



**Board of Riley County
Commissioners
Regular Meeting
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](#)

[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. Water Drought/Emergency Resolution
4. Change Order #1 for the 2024 Asphalt Overlay Program
5. Sign Tax Roll Corrections
6. Sign Riley County Employee Action Form(s)

Review Minutes

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

Review Tentative Agenda

8. Tentative Agenda

Press Conference Topics

9. Discuss Press Conference

9:00 AM

Clancy Holeman, Counselor/Director of Administrative Services

10. Administrative Work Session
11. Pending County Projects County Counselor

9:20 AM

Julie Gibbs, Health Department Director

12. RCHD Request for 2025 County Opioid Funds for Prevention Program

9:30 AM

Press Conference

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

9:40 AM Amanda Webb, Planning/Special Projects Director

15. Planning & Development - Staff Update

9:55 AM Russel Stukey, Emergency Management Director

16. EM / Fire Staff Update for the month of March

Adjournment

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



PUBLIC WORKS
Resolution

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

RESOLUTION

FROM: Andrea Rose, Administrative Assistant II.

MEETING: June 3, 2024

SUBJECT: Water Drought/Emergency Resolution

PRESENTER: Evan McMillan, Assistant Public Works Director

BACKGROUND

A resolution authorizing the declaration of a water watch, warning or emergency; establishing procedures and voluntary and mandatory conservation measures; authorizing the issuance of administrative regulations; and prescribing certain penalties.

The purpose of this resolution is to establish certain guidelines for water conservation during differing levels of drought or water shortages.

DISCUSSION

See attached .

POSSIBLE MOTION(S)

Move to approve resolution.

Enclosures:

- 2024_Water Drought_Emergency Resolution_UP (PDF)

WATER DROUGHT/EMERGENCY RESOLUTION

Resolution No. _____

A resolution authorizing the declaration of a water watch, warning or emergency; establishing procedures and voluntary and mandatory conservation measures; authorizing the issuance of administrative regulations; and prescribing certain penalties.

Section 1. Purpose. The purpose of this resolution is to provide for the declaration of a water supply watch, warning or emergency and the implementation of voluntary and mandatory water conservation measures throughout the District in the event such a watch, warning or emergency is declared.

Section 2. Definitions.

- (a) "The District," as the term is used in this resolution, shall mean the University Park Water Benefit District of Riley County, Kansas.
- (b) "Water," as the term is used in this resolution, shall mean water available to University Park Water Benefit District of Riley County for public distribution by virtue of its water rights or any treated water introduced by the District into its water distribution system, including water offered for sale at any coin-operated site.
- (c) "Customer," as the term is used in this resolution, shall mean the customer of record using water for any purpose from the District's water distribution system and for which either a regular charge is made or, in the case of coin sales, a cash charge is made at the site of delivery.
- (d) "Waste of water," as the term is used in this resolution, includes, but is not limited to:
 - (1) permitting water to escape down a gutter, ditch, or other surface drain; or
 - (2) failure to repair a controllable leak of water due to defective plumbing.
- (e) "Notice," as the term is used in this resolution, shall mean such notice as the governing body of the District determines appropriate, including direct mail to the District's customers, publication in one or more newspapers having circulation within the territory of the District, television or radio news releases broadcast by stations serving the territory of the District, or any combination thereof.
- (f) "Governing body," as the term is used in this resolution, shall mean the Board of Directors of the District.
- (g) "Personal notice," as the term is used in this resolution, shall mean written notice; hand delivered to the person to whom notice is directed. Personal notice is accomplished on the date that the notice is delivered.
- (h) "Mailed notice," as the term is used in this resolution, shall mean written notice, placed in the United States mail, First Class postage prepaid, addressed to the person to whom notice is directed, at the last known address for such person according to the records of the District. Mailed notice is accomplished on the date that the notice is placed in the mail as described above.
- (i) The following classes of uses of water are established:

Class 1:

Water used for outdoor watering; either public or private, for gardens, lawns, trees, shrubs, plants, parks, golf courses, playing fields, swimming pools or other recreational areas; or the washing of motor vehicles, boats, trailers, or the exterior of any building or structure.

Class 2:

Water used for any commercial or industrial, including agricultural purposes: except water actually necessary to maintain the health and personal hygiene of bona fide employees while such employees are engaged in the performance of their duties at their place of employment.

Class 3:

Domestic usage, other than that which would be included in either classes 1 or 2.

Class 4:

Water necessary only to sustain human life and the lives of domestic pets and maintain standards of hygiene and sanitation.

Section 3. Declaration of Water Watch. Whenever the governing body of the District finds that conditions indicate that the probability of a drought or some other condition causing a major water supply shortage are present, it shall be empowered to declare, by resolution, that a water watch exists and that it shall take steps to inform the public and ask for voluntary reductions in water use. Such a watch shall be deemed to continue until it is declared by resolution of the governing body to have ended. The resolutions declaring the existence and end of a water watch shall be effective upon their adoption by the governing body of the District and giving of notice thereof.

Section 4. Declaration of Water Warning. Whenever the governing body of the District finds that drought conditions or some other condition causing a major water supply shortage are present and supplies are starting to decline, it shall be empowered to declare by resolution that a water warning exists and that it will recommend restrictions on nonessential uses during the period of warning. Such a warning shall be deemed to continue until it is declared by resolution of the governing body to have ended. The resolutions declaring the beginning and ending of the water warning shall be effective upon their adoption by the governing body of the District and giving of notice thereof.

Section 5. Declaration of Water Emergency. Whenever the governing body of the District finds that an emergency exists by reason of a shortage of water supply needed for essential uses, it shall be empowered to declare by resolution that a water supply emergency exists and that it will impose mandatory restrictions on water use during the period of the emergency. Such an emergency shall be deemed to continue until it is declared by resolution of the governing body to have ended. The resolutions declaring the existence and end of a water supply emergency shall be effective upon their adoption by the governing body of the District and giving of notice thereof.

Section 6. Voluntary Conservation Measures. Upon the declaration of a water watch or water warning as provided in Sections 3 and 4, the District Manager and/or the governing body of the District is authorized to call on all water consumers to employ voluntary water conservation measures to limit or eliminate nonessential water uses including, but not limited to, limitations on the following uses:

- (a) Class 1 uses of water, as provided for in Section 2(d).
- (b) Waste of water.

Section 7. Mandatory Conservation Measures. Upon the declaration of a water supply emergency as provided in Section 5, the governing body of the District is also authorized to implement certain mandatory water conservation measures, including, but not limited to, the following:

- (a) Suspension of new connections to the District's water distribution system, except connections of fire hydrants and those approved by the governing body of the District prior to the effective date of the declaration of the emergency.

- (b) Restrictions on the uses of water in one or more classes of water use, wholly or in part.
- (c) Restrictions on the sales of water at coin-operated facilities or sites.
- (d) The imposition of water rationing based on any reasonable formula including, but not limited to, the percentage of normal use and per capita or per consumer restrictions.
- (e) Complete or partial bans on the waste of water; and
- (f) Any combination of the foregoing measures.

Section 8. Emergency Water Rates. Upon the declaration of a water supply emergency as provided in Section 5, the governing body of the District may adopt emergency water rates designed to conserve water supplies. Such emergency rates may provide for, but are not limited to:

- (a) Higher charges for increasing usage per unit of use (increasing block rates)³
- (b) Uniform charges for water usage per unit of use (uniform unit rate); or
- (c) Extra charges in excess of a specified level of water use (excess demand surcharge).

Section 9. Regulations. During the effective period of any water supply emergency as provided for in Section 5, the governing body of the District is empowered to promulgate such regulations as may be necessary to carry out the provisions of this resolution, any water supply emergency resolution, or emergency water rate resolution.

Section 10. Violations, Disconnections and Penalties.

- (a) Upon violation of any water use restrictions imposed pursuant to Sections 7 or 9 of this resolution, a written notice of the violation shall be affixed to the property where the violation occurred, and the customer of record and any other person known to the District to be responsible for the violation or its correction shall be provided with either personal or mailed notice. Such notice shall contain the following information:
 - (1) The customer(s) Name(s), Benefit Unit number and address where service is being provided.
 - (2) The nature of the violation, the corrective action required and the deadline for completion of such corrective action.
 - (3) A statement that the customer has the right to request a hearing and be heard at a hearing to be conducted in accordance with subsection (b), below.
 - (4) A statement that water service shall be terminated unless corrective action is taken by the stated deadline.
- (b) Any water user receiving a notice of violation as provided above shall have the right to a hearing prior to service termination. The request for hearing must be made by the customer owner within 14 days of the date of service of such notice, or hearing will be deemed irrevocably waived. The water district manager or such other person as appointed by the board of directors of the district shall conduct such hearing. The hearing shall be held within 14 days of the request for hearing. At such hearing, the customer and the district shall each have the right to present such evidence as is pertinent to the issue, may be represented by counsel, and may examine and cross-examine witnesses. The hearing officer shall promptly make his or her findings and shall enter his or her order accordingly. The hearing officer may adopt the finding of violation contained in the notice or may modify or reject such finding; may make new or additional findings of violation, and order corrective action in accordance with the resolution. Unless otherwise ordered by the hearing officer, water service shall be terminated the day after the date that the order of termination is issued by the hearing officer unless the required corrective action has been made prior to termination. The hearing officer's order shall be filed in the district's records, and a copy thereof shall be provided to the water user in the same manner as set forth in subsection (2) above.
- (c) Any party aggrieved by the decision of the hearing officer may appeal the same by filing a written notice of appeal with the district. Notwithstanding the order of termination, service shall not be terminated if the notice of appeal has been received prior to termination. Any such appeal shall be set for hearing before the governing body at its next regularly scheduled meeting or special meeting.

The determination of the governing body shall be final. The determination of the governing body shall be recorded in the minutes of its official proceedings and notice thereof shall be provided to the customer in the same manner described in section (a), above. Violations of this resolution shall be an offense of the District's rules and regulations and may result in termination of service.

- (d) Reconnection of service terminated as provided above shall be made only after the District has determined that the necessary corrective action has been completed and the fees provided by subsection (e), below, have been paid.
- (e) A fee of \$625.00 shall be paid for the reconnection of any water service terminated pursuant to subsection (a). In the event of subsequent violations, the reconnection fee shall be \$1,250.00 for the second reconnection and \$1,875.00 for any additional reconnections.

Section 11. Emergency Termination. Nothing in this resolution shall limit the ability of any properly authorized District official from terminating the supply of water to any or all customers upon the determination of such District official that emergency termination of water service is required to protect the health and safety of the public.

Section 12. Severability. If any provision of this resolution is declared unconstitutional, or the application thereof to any person or circumstance is held invalid, the constitutionality of the remainder of the resolution and its applicability to other persons and circumstances shall not be affected thereby.

Passed by the Riley County Board of County Commissioners, Kansas, sitting as the governing body of the University Park Water Benefit District this _____ day of _____, 20__.

John Ford, Chairman

Greg McKinley, Vice-Chairman

Kathryn Focke, Member

ATTEST:

Rich Vargo, County Clerk



PUBLIC WORKS
Change Order

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

COMMISSION AGENDA REPORT

FROM: Andrea Rose, Administrative Assistant II

MEETING: June 3, 2024

SUBJECT: Change Order #1 for the 2024 Asphalt Overlay Program

PRESENTER: Evan McMillan, Assistant County Engineer

A change order is required to close out the 2024 Asphalt Overlay Program. The total cost of the project came in lower than expected due to less material being required to complete the job.

The Change Order and updated Cost Estimate for this work is provided with this document.

Staff recommends approval.

POSSIBLE MOTION(S)

Move to approve the Change Order to reduce the total project cost to \$1,530,140.40

Move to decline the Change Order to reduce the total project cost to \$1,530,140.40

Move to table for further discussion.

Enclosures:

- CO #1 Asphalt Overlay 2024 (PDF)



CHANGE ORDER

Riley County, Kansas

CHANGE ORDER NUMBER: Final

CONTRACTOR: Shilling Construction

ADDRESS: 9620 East Highway 24
Manhattan, KS 66502

PROJECT NO.: 2024 Asphalt Overlay Program
PROJECT

DESCRIPTION: Blue River Hills Rd., Stockdale Park Rd.

