



**Board of Riley County
Commissioners
Regular Meeting
Agenda
May 23, 2024**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Chair](#)

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Business Meeting

3. Outstanding Check Resolution

Review Minutes

4. Board of Riley County Commissioners - Regular Meeting - May 20, 2024 8:30 AM

Review Tentative Agenda

5. Tentative Agenda

Press Conference Topics

6. Discuss Press Conference

9:00 AM

Amanda Webb, Planning/Special Projects Director

7. Comprehensive Plan Update - Consultant selection

9:20 AM

Bryant Parker, Deputy County Counselor

8. Administrative Work Session

9:40 AM

Break

9:50 AM

Bob Isaac, Planner

9. Amend Sections 3.21, 3.8.A, 4.13, 4.3, 5.2, 5.3, 6.3, 9.4, Table 5.1 - Land Uses, and Article 9 - Definitions, of the Riley County Land Development Regulations for Riley County, Kansas.

10:05 AM Vivienne Leyva, PIO

10. May 2024 Communications Report

10:20 AM Bob Isaac, Planner

11. Replat Lots 27, 31, 32 of Mobile Gardens along with Lots 1 and 2 of Mobile Gardens Unit Two, together into one lot.

10:35 AM Julie Gibbs, Health Department Director

12. RCHD Request to fill APRN Position

10:45 AM John Ellermann, Public Works Director/County Engineer

13. Fill an open Traffic Control Technician Position
14. Request to fill Public Works Operator Position
15. City Request to Borrow/Rent Asphalt Paver

11:05 AM Elizabeth Ward, Human Resources Director

16. New & Expanded Position Request 2025

Adjournment**Announcements**

Riley County Offices will be closed Monday, May 27th due to the observance of the Memorial Day Holiday.

The Board of County Commissioners will not be in session Monday, May 27th.

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
Resolution

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

RESOLUTION

FROM: Cindy Kabriel, Senior Administrative Assistant

MEETING: May 23, 2024

SUBJECT: Outstanding Check Resolution

PRESENTER: Shilo Heger, Treasurer

POSSIBLE MOTION(S)

Move to approve Resolution No. 052324- , Resolution for voiding outstanding checks issued by Riley County prior to April 30, 2022.

Enclosures:

- Check Resolution Memo (DOCX)
- 10-815a (PDF)
- Res# 052324- (PDF)



TREASURER'S OFFICE

Shilo Heger
County Treasurer

110 Courthouse Plaza
Manhattan, Kansas 66502-0100
Phone: 785-537-6321
Fax: 785-537-6321
E-mail: sheger@rileycountyks.gov
Website: www.rileycountyks.gov

May 23, 2024

RE: Outstanding Check Resolution

Please prepare a resolution for the County Commissioners to sign voiding the following outstanding checks pursuant to K.S.A. 10-815(a).

Treasurer's Checks	2,666.77
Accounts Payable	2,757.33
Total	\$5,424.10

A copy of the itemized list and K.S.A. 10-815 is attached. If you have any questions about the checks on the list, please don't hesitate to call me.

Thank you,

Shilo Heger
Riley County Treasurer

Attachment: Check Resolution Memo (14791 : Outstanding Check Resolution)

2013 Kansas Statutes

10-815. Cancellation of certain county warrants; balances. (a) On and after July 1, 1947, and in every case occurring heretofore and hereafter, in which the county boards of commissioners or the county boards of social welfare, as the case may be, shall have issued a warrant against any of the funds of the county treasury and a period of two years shall have elapsed since the signing of such warrant, during which time no person entitled thereto shall have appeared to claim such warrant, or such warrant shall not have been presented to the county treasurer for payment, such warrant may, at the discretion of the board of county commissioners be canceled and set aside upon the records of the county. Such records shall show the date of cancellation, and shall recite that such warrant is unpaid but canceled by reason of this section.

(b) That in case a warrant shall have been presented to the county treasurer for payment within the two years above provided, and shall not have been paid for want of sufficient funds, or shall have been issued pursuant to law as a no-fund warrant, and shall have been registered, recorded and endorsed pursuant to the provisions of K.S.A. 10-807, and amendments thereof, the cancellation provided for in section 1 [*] of this act shall apply to such warrant when a period of two years has elapsed subsequent to the publication of a call for such warrant made pursuant to the provisions of K.S.A. 10-808, and amendments thereof.

(c) That all balances accruing from such unpaid canceled warrants shall revert to the county fund upon which such warrants were drawn.

History: L. 1947, ch. 213, § 1; June 30.

* "Section 1" evidently intended to refer to subsection (a) of this section.

RESOLUTION NO. 052324-

NOW on this 23rd day of May, 2024 the Board of County Commissioners of Riley County, Kansas pursuant to K.S.A. 10-815 (a), meeting in regular session considers the matter of outstanding checks issued by Riley County prior to April 30, 2022.

WHEREAS, these checks have not been cashed within due course, and

NOW THEREFORE BE IT RESOLVED that these outstanding checks listed on attached Exhibit A, incorporated herein by reference, be declared null and void and it is ordered that the following amounts be returned to the appropriate accounts, as follows:

Treasurer's Checks	\$ 2,666.77
Accounts Payable	\$ <u>2,757.33</u>
TOTAL	\$ 5,424.10

BOARD OF COUNTY COMMISSIONERS
OF RILEY COUNTY, KANSAS

Chairman

Member

Member

ATTEST:

County Clerk

Attachment: Res# 052324- (14791 : Outstanding Check Resolution)

2021-2022 Outstanding Treasurer - A/P Checks 05/01/2021 to 04/30/2022

Treasurer Checks

Check Number	Date	Vendor	Amount	Source
69083	20210511	Stephanie Renae Adams	54.27	MR
69094	20210512	Andrew David Walter	32.00	MR
69137	20210518	Joshua Thomas Mercado	13.50	MR
69138	20210518	AE Rentals Inc of	98.53	MR
69182	20210528	Autumn Isom	9.69	MR
69246	20210608	Vernon D McIntosh	5.00	MR
69263	20210610	1021 LLC	67.09	MR
69285	20210614	Kevin M Blake	22.50	MR
69374	20210630	Matthew Jadrnak	88.34	CD
69389	20210701	Glenn Michael Parks	5.00	MR
69399	20210706	Emma Kelly	5.43	CD
69437	20210712	Brent or Donna Bulk	57.33	CD
69466	20210719	Adelaide Harrington	25.87	CD
69620	20210811	Wallen, Nathan T	18.47	MR
69642	20210816	Sanders, Catherine L	6.67	MR
69740	20210831	Rhonda Lee Mathos	7.53	MR
69853	20210922	Eaton, Michael C	88.11	MR
69874	20210927	Steven Gene Hope	6.65	MR
69901	20210930	Michelle S Strome	5.81	MR
69919	20211004	Robert Wooldrik	50.00	CD
69930	20211005	Nicole D Greenstein	124.51	MR
69967	20211013	Compton, Melody A	5.91	MR
70009	20211019	Cheyenne Valentina Ball	33.74	MR
70092	20211103	Garrett Alen Robbins	18.00	CD
70110	20211104	Jacob David Byrd	10.00	MR
70133	20211109	Henry, Tyler D	46.52	MR
70137	20211110	Mikayla Kathryn Gentine	97.76	MR
70139	20211110	Craig Daniel Troop	12.50	CD
70254	20211203	Rodriguez, Jorge A	8.00	MR
70255	20211203	Ricketts, Justin G	48.00	MR
70266	20211206	Preston William Yeager	9.42	MR
70275	20211207	Luis Arturo Arboleda	8.33	MR
70303	20211210	Iain Casimir Wiseman	243.22	CD
70307	20211210	Kyra Dettmer	31.74	MR
70333	20211215	Marilyn J Wohler	20.00	CD
70509	20220113	Quinton Randal Cox	10.00	MR
70524	20220118	Rob Dean Farwell	37.98	MR
70543	20220120	Jaiden Tyler Hopkins	332.92	CD

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70621	20220204	Robert S Collins Jr	56.66	MR
70635	20220208	Daniel David Drake	7.50	MR
70703	20220215	Fred D Dukes Jr	5.00	MR
70715	20220217	William J Rust	31.50	MR
70833	20220314	Benjamin J Isaac II	186.25	CD
70837	20220314	Cory L Day	7.50	RR
70851	20220316	Jill Morgan Kamuzinzi	63.24	CD
70936	20220331	Walton, Jason L	84.51	MR
70948	20220405	James Britt Ramos	164.06	CD
70962	20220407	Jeremy Scott Jackson	20.85	MR
70998	20220415	Delaine D Wells	258.68	MR
71009	20220418	Traci Dianne Lee	8.33	MR
71080	20220429	Tyler Dillon Mitchell	6.35	MR

Total Treasurer Checks	2,666.77
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Accounts Payable

Check Number	Date	Vendor	Amount	Source
926853	20210507	Carquest of Manhattan	40.83	AP
927089	20210618	Gugenhan, Mark E. and	1.00	AP
927090	20210618	Gugenhan, Loren and	1.00	AP
927169	20210628	Barrett, Eric	10.00	CW
927195	20210628	Griese, Herman Austin	30.00	CW
927221	20210628	Shipley, Jacob Jorge	10.00	CW
927233	20210628	Vassol, De'shon Tyrelle	10.00	CW
927299	20210702	Okyere-Atta-Yeboah,	22.96	AP
927349	20210708	Riecke, Tess Ann	10.00	CW
927378	20210716	German, Skylar	31.86	AP
927432	20210716	Women's Health Group	250.00	AP
927448	20210716	Reed, Landon James	10.00	CW
927504	20210730	Simpson, Adam	139.00	AP
927655	20210825	Hedges, Thomas R	10.00	CW
927681	20210825	Richards, Alexzandrea	10.00	CW
927699	20210825	Weisbender, Katherine	10.00	CW
927704	20210825	Zitterkopf, Cortnie	10.00	CW
927863	20210910	Avalos, Conner Justice	10.00	CW
927865	20210910	Bravi, Colin David	10.00	CW
927869	20210910	Chronister, Necia	10.00	CW
927905	20210921	Collier-Trevino, Marjorie	15.60	CW
927909	20210921	Hoeme, Rachael Anne	10.00	CW
927914	20210921	Moylan, Brien Thomas	10.00	CW
927939	20210924	Bergsten, Beth	139.00	AP
928091	20211007	Fliter, David Andrew	10.00	CW

928109	20211007	Leyba, Samuel	10.00	CW
928127	20211007	Samenus Jr, Robert Joseph	10.00	CW
928130	20211007	Shanahan, Amy E	17.84	CW
928137	20211007	Stevens, Alyssa Taylor	10.00	CW
928141	20211007	Taylor, Finley Mae	10.00	CW
928157	20211012	Barnett, Riley Douglas	10.00	CW
928161	20211012	Beins, Derek James	10.00	CW
928163	20211012	Biltoft, Jonna M	29.04	CW
928170	20211012	Clement, Laura Gwendolyn	10.00	CW
928176	20211012	De La Fuente, Ruth	10.00	CW
928180	20211012	Follmer, Jenette Leann	10.00	CW
928228	20211012	Thierolf, Chris Lee	10.00	CW
928296	20211021	French, McKenzie Brooke	10.00	CW
928303	20211021	Phillips-Zee, James David	10.00	CW
928305	20211021	Resseguie, Hunter Michael	10.00	CW
928313	20211021	Bryant, William Robert	10.00	CW
928321	20211021	Furness, Peyton Jon	10.00	CW
928327	20211021	McClellan, Chez J	10.00	CW
928329	20211021	Paulus, William Vance	10.00	CW
928337	20211021	Vardiman, John Phillip	10.00	CW
928348	20211029	Cook, Kristina Rose	17.84	CW
928352	20211029	Debusk, Jonathan Tyler	30.00	CW
928366	20211029	Hutson, Katie Jo	10.00	CW
928382	20211029	Thompson, Harlee Renae	10.00	CW
928390	20211029	Zimmerman, Kierra Lynn	10.00	CW
928596	20211119	Armendariz, Joshua Craig	10.00	CW
928598	20211119	Blevins, Jessi Ann	10.00	CW
928620	20211119	Maurath, Katherine Nicole	10.00	CW
928626	20211119	Otero, Joseph Alexander	10.00	CW
928638	20211122	Adams, Patsy	10.00	CW
928640	20211122	Doze, Killian	10.00	CW
928711	20211210	Ames, Gail Frances	10.00	CW
928713	20211210	Butler, Patrick Alexander	10.00	CW
928728	20211210	Johnson, Kristianna M	10.00	CW
928734	20211210	Lara, Kelly Marie	10.00	CW
928757	20211215	Breen, Louise Ann	10.00	CW
928760	20211215	Clotfelter, Raymond Lee	10.00	CW
928761	20211215	Coleman-Esquilin, Yafdaya	10.00	CW
928762	20211215	Cook, Davis N	10.00	CW
928769	20211215	Johnson, Frederick	10.00	CW
928826	20211217	Kansas Fire & Safety	792.00	AP
928949	20220107	Hayden, Cameron Slade	10.00	CW
928952	20220107	Hsu, William Henry	10.00	CW
928959	20220107	Kerr, Jacoby Ray	10.00	CW

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928970	20220107	Mulanax, Travis Leon	50.00	CW
928982	20220107	Silva, Josephine Noelle	10.00	CW
928985	20220107	Unsworth, Scott Lee	10.00	CW
929100	20220114	Fabrizius, Brad Wesley	10.00	CW
929131	20220114	Robinett, Roxanne Lillian	10.00	CW
929236	20220211	Warren, Micah & Kacy	5.80	AP
929309	20220215	Grant, Alexandria Mary	10.00	CW
929329	20220215	Springer, Cynthia Rae	10.00	CW
929388	20220222	McCush, Tyson	30.00	CW
929390	20220222	McKinley, Kalen	30.00	CW
929407	20220222	Rodriguez, Yaritxa	10.00	CW
929496	20220303	Moore, Abigail	10.00	CW
929500	20220303	Cain, Laura	191.96	CW
929502	20220303	Adams, Arianna	25.08	CW
929507	20220309	Chrest, Maribeth	10.00	CW
929516	20220309	Halstead, Brett	10.00	CW
929523	20220309	Melander, Eric	10.00	CW
929541	20220309	Warren, David	10.00	CW
929619	20220325	Batteries + Bulbs	86.36	AP
929687	20220401	Basel, Matt	10.00	CW
929696	20220401	Drake, Daniel	10.00	CW
929712	20220401	Roberts, Matthew	10.00	CW
929724	20220401	Wilkey, Jessica	10.00	CW
929908	20220426	Hayden, Jordan	10.00	CW
929928	20220426	Roth, Kimberly	30.00	CW
929943	20220426	Wolfe, Sasha	10.00	CW
929944	20220426	Wunker, Kara	30.16	CW

Total Accounts Payable	2,757.33
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Grand Total	5,424.10
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**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
May 30, 2024**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Chair](#)

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

1. Discuss County Officials Luncheon June 10th
2. Approve payroll/accounts payables (when completed)

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Clancy Holeman, Counselor/Director of Administrative Services

3. Administrative Work Session

9:20 AM

Gary Fike, County Extension Director

4. 2025 Extension Council Appropriation Request

9:35 AM

Anna Burson, Appraiser

5. Staff update

10:00 AM

Comp Plan consultant interviews

11:00 AM

Comp Plan consultant interviews

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.



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
June 03, 2024**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Chair](#)

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8:30 AM

Call to Order

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Public Comment

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Business Meeting

Review Minutes

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Press Conference Topics

9:00 AM

Clancy Holeman, Counselor/Director of Administrative Services

1. Administrative Work Session

9:20 AM

Break

9:30 AM

Press Conference

2. RCPD Update - Lt. Luke Breault (3-5 minutes)
3. Downtown Manhattan update - Gina Snyder (3-5 minutes)

9:40 AM

Julie Gibbs, Health Department Director

4. Space needs

10:00 AM

Russel Stukey, Emergency Management Director

5. Staff update

Adjournment

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



PLANNING & DEVELOPMENT
Project

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

COMMISSION AGENDA REPORT

FROM: Amanda Webb, Planning Director

MEETING: May 23, 2024

SUBJECT: Comprehensive Plan Update - Consultant selection

PRESENTER: Amanda Webb, Planning Director

We received five (5) submittals in response to the Comprehensive Plan Request for Qualifications for consultant services. The Selection Committee, comprised of Bob Isaac, Vivienne Leyva, Commissioner Ford, Commissioner Focke, Commissioner McKinley, and me, received hard copies of the submittals, along with evaluation sheets, on May 7. After discussion with the BOCC on May 9, it was determined all evaluation sheets should be submitted to me by May 22, and the Selection Committee will meet during a regular BOCC meeting on May 23 to choose interviewees.

As per the Procurement Code (Article 4, Procurement of Professional Services), we must interview at least two firms. While I didn't want to preclude the possibility of interviewing all five firms if the situation warranted doing so, I think choosing the top three to interview is good practice.

I will provide an overall compiled evaluation form, and completed individual evaluation sheets, during the May 23 meeting for the Selection Committee to review and decide which firms to interview. There is currently two hours allotted for interviews on the May 30 BOCC agenda. However, we will need additional time should we prefer to interview more than two firms as I would like to have one hour per firm. Additionally, two firms have expressed conflict with that date, so if we choose those firms, we will want to reassess a good interview date and time.

Attached in this packet are the original Request for Qualifications issued April 5 and an evaluation sheet template.

Enclosures:

- Riley County Comp Plan Update RFQ 2024 (PDF)
- Evaluation Sheet (PDF)



RILEY COUNTY REQUEST FOR CONSULTANT QUALIFICATIONS

Riley County, Kansas, is requesting qualification statements from professional planning consultants to assist with its Comprehensive Plan update.

Background:

Riley County, located in northeast Kansas, had an estimated 2021 population of 72,208, which includes the City of Manhattan population of approximately 55,400. Riley County is also home to Kansas State University with an enrollment of approximately 19,722 students in 2022 (KSU Enrollment Data). The Fort Riley Military Base, located eight miles west of Manhattan, is also a major employer in the area. Riley County has a three-member Board of County Commissioners.

Riley County's current comprehensive plan, Vision 2025, was adopted in October 2009. Riley County has new Land Development Regulations that became effective January 1, 2022. The City of Manhattan updated their urban area subdivision regulations, also effective January 1, 2022, that the county adopted as required. Riley County and City of Manhattan have an interlocal agreement for planning within the urban area – in most cases, county zoning applies while city subdivision regulations apply. There is also a joint urban area planning board (in addition to Riley County's Planning Board).

Scope of Services:

Following selection of a successful firm, a detailed scope of services will be developed by the County and consultant to outline the specific tasks, deliverables, and timeline.

Tasks the consultant must address:

- Review all existing related plans and studies: Use existing data and documents to examine past and present conditions and trends relating to land use, population, development, economic conditions, and any other pertinent element needed in the preparation of the comp plan.
- Public engagement and committee coordination: Public participation should involve a wide-ranging and diverse selection of residents, organizations, and businesses, appropriate meeting and discussion formats, and significant information dissemination.

Riley County Planning & Development staff have completed many of the initial steps in the public engagement process including:

- A public survey with 687 responses.
- Eleven community meetings all around the county.
- Public outreach through creation of a webpage, newsletter, news releases, interviews, and social media posts.
- Development of title, tagline, and logo ideas and a public survey to select the most popular elements.
- Recruitment and establishment of the Comprehensive Plan Committee (the "TAC") – a group of 54 volunteers who have diverse expertise and interests.

All public input gathered so far will be incorporated into the plan update. The consultant will be expected to continue with public outreach efforts and coordination of Comprehensive Plan Committee meetings. Riley County will be a partner in all community engagement efforts.

- Demographics/socioeconomics: Consultant will be responsible for collecting current and projected demographic and socioeconomic trends. Riley County will make the final determination as to what data will be included within the plan itself.
- Current and future land use: A current land use map shall be created that reflects agricultural, residential, industrial, and commercial development in the county. The consultant will assist in evaluating current designated growth areas and identifying new potential growth areas. A Future Land Use map shall be created based on population projections, recent developments, and economic trends.
- Review and Update Existing Comprehensive Plan: The consultant's primary responsibility is a plan that is concise, user-friendly, and accurately reflects the community's collective vision. Exact details will be determined once the consultant and staff create an official scope of work and schedule to address plan update needs. County staff and ultimately the BOCC, will have final say in document language, content, graphics, layout, and organization.
 - All existing elements will need to be reworked. Each will need updated goals, policies, and actions. In some cases, existing goals may remain as is, but policies and actions must be updated. Existing elements include:
 - Agricultural Preservation & Rural Character
 - Residential
 - Commercial & Industrial Development
 - Land Use
 - Development Guidance System
 - Environment and Natural Resources
 - Transportation
 - Public Facilities and Services.
 - New elements will need to include new goals, policies, and actions. New elements include:
 - Economic Development
 - Housing/Affordable Housing
 - Parks & Recreation
 - Health
 - Utilities
 - Integrate and ensure consistency with other plans, including the Master Food Plan and other county/local/regional plans as applicable.
 - Reorganize/redesign the document. Update graphics/visuals.
 - Incorporate all community input.
 - New Action Plan section will include prioritization – high, medium, low.
 - Eliminate unnecessary redundancies, confusions, or conflicts.
- Collaborate with Planning & Development staff to establish a schedule and work plan for project completion by the target adoption date.

