Contract Services	-	-	-	-
TOTAL CONTRACTUAL SERVICES	\$ 131,337	\$ 138,612	\$ 132,555	\$ 133,715

	2019	2020	2021	2022
COMMODITIES	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>
3010 Office Supplies	\$ 9,932	\$ 21,140	\$ 10,000	\$ 10,000
3020 Books & Publications	925	955	1,000	1,000
3031 Supplies - Media	-	28	-	-
3032 Supplies - Printer	207	261	500	300
3040 Clothing	214	363	-	-
3080 Fuel & Lubricants	64	-	-	-
3305 Web Development	-	-	2,500	1,500
3990 Other Supplies & Materials	-	-	1,000	1,000
TOTAL COMMODITIES	\$ 11,342	\$ 22,747	\$ 15,000	\$ 13,800
CAPITAL OUTLAY				
604 Transfer Out (Disaster Fund reimb)	\$ -	\$ 47	\$ -	\$ -
4040 Furniture > \$100	\$ 479	\$ 8,203	\$ 1,000	\$ 1,000
4050 Computer Hardware	38	447	-	-
TOTAL CAPITAL OUTLAY	\$ 517	\$ 8,697	\$ 1,000	\$ 1,000
TOTAL OPERATING EXPENDITURES	\$ 1,537,999	\$ 1,668,603	\$ 1,668,039	\$ 1,689,447
TOTAL EXPENDITURES LESS PERSONNEL	\$ 143,196	\$ 170,056	\$ 148,555	\$ 148,515
TOTAL EXPENDITURES	\$ 1,538,516	\$ 1,677,300	\$ 1,669,039	\$ 1,690,447



COUNTY CLERK & ELECTIONS
Budget

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

MEMORANDUM

FROM: Tami Robison, Budget & Finance Officer

MEETING: May 6, 2021

SUBJECT: 2022 Aggieville Business District Appropriation Request

PRESENTER: Dennis Cook, Director

Enclosures:

- Aggieville 2022 (PDF)



Please accept this funding request from the Aggieville Business Association for the budget year 2022, in the amount of \$9,500.

ABA DESCRIPTION:

*Aggieville Business District consists of 100+ businesses with approximately 50 property owners and 2 Boards.

*ABA Board of Directors is led by a volunteer group including a President, Vice President and Treasurer plus 6 members. Paid staff is the Director and 2 part-time interns. This Board meets monthly to handle planning and promotions for our district.

*Aggieville Business Improvement District Board is another voluntary group that meets quarterly, to discuss and coordinate the funds received from business dues.

*The Aggieville District is possibly the best known area in Riley County. College students and staff, Fort Riley soldiers and officers, and visitors of all types make Aggieville a place they want to visit day and night. We host many family friendly events while also being the adult entertainment hot spot at night. We are an economic engine for Riley County.

COMPREHENSIVE BREAKDOWN OF SOURCES OF FUNDING:

We have an annual BID process where businesses pay mandatory fees and dues. We also have many Associate Members who voluntarily contribute annually. And we receive funding from the City of Manhattan.

*BID varies yearly but contributes approximately \$63,000 per year.

*ASSOCIATE dues contribute approximately \$7,000 per year.

*CITY currently contributes \$60,000 per year through the TGT funds.

LINE ITEM FOR FUNDS REQUESTED:

Aggieville continues to be an economic engine for Manhattan and Riley County. Our budget is consumed by a modest payroll (50%), contracted cleaning services (25%) and advertising / promotional efforts (25%). Our request would allow us to offset some of the contracted services that we feel are vital to the District. Hanging flower baskets (\$6,500) throughout the District and emergency snow removal (\$3,000) are 2 items that are needed but negatively impact our budgets.

GOALS FOR 2022:

We are committed to improving the “Come early, Stay late” experience for our locals, university partners, military friends and all visitors. Our district generates significant revenue for the County and City. We are growing and improving, but that comes with

significant construction and continued parking deficiencies. We managed to not lose a single business due to pandemic concerns this past year.

Thank you for your consideration during this very difficult economic time. We don't look at this as "extras", but as an investment in all of our futures.

Dennis Cook – Director
Aggieville Business Association
1125 Moro
Manhattan Ks 66502
director@aggieville.org
785-320-6709



COUNTY CLERK & ELECTIONS
Budget

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

MEMORANDUM

FROM: Tami Robison, Budget & Finance Officer

MEETING: May 6, 2021

SUBJECT: 2022 Manhattan Area Chamber of Commerce Appropriation Request

PRESENTER: Jason Smith/Trent Armbrust, Manhattan Area Chamber of Commerce

Enclosures:

- Chamber of Commerce 2022 (PDF)



April 26, 2021

Mr. John Ford, Chairman
Riley County Board of Commissioners
110 Courthouse Plaza
Manhattan, KS 66502

RE: Economic Development Budget Request -- 2022

Dear Chairman Ford:

Enclosed is the Chamber economic development budget request for 2022. The total amount requested from Riley County is \$55,000, unchanged from last year.