BID ITEMS

ITEM NO.	ITEM DESCRIPTION	UNITS	CONTRACT QUANTITY	ADJUSTED QUANTITY	INCREASE/DECREASE	UNIT BID PRICE	INCREASE/DECREASE CONTRACT AMOUNT
1	Class A HMA - Commercial Overlay (Stockdale Park)	TON	4933.0	4609.0	-324.00	\$106.00	\$ (34,344.00)
1	Class A HMA - Commercial Overlay (Blue River Hills)	TON	8263.0	7933.0	-330.00	\$106.00	\$ (34,980.00)
2	1.0" Asphalt Pavement Milling	SY	149000.0	147253.0	-1747.00	\$1.36	\$ (2,375.92)
3	Class A HMA - Commercial Pavement Patching	TON	1.0	0.0	-1.00	\$170.00	\$ (170.00)
	Rounding (M&ngs)		0.0	0.0	0.0	\$0.00	\$ 0.32
Subtotal							\$ (71,869.60)
TOTAL							\$ (71,869.60)

Amount of Original Bid:	\$1,602,010.00
Total of Previous Change Orders:	-
Amount of Change Order No. 1:	\$ (71,869.60)
Total Adjusted Contract Price:	\$1,530,140.40

BY: Eric McMillen 05/23/2024 BY: E McMillen 05/28/24
PROJECT ENGINEER DATE DIRECTOR OF PUBLIC WORKS DATE

BY: Eric Schwein 05/23/2024
CONTRACTOR DATE

BY: _____
CHAIRMAN, BOARD OF COUNTY COMMISSIONERS DATE

Attachment: CO #1 Asphalt Overlay 2024 (14798 : Change Order #1 - 2024 Asphalt Overlay Program)



Riley County Public Works
6215 Turtle Creek Blvd.
Manhattan, KS 66503
785-537-6330
Fax 785-662-6288

(unw)6r0p0d kjelrveO thltpdsv #202 - 1# jerpO rduqhu : 866761) #202 kjelrveO thltpdsv 1# CO :tutment: Attachment

CONTRACTOR'S PAYMENT ESTIMATE NO. 1 Final

PAY TO: Shilling Construction

**ADDRESS: 9620 East Highway 24
Manhattan, KS 66502**

PROJECT : 2024 Asphalt Program

DESCRIPTION: Blue River Hills Rd, Stockdale Park Rd.

PROJECT NUMBER: 2285, 2286

PAYMENT PERIOD: 4/29/24 thru 5/14/24

PERCENT OF WORK COMPLETED: 100%

TOTAL CONTRACT AMOUNT: \$ 1,602,010.00

ITEM NO.	ITEM DESCRIPTION	UNITS	CONTRACT QUANTITY	ADJUSTED CONTRACT QUANTITY	TOTAL QUANTITY TO DATE	UNIT PRICE	AMOUNT EARNED TO DATE
Stockdale Park Rd. 2285							
1	1.5" Class A HMA - Commercial Overlay	Ton	4,933.0		4,609.00	\$ 106.00	\$488,554.00
2	1.0" Asphalt Pavement Milling	SY	55,677.0		55,677.00	\$ 1.36	\$75,720.72
3	Class A HMA-Commercial Pavement Patching	Ton	1.0			\$ 170.00	
Blue River Hills Rd. 2286							
1	1.5" Class A HMA - Commercial Overlay	Ton	8,263.0		7,933.00	\$ 106.00	\$840,898.00
2	1.0" Asphalt Pavement Milling	SY	91,888.0		91,888.00	\$ 1.36	\$124,967.68
3	Class A HMA-Commercial Pavement Patching	Ton	1.0			\$ 170.00	

TOTAL AMOUNT EARNED \$1,530,140.40
LESS RETAINED \$ -
NET AMOUNT \$1,530,140.40
LESS PREVIOUS PAYMENTS \$ -
AMOUNT DUE THIS ESTIMATE \$1,530,140.40

BY: [Signature] PROJECT ENGINEER
 APPROVED: RILEY COUNTY, KANSAS
 I HEREBY CONCUR IN THE FOREGOING RECOMMENDATION.

DATE: 05/17/2024

BY: [Signature] CONTRACTOR

DATE: 05/20/2024

BY: [Signature] DIRECTOR OF PUBLIC WORKS

DATE: 05/28/24



COUNTY CLERK & ELECTIONS
Tax Roll Correction

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

COMMISSION AGENDA REPORT

FROM: Lori Muir, Real Estate Specialist

MEETING: June 3, 2024

SUBJECT: Sign Tax Roll Corrections

PRESENTER: Rich Vargo, County Clerk

POSSIBLE MOTION(S)

Move to approve the Tax Roll Corrections.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- Museum of Auto (PDF)
- Color0007 (PDF)

TAX ROLL CORRECTION
REAL ESTATE

Printed by LMUIR

2024/05/29

5.a

Taxpayer ID MUSE0003
Owner ID MUSE0003

Control # 2024000216

Tax Year 2023
Tract # R19737

MUSEUM OF AUTOMOTIVE ICONS INC

CAMA # 216-14-0-10-03-006-00-0-01

ICON ACRES

3007 ANDERSON AVE

TU 2 Manhattan City

LOT 1

MANHATTAN, KS 66503-2849

Parcel 106250

USD 383

Property Address 3007 ANDERSON AVE

APPRAISER SECTION (Value)

2024/05/29 LMUIR

APPROVED

Appraised Prior to Correction:

CL	Land	Imp	Total
NU	631300	2846850	3478150

Total	631300	2846850	3478150
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Assessed Prior to Correction:

NU			
	75756	341622	417378

Total	75756	341622	417378
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SB41

Appraised After Correction:

CL	Land	Imp	Total
EO	631300	2846850	3478150

Total	631300	2846850	3478150
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Assessed After Correction:

EO			
	631300	2846850	3478150

Total	631300	2846850	
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SB41

Net Change

Net Change
3060772

Total 417378-

SB41

CLERK SECTION (Tax)

2024/05/29 LMUIR

ORDER PRINTED

Tax Prior to Correction:

Levy	150.37500	Gen Tax	62763.22
SB41 Tax Dollars			62763.22

SB41 Tax Dollars

Tax After Correction:

Levy	150.37500	Gen Tax	
SB41 Tax Dollars			

SB41 Tax Dollars

Net Change

62763.22-

62763.22-

TREASURER SECTION (Summary)

Net Change in Assessed Value
(no SB41 influence)

417378-

Applicable Mill Levy

150.37500

Net Change in Levied Tax Dollars

62763.22-

Net Change in SB41 Exemption

Type of Correction DECREASE

Correction Code CO C.O.T.A./OTHER Rate 4.00%

Tax Statement # 22665

Comments Exempt per BOTA 2023-5849-TX

Owner MUSE0003

MUSEUM OF AUTOMOTIVE ICONS INC

Net Change in Total Tax Dollars

62763.22-

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

(Date)

Approved by Commission:

Attest by County Clerk:

Attachment: Museum of Auto (14805 : Tax Roll Corrections)

TAX ROLL CORRECTION
REAL ESTATE

Printed by LMUIR

2024/05/30

5.b

Taxpayer ID BANK0146
Owner ID GLES0003

Control # 2024000218

Tax Year 2023
Tract # 387002

GLESSNER, MICHAEL J
JOETTA R GLESSNER
2008 PARKWAY DR

CAMA # 211-01-0-30-08-005-00-0-01

PARKWAY ADDN #2
LOT 2

TU 2 Manhattan City
Parcel 86140
USD 383

Property Address 2010 PARKWAY DR

MANHATTAN, KS 66502-1938

APPRAISER SECTION (Value)

2024/05/30 LMUIR

APPROVED

Appraised Prior to Correction:

CL	Land	Imp	Total
RU	30770	163720	194490

Total	30770	163720	194490
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Assessed Prior to Correction:

RU			
RU	3539	18828	22367

Total	3539	18828	22367
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SB41	4836
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Appraised After Correction:

CL	Land	Imp	Total
RU	30770	143630	174400

Total	30770	143630	174400
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Assessed After Correction:

RU			
RU	3539	16517	20056

Total	3539	16517	20056
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SB41	4836
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Net Change
20090-

20090-

Net Change

2311-

Total 2311-

SB41

CLERK SECTION (Tax)

2024/05/30 LMUIR

ORDER PRINTED

Tax Prior to Correction:

Levy	Gen Tax	
Levy 150.37500	Gen Tax	3363.44

SB41 \$	96.72
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SB41 Tax Dollars	3266.72
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Tax After Correction:

Levy	Gen Tax	
Levy 150.37500	Gen Tax	3015.92

SB41 \$	96.72
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SB41 Tax Dollars	2919.20
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Net Change

347.52-

347.52-

TREASURER SECTION (Summary)

Net Change in Assessed Value
(no SB41 influence)

Applicable Mill Levy	150.37500
Net Change in Levied Tax Dollars	347.52-

Net Change in SB41 Exemption

Type of Correction DECREASE

Correction Code TP TAX PROTEST Rate 4.00%

Tax Statement # 4765

Comments PUP adjustment per Appraiser

Owner GLES0003

GLESSNER, MICHAEL J

Net Change in Total Tax Dollars	347.52-
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By order of the Board of County Commissioners of RILEY COUNTY, Kansas.

(Date)

Approved by Commission:

Attest by County Clerk:

Attachment: Color0007 (14805 : Tax Roll Corrections)

TAX ROLL CORRECTION
REAL ESTATE

Printed by LMUIR

2024/05/30

5.b

Taxpayer ID BANK0053
Owner ID BJSI0001

Control # 2024000217

Tax Year 2023
Tract # 905001

BJS INC

CAMA # 203-07-2-80-01-001-02-0-01

LIMEY POINTE

PO BOX 1001

TU 2 Manhattan City

PT LOT 1

SALINA, KS 67402-1001

Parcel 63274

USD 383

Property Address 101 GOODFOOD PL

APPRAISER SECTION (Value)

2024/05/30 LMUIR

APPROVED

Appraised Prior to Correction:

CL	Land	Imp	Total
CU	400380	1531620	1932000

Total	400380	1531620	1932000
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Assessed Prior to Correction:

CU	100095	382905	483000
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Total	100095	382905	483000
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SB41

Appraised After Correction:

CL	Land	Imp	Total
CU	400380	1231920	1632300

Total	400380	1231920	1632300
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Assessed After Correction:

CU	100095	307980	408075
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Total	100095	307980	408075
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SB41

Net Change
299700-

Net Change
74925-

Total
74925-

SB41

CLERK SECTION (Tax)

2024/05/30 LMUIR

ORDER PRINTED

Tax Prior to Correction:

Levy 150.37500	Gen Tax	72631.14
	SB41 \$	
SB41 Tax Dollars		72631.14

SB41 Tax Dollars	72631.14
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Tax After Correction:

Levy 150.37500	Gen Tax	61364.28
	SB41 \$	
SB41 Tax Dollars		61364.28

SB41 Tax Dollars	61364.28
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Net Change
11266.86-

11266.86-

TREASURER SECTION (Summary)

Net Change in Assessed Value
(no SB41 influence)

Applicable Mill Levy	150.37500
Net Change in Levied Tax Dollars	11266.86-

Net Change in SB41 Exemption

Type of Correction DECREASE

Correction Code TP TAX PROTEST Rate 4.00%

Tax Statement # 1727

Comments PUP adjustment per Appraiser

Owner BJSI0001

BJS INC

Net Change in Total Tax Dollars	11266.86-
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By order of the Board of County Commissioners of RILEY COUNTY, Kansas.
(Per K.S.A. 1475, 1701, 1701a, and 1702)

(Date)

Approved by Commission:

Attest by County Clerk:

Attachment: Color0007 (14805 : Tax Roll Corrections)



