



**Board of Riley County
Commissioners
Regular Meeting
Agenda
June 23, 2025**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Member](#)

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Business Meeting

3. Johnson Controls Contract for LEC
4. Highway Use Permit, 2025-006 K&W Underground
5. Sign a Tax Roll Corrections
6. Sign Riley County Employee Action Form(s)

Review Minutes

7. Board of Riley County Commissioners - Regular Meeting - Jun 16, 2025 8:30 AM

Press Conference Topics

8. Discuss Press Conference

Review Tentative Agenda

9. Tentative Agenda

9:00 AM

Daniel Skucius, Extension Director

10. Extension staff update

9:15 AM

Bob Isaac, Planner

11. Replat Lots 39A, 39B, 40A, and 40B of Sam N. Rogers Subdivision into a single lot.

9:30 AM

Press Conference

12. Public Notice - Evan McMillan (2 minutes)
13. Right Plant, Place, and Practice for June 28th - Gregg Eyestone (2-3

minutes)

9:35 AM Brittany Phillips, Budget and Finance Officer

14. OPIOID Funds

9:50 AM Amanda Webb, Planning/Special Projects Director

15. Comprehensive Plan Update

10:10 AM Jacob Hansen, Interim County Counselor

16. Administrative Work Session

10:30 AM Megan Lewis, Community Corrections Director

17. Community Corrections Staff Update
18. Daniel Keating Foundation Grant Award
19. FY25 4th Quarter Funds Reallocation

10:45 AM Cory Meyer, IT/GIS Director

20. Courthouse Modernization Cost Adjustment

11:00 AM Alvin Perez, Operations and Fleet Manager

21. Request to Fill Public Works Equipment Operator Position

12:00 PM Intergovernmental Luncheon

22. Intergovernmental Luncheon Agenda

Adjournment

Announcement

An Open House and Ribbon Cutting for the EMS/Ambulance Headquarters will be held today at 2:30 p.m. at 1115 Charles Little Road, Manhattan, Kansas.

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



**COUNTY CLERK &
ELECTIONS**
Contract

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

COMMISSION AGENDA REPORT

FROM: Brittany Phillips, Budget & Finance Officer

MEETING: June 23, 2025

SUBJECT: Johnson Controls Contract for LEC

PRESENTER: Brittany Phillips, Budget & Finance Officer

BACKGROUND

This contract is renewed every five years for Riley County Law Enforcement building. This provides service to various items within the building including the main fire alarm panel and smoke detectors. For a full list, please see the contract.

FISCAL IMPACT

Fiscal impact is \$3,600 per year.

RECOMMENDATION(S)

Recommend approving contract as presented.

POSSIBLE MOTION(S)

"I make a motion to approve Johnson Controls contract as presented."

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- LEC Johnson Controls (PDF)

PSA Renewal_Riley County Law Enforcement_121266_August_2025_ - CPQ-969917

Planned Service Agreement



Johnson Controls Fire Protn LP
14200 E Exposition Ave
Aurora CO80012-2540
USA

Proposal Presented O
06-11-2025

Attachment: LEC Johnson Controls (15946 : Johnson Controls Contract for LEC)



SERVICE SOLUTION

Customer #: 121266
Riley County Board of Commissioners
Date: 11-Jun-25
Proposal #: CPQ-969917
Term: 1-Aug-25 to 31-Jul-30
External Contract #: 1409751 R01-FEB-2025
Subscription ERP #:

Billing Customer:
Riley County Law Enforcement
1001 S Seth Child Rd

MANHATTAN, KS 66502-3115

Service Location:
Riley County Law Enforcement
1001 S Seth Child Rd,
Manhattan, KS 66502-3115

Johnson Controls Fire Protection LP
Sales Representative:
Harley Cavender
14200 E Exposition Ave
Aurora CO 80012-2540
harley.hope.cavender@jci.com
(866) 275-5189

INVESTMENT SUMMARY
(Service Solution Valid for 30 Days)

SERVICE/PRODUCT DESCRIPTION	QUANTITY	FREQUENCY	INVESTMENT
Riley County Board of Commissioners			\$3,600.00
SYSTEM-FA-SIMPLEX 4100U			
SIMPLEX PROG 4100U SYSTEM		Est. First Inspection: August	
Main Fire Alarm Panel	3	Annual	
Fire Alarm Battery Test (each)	3	Annual	
Smoke Detector Conventional	40	Annual	
Heat Detector Restorable	6	Annual	
Duct Detector Conventional	47	Annual	
Pull Station	9	Annual	
Audio-Visual Unit Addressable	39	Annual	
Waterflow Test	1	Annual	
FIRE ALARM ESSENTIAL SERVICE OFFER			

Johnson Controls has **not** included an estimate for all state and local sales tax for this quote based on the understanding that a valid exemption and/or resale certificate is received by Johnson Controls from Purchaser. Otherwise, actual sales tax due will be calculated and billed. Any additional taxes, duties, tariffs or similar items imposed prior to shipment will be charged.

Attachment: LEC Johnson Controls (15946 : Johnson Controls Contract for LEC)

SERVICE SOLUTION

SUMMARY OF SERVICES

The summary of services is intended to cover the following locations:

Location	Address	City	State	Zip	Fire Alarm
Riley County Law Enforcement	1001 S Seth Child Rd,	Manhattan	KS	66502-3115	\$3,600.00

FIRE ALARM ESSENTIAL SERVICE OFFER

SYSTEM-FA-SIMPLEX 4100U

TEST AND INSPECTION:

Inspections and diagnostic tests for the accessible peripheral devices listed and currently connected to the facility fire alarm system. Tests will be scheduled in advance. Unless otherwise specified herein, batteries installed within wireless initiating and notification peripheral devices are not covered under this agreement. Replacement of such batteries will be at an additional cost.

DOCUMENTATION:

Accessible components and devices logged for:

- Location of each device tested, including system address or zone location
- Test results and applicable voltage readings
- Any discrepancies found noted Inspection documentation provided to Customer's representative. NOTE: Certain additional services may be required by the Authority Having Jurisdiction. AHJ or internal organizational requirements may be more restrictive than state/provincial requirements. Building owners and managers should make themselves aware of applicable codes and references in order to ensure that contracted services are in compliance with these requirements.

Customer Portal (Basic)

SYSTEM-FA-SIMPLEX 4100U

Basic Customer Portal functionality will be provided.

Attachment: LEC Johnson Controls (15946 : Johnson Controls Contract for LEC)

SERVICE SOLUTION

This Service Solution (the "Agreement") sets forth the Terms and Conditions for the provision of equipment and services to be provided by Johnson Controls Fire Protection LP ("Company") to **Riley County Board of Commissioners** and is effective **1-Aug-25** (the "Effective Date") to **31-Jul-30** (the "Initial Term"). Customer agrees that initial inspections may be performed within 45 days from the Effective Date. Customer agrees that initial inspections may be performed within 45 days from the Effective Date.

RENEWAL DETAILS: This contract will require action in order to renew it. In this case, this contract will require a new service agreement to renew.

PAYMENT FREQUENCY: Annual In Advance

Signature : _____

Date : _____

PAYMENT TERMS: Net 30

For applicable taxes, please see Section 3 of the Terms & Conditions

PAYMENT AMOUNT: \$3,600.00 - **Proposal #:** CPQ-969917

PAYMENT SUMMARY:

Year	Term	PSA Charges
1	08/01/2025 - 07/31/2026	\$3,600.00
2	08/01/2026 - 07/31/2027	\$3,600.00
3	08/01/2027 - 07/31/2028	\$3,600.00
4	08/01/2028 - 07/31/2029	\$3,600.00
5	08/01/2029 - 07/31/2030	\$3,600.00

CUSTOMER ACCEPTANCE: In accepting this Agreement, Customer agrees to the Terms and Conditions on the following pages and any attachments or riders attached hereto that contain additional terms and conditions. It is understood that these terms and conditions shall prevail over any variation in terms and conditions on any purchase order or other document that Customer may issue. Any changes in the system requested by Customer after the execution of Agreement shall be paid for by Customer and such changes shall be authorized in writing.

ATTENTION IS DIRECTED TO THE LIMITATION OF LIABILITY, WARRANTY, INDEMNITY AND OTHER CONDITIONS CONTAINED IN THIS AGREEMENT.

Attachment: LEC Johnson Controls (15946 : Johnson Controls Contract for LEC)

SERVICE SOLUTION

SCOPE OF SERVICE AND BASE TERMS AND CONDITIONS: In accepting this Agreement, Customer agrees to the Terms and Conditions found at <https://johnsoncontrols.com/buildings/legal/fire-service-psa-terms-august-8-2023> (the "Service Terms"). Where services include, use, implement, and deploy software and hosted software products, such software related to these services are governed by Company's standard terms for software found at <https://www.johnsoncontrols.com/techterms> (the "Software Terms"). Both the Service Terms and Software Terms, as in effect from time to time, are fully incorporated into this agreement by reference (collectively, the "Terms and Conditions"). Attention is directed to the Customer's commitments and obligations to Company, limitation of liability, warranty, indemnity and other terms and conditions contained therein. It is understood that these terms and conditions shall prevail over any variation in terms and conditions on any purchase order or other document that Customer may issue. Any changes requested by Customer after the execution of Agreement shall be authorized in writing by the parties. This Planned Service Agreement, Terms and Conditions, and any schedules attached hereto are incorporated by reference as if set forth fully herein (collectively the "Agreement"), cover the rights and obligations of the Parties.

Any additional work or services outside the scope of the Agreement and performed by Company at the direction of Customer shall be subject to the Company's standard customer terms and conditions found at <https://www.johnsoncontrols.com/customerterms>, which are also incorporated herein by reference.

This proposal is valid for thirty (30) days from the proposal date. In accepting this proposal, Customer agrees to the Terms and Conditions Covering the Agreement herein and understand they shall prevail over any variation in terms and conditions on any Purchase Order or other documents Customer may issue.



SERVICE SOLUTION

Multi Year Contract Rider
AGREEMENT

Acknowledgement of Multi-Year Term. Customer agrees that issuance of a Purchase Order does not amend any provision of the service agreement, including without limitation the duration/term of the service agreement. Customer agrees to issue Purchase Orders sufficient to satisfy its obligations under the multi-year service agreement. Should Customer fail to issue additional Purchase Orders, Company will still be permitted to invoice Customer for services performed, and Customer shall not dispute the validity of such invoices.

Customer Initials:

Unless otherwise agreed to by the parties, pricing is based upon the following billing and payment terms: Invoices will be delivered via Mail (USPS) , payment is Net 30, and invoices are to be paid via Electronic Funds Transfer. Johnson Controls Electronic Funds Transfer transfer details will be forth coming upon contractual agreement.	
This offer shall be void if not accepted in writing within thirty (30) days from the date first set forth above.	
To ensure that JCI is compliant with your company's billing requirements, please provide the following information:	
PO is required to facilitate billing:	☐ NO: This signed contract satisfies requirement
	☐ YES: Please reference this PO Number: _____

Invoices are accepted via mail:	Please provide desired mailing address : _____
---------------------------------	---

Riley County Board of Commissioners	Johnson Controls Fire Protection LP
Signature: _____	Authorized Signature: _____
Print Name: _____	Print Name: _____
Title: _____	Title: _____
Phone #: _____	Phone #: (866) 275-5189
Fax #: _____	Fax #: _____
Email: _____	License #: _____ (if applicable)
Date: _____	Date: _____

Attachment: LEC Johnson Controls (15946 : Johnson Controls Contract for LEC)



PUBLIC WORKS
Permit

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

COMMISSION AGENDA REPORT

FROM: Andrea Rose, Administrative Assistant II

MEETING: June 23, 2025

SUBJECT: Highway Use Permit, 2025-006 K&W Underground

PRESENTER: Evan McMillan, Assistant Director of Public Works

BACKGROUND

K&W Underground, Inc., has requested permission to remove and replace a hand hole for Lumen Technologies according to the details shown on the attached maps.

POSSIBLE MOTION(S)

Move to approve the Highway Use Permit granting K&W underground permission to complete work as outlined in permit application.