- Attend Planning Board and Board of County Commissioner meetings as needed to provide project updates and assist staff in working through the adoption process.

Contractual Provisions:

In addition to the Scope of Services, the consultant contract shall include the Contractual Provisions Attachment provided by Riley County.

Budget:

The Board of County Commissioners has allotted \$150,000 towards this project in 2024 and 2025.

Anticipated timeline (subject to change as necessary):

Event	Date
Release RFQ	April 5, 2024
Deadline for RFQ questions	5:00 pm, April 19, 2024
Statements of Qualifications due	5:00 pm, May 3, 2024
Committee review	May 6 - 10, 2024
Interview firms/recommendation	May 13 – May 17, 2024
BOCC makes final decision and authorizes staff to negotiate a contract	May 23, 2024
Notification of selected consultant	May 23, 2024
Contract settled and consultant begins	June 3, 2024

The plan should be adopted **no later than** June 30, 2025. A more precise timeline will be determined once the consultant is on board and scope of services is clearly detailed.

Submission Requirements:

- Cover page:
 - Title of project
 - Date of submittal
 - Firm name/address/phone
 - Primary contact/email address/phone
- Qualifications:
 - Summarize experience/qualifications for each person assigned to the project. Please do not include full resumes.
 - Outline experience with long range projects, specifically comprehensive plans.
 - Provide your understanding of the project and the tasks the consultant is responsible for.
 - Describe your overall philosophy towards long range planning/comprehensive planning.
 - A detailed description of the types of public participation processes used successfully by the firm in similar projects.
 - Indication that there will be enough staff assigned to the project as necessary to meet the timeline.
- Budget/Scope of Work
 - Please include your scope of work/deliverables for the life of the project and the associated cost to each.
- References

- Provide three (3) references of past clients for whom similar work has been performed and involved at least one of the primary team members listed in the proposal.
- Include the contact person's name, title, firm, address, telephone number, which consultants were involved in the project, and the year the project was completed.

Directions for Submission: Provide ten (10) copies of the submittal by 5:00 pm on May 3, 2024. Mail copies to the following address:

Amanda Webb
Planning Director
110 Courthouse Plaza
Manhattan, KS 66502

In addition to the hard copies above, one (1) emailed copy is also required and can be sent to awebb@rileycountyks.gov. All questions should be directed to Amanda Webb at awebb@rileycountyks.gov or (785) 537-6332.

Evaluation criteria:

- All items provided as per submission requirements.
- Demonstrated understanding of the project and tasks consultant is responsible for.
- Experience with long-range planning, specifically comprehensive plans.
- Availability and experience of professional staff assigned to the project.
- Creativeness and effectiveness in facilitating public outreach and technical group engagement strategies.
- Basic knowledge of Riley County.

Screening process:

A Selection Committee comprised of the Board of County Commissioners, Planning & Development Department staff, and staff from other county departments will begin the initial screening process. Selected firms will then be interviewed by the Selection Committee. The committee's recommendation for selection of the consultant will be reviewed by the Board of County Commissioners, which will make the final decision, prior to development of a Scope of Services and contract.

Disclaimers:

Riley County reserves the right to reject any and all proposals. All costs including travel and expenses incurred in the preparation of this proposal shall be borne by the proposing firm. All work product, whether hard copy or electronic, shall remain the property of the county and shall be provided to the county upon completion of the contract or upon request.

All persons awarded and/or entering into contracts with Riley County shall be subject to and required to comply with all applicable City, State, and Federal provisions pertaining to non-discrimination, Equal Employment Opportunity, and Affirmative Action.

Riley County Comprehensive Plan Update – Professional Consultant Services RFQ response – evaluation

Name of Firm: _____

Name of Evaluator: _____

Date: _____

Factor	Points Possible	Points Given	Comments
Acknowledgement/understanding and incorporation of the work already completed	20		
Methods used for public engagement/information distribution	20		
Comprehensive planning experience	20		
Similar county characteristics: size, agricultural, urban/rural.	20		
Budget	10		
Ability to meet June 30, 2025 deadline	10		
Total Points Possible	100		
Total Points Given			

Comments: _____



PLANNING & DEVELOPMENT
Public Hearing

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

RESOLUTION

FROM: Bob Isaac, Planner

MEETING: May 23, 2024

SUBJECT: Amend Sections 3.21, 3.8.A, 4.13, 4.3, 5.2, 5.3, 6.3, 9.4, Table 5.1 - Land Uses, and Article 9 - Definitions, of the Riley County Land Development Regulations for Riley County, Kansas.

PRESENTER: Bob Isaac, Planner

BACKGROUND

On December 6, 2021, the Board of County Commissioners adopted the Land Development Regulations for Riley County, Kansas. The document became effective on January 1, 2022. However, soon after the effective date, it was discovered some adjustments were needed. The Land Development Regulations were amended on May 5, 2022.

Recently, following the discovery of several needed adjustments to the document by staff, the Riley County Planning Board requested certain amendments to the Riley County Land Development Regulations. The proposed amendments were brought before the Riley County Planning Board on March 11, 2024 and the Manhattan Urban Area Planning Board March 28, 2024 for discussion and review. With the exception of some minor grammatical changes suggested by the Riley County Planning Board, there were no other comments or changes suggested by the Boards.

DISCUSSION

See staff report.

FISCAL IMPACT

None is anticipated

ALTERNATIVES

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

RECOMMENDATION(S)

On May 9, 2024, the Manhattan Urban Area Planning Board heard the request and unanimously forwarded a recommendation to the Board of County Commissioners to approve the amendments, as written in the staff report. On May 13, 2024, the Riley County Planning Board heard the request and unanimously forwarded a recommendation to the Board of County Commissioners to approve the amendments, as written in the staff report.

Staff recommends that the Board of Commissioners of Riley County approve the request to amend Sections 3.21, 3.8.A, 4.13, 4.3, 5.2, 5.3, 6.3, 9.4, Table 5.1 - Land Uses, and Article 9 - Definitions, of the Riley County Land Development Regulations for Riley County, Kansas, as

POSSIBLE MOTION(S)

- A. Motion to approve Resolution 052324-_____ approving the request to amend Sections 3.21, 3.8.A, 4.13, 4.3, 5.2, 5.3, 6.3, 9.4, Table 5.1 - Land Uses, and Article 9 - Definitions, of the Riley County Land Development Regulations for Riley County, Kansas, as written in the staff report.

Or

- B. Motion to sign Resolution 052324-_____ denying the request to amend Sections 3.21, 3.8.A, 4.13, 4.3, 5.2, 5.3, 6.3, 9.4, Table 5.1 - Land Uses, and Article 9 - Definitions, of the Riley County Land Development Regulations for Riley County, Kansas, as written in the staff report.

ATTACHMENT(S):

- Staff report
- Excerpt of Planning Board minutes

Enclosures:

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



PLANNING & DEVELOPMENT

STAFF REPORT

Regulation Amendment

PETITION:	#24-018
APPLICANT:	Riley County Planning Board 110 Courthouse Plaza Manhattan, KS 66502
REQUEST:	Amend Sections 3.21, 3.8.A, 4.13, 4.3, 5.2, 5.3, 6.3, 9.4, Table 5.1 - Land Uses, and Article 9 - Definitions, of the Riley County Land Development Regulations.

BACKGROUND:

On December 6, 2021, the Board of County Commissioners adopted the Land Development Regulations for Riley County, Kansas. The document became effective on January 1, 2022. However, soon after the effective date, it was discovered some adjustments were needed. The Land Development Regulations were amended on May 5, 2022. Following the discovery of several needed adjustments to the document by staff, the Riley County Planning Board requested certain amendments to the Riley County Land Development Regulations. The proposed amendments were brought before the Riley County Planning Board on March 11, 2024 and the Manhattan Urban Area Planning Board March 28, 2024 for discussion and review. Below are the aforementioned amendments, along with staff analysis.

PUBLIC NOTICE EXCERPT: (Additions are italicized and deletions are struck through)

RILEY COUNTY LAND DEVELOPMENT REGULATIONS:

SECTION 3.21 BUILDING PERMITS

D. Procedures

6. 2. A fee for the issuance of a building permit shall be established by the BOCC, and such fee shall be paid by the applicant at the time of application for the permit.
2. 3. The Department may waive the requirement for any of the above items if the Department deems such item(s) is/are not necessary to determine compliance with these Regulations. If a Building Permit Site Plan is required in accordance with Section 3.17 – Site Plan, a plot plan is not required.
3. 4. An application for a building permit shall be either approved or denied by the Department within 10 business days after receipt of a valid application or within a time period acceptable to the applicant. An approved building permit may be revoked by the Department if there is a departure from the conditions and requirements of the terms of such building permit or if it is found that any provisions of these or other regulations pertaining to land use are being violated.
4. 5. The absence of an approved building permit shall be cause for the issuance of a “stop order,” or the institution of legal proceedings to obtain compliance with the provisions of

these Regulations. An approved building permit shall cease to be valid if, within six months after the permit has been issued, the development, construction, or use specified in the permit has not been started.

6. *The holder of an approved building permit may transfer, assign, or otherwise convey the permit to another person or entity without obtaining a new building permit, provided a new application for a building permit is filed with the Department (no additional fee) upon transfer of the property.*

5. 7. Any building permit issued in conflict with the provisions of these Regulations shall be null and void.

Staff comment: For years, situations have arisen that necessitate the transfer of a building permit from one contractor to another or one property owner to another (divorce, bankruptcy, etc.). Although the Department wishes to continue to allow the transfer of a building permit, it was never codified. With the amendment, the allowance of such transfer will be documented within the regulations. The other change to this specific section is the re-ordering of this list.

SECTION 3.8.A – PROCEDURES

1. Preliminary Discussion by Planning Board(s) and/or BOCC

The Department shall arrange for discussions of possible text amendments with the appropriate authorities. If directed to proceed with a text amendment by either authority, the Department shall develop a draft Notice of Public Hearing which outlines the precise wording of the proposed text amendment. The Department may utilize community expertise and/or stakeholders to prepare the draft language. The Department may also propose text amendments to the appropriate authority. ~~in the event the amendment is primarily to clarify language, correct error(s), or provide for more efficient administration of the regulations.~~

2. Administrative Text Amendments

The Department shall have the authority to make minor text amendments or changes to illustrations in the event such amendment is primarily to clarify language, correct error(s), or provide for more efficient administration of the regulations.

Staff comment: The insertion of bullet #2 was strongly recommended by the planning consultant who assisted in the preparation of the Land Development Regulations. She advised that this language allows minor corrections to take place administratively, without having to go through the entire public hearing process for a typo.

SECTION 4.13 MANUFACTURED HOME PARK (MHP) DISTRICT

C. District Specific Standards

2. Annual Operating License

b. 8) c. All license fees shall be for a calendar year or part thereof expiring on December 31, and there shall be no rebate of such fee if the operation of the park is terminated or transferred for any reason. A new owner acquiring a manufactured home park at any time during the life of a valid annual operating license may continue to operate under that license to the end of the calendar year provided the owner certifies to and abides by all or any of the conditions contained in that license *and notifies the Department immediately upon transfer of ownership.*

Staff comment: This change is two-fold; the first being the correction of the order of the list under this heading, removing it from the items under “b”. The second change acknowledges that a new owner can continue to operate a manufactured home park under an existing license, provided the new owner contacts the Department immediately upon transfer of ownership.

SECTION 4.3 – LOTS AND STRUCTURES

B. Structures shall be Located on a Lot

Every building hereafter erected, enlarged or structurally altered shall be located on a lot as herein defined. ~~and in no case, shall~~ There *shall be no* more than one principal building ~~on one~~ per lot, *except for commercial or industrial zoned lots. Commercial or industrial zoned lots with one or more principal uses may have multiple principal buildings, but storage buildings, garages, and other clearly accessory uses shall not be considered principal buildings.*

Staff comment: This suggested change is to differentiate between principal buildings and principal uses while acknowledging that certain types of developments in commercial/industrial districts could and are permitted to have more than one principal use and/or principal building (e.g. individual storage units); however, it also makes clear what is not considered a principal building.

Table 5.1 LAND USES

Commercial (use category)

Vehicles and equipment sales and service (use subcategory)

Vehicles and Equipment Sales and Service, ~~General Light~~

Industrial (use subcategory)

Industrial Services (use subcategory)

~~Automobile Repair~~ *Vehicles and Equipment Sales and Service, Heavy*

Staff comment: These are changes to the names of specific land uses listed in the Land Use table.

Table 5.1 LAND USES

Delete “P” from the C-1, C-2, I-1, I-2 zoning districts for “Site-built residence.”

Staff comment: The first suggested change reflects the requirement found in the district specific standards for the C-1, C-2, I-1 and I-2 zoning districts which states “Residential use shall be limited to one dwelling unit that is incorporated into the commercial building and is subordinate in area to the commercial use therein.” As it is currently shown on the Land Use table, it arguably permits site built homes to be located within those districts, seemingly in conflict with the aforementioned standard.

SECTION 5.2 – USE-SPECIFIC STANDARDS

D. Agritourism Facility

3. Agritourism Facility License

e. The Agritourism Facility license is issued to the specific owner(s) of the property and does not run with the property. The license shall not be transferred or assigned to another individual, person, entity, or address, but may be managed by a third party on behalf of the owner.

T. Natural Resources

3. Licensing Requirements

- f. The license is issued to the specific operator of the extraction operation and does not run with the property. The license shall not be transferred or assigned to another individual, person, entity, or address.*

Staff comment: These are suggested changes to the Use Specific Standards, inserting new language stating that licenses for agritourism facilities or extraction operations (quarries, borrow pit, etc.) are non-transferrable.

SECTION 5.3 ACCESSORY BUILDINGS, STRUCTURES AND USES

D. Residential Livestock

Stock Animals

The keeping, feeding and maintenance of stock animals such as horses, *donkeys*, *mules*, cows, pigs, sheep, *llamas*, *alpacas* or goats shall be *prohibited in the SF-2 (Single Family Residential) or SF-3 (Single Family Residential) zoning districts. For those districts that permit residential livestock, the number of such stock animals shall be limited to one animal per acre.* Fractional acres containing .75-acre or more shall constitute a full acre.

Staff comment: Stock animals in residential zoning districts were traditionally limited to only the large lot residential districts which had a minimum lot size of two (2) acres (i.e. SF-1 Single Family Residential), preventing the urban-rural conflict that would occur if allowed in higher density residential neighborhoods with much smaller lots (i.e. SF-2 Single Family Residential and SF-3 Single Family Residential). Although the standard allows one stock animal per acre, it was discovered that through replatting, one acre is easily obtainable and could have a negative impact on a neighborhood. Thus, it is recommended that stock animals, as described above, be prohibited in the smaller lot single family residential districts. Other residential livestock (chickens, ducks, guineas, etc.) would still be allowed within those districts.

SECTION 6.3 RIPARIAN BUFFER

2. Prohibited Activities

Unless associated with a permitted use in Table 6-2: Uses and Activities Permitted by Buffer Zone, the following activities are prohibited within the riparian buffer zones:

- a. Non-agricultural residences;
- b. *Commercial or industrial buildings or structures;*
- c. Dumping, including leaves, wood chips and lawn clippings;
- d. Filling;
- e. Excavating;
- f. Clear-cutting; or
- g. Storage of equipment, vehicles, or materials.

Staff comment: It was discovered by staff that the list of prohibited activities was not as comprehensive as once thought. To reflect the intent of actively protecting riparian areas, it was suggested to include commercial or industrial buildings or structures on this list.

Article 9 – DEFINITIONS

Automobile Repair

~~The repairing of damaged motor vehicles or fixing mechanical/electrical parts on an automobile which becomes inoperative. This includes but is not limited to transmission repair shops, muffler repair shops, tire shops, automotive glass shops, autobody repair, painting and detailing, and automotive upholstery shops, reconditioning shops, undercoating shops, etc.~~

Staff comment: Suggest removing this definition as the term will be deleted; replace with the definition of Vehicles and Equipment Sales and Service, Heavy (see below) to reflect the change in the Land Use table.

Manufactured Home, Residential-Design

A manufactured home on a solid concrete or reinforced concrete block perimeter foundation which has:

1. A minimum of 22 body feet in width excluding porches, decks, awnings, carports, ~~attached~~ detached garages or similar additions;

Staff comment: It was discovered by staff that, by definition, an “attached” garage would be part of the footprint of the principal building. Moreover, a detached garage could be “attached” via a breezeway, but still considered to be detached and thus not counted toward the minimum width calculation.

Principal Building

1. A structure accommodating the principal use to which the property is devoted. ~~Lots with multiple principal uses may have multiple principal buildings, but storage buildings, garages, and other clearly accessory uses shall not be considered principal buildings.~~
2. The building in a multi-unit multi-family development located at the main access to the complex or where the office functions are provided for the complex.

Staff comment: The language struck out in bullet #1 was considered a standard, rather than definition, and relocated to be inserted in the suggested text change of Section 4.3 Lots and Structures.

Vehicles and Equipment Sales and Service, Heavy

The general repair, rebuilding, or reconditioning of engines, motor vehicles, or trailers, including body work, framework, welding, and major painting service. This includes but is not limited to transmission repair shops, autobody repair, painting and detailing, reconditioning shops, undercoating shops, etc. Does not include farm machinery repair.

Vehicles and Equipment Sales and Service, General Light

A use involving the sale, rental, or service of equipment and/or personal and commercial vehicles, ~~not including Farm Machinery Repair~~ and is primarily engaged in one or more of the following activities: diagnostic service and tune-ups; installation or repair of air-conditioners, brakes, carburetors, electrical systems, fuel systems, generators, starters, and radiators; tires and wheel alignment; automotive upholstery; lubricating service; the installation or repair of automotive glass; and the installation or repair of exhaust systems, not including Farm Machinery Repair.

Staff comment: These added/modified definitions are to add clarity between the different levels of intensity of what is considered “service”, which ultimately dictates which zoning district a

particular land use is permitted. Language was borrowed from the City of Manhattan's Development Code.

SECTION 9.4 SEXUALLY ORIENTED BUSINESS DEFINITIONS

Nudity or a State of Nudity

The showing, *in a public place*, of the human male or female genitals, pubic area, ~~vulva~~, anus, ~~anal cleft or cleavage or buttocks with less than a fully opaque covering~~, or the showing of the ~~female breast with less than a fully opaque covering of any part of the nipple and areola.~~

Semi-Nude or State of Semi-Nudity

~~The showing of the female breast below a horizontal line across the top of the areola and extending across the width of the breast at that point, or the~~ The showing of the male or female buttocks. ~~This definition shall include the entire lower portion of the human female breast, but shall not include any portion of the cleavage of the human female breasts exhibited by a dress, blouse, skirt, leotard, bathing suit, or other wearing apparel provided the areola is not exposed in whole or in part.~~

Public Place

Any location frequented by the public, or where the public is present or likely to be present, or where a person may reasonably be expected to be observed by members of the public. Public places include, but are not limited to, streets, sidewalks, parks, beaches, business and commercial establishments (whether for profit or not-for-profit and whether open to the public at large or where entrance is limited by a cover charge or membership requirement), hotels, motels, restaurants, night clubs, country clubs, adult bookstore/adult video store, adult cabaret, adult motel, adult motion picture theatre, semi-nude model studio, sexual encounter center, and meeting facilities utilized by any religious, social, fraternal or similar organization. Premises used solely as a private residence whether permanent or temporary in nature shall not be deemed to be a public place. Public place shall not include enclosed single sex public restrooms, enclosed single sex functional showers, locker and/or dressing room facilities, doctor's offices, portions of hospitals and similar places in which nudity or exposure is necessarily and customarily expected outside of the home and the sphere of privacy constitutionally protected therein; nor shall it include a person appearing in a state of nudity in a modeling class operated by: (1) a proprietary school, licensed by the State; a college, junior college or university supported entirely or partly by taxation; or (2) a private college or university which maintains and operates educational programs in which credits are transferrable to a college, junior college or university supported entirely or partly by taxation or an accredited private college. Public place shall also not include any theatrical production performed in a theater by a professional or amateur theatrical or musical company, which has serious artistic merit.

Staff comment: The changes in this section are suggested in order to be consistent with the language in Resolution No. 052322-17, which is the result of an opinion issued by the 10th Circuit Court of Appeals that suggested to amend Section 2 (a) of Resolution No. 072904-30.