COUNTY CLERK & ELECTIONS
Personnel

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

COMMISSION AGENDA REPORT

FROM: Elizabeth Ward, Human Resources Director

MEETING: June 3, 2024

SUBJECT: Sign Riley County Employee Action Form(s)

PRESENTER: Elizabeth Ward, Human Resources Director

Enclosures:

- 2024-05 Fire JAllen EAF (DOCX)

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Jonathan Allen**Status Change Date:** 06/10/2024**Status Change:** New Hire**Date of Hire:** 06/10/2024**Seniority:** 0 Year(s), 0 Month(s)**Position:** Volunteer Firefighter Stipend**Position Type:** As Needed**Pay Range:** TASND**Pay Type:** Stipend**Base Rate:** \$0.00**Annualized Pay:** \$0.00**Funds Codes:** 183 – Riley County Fire District #1, 183 – Fire District #1**Supervisor:** Douglas Russell**Department Head:** Russel Stukey

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2024-05 Fire JAllen EAF (14804 : Employee Action Form (Green Sheet))



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
June 06, 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. Transfer Station Truck Scales Contract

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Elizabeth Ward, Human Resources Director

2. Human Resources update

9:15 AM

Michael Boller, Noxious Weed Director

3. Staff update

9:30 AM

Elizabeth Ward, Human Resources Director

4. Employee Procedures Manual

10:00 AM

Clancy Holeman, Counselor/Director of Administrative Services

5. Administrative Work Session

10:20 AM

Break

10:30 AM

Executive Session

11:30 AM

Executive Session

12:30 PM

Executive Session

Attachment: 06-06-24 tentative agenda (14207 : Tentative Agenda)

Adjournment

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

Attachment: 06-06-24 tentative agenda (14207 : Tentative Agenda)



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
June 10, 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. Agreement for Professional Services with Schwab-Eaton

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Rich Vargo, County Clerk

2. Year to date budget and expenditure reports

9:15 AM

Shilo Heger, Treasurer

3. Staff update

9:30 AM

Press Conference

4. Presentation of retirement plaque to Shirley Eichen - John Ford (3 minutes)

9:40 AM

Brittany Phillips, Budget and Finance Officer

5. CIP Work Session

10:10 AM

John Ellermann, Public Works Director/County Engineer

6. Project update

10:25 AM

Julie Gibbs, Health Department Director

7. Konza space discussion

Attachment: 06-10-24 tentative agenda (14207 : Tentative Agenda)

- 10:45 AM** **Clancy Holeman, Counselor/Director of Administrative Services**
8. Administrative Work Session
- 11:00 AM** **Katharine Hensler, Museum Director**
9. Staff update
- 11:15 AM** **Captain Brad Jager/Finance Manager Jennifer Reifschneider**
10. Edward Byrne Memorial Justice Assistance Grant Program FY 2023
Local Solicitation - Certifications and Assurances by the Chief
Executive of the Applicant Government
- 12:00 PM** **County Officials Luncheon**
- Adjournment**
- Announcements**
- Riley County Planning Board/Board of Zoning Appeals meeting will be held tonight at 7:30 p.m. in the Commission Chambers, Courthouse Plaza East Building, 115 N. 4th Street.
- A commissioner will be on In Focus live at 9:05 a.m. Tuesday, June 11, 2024 (KF).

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
COUNSELOR/ADMINISTRATIVE
SERVICES**
Staff Update

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

STAFF REPORT

FROM: Clancy Holeman, Riley County Counselor

MEETING: June 3, 2024

SUBJECT: Pending County Projects County Counselor

PRESENTER: Clancy Holeman, Riley County Counselor

Enclosures:

- FINAL_Commission List 06.03.2024 (DOCX)

PENDING COUNTY PROJECTS ▪ December 2023 and through May 29, 2024, Submitted by Clancy Holeman, Riley County Counselor

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

COMMISSION LIST

I. Projects By Category:

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

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

meetings. (5-2-24; 5-6-24) Attend budget presentations to BOCC of various outside agencies. (5-6-24) Work on file documentation presented today by Jason Hilgers of City's draft plan on City's proposed CICO Park Improvements. (5-2-24) Review information for BOCC agenda item scheduled for 5-6-24. (5-3-24) Work on appropriation request analysis. (5-3-24) Attend and participate in BOCC public meetings. (5-9-24; 5-13-24. Work on analysis of appropriation issues. (5-9-24;5-12-24) Work on appropriation issue question. (5-14-24)

“Constitutional Protection of County Home Rule”:

County Jail Inmate Medical Care: Schedule staff discussion of contract development. (5-21-23) Meeting with Mark French on contract. Communication with staff working group to schedule teams meeting May 7, 2024. (5-1-24) Review material in preparation for Teams meeting. Participate in Teams meeting. Carry out assigned task. (5-7-24) Communication from team members regarding assigned task. (5-8-24)

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

Delinquent Real Property Tax Sale: Legal research. Prepare documents for the next stage in the process. (4-12-24) Work to review final contract signed. (May 1, 2024) Contact IT with information on underlying purchase. (5-3-24)

“Dark Store”:

District Court:

Federal Rules on Vaccination Mandate:

First Christian Church: Now this property is “listed” as a “historic site,” there are state law restrictions applicable whenever a “project” is undertaken involving potential repair, damage or destruction of the site or its structure (9-11-23;9-12-23;9-13-23) Work on Appeal. (9-14-23;9-15-23;9-16-23;9-17-23;9-18-23;9-19-23; 9-20-23; 10-4-23;10-5-23-10-6-23;10-7-23;10-8-23;10-10-23; 10-11-23.) Work on appeal. (10-12-23; 10-17-23; 10-18-23.) Conversation with opposing counsel and agree to extend her time to file brief. (11-3-23) Receive emailed brief from opposing counsel on appeal; following two extensions of time which opposing counsel had requested—which extensions were granted by the Court of Appeals. (1-19-24) Timely filed our brief in February 2024. Checked with Clerk of Court of Appeals—There have been no orders from Court of Appeals since, setting or denying both sides’ request for oral argument, etc. (5-2-24)

Indigent Legal Services: Attorney contracts for 2022 were created and emailed to current attorneys under contract. (11-3-21) Notice to Riley County Bar Association of at least one attorney vacancy effective January 1, 2022. (11-4-21) Proposed 2022 contracts have been provided to all current lawyers under contracts. None returned as of 11-23-21. No indigent legal service contracts are in place for the calendar year 2022. Work on various issues related to this service. (2-10-23; 2-13-23; 2-14-23; 2-15-23; 2-16-23; 2-19-23; 2-20-23; 2-21-23; 2-22-23; 2-24-23; 2-26-23; 2-27-23; 2-28-23; 3-1-23; 3-2-23; 3-3-23; 3-4-23; 3-6-23; 3-7-23; 3-8-23)

Work on various issues related to this service. (3-19-23) Work at staff level on compensation for this service. (3-28-23) schedule next staff level discussion of compensation for this service. Discuss with Deputy Counselor compensation for this service. (3-29-23) *Work* on project. (6-1-23) Work on project. (6-8-23) Draw up final version of CAR; RFP; and Contract. (6-19-23; 6-20-23) Obtain BOCC approval of form RFP and Contract. (6-22-23) Finalize RFP and contract and distribute to local Bar Association membership with encouragement to apply well before August 4, 2023, deadline for proposals because they will be considered as they are submitted. (6-29-23; 6-30-23) Create documents for publication in newspaper and placement on county website for this service. (7-7-23; 7-10-23; 7-11-23; 7-12-23) Deadline for proposals to arrive in Clerk's office 5 p.m. August 4. Work on issues related to service. (10-25-23.)

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

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

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

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

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

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

Riley County District Court: Discussion regarding BOCC consideration of funding potential “resolution docket” to assist with case backlog. (4-27-23) Work on project. (5-2-24)

Rural Economic Development Advisory Board:

Staff Budget and Planning Committee:

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

II. Projects by Department or Division:

Administrative Services/County Counselor: Work on matters related to departmental transition. (1-25-2023; 1-26-2023; 1-27-2023) Interviews of applicants for Deputy County Counselor position in transition scheduled to take place 9-29-23.-23. (3-2-23; 3-3-23) Work on Departmental transition matters. (4-28-24) Work on Departmental transition matters. (5-2-24; 5-3-24)

Riley County Appraiser's Office: Communicate with department Head on costs associated with BOTA appeal. (12-29-23) Communicate with staff on immediately preceding issue. (1-1-24) Communicate with Appraiser on exemption application. (1-11-24) Advise Department Head on legal issues. (1-24-24) Advise Department Head on process issue. (2-29-24;3-1-24) Communicate with department head. And Deputy Counselor. (3-4-24; 3-8-24) Advise Appraiser on KORA request. (5-1-24) Communication on legal matters. (5-1-24) Communication on different legal matters. (5-1-24; 5-2-24) Assist Department Head on pending matter. (5-6-24) Communicate on legal matter. (5-14-24) ***Meet with and advise Department Head on BOTA decision and separate appraisal matter. (5-29-24)***

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

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

Clerk staff member on preparing for RNR compliance during 2025 budget. (3-20-24) Work with Department Head and his staff on election procedural matters raised by vacancy in a City of Manhattan elected office. (5-10-24)

Riley County Community Corrections: Discuss with PIO and department Head proposed correction of recently published newspaper article on grant award to Department. (1-2-24) Further conversation with Department Head and PIO about immediately preceding newspaper article. (1-2-24) Communicate with Director on potential policy. (2-27-24) Contact Department at request. (5-14-24) Work with Department on project involving funding. (5-15-24)

Riley County Emergency Management: Work on project issue. (11-7-23; 11-8-23) Conversation with stakeholders on a radio tower lease amendment. (1-2-24) Communicate with Director on state winter weather disaster declaration just released. (1-24-24) **Assist** with written response to vendor. (4-22-24) Advise on KORA request. (5-2-24) Advise other staff on same KORA request. (5-2-24) Contact County PIO about foregoing, relevant to any photos or video. (5-2-24; 5-3-24) Check in with Helpdesk. (5-7-24) Work with State project manager regarding scheduling matter on roundabout project at k-13/US24, easement purchase from county of County ROW at Fire Station. Work with Cindy K. on agenda time. (5-7-24) Work with department on personnel law matter. (5-14-24; 5-15-24)

Riley County Emergency Medical Services: Prepare for staff discussion of proposed ride along program and its necessary requirements. Participate in staff discussion. (5-7-24)

Riley County Extension: *Work on legal question raised by Director. (5-29-24)*

Riley County Fire District No. 1: Work on contract law issue. (11-7-23; 11-8-23.) Work on separate contract law issue. (11-7-23) Prepare for January 9, 2024, training presentation to District leadership. (12-27-23; 12-28-23; 12-29-23; 12-30-23; 12-31-23; 1-1-24) Conversation with HR Director regarding upcoming training to District leadership. (1-2-24) Conversation with Department Head on pending litigation. (1-2-24) Additional conversation with HR Director regarding upcoming training in District leadership. (1-2-24) Preparation for January 9, 2024, training presentation to District Leadership. (1-3-24) Check out technology at Public Works for tonight's training presentation to District Leadership. (1-16-24) Present training, along with HR Director, to District Leadership. (1-16-24) Work on Fire District/University Park fire station project. (2-23-24) Communicate with lobbyist on HB of concern to department. (2-28-24) Communicate with department on KORA issue. Communicate with outside counsel. And Deputy County Counselor. (3-4-24) Communicate with Fire Chief. (3-21-24) Work on contract issue. (3-26-24) Prepare and obtain Chairman's signature on Local Disaster Emergency Declaration regarding cybersecurity incident. Attend and participate in special BOCC public meeting. (4-1-24) Draft extension of Local Disaster Emergency Declaration on cybersecurity incident. Then obtain BOCC approval of extension of local disaster emergency declaration. (4-2-24; 4-3-24; 4-4-24) Draft local emergency declaration on Axelton Hill Road wildfire and obtain BOCC chairman signature. (4-6-24) Prepare extensions of both local disaster emergency declarations. (4-10-24) Present and obtain BOCC approval of both immediately preceding local disaster emergency declarations. (4-11-24)