Enclosures:

- 2025-006 K&W Underground-Mineral Springs Road (PDF)

APPLICATION FOR HIGHWAY USE PERMIT

Riley County, Kansas

K&W Underground, Inc**Telecommunication**

Applicant Name

Type of Construction

15608 S. Keeler Ter.**Olathe****KS****66062**

Applicant Mailing Address

City

State

Zip

Applicant hereby requests permission to do certain work along and/or across the public roads of Riley County, Kansas. The type of work and location of work to be done is described as follows: **Mineral Springs Rd, just north of the I-70 on ramp. Removal and replacement of handhole for Lumen Technologies. We will be able to get off the road, Utility Work Ahead signs will be used.**

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

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

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

Submitted by:

Submitter's signature

6/10/2025

Date

April Eskridge-Leavitt Permit Specialist

Printed Name & Title

913-207-1440

Submitter's Telephone Number

permits@kwunderground.com

Submitter's Email Address

6/16/2025

Proposed Date of Construction

K&W Underground, Inc

Contractor Name

913-782-7387

Contractor Telephone Number

2 Weeks

Estimated Duration of Construction

RECOMMENDED BY:

Riley County Engineer

Permit granted this ____ day of _____, 20____.

BOARD OF COUNTY COMMISSIONERS
RILEY COUNTY, KANSAS

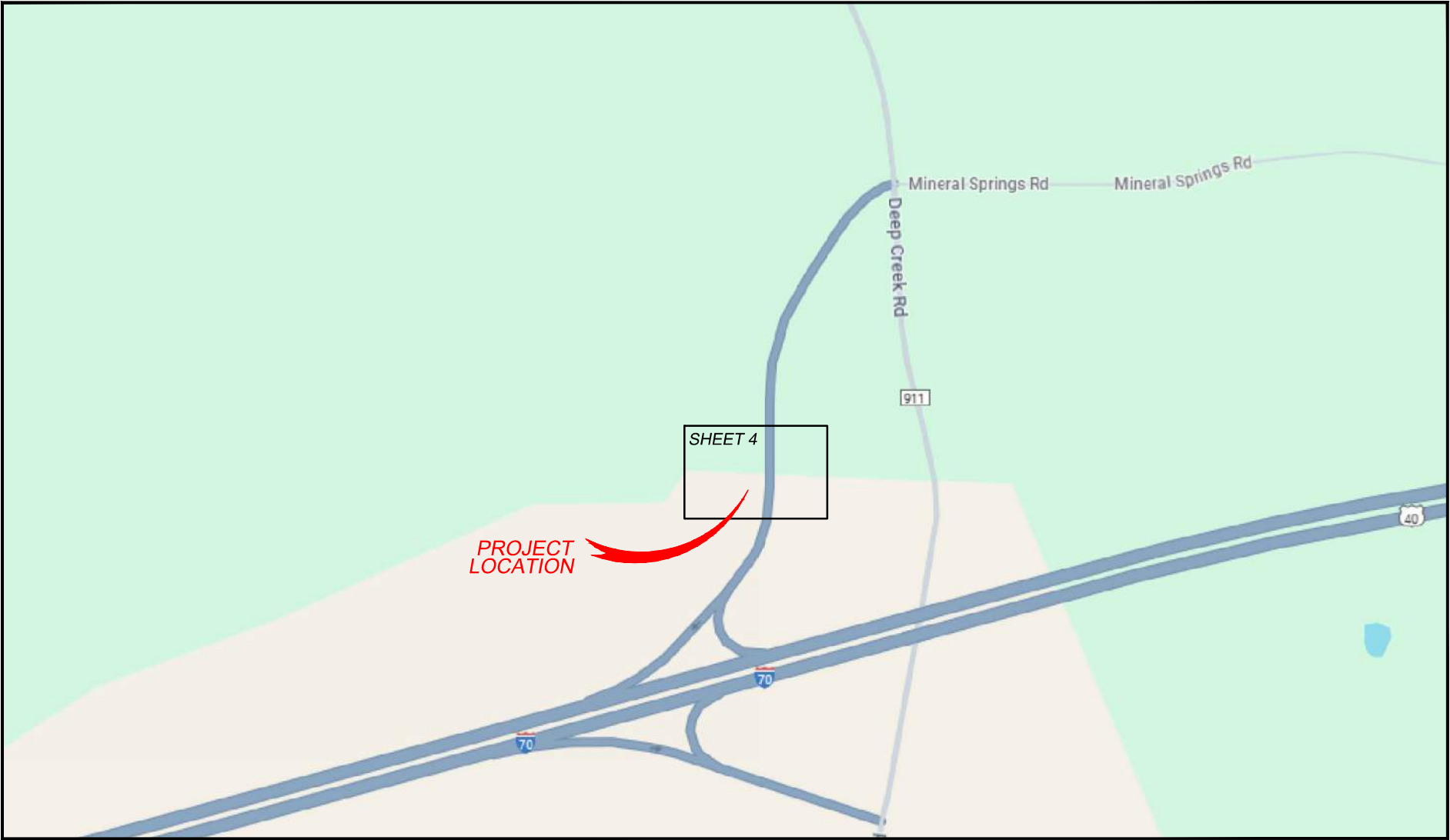
Chairperson

OFFICE USE ONLY:Application Fee: **100**\$1,000 Deposit ☒ Bond ☐ Letter ☐Receipt No. **13583** Date: **6.13.2025**Signature: **A Rose**

Process for Highway Use Permit

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

ADDRESS: 1682 MINERAL SPRINGS, MANHATTAN, KS 66502
PROJECT NUMBER: P.320858



SITE LOCATION

CONTACTS

KIMBERLY SINGLETON
NATIONAL ENGINEERING MANAGER
[C] 419-631-4683
[O] 847-954-8366
KIMBERLY.SINGLETON@LUMEN.COM

SITE INDEX

- 1 - COVER SHEET/SITE LOCATION
- 2 - LEGEND
- 3 - GENERAL NOTES
- 4 - PLAN SHEET
- 5-6 - TYPICAL SHEETS
- 7 - PROJECT PHOTOS
- 8 - RATE CARD TABLES

SCOPE OF WORK:

THIS PROJECT IS TO REPLACE AN EXISTING LUMEN HANDHOLE WITH A PROPOSED 24"X36"X36" HANDHOLE NEAR 1682 MINERAL SPRINGS RD, MANHATTAN, KS 66502. LUMEN STANDARDS REQUIRE DUCT PLUGS TO BE USED WITH ALL DUCT PLACEMENT (JACK-MOON OR EQUIVALENT, BLANK OR SIMPLEX PLUGS). LUMEN TAGS WILL BE PLACED ACCORDINGLY AND ALL PENETRATIONS SEALED APPROPRIATELY. ALL CONDUIT AND FOC WILL BE INSTALLED USING INDUSTRY/LUMEN APPROVED CONSTRUCTION.

3				AS-BUILT
2				REVISION # 1
1	5/28/25	SPM	APG	ORIGINAL
NO.	DATE	ENG DESIGN	DRAFTING	COMMENT
811 Know what's below. Call before you dig. LUMEN® LUMEN ENGINEER: KIMBERLY SINGLETON 847-954-8366 ENGINEERING FIRM: OLSSON PROJECT NUMBER: P-664623 LOCATION: 1682 MINERAL SPRINGS RD MANHATTAN, KS 66502 DRAWING NAME: LMN-074_P-664623_FRM 1682 Mineral Springs Rd_final.dwg CONFIDENTIAL/PROPRIETARY				
				SHEET: 1 OF 6

olsson

7301 West 133rd Street, Suite 200
Overland Park, KS 66213-4750
TEL 913.381.1170
FAX 913.381.1174
www.olsson.com

[illegible]

DWG: F:\2025\00001-00500\025-00011\lmm-074_frm_1682_mineral_springs_rd\40-design\AutoCAD\final_plans\Sheets\EDN\LMN-074_P-664623_FRM_1682_Mineral_Springs_Rd_final.dwg
DATE: May 28, 2025 10:55am XREFS: LMN-074_P-664623_FRM_1682_Mineral_Springs_Rd_base

USER: aguerrero

GENERAL NOTES

1. Contractor must obtain locates prior to disturbing the ground.
2. Contractor must have a copy of the approved permit from the appropriate agency on the jobsite at all times.
3. All cable will be placed at standard minimum depth. (Lumen standard is 36" deep unless otherwise directed by a Lumen representative.)
4. Any landscaping will be replaced to equal or better than that which existed prior to work.
5. Project site will be properly secured prior to the end of each day.
6. All work is to be in accordance with all authorities having jurisdiction in the work zone.
7. Contractors are advised to contact Lumen for any additional information or clarification concerning scope of work or the requirements necessary for project completion.
8. Contractor is responsible to field verify all dimensions, quantities and existing conditions prior to construction. If a significant change to the running line is needed, please contact your Lumen representative before proceeding.
9. Before construction begins, contractor shall take appropriate precautions to avoid any potential obstructions prior to proceeding with work.
10. No construction on private property will commence until approval is given by the appropriate Lumen employee.
11. Contractor shall not proceed with work until they have received a Purchase Order and have been directed to do so by an authorized Lumen representative.
12. Contractor shall not exceed the Purchase Order value without authorization in writing from the appropriate Lumen representative.
13. As-Builts will be required for each project including cable footage sequentials at every access point, slack loop, splice location, pole and termination point. Contractor should also provide notes of all changes in depths, running lines, mh/hh locations, and any other applicable notes to depict the work that took place. NOTE: All major changes need to be pre-approved by an authorized Lumen employee prior to starting the work.
14. Olsson assumes no responsibility for existing utility locations (Horizontal or Vertical) or right-of-way location. The existing utilities and right-of-way shown on these plans have been plotted from the best information available. It is however, the responsibility of the contractor to field verify the location of all utilities and right-of-way prior to commencement of any construction.



7301 West 133rd Street, Suite 200
Overland Park, KS 66213-4750

TEL 913.381.1170
FAX 913.381.1174

www.olsson.com



3				AS-BUILT
2				REVISION # 1
1	5/28/25	SPM	APG	ORIGINAL
NO.	DATE	ENG DESIGN	DRAFTING	COMMENT
LUMEN®				
LUMEN ENGINEER: KIMBERLY SINGLETON 847-954-8366				
ENGINEERING FIRM: OLSSON				
PROJECT NUMBER: P-664623				
LOCATION: 1682 MINERAL SPRINGS RD MANHATTAN, KS 66502				
DRAWING NAME: LMN-074_P-664623_FRM 1682 Mineral Springs Rd_final.dwg				
CONFIDENTIAL/PROPRIETARY				SHEET: 3 OF 6

DWG: F:\2025\00001-00500\025-00011\mm-074 frm 1682 mineral springs rd\40-design\AutoCAD\final plans\Sheets\EDN\LMN-074_P-664623_FRM 1682 Mineral Springs Rd_final.dwg
DATE: May 28, 2025 10:55am XREFS: LMN-074_P-664623_FRM 1682 Mineral Springs Rd_base USER: aguerrero

CONSTRUCTION NOTES

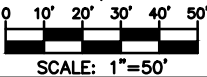
- 1 REMOVE THE EXISTING HANDHOLE AND REPLACE WITH PROPOSED 24"X36"X36" LUMEN HANDHOLE WITH MARKER POST AND TEST STATION.



Page Rate Card			
Unit Code & Description	Units	Estimated Quantity	Actual Quantity
DIG & EXPOSE EXIST FACILITY	CUYD	5	
HH 24x36x36in	EACH	1	
HH 24x36x36 SPLIT LID	EACH	1	
MARKER POST	EACH	1	
MARKER POST w/TEST STATION	EACH	1	
PERMIT FEE	EACH	1	
RMV HH	EACH	1	
TRAFFIC CONTROL - 3rd PARTY	EACH	1	

olsson

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TEL 913.381.1170
FAX 913.381.1174
www.olsson.com



SYMBOL CORRESPONDS TO PHOTO LOCATIONS AND ORIENTATION. SEE SHEET # FOR SITE PHOTOGRAPHS.

3				AS-BUILT
2				REVISION # 1
1	5/28/25	SPM	APG	ORIGINAL
NO.	DATE	ENG DESIGN	DRAFTING	COMMENT

LUMEN®

LUMEN ENGINEER: KIMBERLY SINGLETON 847-954-8366
ENGINEERING FIRM: OLSSON
PROJECT NUMBER: P-664623
LOCATION: 1682 MINERAL SPRINGS RD
MANHATTAN, KS 66502
DRAWING NAME: LMN-074_P-664623_FRM 1682 Mineral Springs Rd_final.dwg
CONFIDENTIAL/PROPRIETARY

SHEET: 4 OF 6

TYPICALS

*CLEAN CONNECTIONS.