MANHATTAN URBAN AREA PLANNING BOARD:

On May 9, 2024, the Manhattan Urban Area Planning Board heard the request and unanimously forwarded a recommendation to the Board of County Commissioners to approve the amendments, as written in the staff report.

RILEY COUNTY PLANNING BOARD:

On May 13, 2024, the Riley County Planning Board heard the request and unanimously forwarded a recommendation to the Board of County Commissioners to approve the amendments, as written in the staff report.

STAFF RECOMMENDATIONS: Staff recommends that the Planning Board forward a recommendation of approval to the Board of County Commissioners to adopt the proposed amendments as published.

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

A. Motion to approve Resolution 052324-_____ approving the request to amend Sections 3.21, 3.8.A, 4.13, 4.3, 5.2, 5.3, 6.3, 9.4, Table 5.1 - Land Uses, and Article 9 - Definitions, of the Riley County Land Development Regulations for Riley County, Kansas, as written in the staff report.

Or

B. Motion to sign Resolution 052324-_____ denying the request to amend Sections 3.21, 3.8.A, 4.13, 4.3, 5.2, 5.3, 6.3, 9.4, Table 5.1 - Land Uses, and Article 9 - Definitions, of the Riley County Land Development Regulations for Riley County, Kansas, as written in the staff report.

Prepared by: Bob Isaac, Planner
May 20, 2024

EXCERPT OF MINUTES MANHATTAN URBAN AREA PLANNING BOARD

May 9, 2024

Page 1

- 3.2. A **PUBLIC HEARING** to consider text **AMENDMENTS to the Riley County Land Development Regulations**. (*applicant: Riley County Planning Board, file no. RCF-24-037*)

Bob Isaac, Riley County Planner, stated staff brought the proposed amendments before the Riley County Planning Board on March 11, 2024 and the Manhattan Urban Area Planning Board March 28, 2024 for discussion and review. He said that, with the exception of minor grammatical changes suggested by the Riley County Planning Board, there were no other comments or changes. He said Planning staff, however, found some duplication of certain uses in the proposed definitions of Vehicles and Equipment Sales and Service, Heavy and Vehicles and Equipment Sales and Service, Light that needed cleaning up. He said other than that, everything is the same as discussed at the March 28th meeting.

Staff recommended the Planning Board forward a recommendation of approval to the Board of County Commissioners to adopt the proposed amendments as written in the staff report.

Bob Isaac said the Riley County Planning Board will hear the request on May 13, 2024 and the Board of County Commissioners will hear the request on May 23, 2024 at 9:50 am in the County Commission chambers.

Ken Ebert said, under the definitions for Sexually Oriented Business, staff comments said these changes are suggested in order to be consistent with language in some resolution as a result of an opinion by the 10th Circuit Court of Appeals. He asked Mr. Isaac to explain how that came about.

Bob Isaac stated Riley County passed a nudity resolution years ago and it was found to be discriminatory to allow men to walk around without shirts on but not women. He explained that the resolution was updated and staff wants the regulations to be consistent with the revised resolution.

Phil Anderson asked about the term “public place” on page 6 of the staff report, last sentence. He stated he is asking because he spent a good part of his career directing college play productions. He referenced the staff report, “Public place shall also not include any theatrical production performed in a theater by a professional or amateur theatrical or musical company, which has serious artistic merit”. He said his question is, who in the county would be in a position to make that determination if it became an issue.

Bob Isaac said the language is directly from the resolution and not sure he can answer that question.

Phil Anderson said he would like to make a suggestion that whoever makes that decision, they call upon somebody that is theatrically experienced.

Brad Buser said he had two items: one is site-built residents seemly incompatible in commercial and industrial districts. He asked if that is a common issue or just cleaning up the regulations.

Bob Isaac replied that, for years, up until the adoption of the current regulations, commercial and industrial zones allowed for a residence for the owner or night manager of a business. He said what was envisioned was a loft or something located within the business, but what actually happened was people bringing in full size houses and then rezoning the property to residential in the middle of a commercial or industrial area, creating spot zoning. He said the Land Development Regulations state part of the principal structure, not an accessory structure, can be used for residential purposes. He said that the use table in the regulations shows site-built residences as a permitted use in the commercial and industrial districts, which is misleading.

Brad Buser said the second item is stock animals and asked what comments are being received on it.

Bob Isaac stated that in the previous regulations, the use limitations in the large lot residential zoning districts allowed stock animals, but not in other residential zoning districts. He said the standard allowed one stock animal per acre. He said when the regulations were adopted the language was shifted over to all residential zoning districts even the high density residential. He said through a simple replat, one could achieve the one acre minimum to allow for a stock animal. He explained that stock animals are horses, cows, donkeys, etc., which can have an impact on a neighborhood. He said the large lot single family residential districts had a minimum lot size of two acres, so stock animals worked there; however, it doesn't work so well for tracts that are only one acre. He said the previous zoning regulations had five zoning districts; two of which had the 2-acre minimum lot size. He explained that two of those were combined into one with the new regulations. He said we also want to continue to allow the flexibility to have other residential livestock such as chickens or ducks. He stated with the change in regulations, current stock animals will most likely be allowed to stay as a nonconforming use for the duration of their life; however, ultimately, "grandfathering" terms are set by the Board of County Commissioners. He said the regulation could go into effect immediately, or people could be given a certain amount of time to come into compliance or be allowed to remain for the duration of the animal's life.

Phil Anderson asked if chickens are being regulated in residential districts.

Bob Isaac replied there is a maximum number allowed which also includes rabbits and other fowl (e.g., ducks, geese, guineas, etc.). He said staff is looking at maximum number for combinations of residential livestock; roosters are not allowed.

Hannah Fehr asked about 6.3 Riparian Buffer and if there is a setback or what parameter they can go without infringing on the buffer.

Bob Isaac explained there's a chart in the regulations showing two buffer zones: I and II, based on stream order. He said the bigger the stream, the bigger the setback. He said there is also a list of uses prohibited in both buffer zones. He explained that commercial or industrial buildings or structures were glaringly missing from that list.

Hannah Fehr asked if that included equipment sitting there while another project is worked on.

Bob Isaac said a separate chart refers to each buffer zone and what is not allowed, while this is the list of activities prohibited in both buffer zones.

Deb Nuss, chairperson person opened the public hearing. Hearing no comments she closed the public hearing.

Anderson motioned to forward a recommendation of approval to the Board of County Commissioners of Riley County of the proposed amendments to the Riley County Land Regulations as published.

Ebert seconded.

Motion carried 7-0.

EXCERPT OF MINUTES

RILEY COUNTY PLANNING BOARD

May 13, 2024

Page 1

Chairman Wienck opened the public hearing at the request of the Riley County Planning Board to amend Sections 3.21, 3.8.A, 4.13, 4.3, 5.2, 5.3, 6.3, 9.4, Table 5.1 - Land Uses, and Article 9 - Definitions, of the Riley County Land Development Regulations.

Bob Isaac presented the request stating the proposed amendments were brought before the Riley County Planning Board on March 11, 2024 and the Manhattan Urban Area Planning Board March 28, 2024 for discussion and review. He said minor changes were suggested by the Riley County Planning Board. He said staff found some duplication of certain uses in the proposed definitions of Vehicles and Equipment Sales and Service, Heavy and Vehicles and Equipment Sales and Service, Light that needed cleaning up.

He said the Manhattan Urban Area Planning Board heard the request on Thursday, May 9, 2024. He said the Board recommended approval to the Board of County Commissioners to adopt the proposed amendments as published.

Staff recommended that the Planning Board forward a recommendation of approval to the Board of County Commissioners to adopt the proposed amendments written in the staff report.

Mr. Isaac announced that the Board of County Commissioners would hear the request on May 23, 2024 at 9:50 am, in the County Commission Chambers.

John Wienck asked if the amendments were identified after the consultant reviewed the regulations.

Bob Isaac explained that some amendments were an oversight, for example stock animals. He said the previous regulations had standards regarding stock animals: one stock animal per acre. He said the catch was the use limitation was only for the large-lot single family zoning districts. He said when this was converted to the new regulations, it wasn't delegated to just the "SF-1" Single Family Residential zoning district. He said we have discovered that you can easily get an acre by replatting, allowing stock animals in areas where it may not be the most appropriate, such as high-density neighborhoods. He said as far as residential livestock, such as chickens, is now being allowed.

Mr. Isaac said there were several other items that were found, such as transferring manufactured park licenses to a new property owner. He said it was suggested by the consultant to allow for administrative text amendments. He said it was discovered the recommended text wasn't included in the new regulations. He said Table 5.1 Land Use, the "P" for permitted use needs to be removed for "C-1", "C-2", "I-1" and "I-2", for site-built homes, as those are commercial and industrial zoning.

Eric Peck moved to forward a recommendation of approval to the Board of County Commissioners of Riley County of the proposed amendments to the Riley County Land Regulations as published. Rita Cassida seconded. Carried 5-0.

RESOLUTION NO. 052324-**RESOLUTION AMENDING THE RILEY COUNTY LAND DEVELOPMENT REGULATIONS IN RILEY COUNTY, KANSAS**

WHEREAS, pursuant to the provision of Section 3.8 of the Riley County Land Development Regulations, Riley County Planning Board has made application that certain amendments be made to the Riley County Land Development Regulations, to provide for more efficient and equitable administration; and

WHEREAS, the Manhattan Urban Area Planning Board, after duly publishing notice of public hearing on said application, did on May 9, 2024, conduct a public hearing on said application; and

WHEREAS, the Riley County Planning Board, after duly publishing notice of public hearing on said application, did on May 13, 2024, conduct a public hearing on said application; and

WHEREAS, the Manhattan Urban Area Planning Board, has submitted their recommendation and report to the Board of Commissioners of Riley County, Kansas, recommending approval of the application.

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

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF RILEY COUNTY, KANSAS, that the recommendations of the Manhattan Urban Area Planning Board and Riley County Planning Board be accepted and that the Riley County Land Development Regulations are hereby amended as follows:

SECTION 3.21 BUILDING PERMITS**D. Procedures**

6. 2. A fee for the issuance of a building permit shall be established by the BOCC, and such fee shall be paid by the applicant at the time of application for the permit.
2. 3. The Department may waive the requirement for any of the above items if the Department deems such item(s) is/are not necessary to determine compliance with these Regulations. If a Building Permit Site Plan is required in accordance with Section 3.17 – Site Plan, a plot plan is not required.
3. 4. An application for a building permit shall be either approved or denied by the Department within 10 business days after receipt of a valid application or within a time period acceptable to the applicant. An approved building permit may be revoked by the Department if there is a departure from the conditions and requirements of the terms of

such building permit or if it is found that any provisions of these or other regulations pertaining to land use are being violated.

4. 5. The absence of an approved building permit shall be cause for the issuance of a “stop order,” or the institution of legal proceedings to obtain compliance with the provisions of these Regulations. An approved building permit shall cease to be valid if, within six months after the permit has been issued, the development, construction, or use specified in the permit has not been started.
6. *The holder of an approved building permit may transfer, assign, or otherwise convey the permit to another person or entity without obtaining a new building permit, provided a new application for a building permit is filed with the Department (no additional fee) upon transfer of the property.*
5. 7. Any building permit issued in conflict with the provisions of these Regulations shall be null and void.

SECTION 3.8.A – PROCEDURES

1. Preliminary Discussion by Planning Board(s) and/or BOCC

The Department shall arrange for discussions of possible text amendments with the appropriate authorities. If directed to proceed with a text amendment by either authority, the Department shall develop a draft Notice of Public Hearing which outlines the precise wording of the proposed text amendment. The Department may utilize community expertise and/or stakeholders to prepare the draft language. The Department may also propose text amendments to the appropriate authority. ~~in the event the amendment is primarily to clarify language, correct error(s), or provide for more efficient administration of the regulations.~~

2. Administrative Text Amendments

The Department shall have the authority to make minor text amendments or changes to illustrations in the event such amendment is primarily to clarify language, correct error(s), or provide for more efficient administration of the regulations.

SECTION 4.13 MANUFACTURED HOME PARK (MHP) DISTRICT

C. District Specific Standards

2. Annual Operating License

~~b. 8)~~ c. All license fees shall be for a calendar year or part thereof expiring on December 31, and there shall be no rebate of such fee if the operation of the park is terminated or transferred for any reason. A new owner acquiring a manufactured home park at any time during the life of a valid annual operating license may continue to operate under that license to the end of the calendar year provided the owner certifies to and abides by all or any of the conditions contained in that license *and notifies the Department immediately upon transfer of ownership.*

SECTION 4.3 – LOTS AND STRUCTURES

B. Structures shall be Located on a Lot

Every building hereafter erected, enlarged or structurally altered shall be located on a lot as herein defined. ~~and in no case, shall~~ There shall be no more than one principal building ~~on one~~ per lot, except for commercial or industrial zoned lots. Commercial or industrial zoned lots with

one or more principal uses may have multiple principal buildings, but storage buildings, garages, and other clearly accessory uses shall not be considered principal buildings.

Table 5.1 LAND USES

Commercial (use category)

Vehicles and equipment sales and service (use subcategory)

Vehicles and Equipment Sales and Service, ~~General~~ Light

Industrial (use subcategory)

Industrial Services (use subcategory)

~~Automobile Repair~~ Vehicles and Equipment Sales and Service, Heavy

Table 5.1 LAND USES

Delete “P” from the C-1, C-2, I-1, I-2 zoning districts for “Site-built residence.”

SECTION 5.2 – USE-SPECIFIC STANDARDS

D. Agritourism Facility

3. Agritourism Facility License

e. The Agritourism Facility license is issued to the specific owner(s) of the property and does not run with the property. The license shall not be transferred or assigned to another individual, person, entity, or address, but may be managed by a third party on behalf of the owner.

T. Natural Resources

3. Licensing Requirements

f. The license is issued to the specific operator of the extraction operation and does not run with the property. The license shall not be transferred or assigned to another individual, person, entity, or address.

SECTION 5.3 ACCESSORY BUILDINGS, STRUCTURES AND USES

D. Residential Livestock

Stock Animals

The keeping, feeding and maintenance of stock animals such as horses, *donkeys*, mules, cows, pigs, sheep, llamas, alpacas or goats shall be *prohibited in the SF-2 (Single Family Residential) or SF-3 (Single Family Residential) zoning districts. For those districts that permit residential livestock, the number of such stock animals shall be limited to one animal per acre. Fractional acres containing .75-acre or more shall constitute a full acre.*

SECTION 6.3 RIPARIAN BUFFER

2. Prohibited Activities

Unless associated with a permitted use in Table 6-2: Uses and Activities Permitted by Buffer Zone, the following activities are prohibited within the riparian buffer zones:

- a. Non-agricultural residences;
- b. Commercial or industrial buildings or structures;

- c. Dumping, including leaves, wood chips and lawn clippings;
- d. Filling;
- e. Excavating;
- f. Clear-cutting; or
- g. Storage of equipment, vehicles, or materials.

Article 9 – DEFINITIONS

Automobile Repair

The repairing of damaged motor vehicles or fixing mechanical/electrical parts on an automobile which becomes inoperative. This includes but is not limited to transmission repair shops, muffler repair shops, tire shops, automotive glass shops, autobody repair, painting and detailing, and automotive upholstery shops, reconditioning shops, undercoating shops, etc.

Manufactured Home, Residential-Design

A manufactured home on a solid concrete or reinforced concrete block perimeter foundation which has:

1. A minimum of 22 body feet in width excluding porches, decks, awnings, carports, ~~attached~~ detached garages or similar additions;

Principal Building

1. A structure accommodating the principal use to which the property is devoted. ~~Lots with multiple principal uses may have multiple principal buildings, but storage buildings, garages, and other clearly accessory uses shall not be considered principal buildings.~~
2. The building in a multi-unit multi-family development located at the main access to the complex or where the office functions are provided for the complex.

Vehicles and Equipment Sales and Service, Heavy

The general repair, rebuilding, or reconditioning of engines, motor vehicles, or trailers, including body work, framework, welding, and major painting service. This includes but is not limited to transmission repair shops, autobody repair, painting and detailing, reconditioning shops, undercoating shops, etc. Does not include farm machinery repair.

Vehicles and Equipment Sales and Service, General Light

A use involving the sale, rental, or service of equipment and/or personal and commercial vehicles, ~~not including Farm Machinery Repair~~ and is primarily engaged in one or more of the following activities: diagnostic service and tune-ups; installation or repair of air-conditioners, brakes, carburetors, electrical systems, fuel systems, generators, starters, and radiators; tires and wheel alignment; automotive upholstery; lubricating service; the installation or repair of automotive glass; and the installation or repair of exhaust systems, not including Farm Machinery Repair.

SECTION 9.4 SEXUALLY ORIENTED BUSINESS DEFINITIONS

Nudity or a State of Nudity

The showing, *in a public place*, of the human male or female genitals, pubic area, ~~vulva~~, anus, ~~anal cleft or cleavage or buttocks with less than a fully opaque covering, or the showing of the female breast with less than a fully opaque covering of any part of the nipple and areola.~~

Semi-Nude or State of Semi-Nudity

~~The showing of the female breast below a horizontal line across the top of the areola and extending across the width of the breast at that point, or the~~ The showing of the male or female buttocks. ~~This definition shall include the entire lower portion of the human female breast, but shall not include any portion of the cleavage of the human female breasts exhibited by a dress, blouse, skirt, leotard, bathing suit, or other wearing apparel provided the areola is not exposed in whole or in part.~~

Public Place

Any location frequented by the public, or where the public is present or likely to be present, or where a person may reasonably be expected to be observed by members of the public. Public places include, but are not limited to, streets, sidewalks, parks, beaches, business and commercial establishments (whether for profit or not-for-profit and whether open to the public at large or where entrance is limited by a cover charge or membership requirement), hotels, motels, restaurants, night clubs, country clubs, adult bookstore/adult video store, adult cabaret, adult motel, adult motion picture theatre, semi-nude model studio, sexual encounter center, and meeting facilities utilized by any religious, social, fraternal or similar organization. Premises used solely as a private residence whether permanent or temporary in nature shall not be deemed to be a public place. Public place shall not include enclosed single sex public restrooms, enclosed single sex functional showers, locker and/or dressing room facilities, doctor's offices, portions of hospitals and similar places in which nudity or exposure is necessarily and customarily expected outside of the home and the sphere of privacy constitutionally protected therein; nor shall it include a person appearing in a state of nudity in a modeling class operated by: (1) a proprietary school, licensed by the State; a college, junior college or university supported entirely or partly by taxation; or (2) a private college or university which maintains and operates educational programs in which credits are transferrable to a college, junior college or university supported entirely or partly by taxation or an accredited private college. Public place shall also not include any theatrical production performed in a theater by a professional or amateur theatrical or musical company, which has serious artistic merit.

It is hereby ordered that the Riley County Land Development Regulations be changed to reflect the amendments and that the original resolution incorporating the said official regulations be reference be amended and that said official regulations be re-incorporated by reference as amended.

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

Adopted this 23rd day of May, 2024

BOARD OF COMMISSIONERS
OF RILEY COUNTY, KANSAS

John Ford, Chair

Greg McKinley, Vice Chair

Kathryn Focke, Member

ATTEST:

Rich Vargo, Riley County Clerk

Attachment: Resolution Approve (14787 : Amend Riley County Land Development Regulations)

RESOLUTION NO. 052324-

RESOLUTION DENYING THE REQUEST TO AMEND THE RILEY COUNTY LAND DEVELOPMENT REGULATIONS IN RILEY COUNTY, KANSAS

WHEREAS, pursuant to the provision of Section 3.8 of the Riley County Land Development Regulations, Riley County Planning Board has made application that certain amendments be made to the Riley County Land Development Regulations, to provide for more efficient and equitable administration; and

WHEREAS, the Manhattan Urban Area Planning Board, after duly publishing notice of public hearing on said application, did on May 9, 2024, conduct a public hearing on said application; and

WHEREAS, the Riley County Planning Board, after duly publishing notice of public hearing on said application, did on May 13, 2024, conduct a public hearing on said application; and

WHEREAS, the Manhattan Urban Area Planning Board, has submitted their recommendation and report to the Board of Commissioners of Riley County, Kansas, recommending approval of the application.

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

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF RILEY COUNTY, KANSAS, that the recommendations of the Riley County Planning Board and Manhattan Urban Area Planning Board be accepted and that the Riley County Land Development Regulations are hereby NOT amended as follows:

SECTION 3.21 BUILDING PERMITS

D. Procedures

6. 2. A fee for the issuance of a building permit shall be established by the BOCC, and such fee shall be paid by the applicant at the time of application for the permit.
2. 3. The Department may waive the requirement for any of the above items if the Department deems such item(s) is/are not necessary to determine compliance with these Regulations. If a Building Permit Site Plan is required in accordance with Section 3.17 – Site Plan, a plot plan is not required.
3. 4. An application for a building permit shall be either approved or denied by the Department within 10 business days after receipt of a valid application or within a time period acceptable to the applicant. An approved building permit may be revoked by the Department if there is a departure from the conditions and requirements of the terms of

such building permit or if it is found that any provisions of these or other regulations pertaining to land use are being violated.