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

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

Riley County Historical Museum:

Riley County Human Resources. Finalize Green Dot Contract. (9-12-23) Conversation with HR. (10-12-23.) Review example of proposed Performance Review new form to be completed by 10-16-23. (10-12-23) Work with a department on HR issue “IV.” (10-13-23.) Work with Department on unrelated HR issue (“V”). (10-16-23.) Work with Department on unrelated HR issue “VI”. (10-16-23.) Work with department on Personnel issue I. (10-19-23;10-23-23; 10-25-23.) Work with division on personnel law issue II. (10-24-23.) Work with Division and Department Head on personnel law issue II. (10-25-23;10-26-23;10-27-23;10-28-23-10-29-23;10-30-23) Work with Division and Department Head on personnel law issue. (11-1-23.) Work with Division and Department on personnel law issues. (11-2-23;11-3-23; 11-5-23;11-6-23.) Work on personnel law issue for Division and Department. (11-10-23). Work with Division and Department on personnel law issues. (11-9-23;11-13-23; 11-14-23). Prepare for disciplinary action appeal scheduled for January 4, 2024. (12-28-23) Communicate with team members on working group considering revision of personnel manual. Working group to reconvene 1-9-24. (1-2-24) Work on personnel issues. (1-4-24; 1-5-24) Communicate with Department head and Division head on upcoming potential meeting regarding process. (1-12-24) Communication from Division head on upcoming work group work for discussions on personnel policies. (1-12-24) Working group discussion of personnel policy issues. (1-12-23) Working group discussion of personnel policy manual. (1-18-24) Working group discussion of personnel policy practice. (1-22-24) Analyze and comment upon potential policy. (1-24-24) Analyze potential changes to personnel policy. (1-29-24; 1-30-24; 1-31-24) Advise on legal issue. (2-1-24) Work on personnel policy manual issues. (2-22-23;2-23-24) Communicate with Division director given federal law changes in identified policies. (2-27-24) Review material provided. (2-27-24) Work with Division Director on scheduling upcoming presentations to BOCC in public meetings. (3-12-24) Work on Personnel Policy issue. (3-13-24) Work on upcoming executive session. (3-12-24;3-13-24) Work on personnel policy issue. (3-14-24;3-15-24;3-17-24;3-18-24) Work on different personnel policy issues than immediately preceding entry. (3-18-24) Work on both of the immediately preceding entry matters. (3-19-24) Work on dress code issues. (4-9-24) Review KORA request. (4-9-24) Discuss personnel law issue. (5-8-24) Work with Division and Department Head on two distinct personnel law issues. (5-10-12) Work with Division and Department Head on distinct personnel law issue. (5-14-24) ***Review and continue working on proposed policy. (5-28-24; 5-29-24)***

Riley County Information Technology/GIS Work with department on contract law issue. (10-24-23.) Conversation with GIS staff member regarding City GIS “layer” issue. (1-2-24) Discuss legal issues involving federal act(s) and communication technology. (2-1-24) Communication from IT about on-going efforts to protect network. (5-7-24)

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

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

RILEY COUNTY POLICE DEPARTMENT—Administered by Law Enforcement Agency (“Law Board”): Communication from City Manager, County Clerk and County Attorney regarding RCPD question about potential ordinance or resolution. I contact Barry Wilkerson for discussion. (1-12-24) Work on project. (4-15-24; 4-16-24;4-17-24) Communication from third party on budget matter. (5-2-24) Work ***on inmate medical project. (5-29-24)***

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

Riley County Planning & Development: Represent County in District Court hearing on Prairiewood appeal. (8-29-23) Conversation with landowner. (10-12-23.) Review and approve Comprehensive Plan resolution “as to form” for 10-16-23 BOCC meeting. (10-12-23.) Work on pending litigation. (10-13-23) Work on pending litigation “III”. (10-13-23.) Work on pending project “I”. (10-13-23.) Conversation with opposing counsel in pending appeal “II.” (10-13-23) Work on benefit district project. (11-6-23; 11-7-23.) Work to schedule meetings with business and staff on different pending legal issues. (11-7-23; 11-8-23) Work on benefit district contract for environmental assessment. (1-26-24; 1-31-24) Complete work on benefit district contract for environmental assessment; route vendor—approved contract to this department’s Office Manager for placement on next Monday’s business meeting agenda, following conversation with Department Head. (2-1-24) Work with Department Head on contractual issue. (2-14-24) Work with Department Planner and Deputy on upcoming agenda item. (3-19-24) Work on immediately preceding entry again. (3-20-24) Work on benefit district issue. Discuss with Deputy County Counselor. (3-20-24) Review and approve as to form plat. (3-21-24) Discuss upcoming public hearing with staff member. (3-21-24) Work on upcoming land use issue. (3-26-24) Discuss with staff special use hearing before Planning Board evening of 4-8-24. (4-9-24) Conversation with opposing counsel in pending appeal. Draft motion to extend time to file our brief. I will file such agreed motion this week. Motion filed. (4-15-24) Review sanitary code issue. (4-18-24) Schedule meeting with department staff member on separate code violation enforcement matter. (4-18-24) Review correspondence on separate possible code violation matter. (4-18-24) Status report back on separate code enforcement matter. (4-18-24) Status report back on separate code enforcement matter. (4-18-24) Work on SB 384. (SB 162) as signed by Governo as part of SB 384. Meeting with staff of Planning and Development and RCHD. (4-26-24). Work solo on immediately preceding project list entry. (4-28-24) Review and approve as to form contract for project. Discuss with Department Head. (5-2-24) Communication with Department Staff on pending code enforcement matter. (5-2-24) Communicate with Department head on immediately preceding code enforcement matter. (5-3-24) Correspondence with outside professional based on citizen question regarding pending project. (5-3-24) Assist staff of this department on pending matter. (5-6-24) Communication from Department staff on different matter for calendaring. Respond. (5-6-24. Contact representative of citizen in pending matter. Relay information to staff member working on the matter. Relay information to another Department Head assisting in matter. (5-6-24) Respond to communication from Department Head on ongoing project of her department. Respond to communication from Department Head on different project of her department. (5-7-24) Communication from staff of Department on different project of her department. (5-7-24) Discuss with Department Head different project of her department; in response to communication from her of procedural question. (5-7-24) Answer question from Department Head on procedural question. Communicate with Department Head and Cindy K. (5-7-24) Review litigation material served on a co-defendant in pending code enforcement case. (5-7-24) Discuss pending enforcement matter with Code Enforcement officer. (5-7-28; 5-8-24) Work on pending Court of Appeals matter. (5-15-24) ***Work on comp plan consultant project. (5-29-24) Calendar Everygy application regarding Ashland Bottoms special use application. (5-29-24) Review and sign plat presented by Department staff. (5-29-24)***

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

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

Clerk's office. (3-20-24) *Work* on elevator contracts and discuss with Department Head. (4-5-24; 4-6-24; 4-8-24) Conversation with Dept. Head regarding KDHE request to do well test on county site. (4-15-24) Conversation with Dept. Head regarding drainage easement. (4-16-24) Review update on pending resolution. (4-18-24). Review and approve as to form covenant and easement documents for EMS HQ project. (4-23-24) Respond to email from KDHE on agency's planned sampling in Fairmont Park, after discussion with Department Head. (4-23-24) Conversation with Assistant County Engineer. Approve as to form transfer station truck scale Contract. (4-23-24) Work on KDOT roundabout project as it affects Riley County. (4-26-24; 4-28-24; 4-29-24; 4-30-24) Work on preceding KDOT project as it affects Riley County. 5-8-24.

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

Riley County Treasurer: Discuss with Department Head process for Opioid Settlement Fund payments routed from Attorney General's Office. Discuss with Assistant Attorney General supervising such distributions. (12-21-22) *Work* on Delinquent Real Property Tax Foreclosure case for 2024. (4-12-24) Review claim for delinquent real property taxes in mtg foreclosure case. (4-16-24) Review claim for delinquent real property taxes in mtg foreclosure case. (4-16-24) Review probate case order directing payment of real property tax. (4-16-24) Review mtg foreclosure case and demand for payment of real property tax. (4-16-24) Review of probate case and real property tax. (4-16-24) **Review** delinquent real property tax efilings. (4-19-24) Work with legal staff on upcoming delinquent real property tax sale. (4-23-24) Process with staff response to citizen inquiry to county website about tax sale properties. (4-29-24) Process with staff response to another citizen inquiry to county website about tax sale. (4-29-24) Discuss tax sale property issue involving request from executor of titled owner. Call the executor and leave voicemail. Resolve with executor. (5-7-24) Sign order dismissing individual parcel from tax sale. (5-8-24) Work with department staff on preparation of Motion for Default Judgement in 2024 delinquent real property tax sale. (5-10-24) ***Obtain judgment in favor of Riley County on motion for default judgment in Riley County District Court for upcoming delinquent real property tax sale. (5-28-24) Delinquent property tax sale meeting with office staff. (5-29-24)***

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

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

Administrative Matters: Discuss with HR CAR I'll prepare for transition of Counselor position based upon my scheduled 2025 retirement. (5-19-23) Work on transition of Deputy position given incumbent's scheduled retirement. (5-22-23; 5-23-23) Discuss and decide with staff on renewal of "Hawver" subscription. (5-30-23) Register for June 20 webinar on Title VI requirements under ARPA; to be conducted by Officer of Recovery. (6-5-23) Information to Office Manager on invoice for Westlaw. (7-5-23) Partners' Meeting. (7-21-23) Review and approve proposed CAR drafted by H.R. for upcoming position vacancy due to retirement. (7-27-23) Work with HR and staff working group preparing for candidate interviews for 2 positions. (7-27-23; 7-28-23) Staff meeting to discuss departmental input, as requested by PIO, on survey regarding retention and recruitment and retention. Provide info to PIO. (8-2-23) Review, approve Department timecards. (8-6-23) Work on transition of department for upcoming vacancy in Office Manager position. Review all internal applications. Communicate with both Riley County Deputy County Counselors and H.R. Director. (8-6-23) Work on transition of department to fill vacancy in Legal Assistant position. (8-10-23; 8-11-23; 8-13-23) Review City/County/County agenda for 8-17-23 meeting. (8-13-23) Work on upcoming retirement receptions for department. (8-11-23; 8-14-23; 8-15-23; 8-16-23; 8-17-23) Continued work on transition of department to fill vacancy in Legal Assistant position. (8-15-23) Participate in panel interview of candidate for Legal

Assistant I position.⁹ (8-18-23) Attend retirement reception in BOCC chambers for Jill Seaton. (8-31-23) Relay reflex latest to staff—No access to court of appeals or supreme court yet as of noon today. (1-26-24) Participate as donor in County/Red Cross blood donation drive. (2-14-24) Work on closing issue involving sale of a portion of a larger parcel—the sale of which does not involve a pending code enforcement proceeding. (2-15-24) Work at PW successfully confirming, with IT assistance, our desktops there appropriately “sync” with our desktops in our CPE office. (2-26-24) Work with Public Works on key card/key fob access to that portion of Public Works building where our office will temporarily relocate. (2-27-24) Work on temporary relocation of office during 4th floor renovation project. (2-28-24) Work with I.T. to synchronize desktops at departmental CPE office and temporary space at Public Works. (3-1-24) Catch up on emails. Respond when appropriate. (4-9-24) Work on transition of Deputy County Counselor caseload to County Counselor. (4-10-24; 4-11-24; 4-12-24) Work on applicant interview scheduling for Deputy County Counselor position. (4-15-24) Work with our Office Manager on 2025 departmental budget request. (4-16-24) Work on departmental transition matters. (5-2-24; 5-2-24; 5-3-24) Brief staff meeting—my meetings schedule today. (5-7-24) Review and delete emails. (5-7-24) **Work** on transition: Introduce Deputy County Counselor to BOCC members; and 3 department heads (5-13-24) Introduce Deputy County Counselor to 3 more department heads. (5-14-24) **Review and approve as to form payroll and accounts payable. (5-28-24)**