SAND PAPER.

USE NO-OXIDE PASTE ON ALL CONNECTORS.

TIGHTEN WITH WRENCHES

NORSCAN ISOLATOR

See Detail A

TAPE TO PEDESTAL BRACKET

NOX ALL CONNECTIONS

(3) SINGLE HOLE COMPRESSION LUG
1/4" HOLE FOR #6 STRANDED CABLE

1/4 x 20 x 1.5"
BOLT WASHER & NUT
ATTACHING TO SIGN PLATE

CenturyLink
Communications, LLC
TEST POST
STYLE
WARNING
MARKER

LITE INDUSTRIES SHEATH TERMINATION KIT
WITH QUICK DISCONNECT
CRIMP TO #6 AWG WIRE

See Detail C
UT-11415 FOR 3M CLOSURES
UT-11416 FOR PLP CLOSURES

NO-OXIDE

#6 BLUE

NORTH/EAST CABLE BLUE

SOUTH/WEST CABLE ORANGE

SPLICE ENCLOSURE

#6 ORANGE

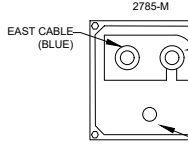
#6 GREEN

BULLET BOND CLIP

See Detail B

CUT BACK SHEATH IF
PUNCH HOLE IN SHEATH
INSERT CERATED SHIM AND BOTTOM PLATE
PLACE TOP PLATE AND BOLT TIGHTEN TO PULL STRENGTH

GROUNDING CLAMP



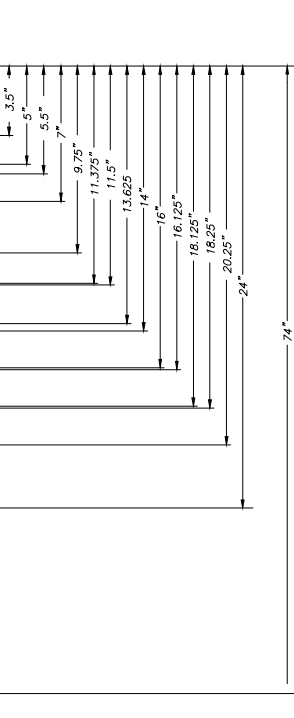
NORSCAN

DETAIL A
N.T.S

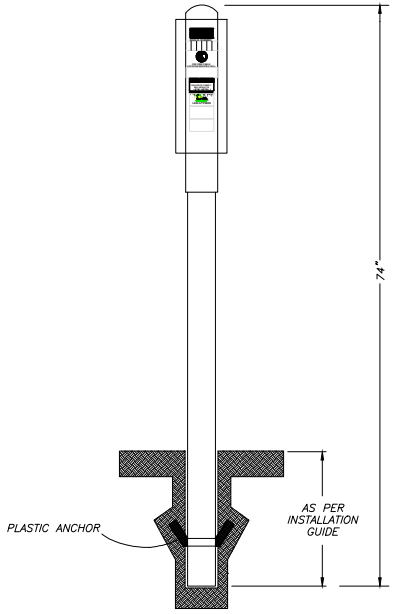
DETAIL B
N.T.S

LITE IND. ISOLATION TERMINAL
3M STYLE WITH QUICK DISCONNECT

BREAK AWAY CONNECTOR
HEAT SHRINK WRAP



COTTMARK INSTALLATION GUIDE TABLE 1		
SUPPORT POST DIAMETER	MINIMUM HOLE DIAMETER	SUGGESTED HOLE DEPTH
2 3/8"	3 1/2"	2 FEET
3 1/2"	4 1/2"	2 - 3 FEET
4 1/2"	6 1/2"	2 - 3 FEET
6 5/8"	8 1/2"	3 - 4 FEET



GENERAL PLACEMENT NOTES

DIG, AUGER OR PUNCH A HOLE TO THE DEPTH AND DIAMETER
AS INDICATED IN TABLE 1.
REST COTTMARKER ASSEMBLY ON TOP OF HOLE WITH PLASTIC
ANCHOR IN PLACE.
PUSH COTTMARKER ASSEMBLY TO BOTTOM OF HOLE.
ALIGN COTTMARKER STRAIGHT IN HOLE THEN BACKFILL AND TAMP EARTH

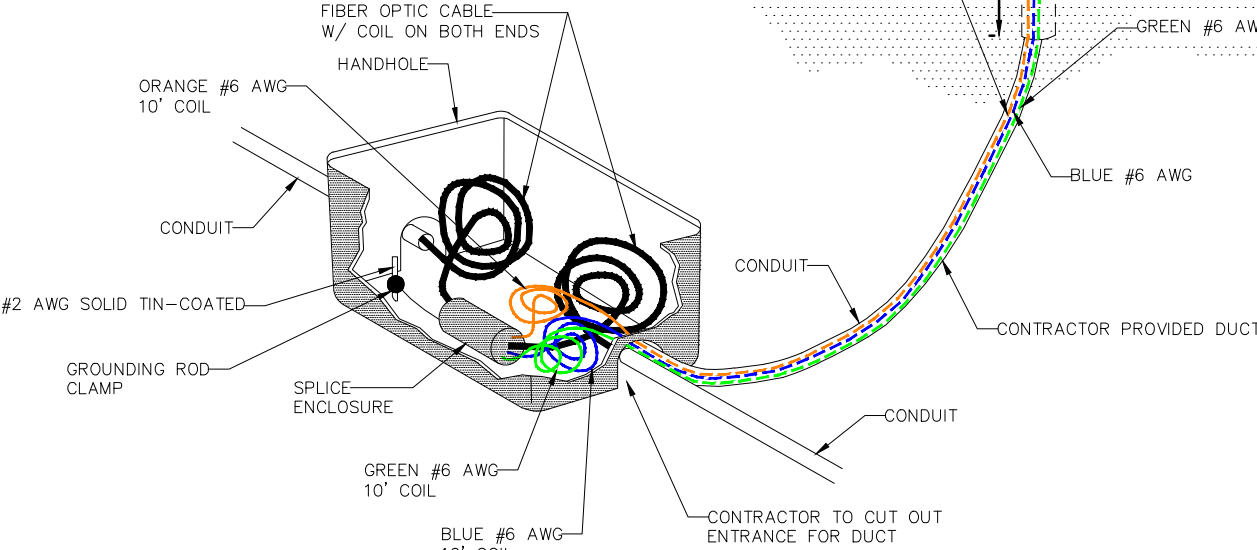
6' STEEL U-CHANNEL POST MAY BE PLACED
TO 4' DEPTH AND COTTMARKER PLACED OVER POST
AND SECURED WITH BOLT BELOW GRADE.

TYPICAL MARKER POST WITH TEST STATION

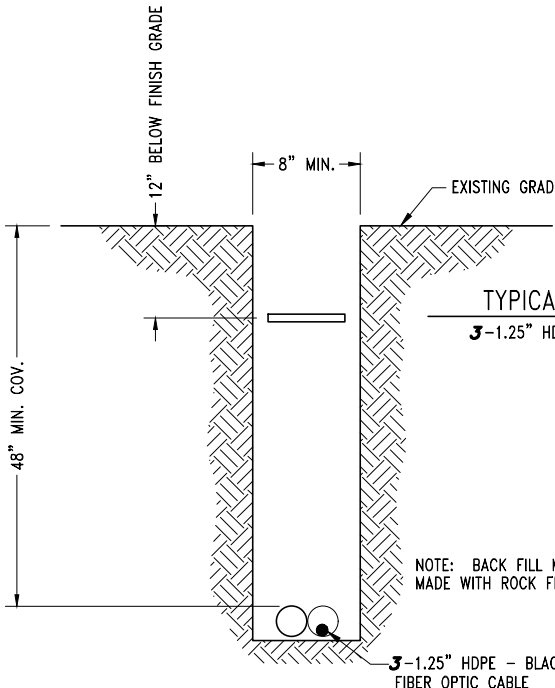
1. INSTALL SPLICE CLOSURE PER DIRECTIONS.
2. USE BULLET BONDS AND METAL BRAID TO CONNECT CABLE SHEATHS TO INTERNAL LUG.
3. CONNECT SHEATH TERMINATION KIT(S) WITH QUICK DISCONNECT TO THE EXTERIOR LUG(S) AND #6 WIRE (MARKED WITH BLUE OR ORANGE HEAT SHRINK) PER KIT DIRECTIONS. USE PROPER CRIMP DISCONNECT TO WIRE. NOOX ALL CONNECTIONS.
4. PRESSURE TEST THE CLOSURE TO HOLD 10 PSI AIR.
5. INSTALL GROUND ROD INSIDE THE VAULT ASSEMBLY AWAY FROM THE FIBER CABLE.
6. CLAMP #6 GREEN WIRE TO THE GROUND ROD NOOX ALL CONNECTIONS
7. RUN THE 3 (EAST, GROUND AND WEST) #6 WIRES THROUGH HDPE, INSIDE THE LEVEL(3) MARKER UP TO THE ACT ISOLATOR.
8. ATTACH THE SINGLE HOLE COMPRESSION LUGS TO #6 WIRES.
9. ATTACH THE #6 WIRES TO ACT ISOLATOR FOLLOWING THE DIRECTIONS INCLUDED WITH THE ISOLATOR. NOOX ALL CONNECTIONS.

NOTES:

1. GROUND WIRE SHALL BE #6 THIN STRANDED COPPER INSULATED & FURNISHED BY CONTRACTOR.
2. GROUND WIRE SHALL BE COLOR CODED (BLUE TO NORTH & EAST, ORANGE TO SOUTH & WEST, GREEN TO GROUND ROD).
3. CONTRACTOR SHALL FURNISH AND INSTALL GROUND ROD CLAMP, GROUND WIRE AND SINGLE HOLE COMPRESSION LUGS & DUCT FROM SIGN TO HH.
4. COIL 10' SLACK #6 BLUE, ORANGE AND GREEN GROUND WIRE
5. CONTRACTOR SHALL INSTALL WARNING SIGN.
6. GREENLEE K05-1GL, COMPRESSION LUG CRIMPING TOOL IS TO BE USED ON ALL COMPRESSION LUG INSTALLATIONS.