The last year has been challenging for our business community. Your support and partnership in 2020 and 2021 helped many businesses across the county survive one of the more difficult periods in our history. Thank you for your continued support of our economic development efforts, specifically with the grants for county businesses through the CARES funding.

We also made great strides over the past year in our general economic development programming with a renewed emphasis on local business, entrepreneurship, talent retention and attraction and professional marketing for new business. We are also working to develop recommendations for infrastructure to allow us to be even more competitive in the future, including Riley County business park development.

In addition, these funds are essential to Chamber functions such as the Military Community Liaison. The monthly Military Relations Committee luncheon draws over 100 in non-Covid times. This is one of many programs that allow us to spread the message about the importance and vitality of Fort Riley. County funding also helps with promotion of the Kaw Valley Rodeo and Veterans Day Parade among other outreach activities to military personnel and families.

We also continue to offer a wide array of services for both member and non-member businesses in Riley County, such as the Small Business Development Center and the recently formed Spark MHK entrepreneurial program.

We will continue to rebound from COVID. Our cooperation for economic prosperity will ensure that all county residents will have the opportunity to recover. Thank you for your continued support. We look forward to working with Riley County again in 2022.

Sincerely,

Jason Smith
President/CEO
Manhattan Area Chamber of Commerce

Attachment: Chamber of Commerce 2022 (10760 : 2022 Manhattan Area Chamber of Commerce Appropriation Request)



Government Contracts (Riley County)		
Ft. Riley Military Affairs	\$15,000	
Economic Development	40,000	
Total Request		\$55,000

EXPENSES

Sites and Buildings Strategies	\$5,000	
Business Retention & Expansion	5,000	
Workforce Solutions	10,000	
Business Attraction Marketing	10,000	
Entrepreneurship/Small Business Support	10,000	
Fort Riley Military Affairs		
Program Support	10,000	
Kaw Valley Rodeo	5,000	
Total Operating Expenses		\$55,000



COUNTY CLERK & ELECTIONS
Budget

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

MEMORANDUM

FROM: Tami Robison, Budget & Finance Officer

MEETING: May 6, 2021

SUBJECT: 2022 Pawnee Mental Health Appropriation Request

PRESENTER: Robbin Cole, Director of Pawnee Mental Health

Enclosures:

- Pawnee 2022 (PDF)
- Pawnee Budget FY 22-2 (PDF)



April 26, 2021

Tami Robison
Budget and Finance Officer
Riley County Clerk's Office
110 Courthouse Plaza
Manhattan, KS 66502

Dear Ms. Robison:

Enclosed is the information requested for Pawnee Mental Health Services' (Pawnee's) 2022 Appropriation Request.

Mission Statement:

The mission statement of Pawnee Mental Health Services is "to provide comprehensive quality mental health and substance use treatment and recovery services to strengthen the wellness of our communities." Pawnee provides emergency services 24 hours a day, seven days a week, 365 days a year, the same kind of public safety net function as EMS, Law Enforcement, and the Fire Department.

Agency/Entity Description:

Pawnee was first incorporated in Manhattan sixty-five years ago this coming November as the Riley County Mental Health Center. Pawnee is a private, not-for-profit licensed community mental health center and substance use treatment facility serving ten counties in north central Kansas. Each county provides budgetary support for mental health resources in its own county.

While there are other mental health providers in the community, Pawnee is the *only* mental health resource for:

- 24/7/365 Emergency Mental Health Services
 - Mental Health Reform Screens for admission to the state psychiatric hospital
 - Crisis Observation Services (<23hours)
 - Crisis Stabilization Services (>24hours)
 - Crisis Sobering Services
- Community Based Services for children with serious emotional disturbances (SED)
- Community Support Services for adults with severe and persistent mental illnesses (SPMI)
- Services regardless of ability to pay
- Services regardless of status as a client

2001 Claflin Rd.
P.O. Box 747

Manhattan, KS 66505-0747
785-587-4300 • Fax 785-587-4305

814 Caroline Avenue
Junction City, KS 66441

785-762-5250 • 785-762-2144

210 W. 21st
P.O. Box 585

Concordia, KS 66901
785-243-8900 • Fax 785-243-8933

Your community mental health center in Clay, Cloud, Geary, Jewell, Marshall, Mitchell, Pottawatomie, Republic, Riley, and Washington Counties.

Attachment: Pawnee 2022 (10761 : 2022 Pawnee Mental Health Appropriation Request)

Letter to Tami Robison
 April 26, 2021
 Page 2 of 3

Comprehensive Breakdown of Sources of Funding:

Attached you will find a budget document which includes a comprehensive breakdown of all the agency's sources of funding. This is a preliminary budget document which will be reviewed by the Pawnee Board of Directors on May 25, 2021. This budget document, which is subject to change, will be approved by the Pawnee board on June 22, 2021.