4. 5. The absence of an approved building permit shall be cause for the issuance of a “stop order,” or the institution of legal proceedings to obtain compliance with the provisions of these Regulations. An approved building permit shall cease to be valid if, within six months after the permit has been issued, the development, construction, or use specified in the permit has not been started.
6. *The holder of an approved building permit may transfer, assign, or otherwise convey the permit to another person or entity without obtaining a new building permit, provided a new application for a building permit is filed with the Department (no additional fee) upon transfer of the property.*
5. 7. Any building permit issued in conflict with the provisions of these Regulations shall be null and void.

SECTION 3.8.A – PROCEDURES

1. Preliminary Discussion by Planning Board(s) and/or BOCC

The Department shall arrange for discussions of possible text amendments with the appropriate authorities. If directed to proceed with a text amendment by either authority, the Department shall develop a draft Notice of Public Hearing which outlines the precise wording of the proposed text amendment. The Department may utilize community expertise and/or stakeholders to prepare the draft language. The Department may also propose text amendments to the appropriate authority. ~~in the event the amendment is primarily to clarify language, correct error(s), or provide for more efficient administration of the regulations.~~

2. Administrative Text Amendments

The Department shall have the authority to make minor text amendments or changes to illustrations in the event such amendment is primarily to clarify language, correct error(s), or provide for more efficient administration of the regulations.

SECTION 4.13 MANUFACTURED HOME PARK (MHP) DISTRICT

C. District Specific Standards

2. Annual Operating License

~~b. 8)~~ c. All license fees shall be for a calendar year or part thereof expiring on December 31, and there shall be no rebate of such fee if the operation of the park is terminated or transferred for any reason. A new owner acquiring a manufactured home park at any time during the life of a valid annual operating license may continue to operate under that license to the end of the calendar year provided the owner certifies to and abides by all or any of the conditions contained in that license *and notifies the Department immediately upon transfer of ownership.*

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It is hereby ordered that the Riley County Land Development Regulations not be changed to reflect the proposed amendment.

Denied this 23rd day of May, 2024

BOARD OF COMMISSIONERS
OF RILEY COUNTY, KANSAS

John Ford, Chair

Greg McKinley, Vice Chair

Kathryn Focke, Member

ATTEST:

Rich Vargo, Riley County Clerk

Attachment: Resolution Deny (14787 : Amend Riley County Land Development Regulations)



COUNTY CLERK & ELECTIONS
Staff Update

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

STAFF REPORT

FROM: Vivienne Leyva, Public Information Officer

MEETING: May 23, 2024

SUBJECT: May 2024 Communications Report

PRESENTER: Vivienne Leyva, Public Information Officer

Disaster Response

In these past two months Riley County has seen severe weather, major wildfires, structure fires, and accidents. Collaboration for each of these events has been extraordinary and I would like to highlight the community efforts behind the Burklund/Axelton Road Fire as well as the Westmoreland Tornado response in particular. More than 750 volunteers lent their hands to cleanup efforts in the days following the EF3 tornado that hit Pottawatomie County on April 30th. Emergency responders from all neighboring counties, public works crews, and public information officers from the Flint Hills Region dedicated many hours of work to support the community. While disasters like this take an unbelievable toll on any community, I am proud of the human response that involved so many people lending a hand. I want to remind everyone not to forget about the City of Westmoreland now that the initial response period has ended. They will be recovering for months, if not years, and need continued support.

The Flint Hills Public Information Officers turned out to lend their expertise to both the wildfire and tornado responses. The Kansas Forest Service navigated the logistics of landing a helicopter at a high school for the wildfire news conference, and many agencies spent time in the EOC for Westmoreland.

Most local organizations have minimal communications staff, and we have been able to build a strong network of collaborators who can step up when needed. From my own perspective, the experience of collaborating with other Public Information Officers taught me many valuable lessons about crisis communications, as they always do.

Media Relations

Updated: 5/21/2024 3:07 PM by Vivienne Leyva

Page 1

Packet Pg. 44

Sending news releases and granting interviews continues to be an effective method of communication, but there has been an increase in errors lately. I reach out as quickly as possible to request corrections.

Staff are becoming seasoned experts at speaking to media, and I would like to highlight Doug Russell in particular, who has served as Incident Commander for several major emergencies over the past few months. Doug has never failed to provide prompt information, and is able to speak on camera at a moment's notice. His efforts promote transparency and help build trust in the community.

Additional Communication Efforts

Education Campaigns for budget, vector borne illness, severe weather, and soon I will be working with Elections Staff to help educate voters about registration deadlines and voting procedures in Riley County.

Training presentations for conferences and Riley County staff for media relations, first amendment auditors, creating marketing plans, and writing for the web.

Enclosures:

- Communications Presentation May 2024 (PPTX)



COMMUNICATIONS UPDATE

May 23, 2024

Vivienne Leyva, Public Information Officer

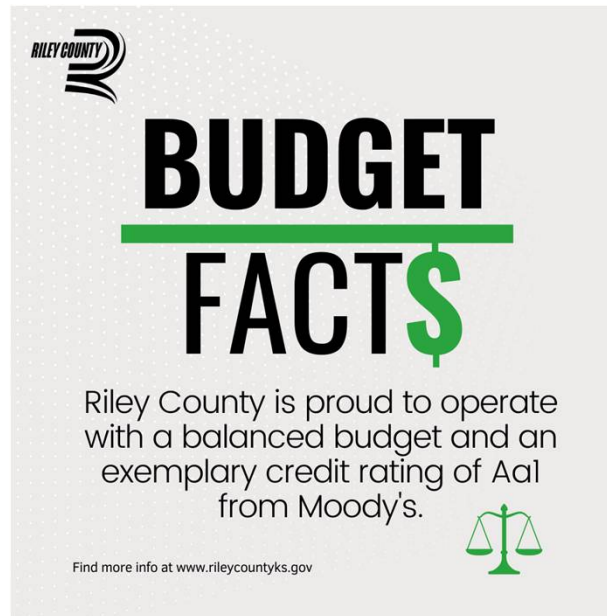
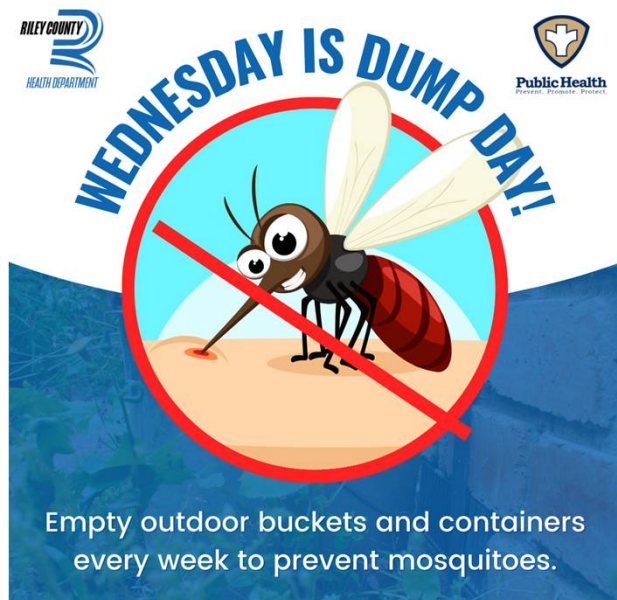
DISASTER RESPONSE



Attachment: Communications Presentation May 2024 (14792 : May 2024 Communications Update)



EDUCATION CAMPAIGNS



PRESENTATIONS



WHAT IS PUBLIC RELATIONS?

- “Public relations is a strategic communication process that builds mutually beneficial relationships between organizations and their publics.” – Public Relations Society of America
- Advertising is what you pay for, publicity is what you pray for.

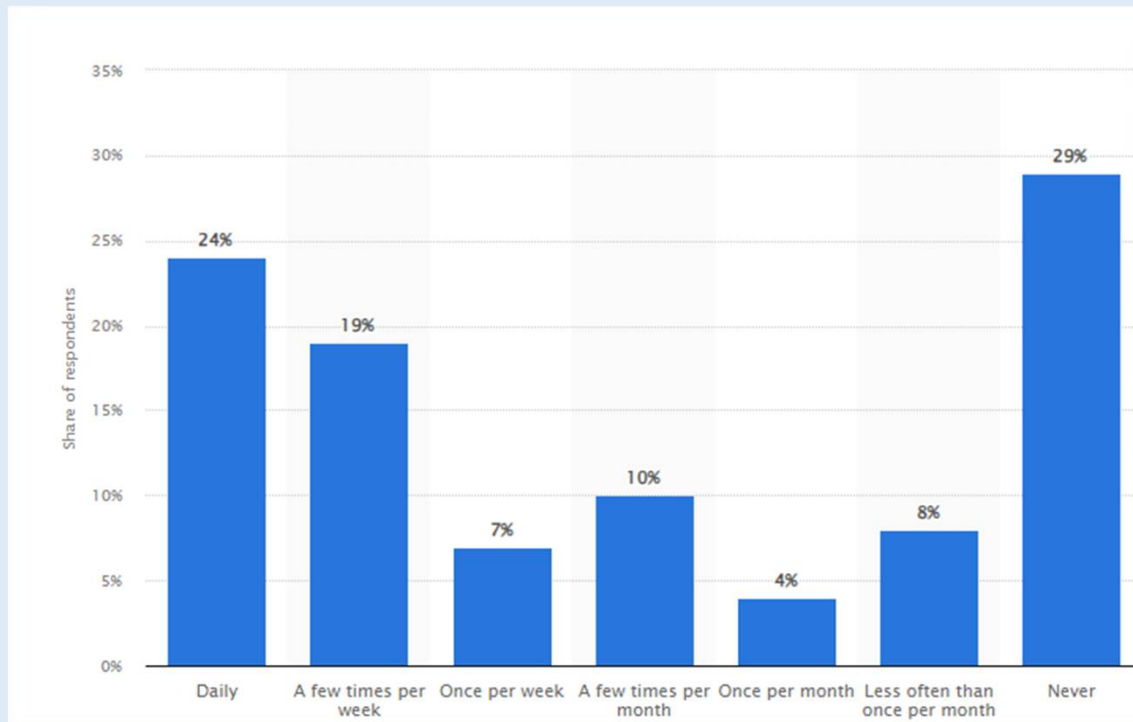


WHAT'S THE DIFFERENCE?

- Advertising
 - Paid
 - Builds exposure
 - Audience is skeptical
 - Guaranteed placement
 - Complete creative control
 - Ads are mostly visual
 - Expensive
 - “Buy this product”
- Public Relations
 - Earned
 - Builds trust
 - Media gives 3rd party validation
 - No guarantee
 - Media controls final version
 - PR uses language
 - Free
 - “This is important”



WHO WATCHES THE NEWS?



“Adults over the age of 65 were the most likely to use network news to keep up to date each day, with 43 percent saying that they did so, compared to just nine percent of 18 to 34-year-olds.”

-Statista

WHO ARE THE MOST CONSISTENT VOTERS?

Voter Turnout by Age

Voter Age	Percent
18 to 24	48%
25 to 44	55%
45 to 64	65.5%
65+	71.9%

Source: [Statista](#)



This illustrates a trend toward higher voting rates over time, showing that those over **age 65** are the most reliable voting group.



Riley County Social Media

Facebook
Followers

RCEMS: 4,170 (+149)

Change
Since
April

RCEM: 4,743 (+257)

RC: 3,269 (+34)

RCHD: 12,730 (+5)

RCFD#1: 4,668 (+741)

Commissioner Corner Facebook Insight Stats

Average									
		3-second	1-minute	minutes					
DATE	REACH	views	views	viewed	Reactions	Comment:	Shares	DATE GATHERED	
3/14/2024	294	217	13	0:11	1	0	1	3/26/2024	
3/18/2024	167	175	7	0:12	1	0	1	3/26/2024	
3/21/2024	232	185	13	0:12	3	0	1	3/26/2024	
3/25/2024	214	193	9	0:12	1	0	1	3/26/2024	
4/1/2024	228	160	4	0:08	1	0	1	5/21/2024	
4/11/2024	277	294	16	0:15	0	0	1	5/21/2024	
4/15/2024	219	183	9	0:11	0	0	0	5/21/2024	
4/22/2024	203	149	10	0:14	0	0	0	5/21/2024	
4/25/2024	300	196	8	0:14	0	0	0	5/21/2024	
5/6/2024	209	136	7	0:09	1	0	0	5/21/2024	
5/9/2024	84	121	9	0:16	0	0	0	5/21/2024	
5/13/2024	100	379	12	0:13	1	0	0	5/21/2024	
REACH	The number of unique people who saw any content from your Page or about your Page.								
VIEWS	A view is conted when a video is watched for at least 3 seconds, one person can be counted multiple times								



May 2024 Website Information

- 32,734 Users
- Popular Pages
 1. Civic Alerts
 2. Homepage
 3. Drivers Licenses
 4. District Court
 5. Fire Updates



PLANNING & DEVELOPMENT
Public Hearing

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

RESOLUTION

FROM: Bob Isaac, Planner

MEETING: May 23, 2024

SUBJECT: Replat Lots 27, 31, 32 of Mobile Gardens along with Lots 1 and 2 of Mobile Gardens Unit Two, together into one lot.

PRESENTER: Bob Isaac, Planner

BACKGROUND

See staff report.

DISCUSSION

See staff report.

FISCAL IMPACT

None is anticipated

ALTERNATIVES

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

RECOMMENDATION(S)

On May 13, 2024, the Riley County Planning Board heard the request and approved the Final plat of Macayla 2024 Addition, a replat of Lots 27, 31, 32 of Mobile Gardens along with Lots 1 and 2 of Mobile Gardens Unit Two into a single lot, with the condition that the unoccupied

mobile homes be removed prior to recording the Final Plat of Macayla 2024 Addition, as it was determined that the plat met the minimum requirements of Riley County Land Development Regulations and Sanitary Code.

STAFF RECOMMENDATIONS:

Staff recommends that the Board of County Commissioners acknowledge the approved Final Plat of Macayla 2024 Addition, a replat of Lots 27, 31, 32 of Mobile Gardens along with Lots 1 and 2 of Mobile Gardens Unit Two into a single lot, as it was determined that it meets the minimum requirements of Riley County Land Development Regulations and Sanitary Code.

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

- A. Motion to approve Resolution 052324-___ acknowledging the approved Final Plat of Macayla 2024 Addition, a replat of Lots 27, 31, 32 of Mobile Gardens along with Lots 1 and 2 of Mobile Gardens Unit Two into a single lot, and accept any easements, rights-of-way or licenses, as shown to be dedicated on the Final Plat, as it was determined that it meets the requirements of the Riley County Land Development Regulations and Sanitary Code.

Or

- B. Motion to sign Resolution 052324-___ denying acceptance of any rights-of-way, easements, licenses as shown to be dedicated on the Final Plat of Macayla 2024 Addition, a replat of Lots 27, 31, 32 of Mobile Gardens along with Lots 1 and 2 of Mobile Gardens Unit Two, as it has been determined that it does not meet the requirements of the Riley County Land Development Regulations and Sanitary Code.

ATTACHMENT(S):

- Staff report
- Maps
- Excerpt of Planning Board minutes

Enclosures:

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

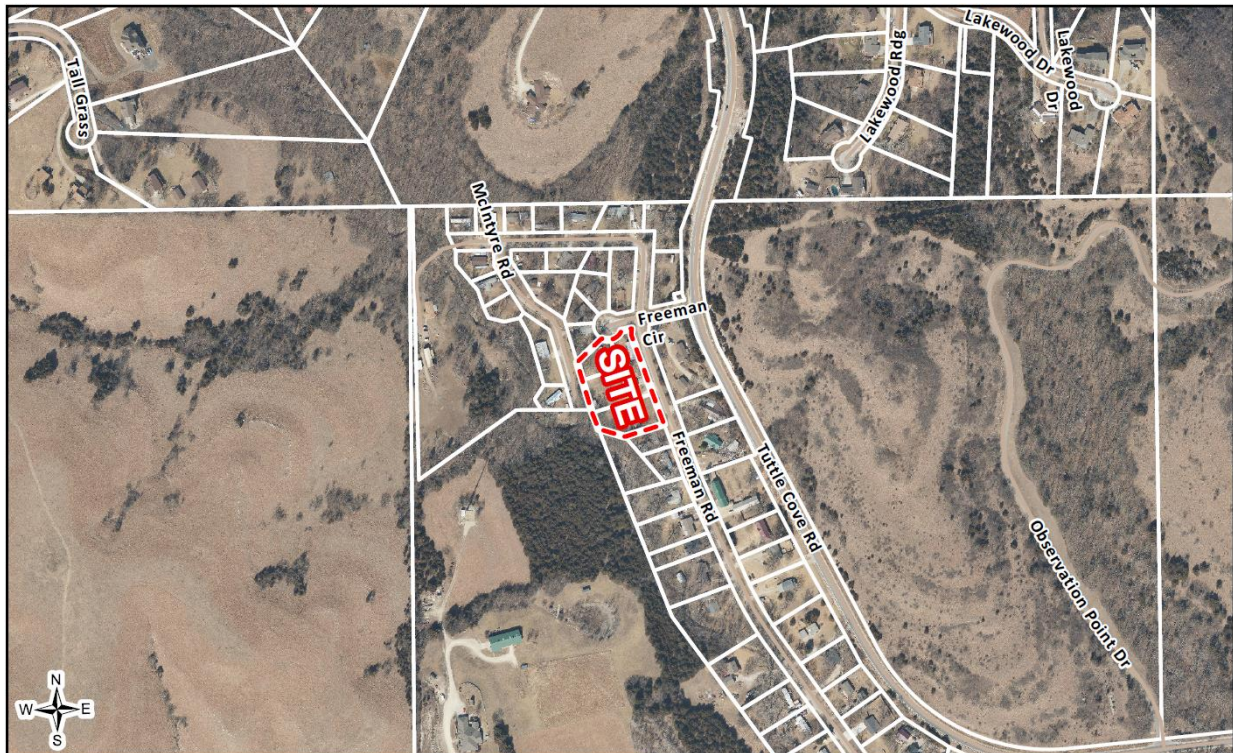


PLANNING & DEVELOPMENT

STAFF REPORT

Replat

PETITION:	#24-019
APPLICANT:	Edward & Shyla Field PO Box 401 Manhattan, KS 66505-0401
PROPERTY OWNER:	Edward & Shyla Field PO Box 401 Manhattan, KS 66505-0401
REQUEST:	Replat Lots 27, 31, 32 of Mobile Gardens along with Lots 1 and 2 of Mobile Gardens Unit Two, together into one lot.
SIZE OF TRACT:	The subject site is approximately 1.64 acres.
LOCATION:	Generally located at the southwest corner of the intersection of Freeman Road and Freeman Circle; Section 23, Township 9 South, Range 7 East; Manhattan Township.
JURISDICTION:	This application is subject to the requirements of the Riley County Land Development Regulations.



BACKGROUND: The subject property was originally platted as Lots 27-32, of Mobile Gardens in June 1964. In February 2005, Lots 28-30 were replatted as Lots 1 and 2 of Mobile Gardens Unit Two (see Figure 1). Lot 27 is currently developed with a mobile home, as are Lots 1 and 2, and Lots 31 and 32. The applicant wishes to combine the aforementioned lots into a single lot, eliminate all abandoned mobile homes and build a new site built home on the new lot.

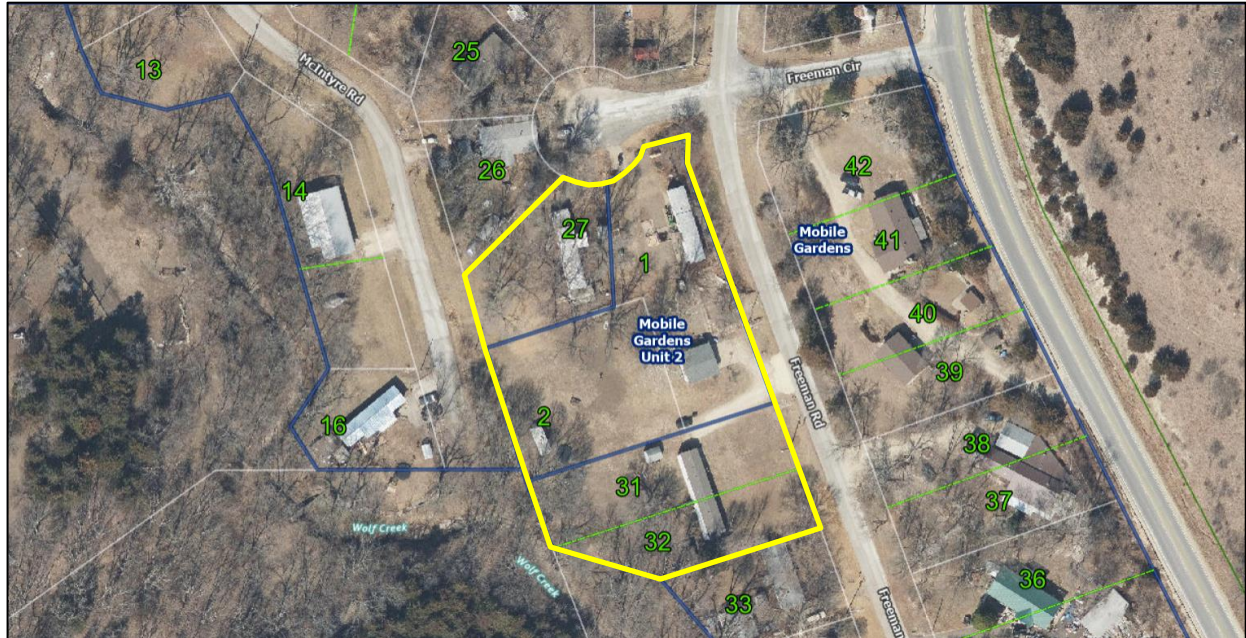


Figure 1

DESCRIPTION:

Physical site characteristics: The site currently consists of several individual lots, developed with mobile homes, two of which are unoccupied and various accessory structures. The extreme southwest portion of the subject site is located in the designated floodway.