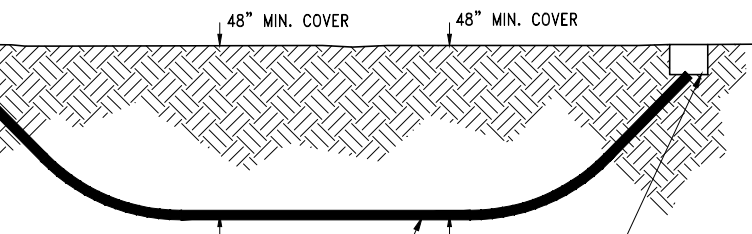


SPLICE WARNING SIGN INSTALLATION



TYPICAL TRENCH DETAIL

3-1.25" HDPE E/W FIBER OPTIC CABLE



TYPICAL DIRECTIONAL BORE

3-1.25" HDPE E/W FIBER OPTIC CABLE



NOTE: BACK FILL MUST BE
MADE WITH ROCK FREE MATERIAL

3-1.25" HDPE - BLACK & ORANGE E/W
FIBER OPTIC CABLE

NO.	DATE	ENG DESIGN	DRAFTING	REVISION #
3				AS-BUILT
2				REVISION # 1
1	5/28/25	SPM	APG	ORIGINAL

LUMEN®				
LUMEN ENGINEER: KIMBERLY SINGLETON 847-954-8366				
ENGINEERING FIRM: OLSSON				
PROJECT NUMBER: P-664623				
LOCATION: 1682 MINERAL SPRINGS RD MANHATTAN, KS 66502				
DRAWING NAME: LMN-074_P-664623_FRM 1682 Mineral Springs Rd_final.dwg				
CONFIDENTIAL/PROPRIETARY				

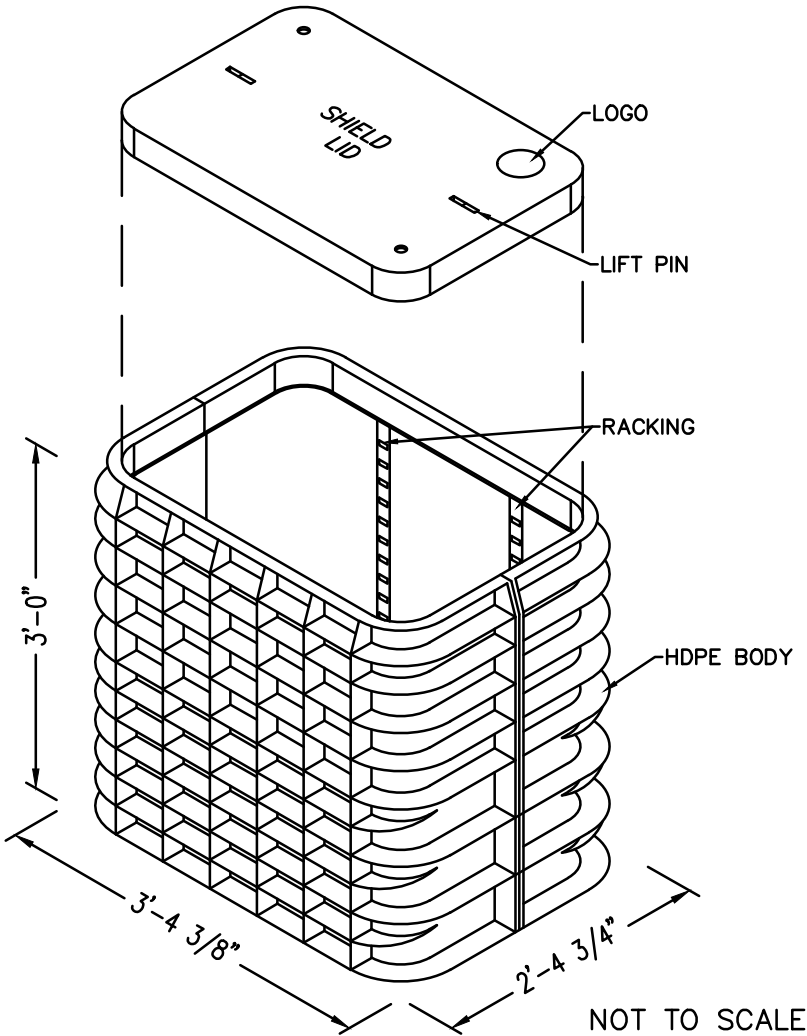
DWG: F:\2025\00001-00500\025-00011\lmm-074 frm 1682 mineral springs rd\40-design\AutoCAD\final plans\Sheets\EDN\LMN-074_P-664623_FRM 1682 Mineral Springs Rd_final.dwg
DATE: May 28, 2025 10:55am XREFS: LMN-074_P-664623_FRM 1682 Mineral Springs Rd_base USER: aguerrero

TYPICALS

DIMENSIONS			
	LENGTH	WIDTH	DEPTH
OUTSIDE	40 3/8"	28 3/4"	36"
INSIDE	34 3/8"	22 3/4"	36"

FEATURES	
COVER TYPE	SHIELD LID (NO RING)
COVER SECURITY	BOLT DOWN
RACKING	YES
LOAD RATING	ANSI / SCTE TIER 22

LUMEN #: 358071



TYPICAL DETAIL — #1

40.375X28.75X36 BOX & COVER ASSEMBLY

HDPE STRUCTURAL FOAM/SHIELD LID

CHANNELL’S SGLB ASSEMBLY

LUMEN #358071

CHANNELL – BULK436L072S



3				AS-BUILT
2				REVISION # 1
1	5/28/25	SPM	APG	ORIGINAL
NO.	DATE	ENG	DESIGN	DRAFTING
COMMENT				
LUMEN®				
LUMEN ENGINEER: KIMBERLY SINGLETON 847-954-8366				
ENGINEERING FIRM: OLSSON				
PROJECT NUMBER: P-664623				
LOCATION: 1682 MINERAL SPRINGS RD MANHATTAN, KS 66502				
DRAWING NAME: LMN-074_P-664623_FRM 1682 Mineral Springs Rd_final.dwg				
CONFIDENTIAL/PROPRIETARY				
SHEET: 6 OF 6				

DWG: F:\2025\00001-00500\025-00011\lmn-074_frm_1682_mineral_springs_rd\40-design\AutoCAD\final_plans\Sheets\EDN\LMN-074_P-664623_FRM_1682_Mineral_Springs_Rd_final.dwg
DATE: May 28, 2025 10:55am XREFS: LMN-074_P-664623_FRM_1682_Mineral_Springs_Rd_base USER: aguerrero

SITE PHOTOGRAPHS



DAMAGED HANDHOLE

1

4



7301 West 133rd Street, Suite 200
Overland Park, KS 66213-4750

TEL 913.381.1170
FAX 913.381.1174 www.olsson.com



3				AS-BUILT
2				REVISION # 1
1	5/28/25	SPM	APG	ORIGINAL
NO.	DATE	ENG DESIGN	DRAFTING	COMMENT
LUMEN®				
LUMEN ENGINEER: KIMBERLY SINGLETON 847-954-8366				
ENGINEERING FIRM: OLSSON				
PROJECT NUMBER: P-664623				
LOCATION: 1682 MINERAL SPRINGS RD MANHATTAN, KS 66502				
DRAWING NAME: LMN-074_P-664623_FRM 1682 Mineral Springs Rd_final.dwg				
CONFIDENTIAL/PROPRIETARY				SHEET: 7 OF 6

Attachment: 2025-006 K&W Underground-Mineral Springs Road (15943 : Highway Use Permit-2025-006 K&W Underground)

DWG: F:\2025\00001-00500\025-00011\lmm-074_frm_1682_mineral_springs_rd\40-design\AutoCAD\final_plans\Sheets\EDN\LMN-074_P-664623_FRM_1682_Mineral_Springs_Rd_final.dwg
DATE: May 28, 2025 10:55am XREFS: LMN-074_P-664623_FRM_1682_Mineral_Springs_Rd_base

USER: aguerrero

Total Underground Rate Card			
Unit Code & Description	Units	Estimated Quantity	Actual Quantity
DIG & EXPOSE EXIST FACILITY	CUYD	5	
HH 24x36x36in	EACH	1	
MARKER POST	EACH	1	
PERMIT FEE	EACH	1	
RMV HH	EACH	1	
TRAFFIC CONTROL - 3rd PARTY	EACH	1	

Total Material Rate Card			
Unit Code & Description	Units	Estimated Quantity	Actual Quantity
HH 24x36x36 SPLIT LID	EACH	1	
MARKER POST w/TEST STATION	EACH	1	



7301 West 133rd Street, Suite 200
Overland Park, KS 66213-4750

TEL 913.381.1170
FAX 913.381.1174
www.olsson.com



3				AS-BUILT	
2				REVISION # 1	
1	5/28/25	SPM	APG	ORIGINAL	
NO.	DATE	ENG	DESIGN	DRAFTING	COMMENT
LUMEN®					
LUMEN ENGINEER: KIMBERLY SINGLETON 847-954-8366					
ENGINEERING FIRM: OLSSON					
PROJECT NUMBER: P-664623					
LOCATION: 1682 MINERAL SPRINGS RD MANHATTAN, KS 66502					
DRAWING NAME: LMN-074_P-664623_FRM 1682 Mineral Springs Rd_final.dwg					
CONFIDENTIAL/PROPRIETARY					SHEET: 8 OF 6



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
6/10/2025

4.a

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Hub International Mid-America 9200 Ward Pkwy Suite 500 Kansas City MO 64114	CONTACT NAME: Certificate Department PHONE (A/C, No, Ext): 816-708-4600 E-MAIL ADDRESS: ksmo.certificates@hubinternational.com FAX (A/C, No): 816-203-4425
INSURED K & W Underground, Inc. 15608 S Keeler Terr Olathe KS 66062	INSURER(S) AFFORDING COVERAGE INSURER A : The Travelers Indemnity Company of America INSURER B : Travelers Property Casualty Company of America INSURER C : Horizon Midwest Casualty INSURER D : INSURER E : INSURER F :

COVERAGES

CERTIFICATE NUMBER: 1777863373

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☒ PRO-JECT ☐ LOC OTHER:			DT-CO-2T819189-TIA-25	4/28/2025	4/28/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	☒ AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY			810-2T816396-25-26-G	4/28/2025	4/28/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE DED ☒ RETENTION \$ 10,000			CUP-2T851743-25-26	4/28/2025	4/28/2026	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000 \$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	☐ Y ☒ N	N/A	WC300-0005076-2025A	4/28/2025	4/28/2026	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION

Riley County
6215 Tuttle Creek Blvd.
Manhattan KS 66503

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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**COUNTY CLERK &
ELECTIONS**
Tax Roll Correction

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

COMMISSION AGENDA REPORT

FROM: Joe Godown
MEETING: June 23, 2025
SUBJECT: Sign a 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:

- 06-23-25 tax roll corrections (PDF)

TAX ROLL CORRECTION
REAL ESTATE

Printed by JGODOWN 2025/06/17

5.a

Taxpayer ID TARG0001
Owner ID TARG0001

Control # 2025000222

Tax Year 2021
Tract # 189002

TARGET CORPORATION
ATTN: PROP TAX DEPT T-1821
PO BOX 9456
MINNEAPOLIS, MN 55440-9456

CAMA # 216-24-0-20-02-001-00-0-01
TU 2 Manhattan City
Parcel 60510
USD 383

SETH CHILD COMMONS
LOT 2 & LOT 8
Property Address 800 COMMONS PL

APPRAISER SECTION (Value) 2025/06/17 JGODOWN APPROVED

Appraised Prior to Correction:				Appraised After Correction:				Net Change
CL	Land	Imp	Total	CL	Land	Imp	Total	
CU	3280000	6420000	9700000	CU	3280000	5720000	9000000	700000-
Total	3280000	6420000	9700000	Total	3280000	5720000	9000000	700000-
Assessed Prior to Correction:				Assessed After Correction:				Net Change
CU				CU				
CU	820000	1605000	2425000	CU	820000	1430000	2250000	175000-
Total	820000	1605000	2425000	Total	820000	1430000	2250000	175000-
SB41				SB41				

CLERK SECTION (Tax)				2025/06/17 JGODOWN ORDER PRINTED	
Tax Prior to Correction:				Net Change	
Levy 157.46100	Gen Tax	381842.94	Levy 157.46100	Gen Tax	354287.26
	SB41 \$			SB41 \$	
SB41 Tax Dollars		381842.94	SB41 Tax Dollars		354287.26

TREASURER SECTION (Summary)				Type of Correction DECREASE	
Net Change in Assessed Value (no SB41 influence)				Correction Code	CO C.O.T.A./OTHER
Applicable Mill Levy				Tax Statement #	28970
Net Change in Levied Tax Dollars				Comments	BOTA Order Docket No.
Net Change in SB41 Exemption				2021-1440-EQ	
Net Change in Total Tax Dollars				Owner TARG0001	
				TARGET CORPORATION	

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

Approved by Commission:

Attest by County Clerk:

Attachment: 06-23-25 tax roll corrections (15949 : Tax Roll Corrections)

TAX ROLL CORRECTION
REAL ESTATE

Printed by JGODOWN 2025/06/17

5.a

Taxpayer ID TARG0001
Owner ID TARG0001

Control # 2025000223

Tax Year 2022
Tract # 189002

TARGET CORPORATION
ATTN: PROP TAX DEPT T-1821
PO BOX 9456
MINNEAPOLIS, MN 55440-9456

CAMA # 216-24-0-20-02-001-00-0-01
TU 2 Manhattan City
Parcel 60510
USD 383

SETH CHILD COMMONS
LOT 2 & LOT 8
Property Address 800 COMMONS PL

APPRAISER SECTION (Value) 2025/06/17 JGODOWN APPROVED

Appraised Prior to Correction:				Appraised After Correction:				Net Change
CL	Land	Imp	Total	CL	Land	Imp	Total	
CU	3280000	6420000	9700000	CU	3280000	5720000	9000000	700000-
Total	3280000	6420000	9700000	Total	3280000	5720000	9000000	700000-
Assessed Prior to Correction:				Assessed After Correction:				Net Change
CU				CU				
CU	820000	1605000	2425000	CU	820000	1430000	2250000	175000-
Total	820000	1605000	2425000	Total	820000	1430000	2250000	175000-
SB41				SB41				