Line-Item Budget for Use of Funds Requested:

All funds being requested are used to help cover the costs of uncompensated care to Riley County residents.

Goals for 2021:

1. Engage in activity that promotes access to mental health and recovery services
2. Engage in activity that promotes recovery
3. Expand and strengthen relationships with community members
4. Expand and strengthen community support
5. Create cohesive understanding of mission and organizational direction
6. Identify, develop, and deliver skill-building training in a manner that is responsive to staff expressed needs
7. Integrate continuous quality improvement into organizational operations
8. Consistent upward trending in cash reserve

FY2020 Annual Update:

- Pawnee saw a significant drop in the number of people reaching out for services and in the volume of services provided during height of the COVID-19 pandemic. Pawnee's doors were closed to the public from April 6-July 1, 2020 under the Governor's Stay at Home Order. Except for the CSU (Crisis Stabilization Unit), and some medical and community services to children with serious emotional disturbances and adults with severe and persistent mental illnesses, most services were, and continue to be, provided via tele-health. We have seen the demand for services increase in 2021 over pre-pandemic numbers and are challenged to meet the need.
- Pawnee provided mental health and substance use treatment services to 6,681 unduplicated individuals throughout the ten-county service area compared to 7,366 in FY2019.
 - ***Pawnee provided mental health and substance use treatment services to 2,428 unduplicated Riley County residents.***
 - ***This is a decrease in Riley County of 228 people from FY19.***
- Pawnee provided 28.67% fewer services throughout the ten-county service area compared to FY19 when adjusted for the opening of the CSU in November 2019 (to make an apples-to-apples comparison.) When including new services provided at the CSU, the total volume of services increased by 4%.

Letter to Tami Robinson
 April 26, 2021
 Page 3 of 3

- Pawnee provided over \$13.2 million in services throughout the ten-county service area (including the new services provided at the CSU) compared to \$12.7 million in FY19. The amount of uncompensated care also increased from nearly \$4.9 million in FY19 to over \$5.4 million in FY20.
 - ***Pawnee provided more than \$6 million in services to Riley County residents compared to \$3.9 million in FY19.***
 - ***Over \$2.4 million was uncompensated in FY20 compared to \$1.5 million in FY19.***

Comparative Values

- Riley County's CY2021 budget for Pawnee Mental Health is **\$300,000**.
 - Riley County citizens account for 36.6% of total clients served by Pawnee.
 - If Riley County budgeted for 36.6% of Pawnee's total county funding budget of \$1,057,079, that budget would be **\$386,890 annually**.
- Riley County currently budgets approximately **\$123.55 annually per resident served**.
 - The average per client budget support from the ten counties Pawnee serves is \$211.02 annually.
 - If Riley County budgeted for mental health at the ten-county average per client rate, that budget would be **\$560,470 annually**.
- Riley County currently budgets approximately **\$4.04 annually per capita**. Riley County has a population of 74,232 according to the July 2020 Kansas Division of Budget report.
 - The average per capita budget support from the ten counties Pawnee serves is \$8.03 annually.
 - If Riley County budgeted for mental health at the ten-county average per capita rate, that budget would be **\$596,288 annually**.

Appropriation Request

If there is capacity in Riley County's budget for an increase, Pawnee would be grateful for that consideration. If not, Pawnee requests that the Riley County Commission maintain funding at the 2020 and 2021 level of \$300,000. I look forward to the opportunity to meet with you on May 6 for further discussion.

Respectfully yours,



Robbin Waldner Cole, LSCSW
 Executive Director

PAWNEE MENTAL HEALTH SERVICES, INC. BUDGETED REVENUE FY '22"

Description	Total
Private Pay	1,459,411
Medicaid	6,775,360
Blue Cross	932,870
Commercial	537,316
Tri-Care	425,400
Medicare	313,288
EAP	8,904
Special Billing	234,095
Total Patient Fees	\$ 10,686,643
Allowances	(2,704,076)
Net Patient Fees	\$ 7,982,568
County Subsidies	1,057,079
State Aid	601,057
KDAD's Crisis Stabilization Funding	700,000
Federal MH Block Grant	99,233
Mental Health Reform	1,481,055
Governor's MH Initiative (GMHI)	299,972
Regional Recovery Support Center (RRSC)	301,414
AAPS Grant (A&D)	80,000
Misc Grants	701,317
Other Income	245,076
Subtotal	\$ 5,566,204
Total Revenue	\$ 13,548,771

Attachment: Pawnee Budget FY 22-2 (10761 : 2022 Pawnee Mental Health Appropriation Request)