Continuing Legal Education: Attend online CLE program. (6-11-23) Attend CCAK CLE program. (6-16-23) Discuss *department budget preparation for 2025*. (4-18-24) *Attend an open.gov zoom on “roll out” of budget creation*. (4-18-24) *Work on department budget request*. (4-22-24; 4-23-24; 4-24-24; 4-25-24) Confirm electronically with CLE commission whether compliant for 2023 through June 30, 2024, for CLE requirements. Register for the remaining one-hour CLE to be presented online. (5-2-24; 5-3-24)

County Counselor Association of Kansas: Attend and participate virtually in Board of Governors meeting of CCAK. Summer CLE planning. (2-21-24) Contact KAC about presenter’s assigned time during June 21, 2024, CCAK CLE program. Relay to presenter. Recontact KAC. Recontact presenter. (5-2-24) Contact from presenter. Relay information to Jay Hall. Confirm to presenter all in place for CLE. (5-6-24)

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

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

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

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

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

Officer. Available date of return from vacation. Accept B & P Meeting scheduled for 3 pm May 28, 2024. (5-7-24) ***Attend and participate in committee meeting. (5-28-24) Work on potential remote work policy. (5-28-24; 5-29-24)***

Staff Riley County Employee Recognition Day Planning Committee: Attend and participate in committee work planning Employee Recognition Day. (6-20-23) Analyze proposed venue contract. Conversation with County's insurer. Voicemail left with PIO. (7-5-23) Attend and participate in Committee meeting (7-18-23) Communicate with sales representative for AMC Theatre. (8-2-23; 8-3-23) Communicate with AMC representative and our insurer regarding event. (8-13-23) Attend and participate in committee meeting. (8-15-23) Communicate with our insurer and attorney for venue regarding Recognition Day. (8-15-23) Communicate with attorney for venue regarding Recognition Day. (8-16-23; 8-17-23) Attend and participate in Employee Day. (10-9-23.) Work on future Employee Recognition Day issue. (10-18-23) Contact insurer to evaluate coverage for potential site for 2024 Employee Recognition Day. (1-2-24) Attend and participate in committee meeting. (2-20-24) Communicate in response to questions about recognition for years of service by employees in attendance. (3-15-24) Attend and participate in committee meeting. (3-19-24) Check on potential keynote or breakout session speaker. Contact agent for venue to confirm paperwork necessary to finally reserve venue, obtain copy of complete contract required and obtain liability insurance coverage requirements. Contact county's insurer to confirm the required liability coverage will be in place for county on October 14th. Attend and participate in committee meeting. (4-16-24) Work on venue documentation. (4-30-24; 5-1-24) Check with C & W on status of certificate of insurance. (5-3-24; 5-7-24) ***Work on venue reservation and insurance coverage required. (5-28-24; 5-29-24)***

Staff Road Renaming Committee:



HEALTH DEPARTMENT
Request

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

COMMISSION AGENDA REPORT

FROM: Julie Gibbs

MEETING: June 3, 2024

SUBJECT: RCHD Request for 2025 County Opioid Funds for Prevention Program

PRESENTER: Julie Gibbs

BACKGROUND:

Most recently, opioid prevention education in our community has been made possible through opioid settlement funds from Riley County and the City of Manhattan. By funding this impactful prevention strategy, our community, specifically our youth, have been made aware and educated on the dangers of opioids. This type of prevention can go a long way in preventing overdose and deaths due to substance misuse.

DISCUSSION

The Riley County Health Department would like to continue this prevention education in Riley County and the city of Manhattan through opioid funds. Attached is an estimate of what this would cost, including the salary and benefits (which were already proposed in a previous session). Last year, the City of Manhattan contributed 50% of the total requested. We would also like to know if the BOCC would like us to request a similar amount from the City of Manhattan.

FISCAL IMPACT

The total impact, to include materials, marketing, travel and salary/benefits is \$49,052.68. This is about \$4,000 less than what was requested last year. If the cost is shared with the City of Manhattan (requesting they contribute about 50%), the total cost would be estimated at \$24,526.34.

RECOMMENDATION(S)

I recommend the BoCC approve the request of \$49,052.68 (if we do not request contribution

from the city) or \$24,526.34 (if we do request 50% contribution from the city) for the opioid prevention program.

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:

- Community Health Educator Program 2025 (002) (PDF)

Program Overview

Objective and Deliverables:

- The Community Health Educator will work to decrease the abuse and misuse of substances within the Wildcat Region.
- Focus on each community involved in substance prevention for the defined hours as directed by community partners.
- 2025 Goal – Expand the presentation in each school district. Kansas State University Greek Life, Community organization like Boys and Girls Club and UFM
- 2025 Goal – Continue to show the movie as an educational tool. Continue sharing accurate information regarding substances and the dangers associated with them. Advocate for the use of Narcan and increase accessibility to the community

Salary & Benefits:

Regular Part Time Position with benefits. This would be \$19.73/hour for 20/week at 39.5% benefits plus a \$40 cell phone reimbursement per month

\$	20,581.60	Salary
\$	8,991.08	Benefits
\$	480.00	Cell Phone
\$	30,052.68	Total

Marketing:

This depends on the entire scope of the project. If we are primarily focusing on getting in front of individuals and providing resources for them (including print outs) \$750 per month would be sufficient to fund this program for the year.

\$ 9,000.00

Conference/Travel:

This would include travel between counties to get to presentations and even travel to two substance abuse conferences for the year.

\$	1,000	Conference Registration
\$	1,000	Hotels
\$	5,000.00	Travel
\$	7,000.00	Total

Rentals:

To show the movie in communities, we need to establish a total facility rental budget. This would work in conjunction with the marketing money that we would utilize to promote these events.

\$ 3,000.00

Total Budget Request	\$ 49,052.68	1040	Hours
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PLANNING & DEVELOPMENT
Staff Update

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

STAFF REPORT

FROM: Amanda Webb, Planning Director

MEETING: June 3, 2024

SUBJECT: Planning & Development - Staff Update

PRESENTER: Amanda Webb, Planning Director

Enclosures:

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



PLANNING & DEVELOPMENT ENVIRONMENTAL HEALTH

Date: June 3, 2024

To: Riley County Board of County Commissioners

From: Amanda Webb, Planning & Special Projects Director

Re: Planning & Development May 2024 Staff Report

Keats Sewer Benefit District

- The Kansas Water Office awarded a \$359,100 Technical Assistance Grant to the Keats project. The grant agreement has been fully executed as of May 14, 2024. I am working with KWO to set up the necessary online account through their grant management system.
- Kansas Department of Health & Environment awarded Keats/Riley County a \$2,537,790 grant for infrastructure/construction as part of the Small Town Water and Sewer Infrastructure Assistance Grant program. I've provided additional requested information to KDHE and am awaiting the grant agreement.
- With the \$800,000 ARPA funds the BOCC allocated to the Keats project, we now have \$3,696,890 in identified funding.
- The USDA required Environmental Assessment is ongoing. KSHS requested a Phase II Cultural Survey. We have retained Buried Past to perform the cultural survey. They are working with the property owner to schedule a site visit for field work. The weather has prevented the consultant from being on site yet.
- Results from the geotechnical evaluation revealed a higher-than-expected groundwater table. Based on that, BG Consultants discussed options with KDHE, and to continue utilization of the identified location, have proposed an impermeable HDPE liner which will require irrigation and potentially enhanced mechanical evaporation. The HDPE liner will allow the county to acquire a variance to reduce the required separation from groundwater.
- I provided an email update to the community.
- Riley County entered into an option agreement for the land adjacent to Keats Park to perform the necessary soil testing. The actual purchase (transfer of ownership) will only occur if the testing outcomes and funding options for the project come back favorable. The signed agreement was provided to residents after a written open records request was submitted.
- We continue to seek additional funding opportunities.
- Residents have started their own community webpage for the sewer district. We've been keeping in contact with a handful of Keats residents who serve as designated "liaisons" between county staff and the rest of the community.
- We have created a Riley County webpage for the Keats project:
www.rileycountyks.gov/2062.

Comprehensive Plan update:

- The BOCC has allocated a total of \$150,000 towards consultant services for this project.

Attachment: May PD Update (14795 : Staff Update)

- The consultant RFQ was issued April 5 with a submittal deadline of May 3. It was sent to 16 planning firms, posted on the County's webpage, and posted on the American Planning Association's RFQ webpage.
- We received submittals from five consultants.
- The Selection Committee, comprised of all three commissioners, Bob Isaac, Vivienne Leyva, and me, reviewed each of the proposals using a score sheet. The committee met during the May 23rd BOCC meeting and, after discussion, elected to interview two firms: Olsson and Stantec.
- Interviews will take place on June 6 during an executive session. A selection will be made in a subsequent executive session and contract negotiations will begin with the chosen firm immediately. A public announcement will be made once the contract has been settled by both entities.
- Once the consultant is on board, we will update the scope of work and tentative timeline. I have pushed the proposed completion date to no later than June 30, 2025. We will also reconvene the full Comprehensive Plan Committee sometime in July.
- Meeting biweekly with Vivienne for public outreach.
- The logo, title, and tagline survey remains available on the website at www.rileycountyks.gov/plan.

Other:

- There are several Land Development Regulation amendments we will work through this year. Staff has prioritized items to address and created a corresponding calendar for both the Riley County Planning Board and the Manhattan Urban Area Planning Board. All final decisions will be made by the BOCC.
 - Both the Manhattan Urban Area Planning Board and the Riley County Planning Board have held work sessions for the first portion of proposed amendments. Public hearings before both boards will occur in May.
 - BOCC reviewed and approved the changes as presented at a regular meeting on May 23rd.
 - Part 2 will be before the Riley County Planning Board for discussion on June 10 and before the Manhattan Urban Area Planning Board for discussion on June 27.
- Retreat planning:
 - The RFQ was issued on April 12, 2024 with a submittal deadline of May 13, 2024. Recipients may submit questions through April 29, 2024.
 - We received one submittal. The Budget & Planning Committee elected to extend the RFQ submittal period to May 31 and provided it to additional firms.
- I presented the Planning & Development Department's 2025 budget to the BOCC.
 - I made a separate request for additional staff – expanding the current part time as-needed Clerical Assistant to a full time Administrative Assistant.

Solid Waste Management Committee:

- The state-mandated 5-year Solid Waste Management Plan update was due May 14, 2024.
- The BOCC held a public hearing for this item at their April 22, 2024 meeting and voted to approve the document as presented.
- Required materials were transmitted to KDHE before the May 14 deadline.
- I received notification from KDHE on May 29, 2024 that the 5-year update was approved as submitted.
 - The next required annual review will be due in May 2025.
 - The next five-year update will be due in May 2029.
- We are working to clean up the document and update to our website as soon as possible.

- The SWMC has elected to have a booth at the Riley County Fair again this year. Members have come up with several fun ideas for engagement and activities. I have a sign-up sheet circulating to ensure our booth is properly staffed.

Battery recycling educational program:

- There are many stickers and flyers still available for distribution. Anyone is welcome to pick up stickers and/or flyers. We are always looking for volunteers to help get stickers on trash totes.
- Website: <https://www.rileycountyks.gov/2024/Battery-Recycling>
- Now that the Solid Waste Management Plan five year update has been approved by KDHE, we plan to shift some of our focus back onto this program.

NG911 committee

- The committee met on February 9.
- EM/EMS/911 is reviewing the list to determine the next road priority.