General character of the area: The general character of the area predominantly consists of residentially developed suburban-scaled lots.

SUITABILITY OF ZONING:

Zoning History: The property was rezoned from G-1 (General Agricultural) to A-3 (Single Family Residential) during the Zoning District Conversion Process of 1974 (Pet. #9). The A-3 (Single Family Residential) zoning district was renamed to SF-3 (Single Family Residential) on January 1, 2022.

Current Zoning: The subject property is currently zoned SF-3 (Single Family Residential). There are no variances, special uses or conditional uses associated with the site.

SURROUNDING ZONING/LAND USE		
	ADJACENT ZONING	LAND USE
NORTH	SF-3 (Single Family Residential)	residential
SOUTH	SF-3 (Single Family Residential)	residential
EAST	SF-3 (Single Family Residential)	residential
WEST	SF-3 (Single Family Residential)	residential

POTENTIAL IMPACT:

Public Facilities and Services:

Streets and bridges: The subject site currently has direct access to three local streets: Freeman Road, a paved, two-lane local road; Freeman Circle, a paved two-lane local road/cul-de-sac; and McIntyre Road, a paved, two-lane local road, all of which are owned by the County and maintained by the township. The applicant plans to continue to access the subject site via Freeman Road.

Water and sewer: The subject site is currently served by RWD #1 and an on-site septic/lateral system.

Fire: Riley County Fire District #1 will continue to serve the site. The nearest County fire station is the Tuttle Creek Fire Station, located at 5020 Tuttle Creek Blvd. The subject site has an ISO rating of six (6), as it is located within five (5) road miles of a fire station.

Effect on public facilities and services: It is not anticipated that approval for the request to replat the aforementioned lots into a single lot will have a detrimental impact on public facilities or services.

Agricultural Buffer: N/A

Riparian Buffer: Wolf Creek, a first order stream, runs along the western boundary of the subject property. According to Section 21C – Development Standards of the Riley County Zoning Regulations, all new development shall be required to provide a 50-ft. riparian Buffer Zone I along all first order streams. These areas, as shown on the final plat, shall be subject to the requirements of that section.

COMMENTS AND CONCERNS:

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

COUNTY ENGINEER: The County Engineer has reviewed the request and reported that Public Works does not have any issues with this replat.

EMERGENCY MANAGEMENT: The Deputy Rural Fire Chief has reviewed the request and reported that RCFD#1 sees no issues with the replat.

TOWNSHIP TRUSTEE: A Development Review Memo was sent to the Manhattan Township Trustee; no response was received by this department.

RILEY COUNTY PLANNING BOARD

On May 13, 2024, the Riley County Planning Board heard the request and approved the Final plat of Macayla 2024 Addition, a replat of Lots 27, 31, 32 of Mobile Gardens along with Lots 1 and 2 of Mobile Gardens Unit Two into a single lot, with the condition that the unoccupied mobile homes be removed prior to recording the Final Plat of Macayla 2024 Addition, as it was determined that it met the minimum requirements of Riley County Land Development Regulations and Sanitary Code.

STAFF RECOMMENDATIONS:

Staff recommends that the Board of County Commissioners acknowledge the approved Final Plat of Macayla 2024 Addition, a replat of Lots 27, 31, 32 of Mobile Gardens along with Lots 1 and 2 of Mobile Gardens Unit Two into a single lot, with conditions, as it was determined that the plat meets the minimum requirements of Riley County Land Development Regulations and Sanitary Code.

ACTION NEEDED FOR PLAT:

A. Motion to approve Resolution 052324-___ acknowledging the approved Final Plat of Macayla 2024 Addition, a replat of Lots 27, 31, 32 of Mobile Gardens along with Lots 1 and 2 of Mobile Gardens Unit Two into a single lot, and accept any easements, rights-of-way or licenses, as shown to be dedicated on the Final Plat, as it was determined that it meets the requirements of the Riley County Land Development Regulations and Sanitary Code.

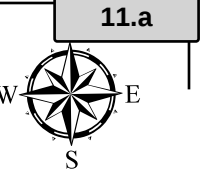
Or

B. Motion to sign Resolution 052324-___ denying acceptance of any rights-of-way, easements, licenses as shown to be dedicated on the Final Plat of Macayla 2024 Addition, a replat of Lots 27, 31, 32 of Mobile Gardens along with Lots 1 and 2 of Mobile Gardens Unit Two, as it has been determined that it does not meet the requirements of the Riley County Land Development Regulations and Sanitary Code.

ATTACHMENTS:

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

Prepared by: Bob Isaac, Planner
May 14, 2024



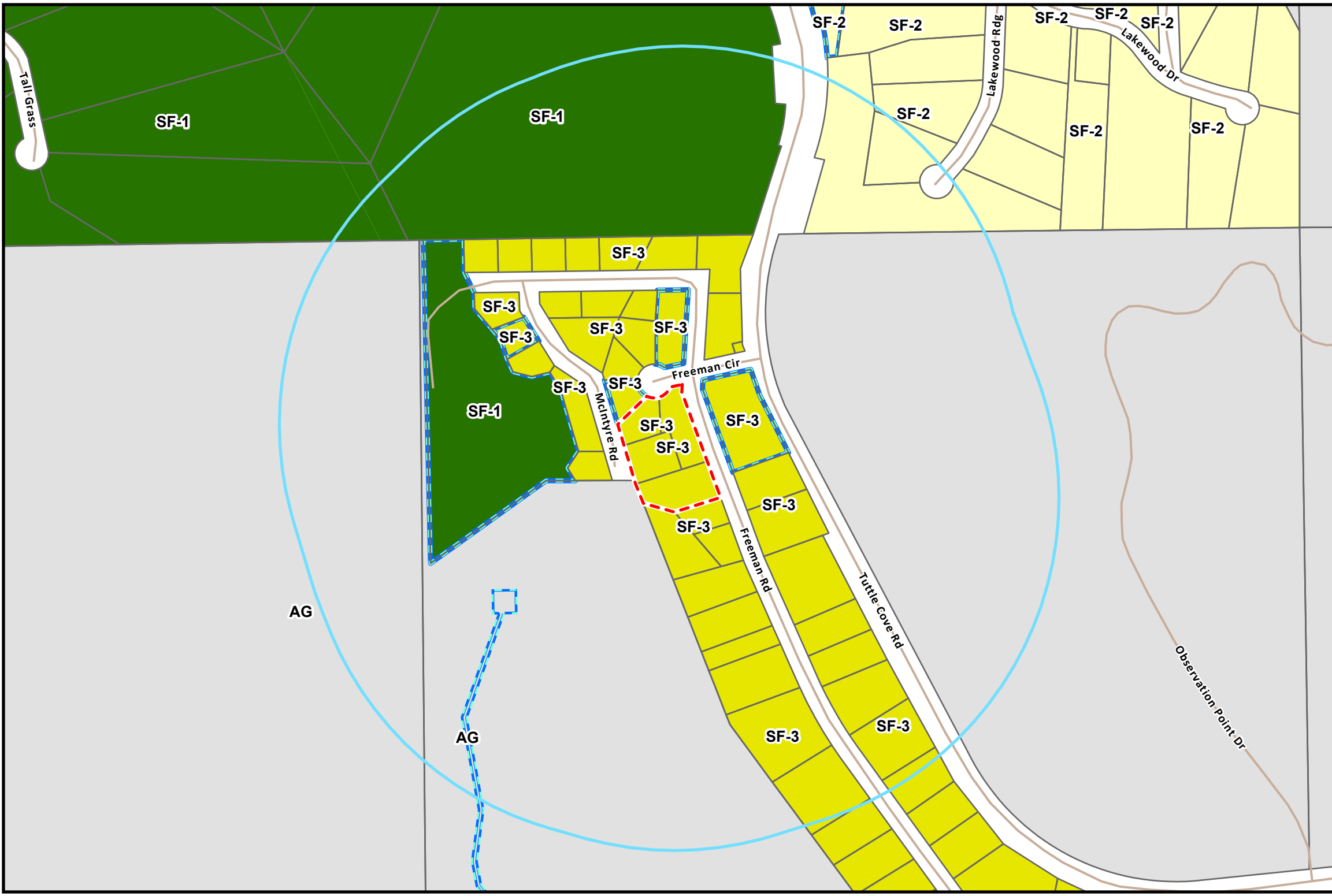
VICINITY AND SITE

Field
#24-019
Replat
Macayla 2024 Addition
23-9-7

1000' Buffer
Site



Attachment: Staff_Report (14786 : Macayla 2024 Addition)



SURROUNDING ZONING

Field

#24-019
Replat

Macayla 2024 Addition

23-9-7

1000' Buffer
 Site

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

Attachment: Staff_Report (14786 : Macayla 2024 Addition)



FIRE STATIONS

Field

#24-019
Replat

Macayla 2024 Addition

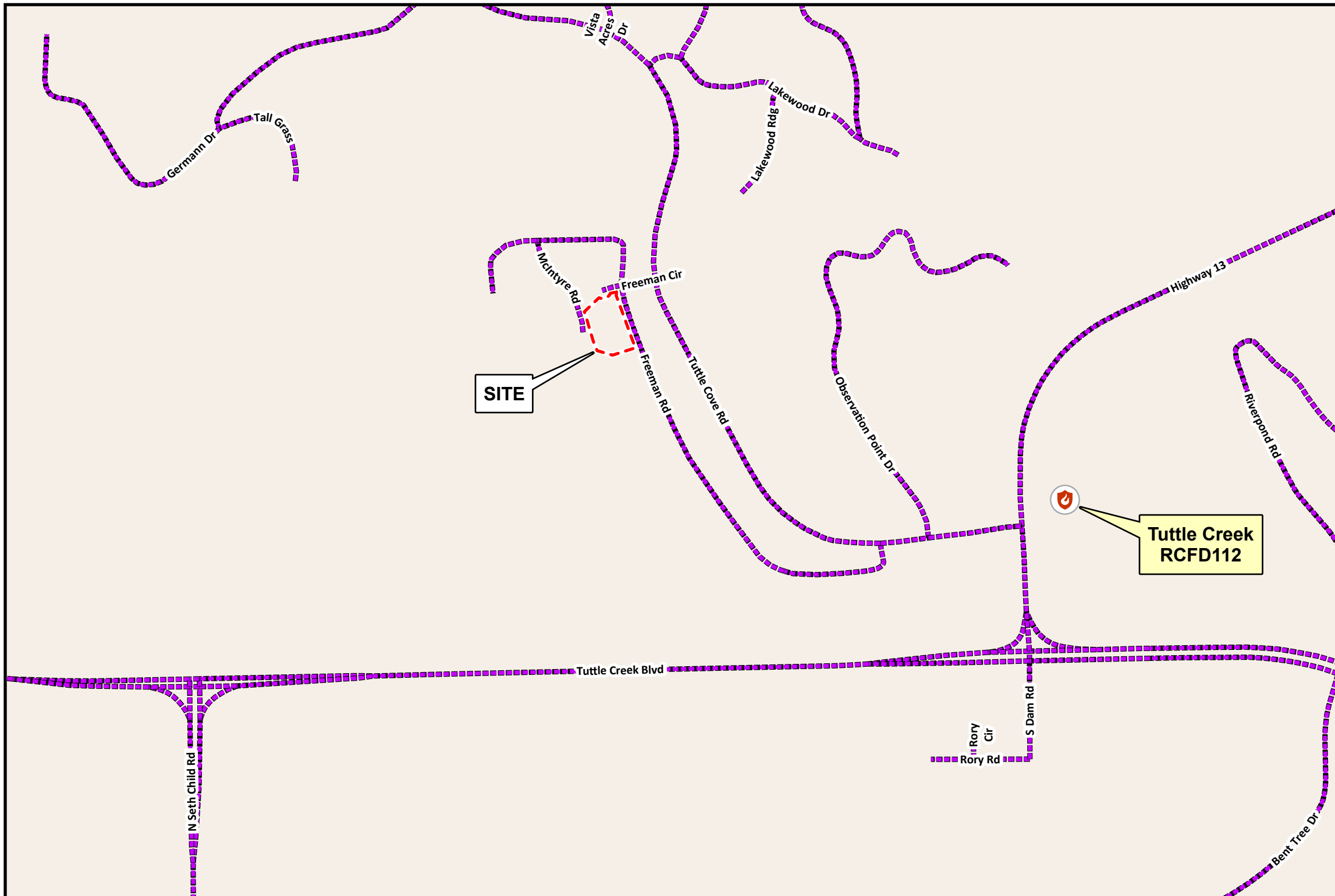
23-9-7

 Fire Stations

ISO Rating

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

Attachment: Staff_Report (14786 : Macayla 2024 Addition)





FLOODPLAIN

Field

#24-019
Replat

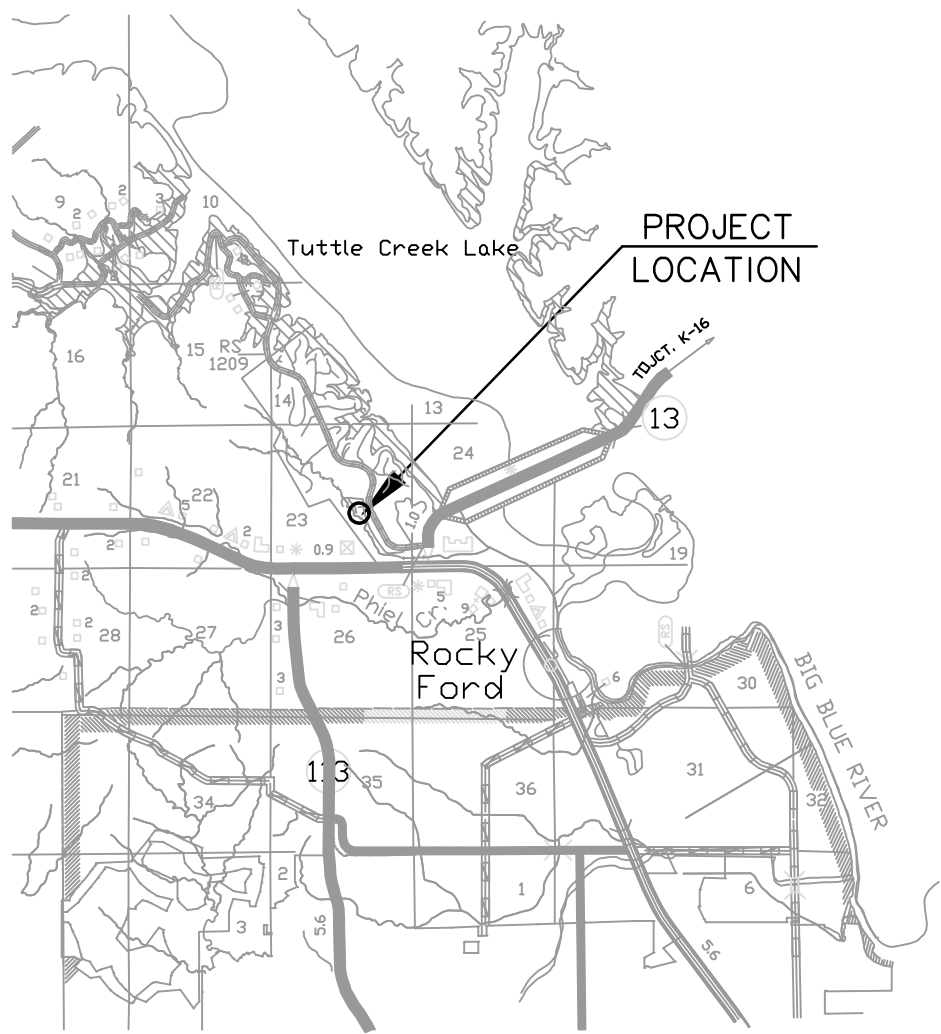
Macayla 2024 Addition

23-9-7

Floodplain

- 1% Annual Chance Flood (Unnumbered)
- 1% Annual Chance Flood (Numbered)
- Floodway
- 1% Annual Chance Flood (1'-3' Depth)
- 0.2% Annual Chance Flood

Attachment: Staff_Report (14786 : Macayla 2024 Addition)



SITE MAP

OWNER'S CERTIFICATE

STATE OF KANSAS)
COUNTY OF RILEY) SS:

This is to certify that the undersigned is the owner or corporation of record of the land hereon described on this plat, and that he/she has caused the same to be surveyed and subdivided as indicated for the uses and purposes herein set forth, and hereby acknowledge and adopt the same under the style and title indicated.

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

Given under my hand at _____, Kansas, this _____ day of _____, A.D. 20_____.

Edward Field Shyla Field

NOTARY CERTIFICATE

STATE OF KANSAS)
COUNTY OF RILEY) SS:

I, _____, a Notary Public in and for said county, in the state aforesaid, do hereby certify that Edward Field and Shyla Field, husband and wife

personally known to me to be the same person(s) whose name(s) is (are) subscribed to the foregoing instrument as such owner(s), appeared before me this day in person and acknowledged the execution and delivery of this plat as a free and voluntary act for the uses and purposes herein set forth.

Given under my hand and Notary Seal this _____ day of _____, A.D. 20_____.

My commission expires _____.

Notary Public

Print Name

APPROVAL OF COUNTY OFFICERS

STATE OF KANSAS)
COUNTY OF RILEY) SS:

County Engineer County Counselor

Riley County Planning & Development Director

CERTIFICATE OF THE REGISTER OF DEEDS

STATE OF KANSAS)
COUNTY OF RILEY) SS:

This instrument was filed for record on the _____ day of _____ A.D. 20_____ at _____ O'clock _____M., and duly recorded in Book _____ at Page _____

Register of Deeds

By _____ Deputy

UTILITY NOTE

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

CERTIFICATE OF RILEY COUNTY PLANNING BOARD

STATE OF KANSAS)
COUNTY OF RILEY) SS:

Approved this _____ day of _____, A.D. 20_____.

RILEY COUNTY PLANNING BOARD

Chairman

Member

Member

Member

Member

RILEY COUNTY PLAT REVIEW SURVEYORS SIGNATURE BLOCK

STATE OF KANSAS)
COUNTY OF RILEY) SS:

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

Approved: _____ Date: _____ License: _____

CERTIFICATE OF COUNTY COMMISSION

STATE OF KANSAS)
COUNTY OF RILEY) SS:

Approved this _____ day of _____, A.D. 20_____.