CLERK SECTION (Tax)				2025/06/17 JGODOWN ORDER PRINTED	
Tax Prior to Correction:				Net Change	
Levy 156.46900	Gen Tax	379437.34	Levy 156.46900	Gen Tax	352055.26
	SB41 \$			SB41 \$	
SB41 Tax Dollars		379437.34	SB41 Tax Dollars		352055.26
					27382.08-

TREASURER SECTION (Summary)				Type of Correction DECREASE	
Net Change in Assessed Value (no SB41 influence)				Correction Code	CO C.O.T.A./OTHER
Applicable Mill Levy				Tax Statement #	29026
Net Change in Levied Tax Dollars				Comments	BOTA Order Docket No.
Net Change in SB41 Exemption					2022-2157-EQ
Net Change in Total Tax Dollars				Owner	TARG0001
					TARGET CORPORATION

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

Approved by Commission:

Attest by County Clerk:

Attachment: 06-23-25 tax roll corrections (15949 : Tax Roll Corrections)

TAX ROLL CORRECTION
REAL ESTATE

Printed by JGODOWN 2025/06/17

5.a

Taxpayer ID TARG0001
Owner ID TARG0001

Control # 2025000224

Tax Year 2023
Tract # 189002

TARGET CORPORATION
ATTN: PROP TAX DEPT T-1821
PO BOX 9456

CAMA # 216-24-0-20-02-001-00-0-01

SETH CHILD COMMONS
LOT 2 & LOT 8

TU 2 Manhattan City
Parcel 60510
USD 383

Property Address 800 COMMONS PL

MINNEAPOLIS, MN 55440-9456

APPRAISER SECTION (Value) 2025/06/17 JGODOWN APPROVED

Appraised Prior to Correction:

CL	Land	Imp	Total
CU	3280000	6420000	9700000

Total	3280000	6420000	9700000
-------	---------	---------	---------

Assessed Prior to Correction:

CU	820000	1605000	2425000
----	--------	---------	---------

Total	820000	1605000	2425000
SB41			

Appraised After Correction:

CL	Land	Imp	Total
CU	3280000	5720000	9000000

Total	3280000	5720000	9000000
-------	---------	---------	---------

Assessed After Correction:

CU	820000	1430000	2250000
----	--------	---------	---------

Total	820000	1430000	2250000
SB41			

Net Change	700000-
------------	---------

Net Change	175000-
------------	---------

Total	175000-
SB41	

Tax Prior to Correction:

Levy 150.37500	Gen Tax	364659.38
SB41 Tax Dollars	SB41 \$	364659.38

Tax After Correction:

Levy 150.37500	Gen Tax	338343.76
SB41 Tax Dollars	SB41 \$	338343.76

2025/06/17 JGODOWN ORDER PRINTED

Net Change	26315.62-
------------	-----------

TREASURER SECTION (Summary)

Net Change in Assessed Value
(no SB41 influence)

Applicable Mill Levy	150.37500
Net Change in Levied Tax Dollars	26315.62-

Net Change in SB41 Exemption

Type of Correction DECREASE

Correction Code CO C.O.T.A./OTHER Rate 7.00%

Tax Statement # 29060

Comments BOTA Order Docket No.

2023-2295-EQ

Owner TARG0001

TARGET CORPORATION

Net Change in Total Tax Dollars	26315.62-
---------------------------------	-----------

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: 06-23-25 tax roll corrections (15949 : Tax Roll Corrections)

TAX ROLL CORRECTION
REAL ESTATE

Printed by JGODOWN 2025/06/17

5.a

Taxpayer ID TARG0001
Owner ID TARG0001

Control # 2025000225

Tax Year 2024
Tract # 189002

TARGET CORPORATION
ATTN: PROP TAX DEPT T-1821
PO BOX 9456
MINNEAPOLIS, MN 55440-9456

CAMA # 216-24-0-20-02-001-00-0-01
TU 2 Manhattan City
Parcel 60510
USD 383

SETH CHILD COMMONS
LOT 2 & LOT 8
Property Address 800 COMMONS PL

APPRAISER SECTION (Value) 2025/06/17 JGODOWN APPROVED

Appraised Prior to Correction:

CL	Land	Imp	Total
CU	3280000	6420000	9700000

Total	3280000	6420000	9700000
-------	---------	---------	---------

Assessed Prior to Correction:

CU	820000	1605000	2425000
----	--------	---------	---------

Total	820000	1605000	2425000
SB41			

Appraised After Correction:

CL	Land	Imp	Total
CU	3280000	5720000	9000000

Total	3280000	5720000	9000000
-------	---------	---------	---------

Assessed After Correction:

CU	820000	1430000	2250000
----	--------	---------	---------

Total	820000	1430000	2250000
SB41			

Net Change	700000-
------------	---------

Net Change	700000-
------------	---------

Net Change	175000-
------------	---------

Total	175000-
SB41	

CLERK SECTION (Tax)

2025/06/17 JGODOWN ORDER PRINTED

Tax Prior to Correction:

Levy 152.66600	Gen Tax	370215.06
----------------	---------	-----------

SB41 Tax Dollars		370215.06
------------------	-------	-----------

Tax After Correction:

Levy 152.66600	Gen Tax	343498.50
----------------	---------	-----------

SB41 Tax Dollars		343498.50
------------------	-------	-----------

Net Change

Net Change	26716.56-
------------	-----------

Net Change	26716.56-
------------	-----------

TREASURER SECTION (Summary)

Net Change in Assessed Value
(no SB41 influence)

Applicable Mill Levy	152.66600
----------------------	-----------

Net Change in Levied Tax Dollars	26716.56-
----------------------------------	-----------

Net Change in SB41 Exemption

Type of Correction DECREASE

Correction Code CO C.O.T.A./OTHER Rate 7.00%

Tax Statement # 29235

Comments BOTA Order Docket No.

2024-1203-EQ

Owner TARG0001

TARGET CORPORATION

Net Change in Total Tax Dollars	26716.56-
---------------------------------	-----------

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: 06-23-25 tax roll corrections (15949 : 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 23, 2025

SUBJECT: Sign Riley County Employee Action Form(s)

PRESENTER: Elizabeth Ward, Human Resources Director

Enclosures:

- 2025-06 BMoore EAF (DOCX)
- 2025-06 CJewett EAF (DOCX)

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Ben Moore**Status Change Date:** 06/26/2025**Status Change:** New Hire**Date of Hire:** 06/26/2025**Seniority:** 0 Year(s), 0 Month(s)**Position:** Volunteer Firefighter**Position Type:** As Needed**Pay Range:** TASND**Pay Type:** Stipend**Base Rate:** \$0.00**Annualized Pay:** \$0.00**Funds Codes:** 183- Fire District #1/ 183- Fire District #1**Supervisor:** Jake Konrardy**Department Head:** Russel Stukey

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2025-06 BMoore EAF (15941 : Employee Action Form (Green Sheet))

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Conner Jewett**Status Change Date:** 06/11/2025**Status Change:** Separation**Date of Hire:** 09/29/2023**Seniority:** 1 Year(s), 8 Month(s)**Position:** Volunteer Firefighter**Position Type:** As Needed**Pay Range:** TASND**Pay Type:** Stipend**Base Rate:** \$0.00**Annualized Pay:** \$0.00**Funds Codes:** 183- Fire District #1/ 183- Fire District #1**Supervisor:** Jake Konrardy**Department Head:** Russel Stukekey

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2025-06 CJewett EAF (15941 : Employee Action Form (Green Sheet))



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
June 26, 2025**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Member](#)

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

1. Approve payroll/accounts payables (when completed)

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Barry Wilkerson, Attorney

2. Staff update

9:15 AM

Bob Isaac, Planner

3. Public hearing for a request for rezone and plat for Western Shores Acres Subdivision Unit Four

9:35 AM

Cory Meyer, IT/GIS Director

4. Staff update

9:50 AM

Jessie Hubbard, Administrative Assistant II

5. Bid opening for SUV

10:05 AM

Jacob Hansen, Interim County Counselor

6. Administrative Work Session

10:25 AM

Jacob Hansen, Interim County Counselor

7. Public hearing for Peterson Ranch Street

Attachment: 06-26-25 tentative agenda (15830 : Tentative Agenda)

10:40 AM Vivienne Leyva, PIO

8. PIO update

11:15 AM Brittany Phillips, Budget and Finance Officer

9. Budget Work Session

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: 06-26-25 tentative agenda (15830 : Tentative Agenda)



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
June 30, 2025**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Member](#)

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

1. Bid recommendation for SUV for Community Corrections

Review Minutes

Press Conference Topics

Review Tentative Agenda

9:00 AM

Jacob Hansen, Interim County Counselor

2. Administrative Work Session

9:20 AM

Break

9:30 AM

Press Conference

9:40 AM

Amanda Webb, Planning/Special Projects Director

3. Wastewater system

11:15 AM

Brittany Phillips, Budget and Finance Officer

4. Budget Work Session

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.



EXTENSION
Staff Update

Daniel Skucius
County Extension Director
110 Courthouse Plaza
Manhattan, KS 66502
Phone: 785-537-6350

STAFF REPORT

FROM: Daniel Skucius, Extension Director

MEETING: June 23, 2025

SUBJECT: Extension staff update

PRESENTER: Daniel Skucius, Extension Director and Lindsay Shorter, AGNR Agent

General Update: Daniel Skucius will be introducing Lindsay Shorter to the commission. Lindsay is our new Agriculture and Natural Resources agent for Riley County. She will be taking a few minutes to introduce herself and her background.

K-State Research and Extension news release

Lindsay Shorter, Riley County Extension Agent

Lindsay Shorter began serving as the Riley County agriculture and natural resources extension agent on June 9. Riley County's extension office is in Manhattan, Kansas.

Shorter earned her bachelor's degree in agribusiness from Kansas State University. She has most recently been employed as the grassland conservation marketing manager for Playa Lakes Joint Venture in Gage, Oklahoma.

Agriculture and natural resources agents develop and deliver educational programming related, but not limited, to agronomic and livestock production; agricultural economics; management and public policy; horticultural production and management; natural resources conservation; and environmental stewardship.

More information about K-State Research and Extension - Riley County is available online at riley.k-state.edu. Contact Lindsay Shorter via email at lindsayshorter@ksu.edu.

Enclosures:



Planning & Development
Public Hearing

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

RESOLUTION

FROM: Bob Isaac, Planner

MEETING: June 23, 2025

SUBJECT: Replat Lots 39A, 39B, 40A, and 40B of Sam N. Rogers Subdivision into a single lot.

PRESENTER: Bob Isaac, Planner

BACKGROUND

See staff report.

DISCUSSION

See staff report.

FISCAL IMPACT

None is anticipated

ALTERNATIVES

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

RECOMMENDATION(S)

On June 12, 2025, the Manhattan Urban Area Planning Board heard the request and approved the Final plat of Thomas Addition Unit 1, a replat Lots 39A, 39B, 40A, and 40B of Sam N. Rogers

Subdivision into a single lot, as it was determined that it met the minimum requirements of Riley County Land Development Regulations and Articles 26-5, 26-8 and 26-9 of the Manhattan Development Code.

STAFF RECOMMENDATION:

Staff recommends that the Board of County Commissioners acknowledge the approved Final Plat of Thomas Addition Unit 1, a replat Lots 39A, 39B, 40A, and 40B of Sam N. Rogers Subdivision into a single lot, as it was determined that it meets the minimum requirements of Riley County Land Development Regulations and Articles 26-5, 26-8 and 26-9 of the Manhattan Development Code.

POSSIBLE MOTION(S)

ACTION NEEDED FOR PLAT:

A. Motion to approve Resolution 062325-___ acknowledging the approved Final Plat of Thomas Addition Unit 1, a replat Lots 39A, 39B, 40A, and 40B of Sam N. Rogers Subdivision, into a single lot, and accept any easements, rights-of-way or licenses, as shown to be dedicated on the Final Plat, as it was determined that it meets the requirements of the Riley County Land Development Regulations and Articles 26-5, 26-8 and 26-9 of the Manhattan Development Code.