Current Planning:

- At their May 13, 2024 meeting, Riley County Planning Board/Board of Zoning Appeals:
 - Held a public hearing to consider the request of Rob Taylor for a front yard variance. The Board of Zoning Appeals approved the request.
 - Held a public hearing to consider the request of Edward & Shyla Field to replat Lots 7, 31, and 32 of Mobile Gardens along with Lots 1 and 2 of Mobile Gardens Unit Two into one lot. They forwarded a recommendation of approval to the BOCC who approved the request at their May 23rd meeting.
 - Held a public hearing for a portion of the Land Development Regulation proposed amendments. They forwarded a recommendation of approval to the BOCC. The BOCC heard this item at their May 23rd meeting and approved the changes as presented.
- MUAPB held a public hearing for the same portion of the Land Development Regulation proposed amendments. They forwarded a recommendation of approval to the BOCC. The BOCC heard this item at their May 23rd meeting and approved the changes as presented.
- At the June 10, 2024 meeting, RCPB will:
 - Hold a public hearing at the request of Lynn Blecha to rezone a parcel of land from Agriculture to Planned Unit Development and plat the parcel into three (3) lots.
 - Discuss additional proposed Land Development Regulation amendments.
 - Receive a Comprehensive Plan Update report.
- At the June 27, 2024 meeting, MUAPB will:
 - Discuss additional proposed Land Development Regulation amendments.
- Two pre-application meetings held:
 - Replat request
 - Variance request

Battery recycling educational program:

- There are many stickers and flyers still available for distribution. Anyone is welcome to pick up stickers and/or flyers. We are always looking for volunteers to help get stickers on trash totes.
- Website: <https://www.rileycountyks.gov/2024/Battery-Recycling>
- We plan to reenergize this program after the completion of the 5-year plan update.

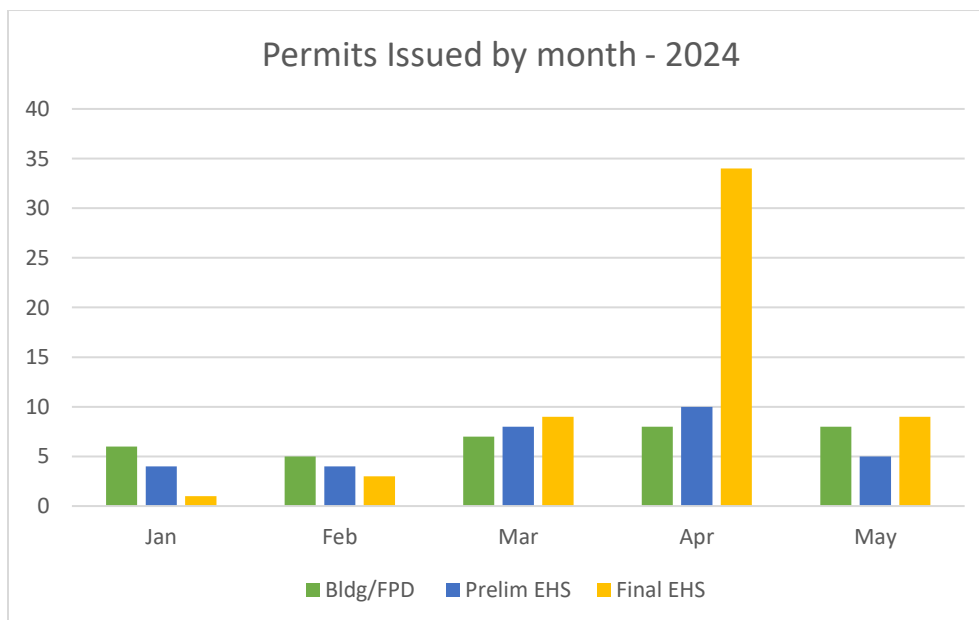
New permit software implementation:

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

Also attended/participated in:

- FHMPO TAC
- Grants discussions w/ Witt O'Briens
- Employee training committee
- Department Head meeting
- Budget & Planning committee
- Flint Hills Wellness Coalition - housing workgroup
- EM/PD/PW coordination meeting
- CDBG Third Thursday

May 2024 permits issued:	
Building/Sign permits:	8
Floodplain development permits:	0
Environmental Health Permits (Preliminary Approval)	5
Environmental Health Permits (Final/Use)	9



Planning and Development
Staff Update
May 29, 2024

Projects	Staff	Status	Task	Start Date	Request to Prosecute	Deadline
Long Range Planning						
Comprehensive Plan Update	Amanda Webb & Bob Isaac	Vision 2025 adopted in October 2009 and is need of an update. Held committee kickoff meeting, created survey, issued RFQ with no responses. Community meetings complete. Survey closes December 1. Year to date report to BOCC on December 18th. Presented at community meeting in Leonardville on January 17th. Full committee reconvened on February 13th. Issued RFQ April 5 with due date of May 3. Selected two consultants, Stantec and Olson Associates to interview.	Monthly BOCC updates on-going. BOCC allocated \$150K for consultant services. Interviews will take place on June 6, 2024.	11/1/2021		6/30/2025
Keats Sewer District	Amanda Webb & Be Hamill	Cost have risen significantly since original estimates and there are concerns with higher property owner cost. BOCC committed \$800,000 in ARPA funding. Held public meetings on March 9th and Sept 20th. BOCC approved amended agreement BG Consultants to evaluate lagoon option. Submitted USDA Application. Submitted KWO grant application in December. Received Geotech results and reviewing options.	Working on the environmental assessment required per USDA. Awarded KWO Technical Assistant Grant - working with KWO on grant agreement. Awarded KDHE infrastructure grant \$2.5m, awaiting grant agreement. Lagoon will have to be lined which will require irrigation and potential evaporation in the future.	11/1/2014		12/30/2024
NG911 - Private Road Naming	Amanda Webb & Lisa Daily	NG911 Committee meeting scheduled for 2/13/2023 to discuss property owners on Boller Road using wrong numbers for their address. Discussed a property owner who applied for a building permit in which there are two tracts of land involved. Driveway is one tract and there the proposed building will be on the other tract which will create a private road. Planning & Development is to contact the property to start the process for the private road name and will assess the \$100.00 road name fee. Property owner decided to look to build elsewhere. Emergency Responders on NG911 Committee agreed to common sense exception and to address the Ashland fire station off of McDowell Creek Road. NG911 meeting was held and the committee agreed for GIS to contact property owners to approve the use of the 12865 and 12869 Boller Rd. Committee met 2/9/2024. Emergency services and the committee want to pursue naming and renumbering Anderson Lane. BOCC didn't approve the renumbering portion of the request in 2020.	Schedule BOCC meeting to seek support for naming and renumbering Anderson Lane.	8/1/2015		7/1/2024
Develop Riley County - historic land use changes in Wildcat Creek Watershed	Darrin Hobbs	Information gathering from NASA complete for report. Report has been finalized. Waiting for end product.	Present report to all participating entities.	6/1/2020		12/31/2024
Solid Waste Management Plan	Amanda Webb	Five year update due May 14, 2024. Subcommittees are meeting. Held committee meeting on March 28, 2024. Conducted public meeting with RCPB on April 8, 2024. Held BOCC public hearing on April 22, 2024.	SMWP/submittals due to KDHE by May 14, 2024. Five year update has been approved by KDHE.	11/1/2023		Completed.
Regulations						
Land Development Regulation Amendments	Amanda Webb & Bob Isaac	Staff is organizing specific amendments and arranging discussions with planning boards. Discussions were held 3/11/24 with RCPB and 3/28/24 with MUAPB. First amendents public hearings are 5/9/24 with MUAPB, 5/13/24 with RCPB and 5/23/24 with BOCC. Part 1 approved. Updates made to regulations and resolution published.	Begin Part 2.	1/1/2024		12/31/2024
Grants						
Keats Sewer District	Amanda Webb	Cost have risen significantly since original estimates and there are concerns with higher property owner cost. BOCC committed \$800,000 in ARPA funding. Held public meetings on March 9th and Sept 20th. BOCC approved amended agreement BG Consultants to evaluate lagoon option. Submitted USDA Application. Submitted KWO grant application in December. Received Geotech results and reviewing options.	Working on the environmental assessment required per USDA. Awarded KWO Technical Assistant Grant - working with KWO on grant agreement. Awarded KDHE infrastructure grant \$2.5m, awaiting grant agreement. Lagoon will have to be lined which will require irrigation and potential evaporation in the future.	TBD		12/30/2024
Local Environmental Protection Program (LEPP)	Amanda Webb	KDHE grant for low income property owners to repair or replacement private wastewater systems. Grant period July 1, 2024 through June 30, 2025. Submitted grant application.	Waiting to hear from KDHE on award.	1/1/2024		6/30/2025
Current Planning						
Hood - Replat	Bob Isaac	RCPB and BOCC approved.	Plat filed. Petition closed.	12/18/2023		4/30/2024
Wilkerson-Schlegal - Replat	Bob Isaac	RCPB and BOCC hearings conducted.	Plat filed. Petition closed.	6/30/2023		5/13/2024
Fajen - Plat & Rezone	Bob Isaac	RCPB and BOCC approved.	Plat filed. Petition closed.	2/26/2024		5/13/2024
Variance - Taylor	Bob Isaac	BZA approved.	Petition closed.	3/27/2024		5/13/2024
Maple - Replat	Bob Isaac	RCPB and BOCC approved.	Plat filed. Petition closed.	12/29/2023		5/23/2024
Nelson - Plat	Bob Isaac	RCPB 1/8/2024 meeting cancelled due to inclement weather. Hearing moved to 2/12/2024 meeting. RCPB and BOCC approved.	Property owner to sign and file plat.	9/15/2023		6/1/2024
Evergy - Special Use	Bob Isaac	RCPB recommended denial. Applicant has requested twice to reschedule BOCC hearing.	Conduct BOCC hearing.	2/28/2024		7/8/2024
Land Development Regulation Amendments	Bob Isaac	MUAPB, RCPB and BOCC approved Part 1. Begin Part 2.	Process application.	3/28/2024		8/31/2024
Replat - Field	Bob Isaac	RCPB and BOCC approved.	Property owner to file plat.	3/5/2024		6/15/2024
Plat & Rezone - Blecha	Bob Isaac	NOPH hearing published.	Conduct RCPB hearing 6/10/24 & BOCC hearing 7/1/24.	4/29/2024		7/1/2024
Variance - Butler	Bob Isaac	Process application for front yard setback.	Publish NOPH.	5/28/2024		7/8/2024
Variance - Butler	Bob Isaac	Process application to reduce building setback of an accessory building from a principal building.	Publish NOPH.	5/28/2024		7/8/2024
Replat - Richards	Bob Isaac	Process application.	Publish NOPH.	5/30/2024		7/11/2024
Special Use - RWD #1	Bob Isaac	Process application.	Publish NOPH.	5/28/2024		7/8/2024
Permits						
22-010-ACC Meader	Darrin Hobbs & Ben Hamill	Application received and processed. Property owner was to provide construction plans to determine use of building. I have contacted the owner and he hasn't presented plans yet.	Property owner submitted a new application for shop/storage building with an office. Paid \$150 permit fee. Voiding 22-010-ACC and starting new permit. Property owner will need to replat into one lot.	11/4/2022		5/16/2024
21-0146-MRWW Worrel	Ben Hamill & Bryant Parker	Application received and inspection completed. Spoke to property owner and mailed repair application with no response, additionally lateral field installed unlawfully. Repair application received. Met with Mrs. Worrel, she stated no Conservation money available. Told to contact USDA to see if they would qualify for low interest loan, they never. Sanitary Code Violation 21-0038.	Sent a letter on April 12, 2023 requesting they call to set up appointment. To date, no response from Worrell's.	7/8/2021		5/31/2024
23-008-ACC Klein (15120 Green Randolph Rd)	Darrin Hobbs & Ben Hamill	Application received and processed. Notified property owner that septic tank needs pumped.	Waiting on pumping report. I have contacted the owner and have not received pumping report or a plan of action yet.	4/13/2023		6/30/2024
23-009-ACC Savener (1299 S Manhattan Ave)	Darrin Hobbs	Application received and processed. Property owner has applied for floodplain development permit.	Property owner needs to raise structure 1 additional foot, and submit updated elevation certificate. I have spoken to the property owner regarding this and he is aware.	4/21/2023		6/30/2024
23-022-MISC Reasoner (2961 Keats Ave)	Darrin Hobbs & Ben Hamill	Application received and processed. Notified property owner that septic tank needs pumped. Waiting on pumping report. Ben has called and left message for property owner. Property owner has not returned call.	Proceed with Sanitary Code violation. Friendly letter sent 12/6/23. Send notice of violation.	9/15/2023		6/30/2024
23-026-MISC Savener (1299 S Manhattan Ave)	Darrin Hobbs	Application received and processed.	Site inspection completed. Structure is a dog house. Looking into FP stuff. Needs to wetproof.	10/20/2023		6/30/2024