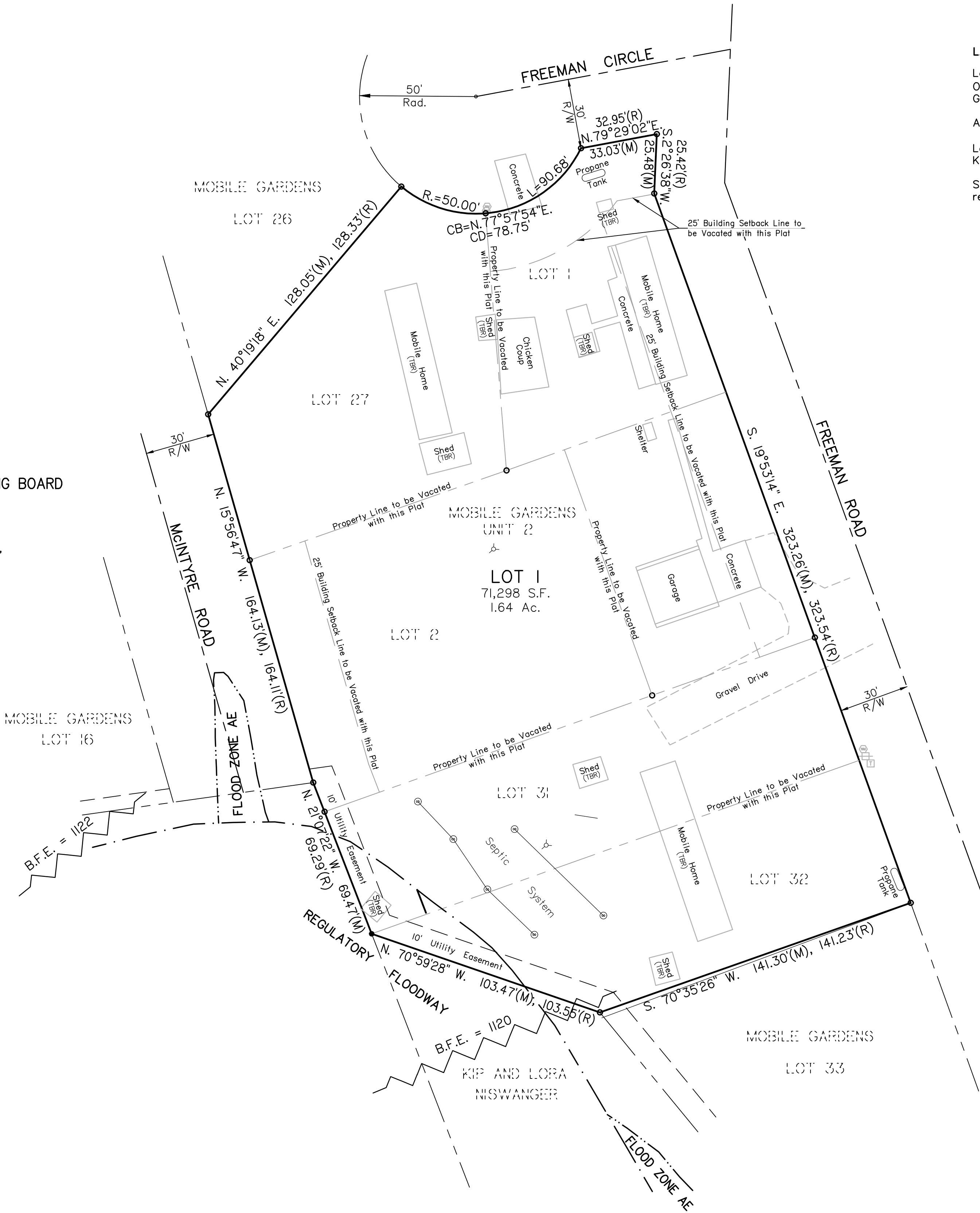
BOARD OF COUNTY COMMISSIONERS
RILEY COUNTY

Commissioner, Chairman

Commissioner

Commissioner

Attest: County Clerk



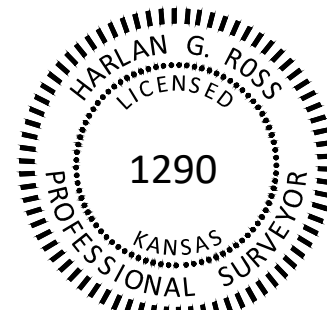
SURVEYOR'S CERTIFICATE

STATE OF KANSAS)
COUNTY OF RILEY) SS:

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

Given under my hand and seal this _____ day of _____, A.D. 20_____.

Schwab-Eaton, P.A.



Harlan G. Ross, PS 1290

LAND BOUNDARY DESCRIPTION: (From Certificate of Title File #46724, Dated March 6th, 2024)

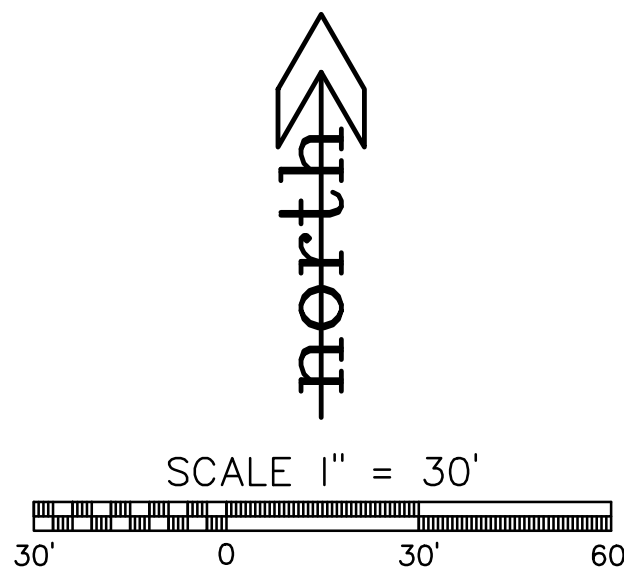
Lots Twenty-seven (27), Mobile Gardens, a Subdivision, in Riley County, Kansas; and Lots One (1) and Two (2), Mobile Gardens, Unit 2, a Replat of Lots 28, 29, and 30, Mobile Gardens Addition, in Riley County, Kansas.

AND

Lots Thirty-one (31), and Thirty-two (32), Mobile Gardens, a Subdivision, in Riley County, Kansas.

Said Lots contain 1.64 Acres more or less. Subject to all easements and restriction of record.

ALL BEARINGS AND DISTANCES SHOWN ON THIS PLAT ARE MEASURED UNLESS OTHERWISE NOTED



LEGEND

- 1/2" x 24" BAR W/CLS 59 CAP SET THIS SURVEY
- 1/2" x 24" BAR FOUND, FROM PREVIOUS S-E SURVEYS OF PROPERTY
- SECTION CORNER FOUND AS LABELED
- EASEMENT LINE
- PROPERTY LINE
- PROPERTY LINE TO BE VACATED WITH THIS PLAT
- ADJACENT PROPERTY LINE
- CENTERLINE ROAD RIGHTS-OF-WAY
- FLOOD ZONE AE BOUNDARY LINE
- FLOODWAY BOUNDARY LINE
- (M) MEASURED DISTANCE
- (R) RECORD DISTANCE
- (TBR) TO BE REMOVED

NOTES

- Bearings used on this survey are based on the West Right-of-way line of Freeman Road which is assumed to bear S. 19°54'14" E for this survey.
- No gaps exists on the property shown hereon.
- Buildings exist on the property as shown hereon.
- Easements, setbacks, restrictions or encumbrances of record if any, affecting the title to this tract are shown to the best of our knowledge.
- The property shown hereon primarily lies in Flood Zone X areas outside of the 1% and 0.2% annual chance flood. A small portion of the property lies in the Special Flood Hazard Area, Regulatory Floodway, an area of 1% annual chance flood with base flood elevations determined. As determined by (FIRM) Flood Insurance Rate Map No. 2016IC0363G, Effective Date March 16, 2015.
- If an entrance pipe is required, the minimum size shall be calculated in accordance with the Riley County Standards for Roadway Design in Platted Subdivisions. In no case shall the diameter of the pipe be less than 15 inches.
- Lot 1 is currently served by a private septic system. If any future sewer improvements occur type and size to be determined by the Riley County Environmental Health Specialist.
- Property owner(s) is/are required to maintain all public granted drainage easements. Natural or non-natural structures or vegetative barriers (including but not limited to trees, shrubbery, berms, fences and walls) are prohibited within publicly granted or publicly dedicated drainage easements.
- The lot shall be in compliance with the Riley County Sanitary Code.
- The Existing Mobile Homes will be removed from the property and a new Site Built home will be constructed. The Existing Garage is to remain on the property.

A REPLAT OF LOTS 27, 31 AND 32, MOBILE GARDENS AND LOTS 1 AND 2, MOBILE GARDENS, UNIT 2

FINAL PLAT
MACAYLA 2024
ADDITION

A SUBDIVISION IN
RILEY COUNTY, KANSAS

PREPARED BY



CONSULTING ENGINEERS - LAND SURVEYORS - LANDSCAPE ARCHITECTS
5410 LEDGE STONE DR., STE 100 - MANHATTAN, KANSAS - PH 785-539-4687

APRIL 2024

EXCERPT OF MINUTES RILEY COUNTY PLANNING BOARD

May 13, 2024

Page 1

Chairman Wienck opened the public hearing at the request of the Edward & Shyla Field, petitioners, and owners, to replat Lots 27, 31, 32 of Mobile Gardens along with Lots 1 and 2 of Mobile Garden Unit Two, together into one lot, all located in Manhattan Township, Section 23, Township 9 South, Range 7 East, in Riley County, Kansas.

Bob Isaac presented the request describing the background, location and physical characteristics of the subject property. He stated the applicant wishes to combine the aforementioned lots into a single lot, eliminate all unoccupied mobile homes and build a new site-built home on the new lot.

Mr. Isaac stated the existing detached garage will remain and the applicant's mobile home will remain while the new house is being built. Once the house is built the mobile home will need to be removed in order for the home to receive a certificate of occupancy.

Staff recommended that the Planning Board approve the Final Plat of Macayla 2024 Addition, as it was determined to meet the minimum requirements of the Riley County Land Development Regulations and Sanitary Code, with the condition that the unoccupied mobile homes be removed prior to the recording of the plat.

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

Mr. Field stated he has lived there since 2000 and eventually was able to purchase the other lots. He said their long-term goal is to build a home with a basement, so they will have shelter during tornado season.

There were no proponents or opponents.

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

Joe Gelroth moved to approve the Final Plat of Macayla 2024 Addition, as it was determined to meet the minimum requirements of the Riley County Land Development Regulations and Sanitary Code. Rita Cassida seconded.

Eric Peck moved to amend the motion to approve the replat Lots 27, 31, 32 of Mobile Gardens along with Lots 1 and 2 of Mobile Garden Unit Two, together into one lot to be known as Macayla 2024 Addition, as it was determined to meet the minimum requirements of the Riley County Land Development Regulations and Sanitary Code, with the condition that the unoccupied mobile homes be removed from the site prior to the recording of the final plat. Joe Gelroth seconded. Carried 5-0.

Mr. Isaac announced that the Board of County Commissioners would hear the request on May 23, 2024 at 10:20 am, in the County Commission Chambers.

RESOLUTION NO. 052324-**A RESOLUTION APPROVING THE MACAYLA 2024 ADDITION PLAT AND
ACCEPTING THE STREET RIGHTS OF WAY, EASEMENTS AND LICENSES AS
SHOWN TO BE DEDICATED ON SAID PLAT**

WHEREAS, the Board of Commissioners of Riley County, Kansas, has been presented for approval of the Macayla 2024 Addition; and

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

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

WHEREAS, the Riley County Planning Board, after appropriate notice, conducted a public hearing on May 13, 2024; and

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

WHEREAS, all required signatures have been obtained.

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

That the Macayla 2024 Addition plat is hereby approved, and the Board of Commissioners of Riley County, Kansas hereby accepts all street rights of way, easements and licenses, as dedicated thereon.

ADOPTED this 23rd day of May, 2024

BOARD OF COMMISSIONERS
OF RILEY COUNTY, KANSAS

John Ford, Chair

Greg McKinley, Vice Chair

Kathryn Focke, Member

ATTEST:

Rich Vargo, Riley County Clerk

Attachment: Resolution (14786 : Macayla 2024 Addition)



HEALTH DEPARTMENT
Personnel

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

COMMISSION AGENDA REPORT

FROM: Julie Gibbs
MEETING: May 23, 2024
SUBJECT: RCHD Request to fill APRN Position
PRESENTER: Julie Gibbs

BACKGROUND

The health department has been able to offer family planning services through funding from the state (as part of the Aid to Local package). These services must be performed by an Advanced Practice Registered Nurse. Our current APRN has announced her retirement, effective July 19, 2024. Therefore, we are needing to replace this position.

DISCUSSION

The APRN position is vital to the family planning program as this position is responsible for providing reproductive health services, gynecological and breast examinations, STI testing, birth control evaluations, etc. These services have a beneficial impact on our community as they provide affordable, safe, and healthy options for individuals to take care of themselves and their loved ones.

FISCAL IMPACT

This position is included in the budget.

RECOMMENDATION(S)

I recommend the BOH approve filling the APRN position at the health department.

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:

- APRN Position Description_DRAFT (002) (PDF)
- 2024-05 APRN PAF (DOCX)

RILEY COUNTY, KANSAS JOB DESCRIPTION

Job Title:	ADVANCED PRACTICE REGISTERED NURSE (APRN)	
Department:	Health Department	Division: Public Health Clinic
Reports To:	Clinic Supervisor	
Pay Grade:	DD	Status: Full Time
FLSA Status:	Exempt	

POSITION SUMMARY: The APRN holds a Kansas license as a professional nurse in an advanced role who may provide primary and limited secondary health care to those seeking reproductive health care services. This position works in collaborative practice with a contracted medical consultant and reports to the Health Department Clinic Supervisor. This position requires leadership and skills in the field of women's reproductive health, contributing to the annual grant application and required grant reporting to the Kansas Department of Health and Environment.

ESSENTIAL FUNCTIONS:

- Develop and manage medical care plans for patients based upon an agreement developed jointly and signed by the APRN and the Collaborating Physician.
- Provide confidential, medically sound, timely, and respectful care and assistance to patients.
- Utilize electronic health records and other health records to document client care in a professional, accurate and timely manner (within 24 hours).
- Consult, refer and collaborate with other disciplines to deliver client care.
- Assist in continuity of care via record requests from other providers, written referrals, and appropriate follow-up in accordance with agency policy and procedures.
- Develop and update clinical protocols with the Collaborating Physician and Clinic Supervisor. The Protocols will follow the guidelines provided in *Providing Quality Family Planning Services: Recommendations of CDC and the U.S. Office of Population Affairs*¹ and other nationally recognized standards of practice.
- Obtain initial/periodic history, reason for visit, and presenting problem.
- Examine patients as indicated by reason for visit and appropriate for age and gender.
- Order tests and treatments consistent with clinical impressions and diagnosis within protocols.
- Consult with Collaborating Physician as appropriate.
- Provide reproductive health services i.e., gynecological and breast health examinations, Pap smears, STI testing, UTI evaluation, birth control evaluations and prescribing, placing long-acting reversible contraceptives, depo injections according to reason for visit and clinical expertise.
- Provide information regarding illness prevention, safe sex practices, lifestyle change/behavior modification, and appropriate treatment regimens to assist individuals in assuming responsibility for the prevention of illness and the promotion, maintenance, and restoration of their health.
- Assess real or potential health hazards for clients including analyzing health behavior related to lifestyle and culture. Encourages clients to return for follow up as needed.
- Acquire and use knowledge of community and regional resources to benefit clients.
- Communicate effectively with health care providers in the community.
- Participates in emergency response Health Department efforts as needed.

- Present educational programs to staff and the public as required.

NOMINAL FUNCTIONS:

- Work with the Clinic Supervisor to develop the annual grant application and required reporting.
- Act as resource to assist with patient questions.
- Serve as a role model and clinical mentor for students and staff.
- Attend staff and nursing staff meetings as scheduled.
- Attend continuing education directly related to clinical practice annually.
- Consult, collaborate, and confer with other staff and providers.
- Participate in Health Department activities as required.
- Other duties as assigned.

POSITION REQUIREMENTS:

Education: Eligible to be licensed to practice as an Advanced Practice Registered Nurse (APRN) with prescriptive authority in the State of Kansas and 4 years of experience registered nursing. Master's degree in nursing with a licensure as an advanced practice nurse preferred.

License(s): Kansas APRN licensure in the category of Nurse Practitioner. Possess a valid driver's license and good driving record. Certification for CPR.

Knowledge: At least one year experience as an APRN in reproductive health care. CPR certification will be required. Excellent communication skills are required to interact with patients, staff, and health care providers. General understanding of clinic services beyond reproductive health required.

Conforms to HIPAA privacy regulations specific to position held. Disclosures are only allowed as necessary for treatment to providers and/or Business Associates, for billing, health care operations or as required by law. May need to interact with other county departments for allowable access to PHI.

Skills: Excellent verbal and grammatical skills; ability to compose professional correspondence; ability to work with Microsoft Word, Excel, and Outlook, and learn EMR system; work in an efficient and timely manner; ability to work independently with minimal supervision; good judgment excellent interpersonal skills; common courtesy in working with others, especially when dealing with difficult people; sensitivity to cultural and gender diversity; the ability to work well under pressure, to multi-task, and to accept responsibility for independent decisions and actions taken.

Bilingual in English/ Spanish preferred

Supervisory Controls: The Administrator and Clinic Supervisor set the overall goals and objectives. The Administrator and Clinic Supervisor develop the projects, deadlines and work assignments.

Supervisory Responsibility: None

Guidelines: The employee uses judgment in interpreting and adapting guidelines such as agency

policies, regulations, precedents, and work directions for application to specific cases or problems.

Complexity: This position requires constant interaction with clients one-on-one for all clinical services. The work requires strong organizational abilities. This position also requires the skills necessary to interpret the policies and procedures of the public health clinic, as determined by the Administrator and/or Clinic Supervisor.

Scope and Effect of Work: The work involves difficult situations and has strict guidelines for confidentiality.

Personal Contacts: This position will have daily personal contact with parents, clients, state agencies, social service agencies, co-workers, and the general public.

Purpose of Contacts: The purpose is to obtain, clarify or give facts or information regardless of the nature of those facts. The facts or information may range from the easily understood to the highly technical. Distributing and providing educational information is included.

Physical Demands: The physical demands described represent those required to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; talk or hear, some driving. The employee must regularly lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, color vision.

Work Environment: The work environment characteristics described represent those encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Most work is one-on-one care, speaking over the telephone, and data entry and may come in contact with bodily fluids and sharp objects. Riley County Health Department is a non-smoking facility.

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

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

RILEY COUNTY POSITION ACTION FORM

Requisition Approval Process

- Submitted by Julie Gibbs on 05/20/2024 at 11:18 AM
- Elizabeth Ward, Final Approval

Internal Position Details (not displayed on job posting)

Company Riley County, KS	Position Template Advanced Practice Register Nurse (APRN) [APRN]	Work Location Health Department
Job ID 2464965	Salary \$3845.69 - \$4159.40 per pay period	Supervisor Position No
Pay Grade DD [DD]	EEO Class Technicians [3]	Workers Compensation 8832 [8832]
Cost Center 1 Health Department [30]	Cost Center 2 HD-Family Planning [421]	Cost Center 3 Health Department [57]
1 Job Slot ADVANCE-1		

Supervisor:

Department Head:

- ☒ No changes to Position or Budget
- ☒ Position Description attached
- Total annual hours: 2080
- ☐ Budgeted
- ☐ New or updated position description
- ☐ New request for budget (details attached)

Salary: \$108,144.43

Budget for Benefits: \$ 42,717.05

Total proposed annual budget: \$150,861.48

Additional Position Comments: _____

BoCC Chair	_____	Date: _____
BoCC Member	_____	Date: _____
BoCC Member	_____	Date: _____



PUBLIC WORKS
Personnel

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

COMMISSION AGENDA REPORT

FROM: John Ellermann, P.E., Public Works Director

MEETING: May 23, 2024

SUBJECT: Fill an open Traffic Control Technician Position

PRESENTER: John Ellermann

BACKGROUND

We currently have an open Traffic Control Technician position. This vacancy is due to an employee transferring to the Transfer Station. Therefore, I am here to request approval to fill this budgeted position in the Public Works Department/Operations Division. This position is supervised by the Operations Manager and Traffic Control Supervisor.

A Traffic Control Technician is responsible for installing and maintaining all traffic control devices utilized to direct and protect the motoring public traveling the county-wide system. A person in this position responds to emergencies to repair signs and traffic lights damaged by acts of vandalism, storm damage, and traffic accidents. This position also fabricates and assembles signs, installs sign systems, maintains sign inventories, and signs in work zones, detours and road closures.

DISCUSSION

Discuss filling the Traffic Control Technician position within the Public Works Department/Operations Division.

FISCAL IMPACT

This is a current budgeted fulltime position within the Public Works Department.

RECOMMENDATION(S)

Current staff does not have the capacity within their workload to absorb these additional duties. Therefore, staff recommends filling this position.

POSSIBLE MOTION(S)

Move to approve the Public Works Department advertise to hire the open Traffic Control Technician position.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- Traffic Control Technician Position Descripton (PDF)
- 2024-05 Traffic Control Tech PAF (DOCX)

RILEY COUNTY, KANSAS JOB DESCRIPTION

Job Title:	TRAFFIC CONTROL TECHNICIAN	
Department:	Public Works	Division: Road and Bridge
Reports To:	Traffic Control Supervisor and/or the Operations Manager	
Pay Grade:	5	Status: Full time
FLSA Status:	Non-Exempt	

Position Summary: This position is responsible for installing and maintaining all traffic control devices utilized to direct and protect the motoring public traveling the county-wide highway system. This position responds to emergencies to repair signs and traffic lights damaged by acts of vandalism, storm damage, and traffic accidents. This position also fabricates and assembles signs, installs sign systems, maintains sign inventories, and signs work zones, detours and road closures.