Or

B. Motion to sign Resolution 062325-___ denying acceptance of any rights-of-way, easements, licenses as shown to be dedicated on the Final Plat of Thomas Addition Unit 1, a replat Lots 39A, 39B, 40A, and 40B of Sam N. Rogers Subdivision, as it has been determined that it does not meet the requirements of the Riley County Land Development Regulations and/or Articles 26-5, 26-8 and 26-9 of the Manhattan Development Code.

Enclosures:

- Staff Report BOCC (PDF)
- MUAPB Minutes (PDF)
- Resolution (PDF)



PLANNING & DEVELOPMENT

STAFF REPORT

Replat

PETITION: #25-020

APPLICANT: Tim Thomas
2909 College Avenue
Manhattan, KS. 66502

PROPERTY OWNER: Timothy E. & Patricia C. Thomas
2909 College Avenue
Manhattan, KS. 66502

REQUEST: Replat Lots 39A, 39B, 40A, and 40B of Sam N. Rogers Subdivision into a single lot.

SIZE OF TRACT: The subject site is approximately 2.0 acres.

LOCATION: Generally located approximately 580 feet north of Marlatt Avenue, on the west side of College Avenue; Section 36, Township 9 South, Range 7 East; Manhattan Township.

JURISDICTION: This application is subject to the requirements of the Riley County Land Development Regulations and Articles 26-5, 26-8 and 26-9 of the Manhattan Development Code.



BACKGROUND: The subject property was platted as Lots 39A, 39B, 40A, and 40B of Sam N. Rogers Subdivision in December 1957, and is assessed, in its entirety, as a single parcel. The site is developed with a single-family dwelling built circa 1961. The applicant wishes to construct an accessory structure (garage); however, the Riley County Land Development Regulations require that accessory structures be built on the lot or tract occupied by the principal structure (house). Essentially, the replat allows for that to occur.

DESCRIPTION:

Physical site characteristics: The subject site is developed with a single family residence and one small outbuilding (see background). The majority of the site is relatively flat grassland, with several mature trees lining the west and south boundaries, as well as the house itself.



Figure 1. Site

General character of the area: The general character of the area is a mix of developed and undeveloped urban-sized residential lots.

SUITABILITY OF ZONING:

Zoning History: The property was zoned A-1 (Single Family Residential) during the 1974 zoning conversion process (Pet. #21). The name of the zoning district was changed to SF-1 (Single Family Residential) in May 2012. The name of the zoning district was again changed to SF-2 (Single Family Residential) in January 2022 with the adoption of the Riley County Land Development Regulations.

Current Zoning: The subject property is currently zoned SF-2 (Single Family Residential). There are no variances, special uses or conditional uses associated with the site.

SURROUNDING ZONING/LAND USE		
	ADJACENT ZONING	LAND USE
NORTH	SF-2 (Single Family Residential)	residential
SOUTH	SF-2 (Single Family Residential)	residential
EAST	U (University District)	KSU Livestock Unit
WEST	SF-2 (Single Family Residential)	residential

POTENTIAL IMPACT:

Public Facilities and Services:

Streets and bridges: Proposed Lot 1 will become a double frontage lot, with existing access to College Avenue, a paved two-lane, local road, to the east and unimproved Alecia Drive to the south. Both streets are maintained by the township. No new entrances are being proposed at this time.

Water and sewer: Proposed Lot 1 is connected to central water and has an on-site septic system. Although an existing situation, the home is located on Lot 40B while the septic/lateral system is located on Lot 39B. Although both lots are under the same ownership, the Sanitary Code prohibits the installation of a system across a property line. Replatting all four lots together will bring the property into compliance with the area requirements and separation distance requirements of the Sanitary Code.

Fire: Riley County Fire District #1 will serve the site. The nearest County fire station is the Tuttle Creek Fire Station, located at 4120 Highway 13. The subject site is located within five (5) road miles of a fire station with a very good ISO rating of 5 (within 1000 feet of a fire hydrant).

Effect on public facilities and services: It is not anticipated that replatting the subject property will have a detrimental impact on public facilities or services. The request is for existing development, with no new development being proposed.

CONFORMANCE TO THE LAND USE PLAN:

The request was reviewed with the 2015 Manhattan Urban Area Comprehensive Plan. The subject site is located within the Northwest planning area (see Figure 2 - Land Use Map (northwest quadrant)).

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

The Future Land Use map indicates that the subject site is projected for low to medium density residential use. The request to replat the property reflects the current use of the subject site and surrounding property. The land use of the property will remain single-family residential.

Staff analysis: The request is in conformance with the Future Land Use Map and allows the existing use of the property to continue.

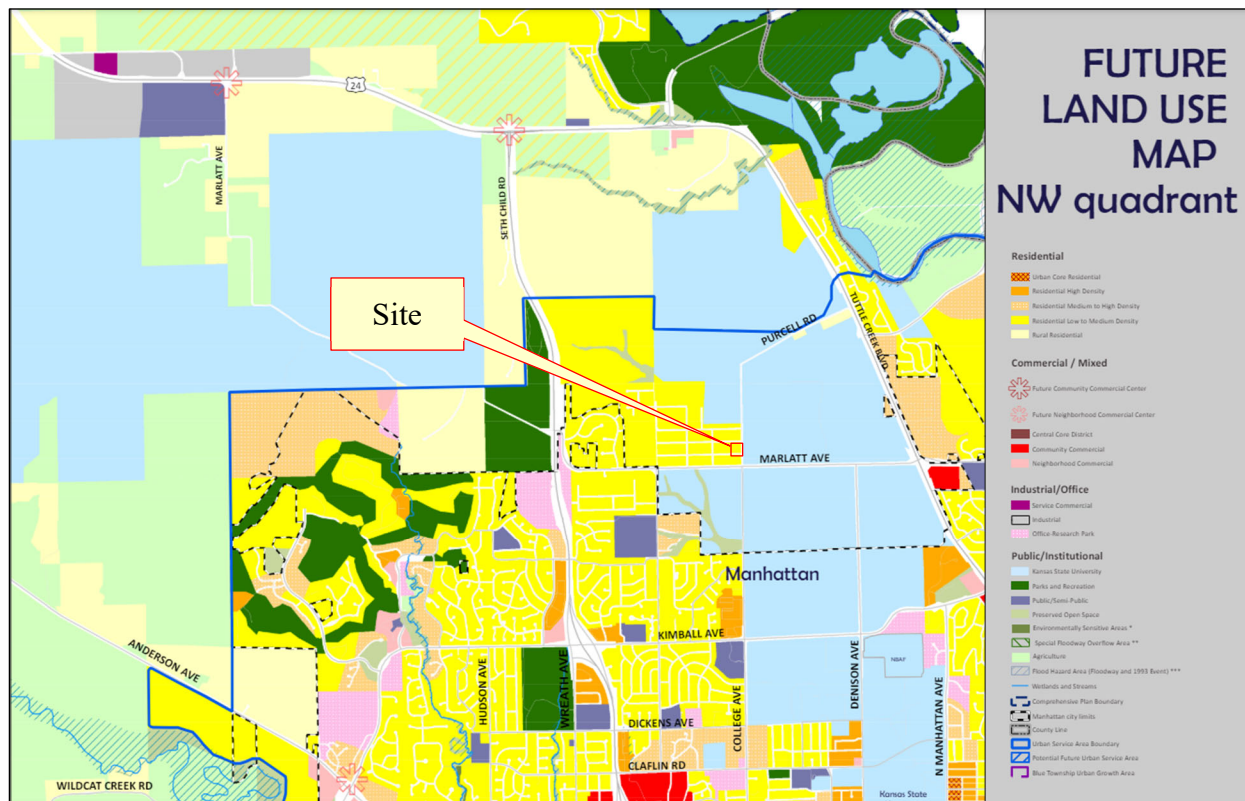


Figure 2. Land Use Map (northwest)

RILEY COUNTY ZONING REGULATIONS:

Agricultural Buffer: N/A

Riparian Buffer: N/A

Stormwater Drainage Analysis: The County Engineer has waived the requirement for this request.

Traffic Impact Analysis: The County Engineer has waived the requirement for this request.

MANHATTAN DEVELOPMENT CODE:

Sec. 26-5B-3 of the Manhattan Development Code states:

“Avoid creating double-frontage lots to the maximum extent practicable. Where found to be essential to separate residential development from street right-of-way or to overcome topographic constraints.”

The applicant has submitted a deviation request from the requirements of the above standards for the following reasons:

1. Public Interest: Although the subject property is located in an area consisting historically of residential uses, the property has not had any sidewalk construction in the past. The property is located in an area that has no pedestrian connectivity and there is currently no immediate proposed improvements planned to provide the ability to connect.
2. Unique Characteristics: The Riley County Sanitary Code requires sanitary sewer systems to be located on the same lot as the principal building (home). The home and septic/lateral system are located on separate lots. Also, the Riley County Land

Development Regulations require accessory structures to be located on the same lot as the principal structure (home). The applicant wishes to construct a garage/shop; however, the home takes up most of Lot 40B which makes it difficult to construct the garage/shop on the same lot. Thus, by replatting the lots together, the applicant will be able to construct the garage/shop.

3. **Unnecessary Hardship:** If the deviation is not approved, the applicant will be unable to replat the four lots into one; the homesite will continue to be out of compliance with the Riley County Sanitary Code's setback requirements; and the applicant will be unable to build the proposed accessory structure to serve the home.

Section 26-5C-4 of the Manhattan Development Code states:

"Sidewalks are required with street improvements in all subdivisions and on all building sites within the Manhattan Urban Service Area."

The applicant has submitted a deviation request from the requirements of the sidewalk standards for the following reasons:

1. **Public Interest:** The subject property is located in a subdivision platted in 1959. The property, including all of the neighborhood, has not had any sidewalk construction in the past. The property is located in an area that has no pedestrian connectivity and there is currently no immediate proposed improvements planned to provide the ability to connect.
2. **Unique Characteristics:** A sidewalk in this location will not provide any public benefit as the *Continuity and Connectivity* does not exist in this area of the community.

COMMENTS AND CONCERNS:

ENVIRONMENTAL HEALTH: The Riley County Environmental Health Specialist has reviewed the request and reported that the site is in compliance with Riley County Sanitary Code. He stated that the septic tank was pumped within last 5 years on 3/18/25 with no issues reported.

COUNTY ENGINEER: The County Engineer and Public Works have reviewed the request and reported that Public Works approves of this replat; no traffic or drainage study needed.

EMERGENCY MANAGEMENT: Riley County Rural Fire has reviewed the request and reported no issues.

TOWNSHIP TRUSTEE: A Development Review Memo was sent to the Manhattan Township trustee; no response has been received by this office.

MANHATTAN URBAN AREA PLANNING BOARD

On June 12, 2025, the Manhattan Urban Area Planning Board heard the request and approved the Final plat of Thomas Addition Unit 1, a replat Lots 39A, 39B, 40A, and 40B of Sam N. Rogers Subdivision into a single lot, as it was determined that it met the minimum requirements of Riley County Land Development Regulations and Articles 26-5, 26-8 and 26-9 of the Manhattan Development Code.

STAFF RECOMMENDATIONS:

Staff recommends that the Board of County Commissioners acknowledge the approved Final Plat of Thomas Addition Unit 1, a replat Lots 39A, 39B, 40A, and 40B of Sam N. Rogers

Subdivision into a single lot, as it was determined that it meets the minimum requirements of Riley County Land Development Regulations and Articles 26-5, 26-8 and 26-9 of the Manhattan Development Code.

ACTION NEEDED FOR PLAT:

A. Motion to approve Resolution 062325-___ acknowledging the approved Final Plat of Thomas Addition Unit 1, a replat Lots 39A, 39B, 40A, and 40B of Sam N. Rogers Subdivision, into a single lot, and accept any easements, rights-of-way or licenses, as shown to be dedicated on the Final Plat, as it was determined that it meets the requirements of the Riley County Land Development Regulations and Articles 26-5, 26-8 and 26-9 of the Manhattan Development Code.