Attachment: Staff Update (14795 : Staff Update)

Projects	Staff	Status	Task	Start Date	Request to Prosecute	Deadline
23-050-ACC Connet (3761 Akin Rd)	Darrin Hobbs & Ben Hamill	Applied to build an accessory building with a wash bay. Will have separate wastewater system for the accessory building. At this time, property owner doesn't know where he wants to put the system. There is not a current pumping report for the home. Property owner said tank was pumped within 5 years by previous owner, looking to see if pumping report can be found.	Need Soil Profile Application and Pumping Report. Send friendly letter.	11/14/2023		6/30/2024
23-023-OPWS Fowler (6825 Summit Ridge Dr)	Ben Hamill	On site well collapsed. Doesn't meet state setback requirements. Contacted KDHE and requested variance. Variance was approved. Issued preliminary approval 1/26/2024. Well drilled was dry, driller and property owner looking at second location for well.	Contact property owner to find out if second well was drilled. Inspect if well was drilled.	12/28/2023		6/30/2024
Property Maintenance Code Violations						
Kilner - Unsafe structure	Darrin Hobbs & Bryant Parker	Judge Bosch found Kilner in contempt.	Starting August 1, he will be assessed a \$100/day fine until property is in compliance. Planning Compliance Specialist to take weekly photos of site. 5/22/24 & 5/29/25 - Bryant, Darrin, Amanda and Vivienne have met regarding a new process for nuisance abatement under the new SB 384: Step 1: Darrin and Bryant will draft a "Last Chance" letter to property owners outlining the new SB 384 and explaining the County's process in handling of the nuisance abatement. Step 2: Vivienne will update the County's website with information regarding the SB 384 and education for the public on the nuisance abatement act and the County's process for handling these cases. Step 3: Bryant will meet with each attorney who has been retained by the property owners to discuss the status of each property.	8/18/2016		7/1/2024
23-003-CE Howard - 1303 Howard	Darrin Hobbs	Inspection conducted. Sent Notice and Order to Abate Violation. Property owner trying to find someone to remove old, abandoned mobile homes. Final notice sent to property owner.	Property owner called on 10/25/2023, has someone coming to give her an estimate. Property owner hired someone to start removing homes middle of June.	2/9/2023		6/15/2024
Zoning Violations						
22-008-CE Fowler-641 Zeandale Rd	Darrin Hobbs & Bryant Parker	Building without a building permit.	Craig sent a letter and permit form requesting the completed permit application and check by April 28, 2023. Waiting on bank foreclosure. Court systems are down. Court systems just started coming back on line. Will see if there is any movement in the foreclosure. Property has been sold. Closed violation.	3/16/2023		5/10/2024
L21MHP-0004 TDJ Stables	Darrin Hobbs & Bryant Parker	Renewal applications and fees received. License can't be issued until property is compliance sanitary code. EHS conducted site inspection, not in compliance with sanitary code.	Legal counsel to determine next course of action. The next step is to meet with the owner of TDJ Stables and go over the variance process. Then the next step after that is to draft a variance. Shelley is going to work one up to be presented after meeting with the property owner. A draft should be ready some time in early to mid January. The property owner has officially requested a variance. Variance packet has been sent to hearing office and meeting scheduled for 2/8/2024. The variance has been granted by the BOCC and now they just need to do the inspection to renew the license. Legal has closed violation. Compliance Specialist to renew license. Manufactured Home Park license has been issued for TDJ Stables.	11/20/2020		5/28/2024
Doyle - Illegal mobile home storage (Mobile Gardens) Violation #10-0050	Bryant Parker	Staff met with Charlotte Doyle on 8.31.2021. Staff inspected septic on July 25, 2022. Septic surfacing. Met with property owner regarding Lot 17. Home is not occupied. Replat property and comply with zoning regulations. Replace septic system. Home is unoccupied. Sent a letter on April 12, 2023 requesting they call to set up appointment. Meeting scheduled for May 11, 2023. Met with property owner. She is trying to sell to neighbor.	This property has changed ownership. The new owner is working in purchasing some adjacent lots from the Doyles so they can bring this into compliance.5/22/24 & 5/29/25 - Bryant, Darrin, Amanda and Vivienne have met regarding a new process for nuisance abatement under the new SB 384: Step 1: Darrin and Bryant will draft a "Last Chance" letter to property owners outlining the new SB 384 and explaining the County's process in handling of the nuisance abatement. Step 2: Vivienne will update the County's website with information regarding the SB 384 and education for the public on the nuisance abatement act and the County's process for handling these cases. Step 3: Bryant will meet with each attorney who has been retained by the property owners to discuss the status of each property.	12/17/2010	4/17/2012	7/1/2024
Doyle - Illegal salvage at residence Violation #05-0007	Bryant Parker	Counsel and staff conducted site visits on 6/25/18 and 7/20/18. Mr. Doyle removed 600 tires and 3 mobile homes. March 19, 2021 conference with Mr. Doyle. He agreed to remove vehicles from the property. Set site visit for May 4, 2021. Mr. Doyle has moved about 90% of the tires and multiple vehicles to a staging area across from his residence for a salvage company to pick up, and will continue with this method. Next site visit 08/11/2021. Staff met with Charlotte Doyle on 08/31/2021. 6/15/2023 Staff and Counsel meet with Charlotte to come up with a plan on removing vehicles and mobile homes from the property. 7/13/2023 Darrin met with Charlotte to talk about the plan and also to review pictures provided of things needing remove. Darrin will be visiting the property 7/18/2023 to view first hand. There were more vehicles than originally thought and so numbers were revised accordingly. If they fail to meet any deadlines an injunction will be filed. The Doyles have removed some vehicles. They are currently about 3 vehicles behind schedule. Working to get them back on track. Darrin is going to go out in early January to see if they have gotten back on track. The petition asking for an injunction has been filed and the Doyles have hired counsel. Met with their attorney and he is going to meet with Charlotte about getting back on track. 5/7/24 Darrin met with Charlotte.	5/22/24 & 5/29/25 - Bryant, Darrin, Amanda and Vivienne have met regarding a new process for nuisance abatement under the new SB 384: Step 1: Darrin and Bryant will draft a "Last Chance" letter to property owners outlining the new SB 384 and explaining the County's process in handling of the nuisance abatement. Step 2: Vivienne will update the County's website with information regarding the SB 384 and education for the public on the nuisance abatement act and the County's process for handling these cases. Step 3: Bryant will meet with each attorney who has been retained by the property owners to discuss the status of each property.	4/15/2013	9/14/2023	7/1/2024
Kilner - Unsafe structure	Darrin Hobbs & Bryant Parker	Judge Bosch found Kilner in contempt.	Starting August 1, he will be assessed a \$100/day fine until property is in compliance. Planning Compliance Specialist to take weekly photos of site. 5/22/24 & 5/29/25 - Bryant, Darrin, Amanda and Vivienne have met regarding a new process for nuisance abatement under the new SB 384: Step 1: Darrin and Bryant will draft a "Last Chance" letter to property owners outlining the new SB 384 and explaining the County's process in handling of the nuisance abatement. Step 2: Vivienne will update the County's website with information regarding the SB 384 and education for the public on the nuisance abatement act and the County's process for handling these cases. Step 3: Bryant will meet with each attorney who has been retained by the property owners to discuss the status of each property.	8/18/2016		7/1/2024

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Projects	Staff	Status	Task	Start Date	Request to Prosecute	Deadline
20-0063 - Satterlee: Inoperable vehicles and campers	Darrin Hobbs	Determined to be a violation. Notification letter sent. The Notification letter was resent by me for a fresh start to make contact with the property owner. Contacted property owner on what still needs to be removed and provided an aerial map. I sent another letter to the property owner on 6/15/2022, stating that this will be turned over to legal if no progress is made.	Restart process due to senate bill	9/27/2021		6/15/2024
20-0090 Fishgill LLC - Illegal auto repair and salvage operation 1312 Pillsbury Dr	Darrin Hobbs	Inspection completed and sent notification letter to property owner. Property owner wants an extension to remove tenant. Vehicles being removed. Sent notice of violation. No response.	Send notification letter. Working with legal on violation. Darrin will do a site inspection to determine if is auto repair which is allowed in C-2.	12/22/2020		6/15/2024
21-0019 Britt - non compliance in flood hazard area/floodway	Darrin Hobbs & Bryant Parker	Temporary Agreed Injunction filed with the Court. Review dates: July 15-DWS, August 15-No Rise, September 15-Riley County permit, November 1-Remove trees.	Settlement agreement filed. Darrin Hobbs to monitor for compliance, Darrin to monitor compliance and set contract date. Riley County FPD Permit issued 5/24/2022, and remove trees from property. Shelley sent a letter to Britt's attorney who said she would follow up with her client about the remaining issues. Shelley has reached out to Britt's attorney again to ask about progress. We may have to inform the court at some point that the final cleanup has not progressed.	4/6/2021		5/30/2024
23-007-CE Jones - 3981 Zeandale Rd	Darrin Hobbs & Bryant Parker	Inspection conducted on 3/9/23 and confirmed someone is living a camper. Sent notification letter. No response from property owner, sent notice of violation and final notice of violation. Conducted final site inspection on 4/24/23 and someone is still living in camper.	Sent to Counselor's office to prosecute. Court system is down. Still need to contact RCPD. Trailer has been moved but appears to be occupied. Darrin is going to reach out to RCPD about accompanying him to check if it is occupied and then we can file an injunction in court if it still is. Darrin has not made contact to confirm if it is occupied. P&D went out and it appears there may be someone living there still but we don't have enough evidence at this point to move forward with enforcement from the Counselor.	3/16/2023	5/15/2023	5/30/2024
23-015-CE Miller - 1382 Pillsbury Dr	Darrin Hobbs & Bryant Parker	Friendly letter sent 9/28/23. 10/13/2023 friend of property owner can into office and met with Darrin & Shelly Woodard. It was recommended that property owner set up time speak with us. Notice of Violation sent 10/23/23. Meeting with property owner was scheduled for 11/15/2023. Property owner called 11/15/2023 will be meeting with an attorney 11/16/2023. Final Notice of Violation sent 11/15/2023. Meet with property owner 12/1/2023. Working with legal on violation. Mr. Miller sent an application to the state to operate a salvage yard. That was denied. The state also revoked his dealer license. A notice of violation has been sent. We met with Mr. Miller on 12/1/23. He has agreed to start removing cars and work with Darrin. He is going to remove 30 cars per month and if he falls behind we will file a petition with the court. Darrin is working with Mr. Miller to go out and check on progress. They are aiming for the week of 1/29. Mr. Miller made good progress in December but has not made additional progress.	The property is now up for sale. Next step is likely to file an enforcement action with the Court. 5/22/24 & 5/29/25 - Bryant, Darrin, Amanda and Vivienne have met regarding a new process for nuisance abatement under the new SB 384: Step 1: Darrin and Bryant will draft a "Last Chance" letter to property owners outlining the new SB 384 and explaining the County's process in handling of the nuisance abatement. Step 2: Vivienne will update the County's website with information regarding the SB 384 and education for the public on the nuisance abatement act and the County's process for handling these cases. Step 3: Bryant will meet with each attorney who has been retained by the property owners to discuss the status of each property.	9/28/2023		7/1/2024
23-016-CE Miller - 1420 Pillsbury Dr	Darrin Hobbs & Bryant Parker	Friendly letter sent 9/28/23. 10/13/2023 friend of property owner can into office and met with Darrin & Shelly Woodard. It was recommended that property owner set up time speak with us. Notice of Violation sent 10/23/23. Meeting with property owner was scheduled for 11/15/2023. Property owner called 11/15/2023 will be meeting with an attorney 11/16/2023. Final Notice of Violation sent 11/15/2023. Meet with property owner 12/1/2023. Working with legal on violation. Mr. Miller sent an application to the state to operate a salvage yard. That was denied. The state also revoked his dealer license. A notice of violation has been sent. We met with Mr. Miller on 12/1/23. He has agreed to start removing cars and work with Darrin. He is going to remove 30 cars per month and if he falls behind we will file a petition with the court. Darrin is working with Mr. Miller to go out and check on progress. They are aiming for the week of 1/29. Miller made good progress in December but has not made additional progress. The property is now up for sale.	Next step is likely to file an enforcement action with the Court. 5/22/24 & 5/29/25 - Bryant, Darrin, Amanda and Vivienne have met regarding a new process for nuisance abatement under the new SB 384: Step 1: Darrin and Bryant will draft a "Last Chance" letter to property owners outlining the new SB 384 and explaining the County's process in handling of the nuisance abatement. Step 2: Vivienne will update the County's website with information regarding the SB 384 and education for the public on the nuisance abatement act and the County's process for handling these cases. Step 3: Bryant will meet with each attorney who has been retained by the property owners to discuss the status of each property.	9/28/2023		7/1/2024
Sanitary Code Violations						
21-0038 Worrell - Sanitation Violation	Ben Hamill	Spoke to property owner and mailed repair application with no response, additionally lateral field installed unlawfully. Repair application received, no work done. Referred to legal for enforcement.	Met with Mrs. Worrel, she stated no Conservation money available. Told to contact USDA to see if they would qualify for low interest loan, they never. Legal sent compliance letter 08.05.2021. Staff to review compliance options. Counsel preparing a letter requesting a call to set up meeting (to include new staff). Sent a letter on April 12, 2023 requesting they call to set up appointment. To date, no response from Worrell's. Ben plans to reach out in the near future once there is more money available and see if they'll apply. If they won't, we'll evaluate for legal action.	6/23/2021		7/31/2024
21-0048 Wurtz - lagoon fencing requirement not completed	Ben Hamill	Violation letter sent to property owner. Counsel sent a letter to property owner. Fencing deadline 8/31/2021 and seeding deadline 9/30/2021. No trespassing sign placed at entrance. Legal to to schedule meeting with staff.	Counsel preparing a letter requesting a call to set up meeting (to include new staff). Sent a letter on April 12, 2023 requesting they call to set up appointment. Mrs. Wurtz called. They are not living on the property. Will call once they are and lagoon is complete. Signed agreement is in place for property owner to install fence and seed. Need to check to see if this has been done. If not proceed with violation process. Property owner applied for Repair permit to replace the lagoon and fill in existing lagoon. This will remedy the existing violation but we will monitor for compliance.	7/9/2021		5/31/2024
22-0016 Bath - sewage on ground	Ben Hamill	Sent Emergency Order to property owner. Spoke with property owner and agreed to make repairs.	Home condemned until repairs are made. Home is vacant and waiting on property owner to replat so lateral field can be replaced. This property was sold and the new owner is working to try to purchase the surrounding property from the Doyles to correct the problem.	7/22/2022		7/1/2024
23-CES-005 Bean - Alternative system blower not working. Failed pump report on field.	Ben Hamill & Bryant Parker	Friendly letter sent 12-19-22, no reply. Notice of Violation sent 1-20-23. \$100.00 inspection fee final notice was due 1-19-23 and has not been paid yet.	Set up meeting with legal counsel. Shelley confirmed both brothers are represented by counsel and one is trying to force a sale of the property. Will work with Ben to determine next steps from P&D.	12/14/2022		5/31/2024