Essential Functions:

- Repairs traffic control devices damaged from vandalism and traffic accidents.
- Locates and initiates sign replacement and reinstallation on county roads and bridges.
- Identifies area and requests location for underground utilities prior to sign installation.
- Maintains a daily logbook and labor, equipment, and material use records.
- Reports time worked and equipment used.
- Charges out material used on projects and commodities used on equipment.
- Records sign repairs, changes, and replacements in a logbook to document traffic control work.
- Fabricates and installs new signs.
- Designs and lays out signs, applies reflective sheeting to aluminum blanks, applies borders and lettering to sheeting, finishes and installs signs in accordance with the Manual on Uniform Traffic Control Devices (MUTCD) and the Standard Highway Signs Manual.
- Installs and maintains traffic control devices and performs traffic control in work zones.
- Assists with traffic flagging.
- Takes annual traffic counts. Performs recounts to check errant data and improve accuracy.
- Assures that traffic control devices are maintained and constructed as specified.
- Maintains traffic division material inventory.
- Reports sign inventory usage and low stocks to initiate sign fabrication and reorders.
- Ensures duties are performed following County and Departmental policies and guidelines.
- Ensures time management on projects is sufficient.
- Provides for regular and punctual attendance and fosters a cooperative work environment.

Secondary Functions:

- Operates equipment including utility and boom trucks, and sign production/installation equipment.
- Plans and schedules short term projects and allocates materials and equipment daily.
- Maintains project lists to organize work by priority and location for economy and efficiency.
- Responds to emergencies, complaints and requests to control or repair traffic control devices.
- Responds to requests for dead animal removal on county roads.
- Assists with the inspection of county traffic control devices and pavement marking systems.
- Performs annual sign and traffic striping retro-reflectivity inspections.
- Utilizes reflectometers and night-time inspections to rate condition and reports defective signs found on Riley County roads and bridges.
- Prepares road surfaces for traffic striping.
- Assists with layout and marking for passing / no passing zones.
- Provides support vehicle to assist contractor with striping operations.

Reviewed June 2023

- Removes weeds, trees and brush from area around signs, guardrail and delineators.
- Makes recommendations regarding equipment purchase, replacement or modification.
- Maintains a clean work area.
- Inspects equipment to ensure units are clean and maintenance is performed adequately.
- Occasionally operates equipment including GPS units, , calculators, FAX machines, distance measuring equipment, printers, plotters and computers. Performs related work as required during and after regular hours, any day of the week, including holidays.
- Position may require occasional overtime outside normal work hours including weekends.
- Perform related work as required during and after hours, any day of the week, including holidays.
- Perform other duties as assigned.

Position Requirements:

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

- This position requires the employee to provide and carry a personal cell phone and will be reimbursed per the County's Cell Phone Policy. The cell phone is to be utilized to carry out county related functions in accordance with Departmental Policies and Procedures.

Education: High school diploma or equivalent required. Vo-Tech training is preferred. Valid Class A Commercial Driver's License with tanker endorsement shall be obtained within the first 90 days of hire

Experience:

- Knowledge in sign construction or maintenance required.
- Experience maintaining traffic control devices preferred.
- Knowledge of the materials, equipment, methods, and practices essential to the maintenance and installation of county traffic control devices.
- Knowledge of the "Manual on Uniform Traffic Control Devices for Streets and Highways", the "Standard Highway Signs Manual", and other technical manuals on traffic control.
- Knowledge of the equipment, materials, methods and practices essential for the maintenance and construction of traffic signs.
- Knowledge of the applicable work safety rules and procedures.

Skills:

- Good organizational, interpersonal and communication skills required.
- Ability to communicate clearly and concisely, both orally and written.
- Ability to work independently with little or no supervision.
- Ability to deal tactfully with people.
- Ability to analyze and solve problems.
- Ability to establish and maintain effective working relations with employees, supervisors, other government agency officials, and the general public.
- Ability to make mathematical computations.
- Ability to plan, organize, and schedule daily work activities.

Physical Demands/Effort: The physical demands represent those required to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work encompasses primarily field work. This work requires occasional to moderate physical exertion. While performing the duties of this job, the employee is required to stand; walk; sit; use hands

to finger; handle; feel; reach with hands and arms; climb or balance; stoop; kneel; crouch; crawl; talk to hear. The employee may occasionally be required to lift and/or move up to 70 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and peripheral vision. The work requires sufficient body flexibility and strength to access construction projects. Exposure to machinery, heights, excessive noise, corrosive solvents, hot materials, flammable liquids and work in extremes of heat, humidity, wind and cold are expected.

Work Environment/Conditions: The work environment characteristics represent those encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

A portion of the work involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meeting or training rooms. The work performed in the field exposes an employee to a variety of different conditions. Work is mostly performed in the field where conditions can be very hot or cold, rainy, cold, or snowy. A person in this position is exposed to many safety hazards while working in and around work zones immediately adjacent to high volume traffic, at heights 10 feet or more above the ground, near power tools, large moving equipment, high voltage lines, high pressure gas lines, etc., corrosive solvents, petroleum fluids and other flammable liquids. This employee may be required to use protective clothing such as a hard hat, safety vest, boots, goggles, gloves, safety glasses, Nomex coveralls, face mask or shield.

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

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

Requisition Approval Process

- Submitted by Julie Winter on 05/15/2024 at 05:17 AM
- Elizabeth Ward, Final Approval

Internal Position Details (not displayed on job posting)

Company Riley County, KS	Position Template Traffic Control Tech [TRFCTECH]	Work Location Public Works Building
Job ID 2454084	Salary Salary Range \$19.98 - \$21.72	Supervisor Position No
Pay Grade RANGE 5 [RANGE 5]	EEO Class Technicians [3]	Workers Compensation 5506 [5506]
Cost Center 1 County General [1]	Cost Center 2 Public Works [40]	Cost Center 3 --
1 Job Slot TRAFFIC-1		

Supervisor: Alvin Perez

Department Head: John Ellermann

☒ No changes to Position or Budget

☒ Position Description attached

Total annual hours: 2080

☒ Budgeted

☐ New or updated position description

☐ New request for budget (details attached)

Salary: \$45,177.60 Budget for Benefits: \$ 17,845.15 Total proposed annual budget: \$63,022.75

Additional Position Comments: _____

BoCC Chair _____ Date: _____

BoCC Member _____ Date: _____

BoCC Member _____ Date: _____



PUBLIC WORKS
Personnel

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

COMMISSION AGENDA REPORT

FROM: John Ellermann, Public Works Director

MEETING: May 23, 2024

SUBJECT: Request to fill Public Works Operator Position

PRESENTER: John Ellermann

BACKGROUND

We are here today to request approval to fill a Public Works Operator I or II positions in the Public Works Department/Operations Division. This position is open due to a resignation from the gravel crew. The Public Works Operator positions are supervised by the Operations Manager or Crew Supervisor.

The Equipment Operator is responsible for operating construction equipment, maintenance equipment, other tools and equipment and performs manual tasks as needed to maintain roads, bridges, culverts, drainage structures and road right-of-way in conformance with plans, specifications and procedures as directed, to assure high quality safe public works facilities and infrastructures are properly maintained for the use by the general public.

This employee works under the direction of the supervisor in charge of the activity and is expected to carry out and complete work details as directed. Supervision is provided by the Supervisor through consultations and review of the work performed.

DISCUSSION

Discuss filling the Equipment Operator position within the Public Works Department/Operations Division.

FISCAL IMPACT

This is a budgeted position within the Public Works Department.

RECOMMENDATION(S)

Staff recommends filling the position .

POSSIBLE MOTION(S)

Move to approve the Public Works Department advertise to hire for the Public Works Operator position.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- Operator I position description (PDF)
- Operator II Position Description (PDF)
- 2024-05 PW Operator II PAF (DOCX)

RILEY COUNTY, KANSAS JOB DESCRIPTION

Job Title:	PUBLIC WORKS OPERATOR I		
Department:	Public Works	Division:	Road & Bridge, Solid Waste
Reports To:	Appropriate Crew Supervisor or the Operations Manager		
Pay Grade:	5	Status:	Full time
FLSA Status:	Non-Exempt		

Position Summary: An Operator I operates construction equipment, maintenance equipment, other tools and equipment, and performs manual tasks needed to maintain roads, bridges, culverts, drainage structures and road rights-of-way in conformance with plans, specifications and procedures as directed, to assure that high quality safe public works facilities and infrastructures are properly maintained for use by the general public. Operator I's are expected to complete work as directed.

ESSENTIAL FUNCTIONS:

- Completes duties in accordance with County and Departmental policies and guidelines.
- Assists in assuring time management on projects is sufficient.
- Operates road and bridge equipment - such as utility trucks, power brooms, tractors, compactors, crack filling machines, pothole patching equipment, air compressors, snow removal equipment, magnets, power tools such as chainsaws, concrete saws, skill saws, grinders, welders, torches, and any other tools or equipment used in the construction and maintenance of public works roads, bridges, and facilities.
- Transfers equipment to and from the job site.
- Assists with the Construction and maintenance of surfaced and unsurfaced roads, metal culverts, concrete culverts, bridges, erosion control structures, stream channels, ditches, waterways, and other drainage structures.
- Assists with the demolition of bridges and other structures.
- Loads, hauls, and stockpiles aggregates and other materials.
- Operates snow and ice removal equipment.
- Maintains daily labor, equipment, and material use records.
- Tracks material used on projects and commodities used on equipment.
- Assists in maintaining signs and other traffic control devices.
- Operates computers and other electronic equipment.

Secondary Functions:

- Maintains facilities and storage yards, picks up trash, cleans facilities, and performs general maintenance.
- Maintains a clean work area.
- Attends and participates in staff meetings and related activities.
- Attends workshops, conferences and classes to increase knowledge.
- Performs light surveying.
- Assists in inspecting equipment to ensure units are clean and maintenance is being performed.
- Assists with dispatching, answering telephone and 2-way radio communications.
- Performs basic carpentry, plumbing and electrical work.
- Performs related work as required during and after regular hours, any day of the week, including holidays.
- Works as required outside normal work hours including weekends, after hours and holidays.
- Perform other duties as assigned.

Attachment: Operator I position description (14780 : Request to refill Public Works Operator I or II Position)

POSITION REQUIREMENTS:

Employee required to provide and carry a personal cell phone and will receive designated reimbursement.

Education: High school diploma or equivalent required. Vo-Tech training preferred. Valid Class C Driver's License required, Class B Commercial Driver's License is preferred.

- Knowledge of equipment maintenance and storage.
- Knowledge of road construction and maintenance techniques.
- Knowledge of workplace safety and procedures.
- Knowledge of truck and equipment safety.

Experience:

- 1 year experience operating equipment performing general construction work.
- 1 year experience with asphalt/concrete construction and maintenance required.
- 2 years' experience operating basic computer software (i.e.. Microsoft office) required.
- Experience with proper use of equipment, materials and supplies for highway construction.

Skills:

- Good organizational, interpersonal and communication skills are required.
- Ability to follow oral and written instruction and express oneself clearly.
- Ability to acquire knowledge of materials, equipment, methods and practices essential to the maintenance of County roads.
- Ability to work independently with little or no supervision.
- Ability to analyze and solve problems.
- Ability to maintain effective working relations with employees, supervisors, other government agency officials, and the general public.
- Ability to make mathematical computations.
- Ability to use hand tools, power tools, small portable and self-propelled power tools.
- Ability to make minor repairs and adjustments to maintain assigned equipment.
- Ability to read basic engineering plans and drawings.
- Ability to maintain daily labor and equipment records.
- Willingness to work in unpleasant weather conditions.

Adequate combination of experience, education and training may be considered in lieu of the above requirements.

Physical Demands/Effort: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work encompasses primarily field work. This work requires occasional to moderate physical exertion. While performing the duties of this job, the employee is required to stand; walk; sit; use hands to finger; handle; feel; reach with hands and arms; climb or balance; stoop; kneel; crouch; crawl; talk to hear. The employee may occasionally be required to lift and/or move up to 70 pounds, frequently lift 25-50lbs and constantly lift up to 10 lbs. Vision abilities required include close, distance, color and peripheral vision. The work requires sufficient body flexibility and strength to access construction projects. Exposure to machinery, heights, excessive noise, corrosive solvents, hot materials, flammable liquids and work in extremes of heat, humidity, wind and cold are expected.

Updated Feb 2024

Work Environment/Conditions: The work environment characteristics described represent those encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work involves everyday risks or discomforts typical of such places as offices, meeting or training rooms. Work in an office setting can require visual attention and dexterity in computer operation. Majority of the work is performed in the field where conditions will vary greatly. conditions can be very hot or cold, rainy, cold, or snowy. This position is exposed to many safety hazards while working in and around work zones immediately adjacent to high volume traffic, at heights 10 feet or more above the ground, near power tools, large moving equipment, near heavy bridge and culvert materials lifted overhead, near asphalt materials with temperatures in excess of 300 degrees F, gases, corrosive solvents, petroleum fluids and other flammable liquids. This position is often required to work in deep trenches or excavations which require shoring or other special precautions. Protective clothing such as a hard hat, safety vest, ear protection, boots, gloves, safety glasses or face shield may be required.

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

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

RILEY COUNTY, KANSAS JOB DESCRIPTION

Job Title:	PUBLIC WORKS OPERATOR II	
Department:	Public Works	Division: Road & Bridge
Reports To:	Appropriate Crew Supervisor or the Operations Manager	
Pay Grade:	7	Status: Full time
FLSA Status:	Non-Exempt	

Position Summary: An employee in this position operates construction equipment, maintenance equipment, other tools and equipment, and performs manual tasks needed to maintain roads, bridges, culverts, drainage structures and road rights-of-way in conformance with plans, specifications and procedures as directed, to assure that high quality safe public works facilities and infrastructures are properly maintained for use by the general public.

This employee works under the direction of the supervisor in charge of the activity and is expected to carry out and complete work details as directed. Supervision is provided by the Supervisor through consultations and review of the work performed.

Essential Functions:

- Ensures duties are carried out in accordance with County and Departmental policies and guidelines.
- Ensures time management on projects is sufficient.
- Provides for regular and punctual attendance and fosters a cooperative work environment.
- Operates road and bridge equipment necessary to carry out their daily activities.
- Transfers equipment to and from the job site.
- Constructs and maintains surfaced and unsurfaced roads such as asphalt roads, gravel roads, dirt roads, road entrances and intersections. Paves, patches, crackfills, and seals asphalt roads.
- Assists with construction and maintenance of surfaced and unsurfaced roads.
- Assists with the construction and maintenance metal culverts, concrete culverts, bridges, and erosion control structures.
- Assists with the demolition of bridges and other structures.
- Constructs and maintains stream channels, ditches, waterways, and other drainage structures.
- Loads, hauls, and stockpiles aggregates and other materials.
- Maintains equipment assigned and clears a snow removal route as assigned.
- Helps maintain traffic control devices and performs traffic control in work zones in conformance with the Manual on Uniform Traffic Control Devices.
- Maintains daily labor, equipment, and material use to report time worked and equipment used.

Secondary Functions:

- Maintains signs and other traffic control devices such as regulatory, warning, guide, service, school, pedestrian, road name, hazard, and work zone signs in conformance with the Manual on Uniform Traffic Control Devices. Places temporary striping and centerline tabs on new asphalt paving and sealing projects.
- Performs daily operator maintenance to fuel, lubricate, and clean equipment.
- Maintains facilities and storage yards, picks up trash, cleans facilities, and performs general maintenance.
- Periodically inspects equipment assigned to ensure units are clean and maintenance is being performed adequately.
- Performs light surveying and other work associated with the lay out of road surfaces, shoulders,

ditches, back-slopes, and structures.

- Assists with dispatching, telephone and 2-way radio communications.
- Operates computers and other electronic equipment such as laser levels, distance measuring equipment, underground utility locators and GPS locators.
- Inspects paved and gravel surfaced roads for condition, road hazards, traction, and other safety considerations and initiates corrective actions.
- Performs carpentry work constructing small office projects, setting concrete forms, and making wood deck repairs.
- Participates in staff meetings, safety meetings and other related activities.
- Position may require occasional overtime that will be outside normal work hours which may include weekends.
- May be required to perform related work as required during and after hours, any day of the week, including holidays.
- Perform other duties as assigned.

Position Requirements:

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

This position requires the employee to provide and carry a personal cell phone and will be reimbursed as per the County's Cell Phone Policy. The cell phone is to be utilized to carry out county related functions in accordance with Departmental Policies and Procedures.

Education:

- This position requires a high school education or equivalent.
- Vo-Tech training preferred.
- A Class A Commercial Driver's License and tanker endorsement shall be obtained within the first 90 days of employment in this position.

Experience:

- Five years' experience operating equipment performing general construction work.
- Experience in carpentry, concrete work setting forms, placing steel, and finishing preferred.
- Two years of concrete construction, asphalt maintenance, or earth grading experience.
- Two years of operating basic computer software (i.e. Microsoft office) is required.
- Knowledge of the materials, equipment, methods, and practices essential to the maintenance and construction of county roads.
- Knowledge of the general practices, laws and regulations applied to the care and safe operation of heavy duty construction and maintenance equipment.
- Knowledge of the applicable work safety rules and procedures.
- Knowledge of asphalt properties, application rates, and production timing.
- Knowledge of concrete properties, quantity calculations, finishing techniques, curing rates, and production timing.

Skills:

- Good organizational, interpersonal and communication skills are required.
- Ability to follow oral and written instruction.
- Ability to work independently with little or no supervision.
- Ability to deal tactfully with people
- Ability to analyze and solve problems
- Ability to establish and maintain effective working relations with employees, supervisors, other

- government agency officials, and the general public
- Ability to analyze and solve problems.
- Ability to make mathematical computations.
- Ability to use hand tools, power tools, small portable and self-propelled power tools.
- Ability to make minor repairs and adjustments to maintain assigned equipment.
- Ability to read basic engineering plans and drawings.
- Ability to maintain daily labor and equipment records.
- Ability to operate heavy equipment and train others in safe and efficient equipment operation.

Physical Demands/Effort: The physical demands described here are representative of those which must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work encompasses primarily field work. This work requires occasional to moderate physical exertion. While performing the duties of this job, the employee is required to stand; walk; sit; use hands to finger; handle; feel; reach with hands and arms; climb or balance; stoop; kneel; crouch; crawl; talk to hear. The employee may occasionally be required to lift and/or move up to 70 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and peripheral vision. The work requires sufficient body flexibility and strength to access construction projects. Exposure to machinery, heights, excessive noise, corrosive solvents, hot materials, flammable liquids and work in extremes of heat, humidity, wind and cold are expected.

Work Environment/Conditions: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

A portion of the work involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meeting or training rooms. The work performed in the field exposes an employee to a variety of different conditions. Work is mostly performed in the field where conditions can be very hot or cold, rainy, cold, or snowy. A person in this position is exposed to many safety hazards while working in and around work zones immediately adjacent to high volume traffic, at heights 10 feet or more above the ground, near power tools, large moving equipment, near heavy bridge and culvert materials lifted overhead, near asphalt materials with temperatures in excess of 300 degrees F, gases, corrosive solvents, petroleum fluids and other flammable liquids. An employee in this position is often required to work in deep trenches or excavations which require shoring or other special precautions. This employee may be required to use protective clothing such as a hard hat, safety vest, boots, goggles, gloves, safety glasses, Nomex coveralls, face mask or shield.

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

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

Requisition Approval Process

- Submitted by Julie Winter on 05/15/2024 at 05:24 AM
- Elizabeth Ward, Final Approval

Internal Position Details (not displayed on job posting)		
Company Riley County, KS	Position Template Public Works Operator II [PWOPRII]	Work Location Public Works Building
Job ID 2454122	Salary Salary Range \$21.53 - \$23.40	Supervisor Position No
Pay Grade RANGE 7 [RANGE 7]	EEO Class Service - Maintenance [8]	Workers Compensation 5506 [5506]
Cost Center 1 County General [1]	Cost Center 2 Public Works [40]	Cost Center 3 --
1 Job Slot PUBLIC -1		

Supervisor: Alvin Perez

Department Head: John Ellermann

☒ No changes to Position or Budget

☒ Position Description attached

Total annual hours: 2080

☒ Budgeted

☐ New or updated position description

☐ New request for budget (details attached)

Salary: \$48,672.00

Budget for Benefits: \$19,225.44

Total proposed annual budget: \$67,897.44

Additional Position Comments: Fill as Operator I or II based on candidate qualifications

BoCC Chair

BoCC Member

BoCC Member

Date:

Date:

Date:



PUBLIC WORKS
Request

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

COMMISSION AGENDA REPORT

FROM: John Ellermann, PE, Public Works Director
MEETING: May 23, 2024
SUBJECT: City Request to Borrow/Rent Asphalt Paver
PRESENTER: John Ellermann

BACKGROUND

Many times we have the need for a piece of equipment not in our fleet. Often times it is something that is not used very often or we are not sure if purchasing it is beneficial. To try out a piece of equipment we would go to the vendor for a demo or to rent it. We could also ask another county or city to use their equipment.