Or

B. Motion to sign Resolution 062325-___ denying acceptance of any rights-of-way, easements, licenses as shown to be dedicated on the Final Plat of Thomas Addition Unit 1, a replat Lots 39A, 39B, 40A, and 40B of Sam N. Rogers Subdivision, as it has been determined that it does not meet the requirements of the Riley County Land Development Regulations and/or Articles 26-5, 26-8 and 26-9 of the Manhattan Development Code.

ATTACHMENTS:

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

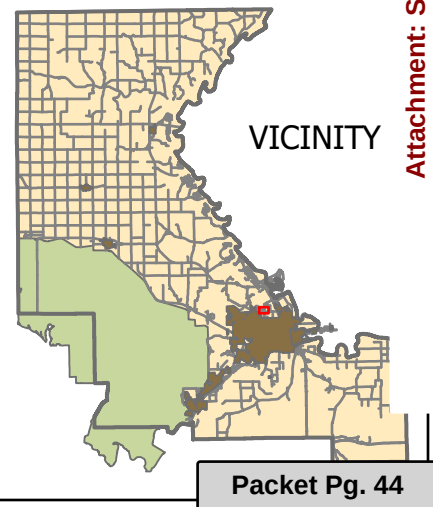
Prepared by: Bob Isaac, Planner
June 13, 2025



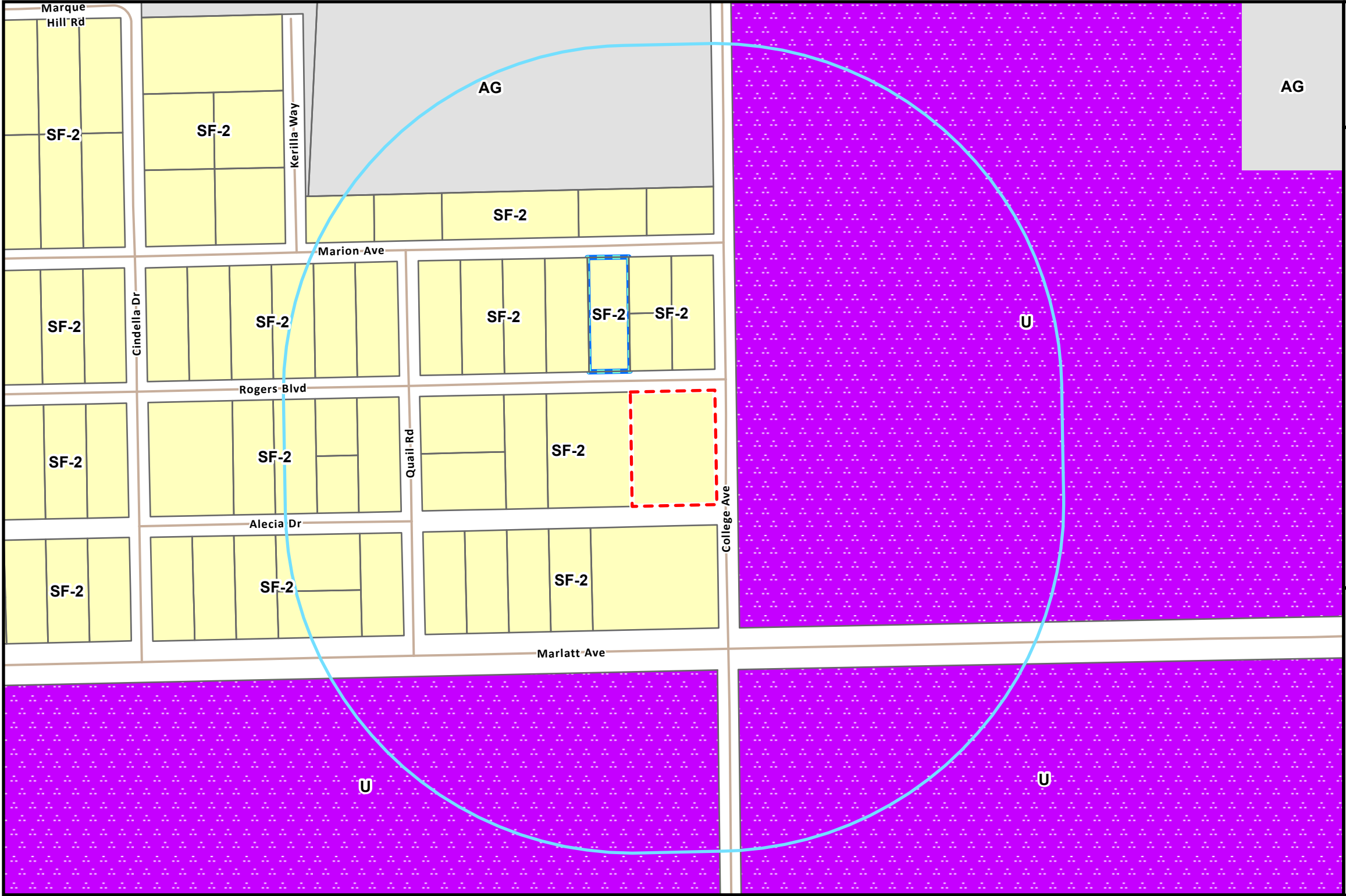
VICINITY AND SITE

Thomas
#25-020
Replat
Thomas Addition Unit 1
36-9-7

 1000' Buffer
 Site



Attachment: Staff Report BOCC (15945 : Thomas Addition Unit One)



SURROUNDING ZONING

Thomas
#25-020
Replat
Thomas Addition Unit 1
36-9-7

1000' Buffer
Site

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

Attachment: Staff Report BOCC (15945 : Thomas Addition Unit One)



FIRE STATIONS

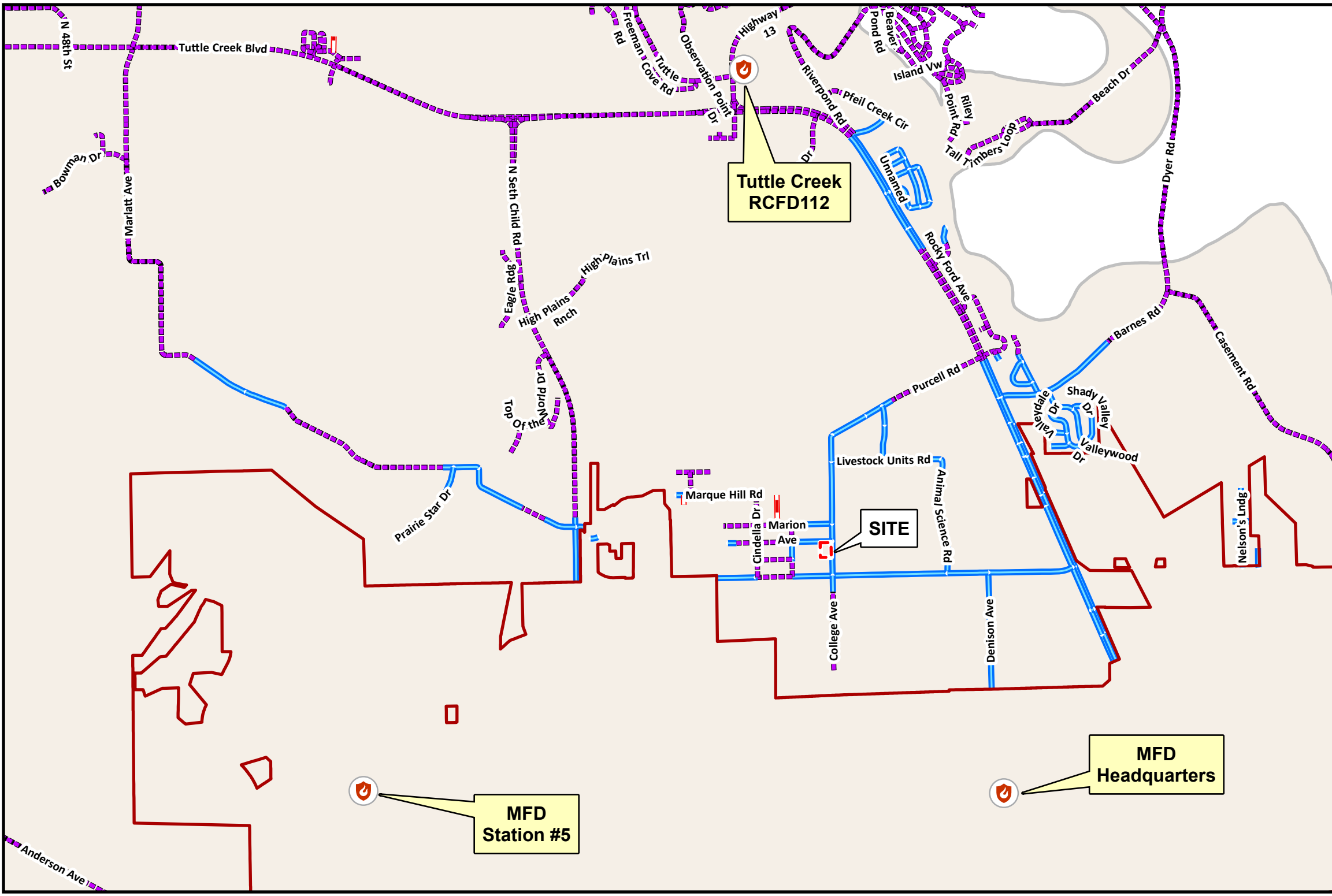
Thomas
#25-020
Replat
Thomas Addition Unit 1
36-9-7

 Fire Stations

ISO Rating

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

Attachment: Staff Report BOCC (15945 : Thomas Addition Unit One)



PROGRESS DOCUMENT
FOR REFERENCE ONLY

DESCRIPTION:

Lots 39A, 39B, 40A and 40B, in Sam N. Rogers Subdivision, Riley County, Kansas.

Subject to easements and restrictions of record.

OWNER'S CERTIFICATE

STATE OF KANSAS) SS
COUNTY OF RILEY)

This is to certify that the undersigned is/are the owner(s) of the land hereon described on this plat, and that said owner(s) has/have caused the same to be surveyed and subdivided as indicated thereon, for the uses and purposes herein set forth, and does hereby acknowledge and adopt the same under style and title indicated.

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

Given under my hand at _____, Kansas this _____ day of _____, 2025.

TIMOTHY E. THOMAS

PATRICIA C. THOMAS

NOTARY CERTIFICATE

STATE OF KANSAS) SS
COUNTY OF RILEY)

BE IT REMEMBERED, that on this _____ day of _____ A.D. 2025, before me, the undersigned, a notary public in and for the County and State aforesaid, came

Timothy E. & Patricia C. Thomas, Husband and Wife

personally known to me to be the same persons who executed the foregoing Owner's Certificate, and duly acknowledged their execution of the same.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my notarial seal on the day and year last above written.

Notary Public

My appointment expires: _____

CERTIFICATE OF THE COUNTY COMMISSION

STATE OF KANSAS) SS
COUNTY OF RILEY)

Approved this _____ day of _____, 2025.

Board of Commissioners, Riley County, Kansas.