Attachment: Staff Update (14795 : Staff Update)



**EMERGENCY
MANAGEMENT/FIRE**
Staff Update

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

STAFF REPORT

FROM: Russel Stukey
MEETING: June 3, 2024
SUBJECT: EM / Fire Staff Update for the month of March
PRESENTER: Russel Stukey

EM / Fire May Staff Update

Enclosures:

- 4, 2024 May staff time (1) (PDF)

Monthly staff time report to BOCC, for the month of **May 2024**911- Russel

- Constantly working on radio system management, analyzing opportunities to lower the annual operating costs of the 911 system.
- Dealing with cyber security incident that affect radio system operations, have radio system back up and running, still working with vendor and IT staff to fully restore system functionality etc.
- Presented 911 Fund Budget to BOCC and discussed funding shortfalls that are expected in the next few years

Emergency Management-Russel

- Attended and chaired department head meetings
- Attended several commission meetings
- Working with IT and dispatch staff on the MCP CIP upgrade project
- Participated in monthly Riley Co. Emergency Services Director meeting
- Met with HR about personnel matters
- Activated the EOC numerous times for severe weather. On the 6th activated outdoor warning sirens in several locations,
- On the 7th discussed storm from the 6th with Topeka NWS staff member and as a result drove through the Hunter's Island area and found possible tornado damage in the area east of the transfer station.
- We retrieved our Homeland Security equipment from Westmoreland on the 3rd
- We were made aware of an Apache Helicopter that crashed on Ft. Riley that was fully loaded with live munitions.
- Had a light tower trailer come unhooked and cause damage to a county vehicle.
- Received invoice from L3 Harris for radio system replacement equipment, I have advised staff that we need to hold that payment until all of our questions are answered by L3 Harris
- Presented EM budget to BOCC
- Wrote a letter of support for USD 383 school violence prevention grant
- Took a day off to attend my oldest daughter's graduation from FHSU
- Took 3 days off to take a trip with my son
- Took a day and ½ off to take care of my wife after foot surgery
- Returned to work the afternoon of the 29th to complete a tour of radio system facilities for RC and RCPD IT staff.
- Completed staff time report for month of May
- Attended KDA animal health workshop for Emergency response staff duties during an animal health emergency
-

Items awaiting legal review:

Drake tower lease addendum (this one is potentially costing the CIP fund lost income)

**Assistant Director Laurie Harrison activity EM/911****Kansas Emergency Management Association (KEMA):**

Attend Board meeting

Serve as Treasurer

Attend NE regional KEMA meeting in Basehor

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

Conduct monthly siren test, Everbridge test, IPAWS test

Facilitate Everbridge NE regional working group meeting

Update contacts

Serve as NE regional account administrator

Attend multiple training sessions

Provide Everbridge training to new RCPD dispatchers, Planning & Development staff

Provide Everbridge training to Appraiser staff, Extension staff

Attend IPAWS training with NE regional Everbridge working group

Comprehensive Resource Management and Credentialing System (CRMCS):

Update resource list

Serve as account administrator

Provide overview of accountability check in to RCFD #1 staff at South County training

Provide overview of accountability check in to RCFD#1 staff at North County training

Northeast Regional Homeland Security Council (NERHSC):

Serve as a project manager for Everbridge and CRMCS

Serve as KEMA representative

Attend regional meeting

Emergency Management fund:

Oversee invoice payment process

911 fund:

Pay invoices

Track expenses and income

Provide 911 budget overview for 911 working group

Exercises:

Develop exercise docs for airport tabletop exercise in September

Volunteer Management:

Attend CERT monthly training

Training:

Review damage assessment process with Appraiser office

Attend Animal Health training at KDA

Misc:

Facilitate bi-weekly staff meeting

Serve as accountability check in at Westy Tornado event in PTCO (April 30 - May 3)

Staff EOC for weather May 19, May 25/26



EM Planner Baldwin Fisher

Planning:

- Work on County Disaster Recovery Plan
- Develop Proposed Staging Areas vs TDSRS

Exercises:

- MRSE TTX
- MHK Airport TTX Mtg

Training:

- Attend monthly CERT training in Pott Co

Misc:

- Learn about Planning and Register of Deeds, Clerk, PW(Maint, Parks) Depts.
- Attend NEKEMA
- RCPD Bike Rodeo
- Callout for EOC activation x2

Fire-Russel

- Attended county fire trainings
- Continue to accept and process applications for volunteer firefighters
- Covered emergency calls
- Reviewing RCFD #1 Policy Manual for updates
- Working with John Ellerman and KDOT staff regarding easement for US-24 Hwy near Station 112
- RCFD#1 Station 102 in Ashland coming along nicely, ribbon cutting ???
- Working with my staff and KS Forest Service staff to write a Community Wildfire Protection Plan (CWPP) which is a prerequisite for applying for a Community Wildfire Defense Grant (CWDG)
- Presented RCFD#1 budget to BOCC
- Attended an After Action meeting for the Burkdland-Axelton Fire with Pot. Co., Marshall Co., KS Forest Service, KDEM, and KS Fire Marshal office staff. It went well and I foresee positive changes to improve responses and possible mitigation in the future.

Items awaiting legal review:

- !!!!!!University Park proposed fire station property legal description and agreement with UP board to swap property when new fire station is completed, this is required prior to starting construction of the new UP Fire station 110 This has reached a critical stage regarding starting construction on the fire station !!!!!
- First responder agreement with the City of Randolph, Mercy Hospital Ambulance service (now Riley County EMS) and RCFD #1

**Admin. Asst. M. Horstmeier**

Continued to maintain the hiring process for Volunteer Firefighters and provided newly hired firefighters with their gear.

Continued to process the Volunteer Firefighter stipends for Payroll.

Continued to record, process, and complete the Accounts Payable and Purchase card invoices and receipts.

Assisted in completing any required incident reports as needed to help with Payroll and ER record keeping.

Updated Firefighter files as required with new documentation or certifications.

Continued to maintain and process 2024 Burn Permit documentation, as well as sent the updated burn permit list to dispatch for their records. Kept the Burn Map up to date.

Created a Prescribe Burn Presentation to present to RC Dispatch as a refresher course for the Prescribe Burn Map.

Completed the May Prescribe Burn Report and sent it to the Kansas Forest Service for their records.

Continued to maintain the Financial Reporting in order to stay in compliance with the LSSE Grant.

Completed RCFD's written portion of the *Community Wildfire Protection Plan* with the help of Kansas Forest Service. Need to take a few more pictures of the County for the *CWPP* before preparing it for submission to BOCC and County Counselor.

Created the June *Extinguisher* Newsletter and will distribute it on June 3rd.

Attended the product overview meeting from First Due and are waiting for a quote.

Attended the May REACH meeting.

Attending the Fire Department Administrative Assistant Conference in Overland Park.

Attended the NVFC webinars including "Wildfire: It Knows No Boundaries", "Using Grant

Funding to Enhance Your Recruitment Strategy", and "Managing Combination Departments."

Attended the "Community of Practice Webinar for Alert and Warning Communications" from FEMA.

Attended the Connecting Kansas Counties webinar on "Building Wildfire Resilient Communities".

See below for Firefighter statistics for the month of February.

May FF Stats	Total Number
New Applications	6
Rejected/Withdrawn Candidates	1
Hired Candidates	3
Probationary Firefighters	23



Trained Firefighters	111
Total Active Members	134
Terminations	0
Resignations	2
Retirements	0

Deputy Chief Doug Russell

- Responding to multiple incidents.
- Dealing with personnel issues.
- Working through new applications for FFs.
- Working on and prioritizing truck repairs.
- Station 102 progress.
 - Final grade and parking lot done.
 - Riley Construction is nearing completion of final items.
 - Economy electric will be starting electrical any day.
- Held both South and North County trainings including an appreciation meal for FFs.
- Working on County trainings for June
- After Action for Burkland/Axelton Fire with Local agencies and Kansas Forest Service.
- Repairing trucks and equipment from spring fires.
- Waiting for the County Counciler on University Park.
- Working with Admin Assistant to outfit new FFs.
- Working with Insurance Agent to get FRA insurance switched over.
- Purchased new fridges from donations for 7 stations.
- Attended Kansas Grazing Lands Prescribed burning at Farm Bureau to field any questions about local burn permits and our regulations.
- Assisted with First annual RCPD Bike Rodeo at RCGS.
- Hosted Area chiefs meeting at Public Works building. Departments in attendance were Geary County, Pottawatomie County, Herington Fire, Abilene Fire, Grandview plaza, Manhattan Fire, Wamego fire, Kansas Forest Service.

Deputy Chief Antonio Castillo

Has returned to Ft. Riley for out processing and is currently unavailable.

Submitted by:

Russel Stukey
EM Director/ Fire Chief
Riley County