The City of Manhattan is exploring the idea of expanding the capabilities of their asphalt crew. With the attached letter the City of Manhattan is asking to rent our asphalt paver for a few weeks to evaluate the purchase of one is beneficial.

DISCUSSION

KSA 12-2908 allows the county to share equipment with the Cities or townships of the county. KSA 19-4503 spells out conditions covered in the agreement, including, reimbursement costs. KSA 68-141a & b authorize the County Commission to rent county machinery to any township or city in the county.

Of course all of this will come with an agreement to repair any damage, replace any wear part and what rental rate we would charge them for the use of the paver.

FISCAL IMPACT

This will have minimal fiscal impact.

RECOMMENDATION(S)

Staff recommends renting the paver to the City.

POSSIBLE MOTION(S)

Move to approve Public Works to enter into an agreement with the City to rent the asphalt paver.

Move to deny Public Works to enter into an agreement with the City to rent the asphalt paver.

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- 24046_0508_BDJ_Riley County PW (002) (PDF)



May 8, 2024

John Ellermann, P.E.
Riley County Public Works Director.

RE: Asphalt Paving Machine

Mr. Ellermann,

The City of Manhattan is exploring adding crews to our asphalt division within our street department. As you are aware asphalt streets are an equipment and labor-intensive maintenance item.

Prior to making a large investment into the needed equipment, we would like to rent your paving machine for several weeks this summer to determine if internal asphalt paving crews are an item we want to add to the City's inventory.

If you would be open to a rental or if we have something in our inventory that you would like to try, we would like to set up a meeting with you and your staff to review the equipment and operational items that you could help guide us on, as well as some "lessons learned".

Please let us know if this is something you would be open to discussing.

If you have questions, please don't hesitate to contact me by email or by phone at (785) 587-4532.

Sincerely,

A handwritten signature in blue ink that reads "Brian D. Johnson".

Brian D. Johnson, P.E.
City Engineer
City of Manhattan, Kansas

Attachment: 24046_0508_BDJ_Riley County PW (002) (14781 : City Request)



COUNTY CLERK & ELECTIONS
Personnel

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

MEMORANDUM

FROM: Elizabeth Ward, Human Resources Director
MEETING: May 23, 2024
SUBJECT: New & Expanded Position Request 2025
PRESENTER: Elizabeth Ward

The Commissioners requested the New and Expanded position presentation for 2025. These requests have been reviewed by the Department Head and HR.

Below is a summary of those positions being requested for inclusion in the 2025 budget. These positions would require **additional funding** for each of the associated budgets.

The totals below include the cost of wages and benefits.

Department	Position	Per position salary	Per Position benefits	Total Request (Wage + Benefits)
Planning & Development	Administrative Assistant I- <i>New Position</i> Existing PD – Range 4, Full Time, Starting Rate, \$19.03/hour	\$39,582	\$15,635	\$55,217
	Remove PT Assistant position	\$15,000	\$1,163	(\$16,163)
	Planning & Development Budget Request			<u>\$39,054</u>
Health Department	Community Health Educator – Opioid prevention <i>Expanded Position</i> Existing PD – Range 4, Part Time, Starting Rate, \$19.03/hour	\$19,791	\$7,817	\$27,608
	Health Department Budget Request			<u>\$27,608</u>
County Attorney	Criminal Investigator <i>New Position</i> New PD – Range 12, Full Time, Exempt Starting Rate, \$28.44/hour	\$59,155	\$23,366	\$82,521
	Attorney Budget Request			<u>\$82,522</u>
	Human Resources Assistant – <i>New position</i> New PD – Range 8, Full Time, non-exempt Starting Rate, \$23.21/hour	\$48,277	\$19,069	\$67,346
Clerk – HR	Remove PT HR Assistant position	\$15,000	\$1,163	(\$16,163)
	Clerk Budget Request			<u>\$51,183</u>
	Total all New Requests			<u>\$200,367</u>

RECOMMENDATION(S)

Consider each position request per department as part of the 2025 budget process.

Enclosures:

- PD 2025 budget posn rqst (PDF)
- Community Health Educator justification 2025 (DOCX)
- Investigator position proposal (DOCX)
- 2025 HR Staff request_new recruiter_Assistant (DOCX)



PLANNING & DEVELOPMENT ENVIRONMENTAL HEALTH

Date: May 3, 2024
To: Elizabeth Ward, Human Resources Director
From: Amanda Webb, Planning Director
Re: Request for expanded Planning & Development position – 2025 budget

The Planning & Development Department is currently supported by a full-time Administrative Assistant and a part-time (as-needed) Clerical Assistant. With the ever-increasing workload spread across all of Planning & Development, it would be beneficial to have two full-time administrative support positions. Therefore, I am requesting expansion of the Clerical Assistant position to a regular, full-time Administrative Assistant.

The Administrative Assistant works 8 am to 5 pm, Monday through Friday. The Clerical Assistant works Monday through Friday, 9 am to 1 pm. The purpose of this schedule is to allow for coverage over the lunch period. However, that leaves the afternoon, from 1 to 5 pm, staffed by a single administrative assistant. While there are six people in this department, three staff members, me included, have unpredictable schedules that cannot guarantee regular availability for office coverage. I must attend a variety of meetings and have other duties to attend to so am unable to provide office coverage unless arranged ahead of time. Two of my staff spend much time in the field as part of their positions so cannot always be available for office coverage. That leaves only two staff that can potentially help with coverage, but there is still potential for both of those staff to have meetings or other things going on away from the office (or be absent for any reason). A second administrative position would help with that coverage and both positions would coordinate lunches, meetings, etc. to be sure someone is always here to help with frontline customer services (walk-ins, reception, answering phones, etc.).

I have requested a second environmental health position over the past three years, which has not been approved. Because of this, I have had to modify services to accommodate for lack of a second environmental health position. We have not offered ESEs ("home loan inspections"), water testing, or alternative system annual inspections since spring 2023 because of gap in employment, training needs, and only having one person. There are alternate ways these services can be obtained (the only "required" service as per the Sanitary Code is the annual alternative system inspection which can be done by a licensed contractor. ESEs are strongly recommended, but not required, and water testing is a convenience service). I won't be able to offer the full suite of services, or add any new services, without a second environmental health position. It would still greatly benefit the citizens of Riley County, and the Planning & Development Department, to have a second Environmental Health position (at the very least, have a second person who can perform soil inspections).

At this point, to focus on a single expansion request, it is more beneficial to have a second full-time administrative position. The Clerical Assistant position serves as frontline reception/customer service, and there has been a lot of work necessary (which is ongoing), mainly falling on administrative staff, to get the electronic/online permit system functioning. While this position supports all the administrative roles (including assistance with land use petitions, building, and floodplain permits, and other duties as assigned by me), it focuses more on environmental health support (including, but not limited to, processing reports, record keeping, responding to requests for information, and coordinating and issuing permits).

Prior to summer 2012, environmental health was housed within the Health Department and funded by an LEPP grant. While in the Health Department, this position was supported by 2-3 shared administrative staff. In summer 2012, the position was transitioned into the Planning & Development Department which makes sense as this position is heavily involved with land development. No additional staff were brought over with this position. If I cannot have a second environmental health position, it would be helpful to expand the Clerical Assistant position to a full-time Administrative Assistant to help offset that need and provide more consistent office coverage.

The Administrative Assistant is within a pay range of four (4) and would include full-time benefits.

Substance Misuse continues to be a major public health issue in Kansas and in Riley County. The most current CDC Cause of Death results show that Kansas has had an increase in the number of opioid overdose deaths (from 10/100,000 in 2017 to 24/100,000 in 2021). This is following the nationwide trend, which shows an increase as well. In 2021, there were 435 opioid overdose deaths in Kansas, which accounted for 64% of all drug overdose deaths in the state. From 2011 to 2021, the age-adjusted death rate due to opioid overdose increased from 4.3 per 100,000 to 15.7 per 100,000 in Kansas. According to the CDC, there were 15 drug overdose deaths from October 2022 through September 2023 (12 months), reported by the National Center for Health Statistics (NCHS).

The opioid crisis is currently affecting our community as whole. To further highlight the opioid crisis impact in our community, in June of 2023, The Riley County Police Department (RCPD) have reported eight suspected fentanyl-related overdose deaths since the beginning of 2023, according to a press release. We see the effects of opioids right in our middle and high schools here in Manhattan. Many unfortunate deaths have occurred due to unknowingly ingested fentanyl. According to The Communities That Care survey (taken by middle school and high school students) many students have heard of opioids but haven't been educated on the effects. This demonstrates the need for more prevention education.

Jenni has strengthened her relationships with each school district in Riley County through continued conversations about the issue. She has presented in each school and continues to spread the word and raise awareness about substance misuse, specifically opioids. Since the beginning of 2024, she has reached over 700 people through presentations and outreach efforts. There is a peer group at Manhattan High School, but they are very limited in the way of numbers and time. There are NO peer groups in the other two school districts, further demonstrating the need for consistent education.

Our mission at RCHD is to protect the health and safety of the community through evidence-based practices. We would like to continue to deliver impactful, data driven information in the schools and in the community throughout Riley County. It is detrimental to the health and safety of our citizens.

Riley County Attorney's Office Investigator:

This is a position that has been discussed for well over 10 years, most often by various law enforcement officers at the Riley County Police Department. Cases are often submitted to the Riley County Attorney's Office and in need of further follow-up investigation. Whether it be the gathering of evidence, the questioning of witnesses and or tying up loose ends. Currently the Riley County Attorney's Office relies on the Riley County Police Department who will make officers and or detectives available if possible but this creates issues for the Riley County Police Department. Victim witness coordinators often are tasked with trying to tie up loose ends on an investigation, but this is not an area where they have been trained.

On the other side of the spectrum, the prosecuting attorneys have on occasion conducted follow-ups, but this is precarious because if a witness contradicts what they tell a prosecutor on the witness stand, the prosecutor faces more than the potential of being a witness. If the prosecutor becomes a witness, they will generally be disqualified. The County Attorney's office has navigated this ethical issue by having another person, support staff generally sit in during the follow-up investigation phase.

Assisting in the service of subpoenas is a duty that would be undertaken by the investigator. Normally civil process or an investigator from the Riley County Police Department will serve the subpoena if it is within Riley County. If the witness lives in

another jurisdiction we rely on the other jurisdiction to serve the subpoena. We have on occasion had to send an intern or other employee to serve a subpoena. The investigator could serve these subpoenas.

In summation, it would be helpful to have an investigator who can conduct follow-up at the direction of the County Attorney's Office and relieve the County Attorney's Office from being at the mercy of the Riley County Police Department.

2025 Human Resources Staffing Request

Human Resources provides organizational structure and supports the goals of Riley County by managing the most valuable resource—our employees!

There are 5 main duties in HR:

- Talent management –Recruiting, selecting, hiring, managing, retaining, engaging, discipline, development and creating high performing teams.
- Training and Development – getting employees knowledge, experience and resources to do their job effectively and efficiently
- Compliance/Risk Management – Legal and regulatory compliance is a large part of HR’s responsibilities. Risks related to human capital are numerous and can cost organizations financially and morally.
- Workplace Safety –safety training, ensuring safe environments, incorporating new safety rules, communicating safety expectations, and managing injuries or fatalities at work. Includes Workers Compensation, Fleet Management, Safety compliance, etc.
- Compensation and benefits– ensuring Riley County remains competitive in pay and benefits, creating and managing the pay structure, creating job descriptions, succession planning, health coverage, 457(b), and new potential benefits.

Riley County has had 2 HR positions for many years, currently titled: Director and Benefits and Employee Relations Manager.

However, most personnel aspects at Riley County have increased dramatically.

In 2005 Riley County had 172 regular employees.

- In 2013 the Health Department joined Riley County adding 47 employees.
- In 2017, EMS joined the county, adding 53 new positions.
- The Fire department added 118 employees to payroll.
- In 2019 Elections added 264 additional employees (previously paid thru AP).

In 2024, we have an average employee count of 629 (fluctuating between 667 to 607 through the seasonal cycles). This equates to 465 FTE.

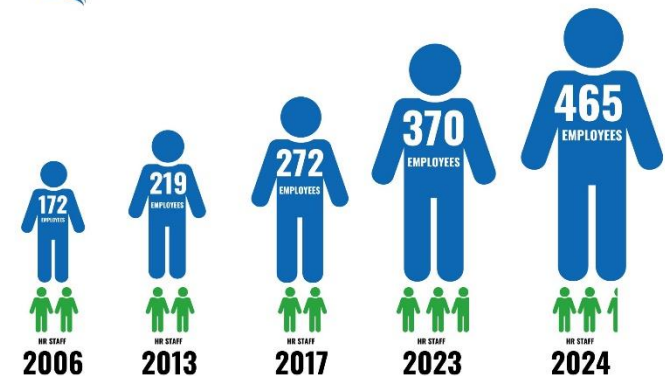
This is a **170%** increase since 2005, and a **58%** increase since 2017.

Since 2020 turnover increased dramatically nationwide, and at Riley County. The tenure of employees has decreased as well, meaning HR works harder and longer to recruit and retain quality employees. Higher levels of turnover increase our costs and our workload.

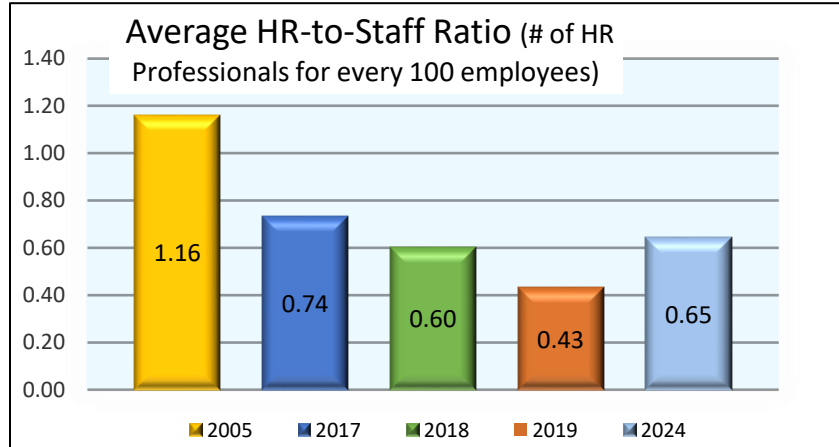
The financial cost of turnover is estimated to cost the equivalent of 6 - 9 months’ salary per position. HR professionals are not able to do their job successfully with the current staffing, which means Riley County is poised to lose tenured staff who have been trained and invested in. This has been the case in HR for years and is a contributing factor in the previous director leaving the county.



Average Total Riley Count Employees Compared to HR Staff



In order to support the departments on performance evaluation, employee satisfaction, training, onboarding, recruitment, policy revisions, employee relations and more, County Clerk's office requests a new full-time HR Recruiter/Assistant.



Per SHRM, the 2022 standard for HR staffing is 1.7 HR Staff per 100 employees (employers of similar size), with the optimal ratio being 1 to every 50 employees. This standard is reflected in studies by Indeed, SHRM and Bloomberg Benchmarks Analysis. Riley County currently has a staffing ratio of .54 HR staff per 100 employees. When we hire a full-time **Recruiter/Assistant, our ratio increases to .65.**

An International Public Management Association (IPMA)-HR Staffing Ratio Study specifically for public sectors showed that most public sector HR divisions are overworked, understaffed and unable to meet the demands required for organizations to thrive.

2023 HR Research on Kansas Human Resources Departments

- City of Manhattan: 6 HR & payroll Staff, 420 FTE EE. Ratio of 1.43
- K-State: 250 HR Staff (several divisions). 10,000 EE. Ratio of 2.5
- KSU student union: 2.5 HR Staff, 120 EE. Ratio of 2.08
- Pawnee Mental Health: 4 HR Staff, 285 EE. Ratio of 1.4
- RCPD: 3 HR Staff (includes payroll). 223 EE. Ratio of 1.35
- Geary County: 3 HR staff (including payroll), 246 EE. Ratio of 1.22
- Atchison County: 2.5 HR Staff, 207 EE. Ratio of 1.21

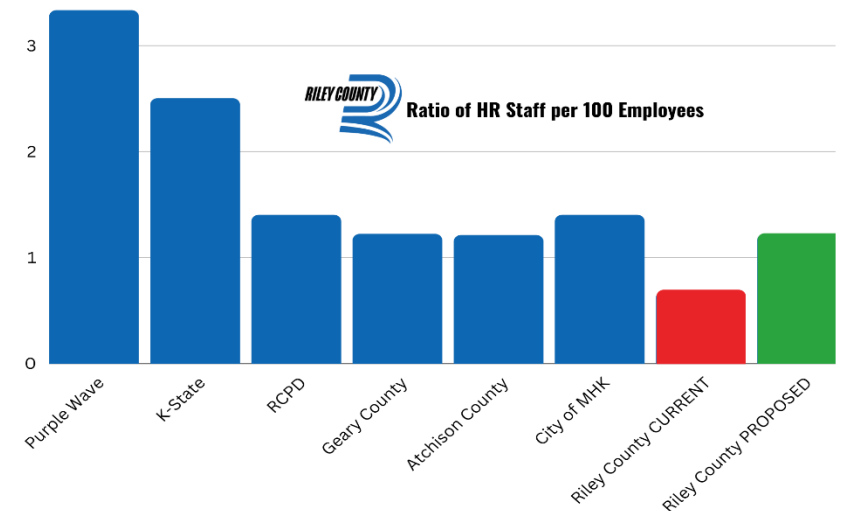
A sampling of private industry shows the same staffing strategy

- Kansas Farm Bureau: 1.5 HR for 58 EE
- Purple Wave: 8 HR for 240 EE
- Community First Bank: 1 HR for 65 EE
- Florence Corporation: 5 HR for 548 EE

Proposed HR Recruiter/Assistant salary: \$48,277; by discontinuing the PT position, the total impact would be \$51,183 including benefits.

2024 Riley County Current Staffing Ratio: 0.54

2025 Proposed Staffing Ratio: .65



By adding staff to HR, we will be able to address department head concerns with a focus on recruiting, onboarding, training, employee communication, and performance review, as well as gaining the full potential of Paylocity and OpenGov.

Department Heads have discussed the following concerns:

- Pressing issues:
 - Availability of HR Staff
 - FMLA management
 - ESL and Annual leave management
- Recruiting Process
 - Support for interviews and applicant screening.
 - Automating applicant basic minimum qualifications screening process.
 - Speed up time-to-hire.
 - Simplify hiring/onboarding process for both internal and external stakeholders.
- Onboarding
 - complete orientation checklist.
 - Work with Departments such as IT to enhance orientation.
 - Provide tour of county offices.
- Training
 - Create a regular training schedule and increase training opportunities.
 - Compliance and performance
 - Employee systems training – Paylocity, Komtek, dept specific
 - Interview training – developing questions, assessing candidates, feedback.
 - Supervisor onboarding
 - 1st week, 1st month, 90 days, and beyond orientation program per department/division.
 - Teach new hires about the entire organization and meet with individual departments.
 - Position Description development training.
 - FMLA, ADA, FLSA training
 - Accident and injury reporting training
 - Harassment prevention and reporting training.
 - Performance reviews training – purpose, how-tos and role playing with new supervisors.
- Stay interviews-
 - Create a consistent system for gathering information from employees.
 - Create an effective way to share this information and grow from it.

Proposed Organizational Chart/Division of Work:

Director Current Position
•Disciplinary Actions •Salary Classification Requests •Promotion Requests •Job Description Review •Risk Management •Compensation management •Policy Development •Workers Compensation •Termination requests •Promotion requests •Training scheudle and oversight •Policy/Procedure Mnaual Updates •Succession Planning •Supervision of HR Personnel •Problem Resolution •Incident Reports •Personnel Budget •Compensation management •Strategic Planning •Monthly Reporting •Interdepartmental Communication

Manager Current Position
•Payroll oversight •Benefits management •FMLA management •Military Leave •Workers Compensation •Merit adjustments to payroll records •Personnel updates •Performance Management •Compliance •Supervisor changes •Manage year end payroll changes •Employee stipend oversight •Salary ordinance updates •Shared Leave Program •EEO Complaints •Assists with appeal process •ADA Coordinator •Training •Unemployment Processing •Paylocity management •ACA reporting

Recruiter/Assistant New Position
•Recruiting management •Retention management •Open and advertise positions •Work with DH to create PD •Screen candidates •Interview candidates with DH •Reference Checks •Background Checks •Process employment changes •New employee orientation •Coordinate Onboarding •Paylocity Personnel updates •I-9 Management •Paylocity Announcements •Employee Separation processing •Service awards/recognition •Maintain HR files/records •Answer routine HR questions •Records audits for compliance •Clerical support