Chairperson

Commissioner

Commissioner

Attest: County Clerk

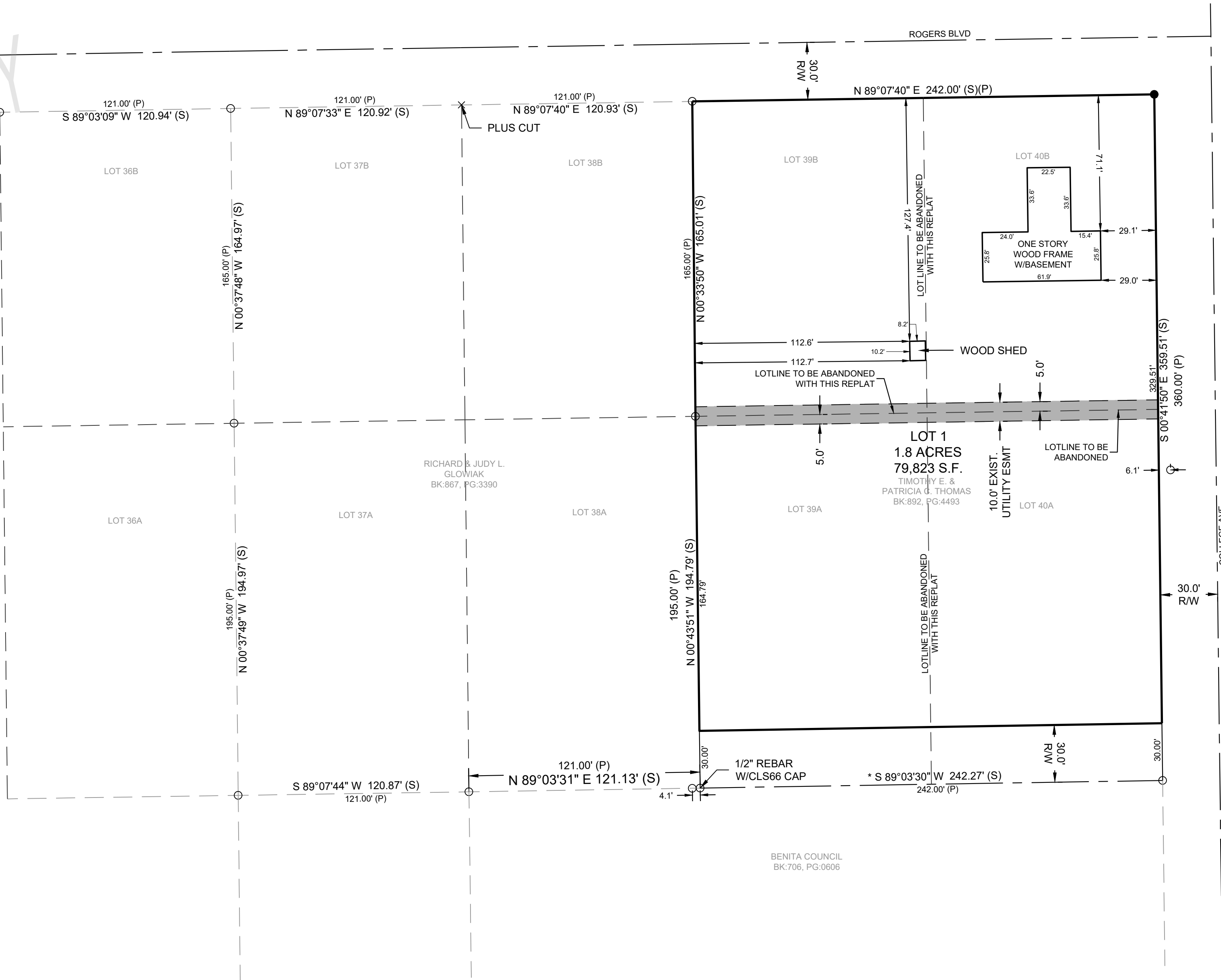
RILEY COUNTY PLAT REVIEW SURVEYOR SIGNATURE BLOCK

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

Approved: _____

License Number: _____

Date: _____



APPROVAL OF COUNTY OFFICERS

STATE OF KANSAS) SS
COUNTY OF RILEY)

County Engineer

County Counselor

Environmental Health

SURVEYOR'S CERTIFICATE

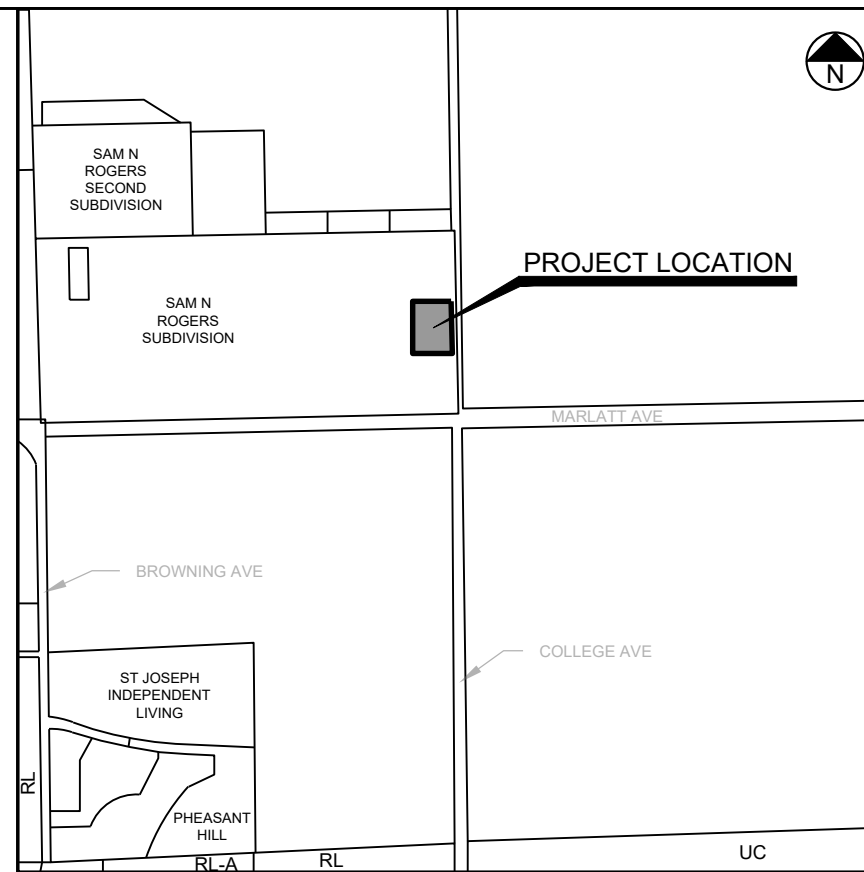
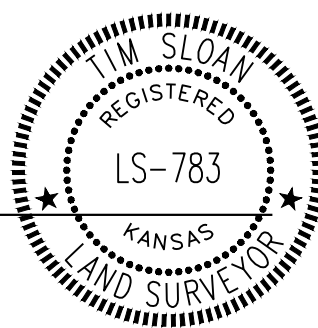
STATE OF KANSAS) SS
COUNTY OF RILEY)

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

Given under my hand and seal at Manhattan, Kansas this _____ day of _____, A.D., 2025.

SMH Consultants
By: Tim Sloan

Tim Sloan, P.S.
Vice-President



VICINITY MAP
(NOT TO SCALE)

Notes:

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

No gaps or overlaps exist.

There are no lines of possession that affect this survey.

Parent tract is recorded in Book 892, Page 4493, Register of Deeds Office, Riley County, Kansas.

All lots shall be subject to the Functional Classification of Roads and Setback Standards of Section 6.6.D of the Riley County Land Development Regulations.

All lots shall be in compliance with the Riley County Sanitary Code.

If an entrance pipe is required, the minimum size shall be calculated in accordance with the Riley County Standards for Roadway Design in Platted Subdivisions. In no case shall the diameter of the pipe be less than 15 inches.

Floodplain Note:

Flood Plain: Flood Zone X, an area determined to be outside the 0.2% annual chance floodplain, FEMA FIRM (Flood Insurance Rate Map) Community Panel Number 20161C0351G, effective date, March 16, 2015.

Utility Note:

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

Publicly granted and dedicated easements:

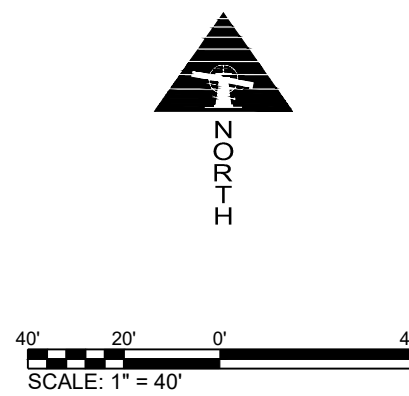
Property owner(s) is/are required to maintain all publicly granted drainage easements. Natural or non-natural structures or vegetative barriers (including but not limited to trees, shrubbery, berms, fences, and walls) are prohibited within publicly granted or publicly dedicated drainage easements.

Building setback requirements:

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

LEGEND

- Monument Found (1/2" Rebar),
Origin: [Original Plat Sam N. Rogers Subdivision,
Dated: Feb. 1957]
- 1/2"x24" Rebar w/CLS66 Cap Set
- Assumed Bearing
- (P) Plat Dimension
- (S) Surveyed Dimension
- Utility Easement Hatch



Final Plat

THOMAS ADDITION
UNIT 1

A replat of Lots 39A, 39B, 40A, and 40B
of Sam N Rogers Subdivision,
Riley County, Kansas

SMH
CONSULTANTS

Civil Engineering • Land Surveying • Landscape Architecture
www.smhconsultants.com

Manhattan, KS - HQ P: (785) 776-0541 • Dodge City, KS P: (620) 255-1952
Kansas City P: (913) 444-9615 • Colorado Springs, CO P: (719) 428-8677

Drawn By:RJC Project #2503-0080 TDS #101

MAY 2025

**EXCERPT OF MINUTES
MANHATTAN URBAN AREA PLANNING BOARD**

June 12, 2025

Page 1

- 2.4. Approve the **FINAL PLAT of Thomas Addition Unit 1**, a replat of Lots 39A, 39B, 40A, and 40B of Sam N. Rogers Subdivision into a single lot, generally located approximately 580 feet north of Marlatt Avenue, on the west side of College Avenue. (Applicant: Thomas, file no. RCF-25-065)

Randi Dale, 2416 Rogers Boulevard asked for more information on the Thomas replat as she is a neighbor within 1000 feet. She said she is not interested in being annexed into the city of Manhattan.

Nuss motioned to move the item from the Consent Agenda for further discussion.

Karl seconded.

Motion carried 6-0.

Isaac stated the request is to replat four individual lots into one lot in Sam Rogers Addition. He said the purpose of the replat is to allow the applicant to build an accessory structure on the same lot as his house. Mr. Isaac stated that annexation was not being requested by the applicant nor was there any indication the City was interested in annexing the property.

Nuss questioned the request and asked if this action would preclude any future requests to rezone or for annexation.

Isaac replied this action would not prevent any future requests to rezone or annex.

Fehr requested a motion to approve the final plat of Thomas Addition Unit One.

Christian motioned to move.

Buser seconded.

Motion carried 6-0.

Attachment: MUAPB Minutes (15945 : Thomas Addition Unit One)

RESOLUTION NO. 062325-**A RESOLUTION APPROVING THE THOMAS ADDITION UNIT 1 PLAT AND
ACCEPTING THE STREET RIGHTS OF WAY, EASEMENTS AND LICENSES AS
SHOWN TO BE DEDICATED ON SAID PLAT**

WHEREAS, the Board of Commissioners of Riley County, Kansas, has been presented for approval of the Thomas Addition Unit 1; and

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

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

WHEREAS, the Manhattan Urban Area Planning Board, after appropriate notice, conducted a public hearing on June 12, 2025; and

WHEREAS, the Manhattan Urban Area Planning Board, after making a determination that said plat meets the minimum requirements of Articles 26-5, 26-8 and 26-9 of the Manhattan Development Code, approved said plat; and

WHEREAS, all required signatures have been obtained.

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

That the Thomas Addition Unit 1 plat is hereby approved, and the Board of Commissioners of Riley County, Kansas hereby accepts all street rights of way, easements and licenses, as dedicated thereon.

ADOPTED this 23rd day of June, 2025

BOARD OF COMMISSIONERS
OF RILEY COUNTY, KANSAS

Greg McKinley, Chair

Kathryn Focke, Vice Chair

John Ford, Member

ATTEST:

Rich Vargo, Riley County Clerk

Attachment: Resolution (15945 : Thomas Addition Unit One)



**COUNTY CLERK &
ELECTIONS**
Discussion

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

COMMISSION AGENDA REPORT

FROM: Brittany Phillips, Budget & Finance Officer

MEETING: June 23, 2025

SUBJECT: OPIOID Funds

PRESENTER: Brittany Phillips, Budget & Finance Officer

BACKGROUND

During the 2021 Legislative Session passed the Kansas Fights Addiction Act, House Bill 2079, to address the use of funds received from opioid litigation and establish limits on future opioid litigation by municipalities.

DISCUSSION

Riley County has been utilizing these funds to fund the Community Health Educator position within the Health Department. Within that position, we have allocated funding for training and materials for education purposes within the community.

For 2024, Riley County and the City of Manhattan have partnered to fund this position and these activities within the community. In 2025, Riley County funded this position within the Health Department.

The current balance as of May 31, 2025 is \$238,141.69.

Through May 2025, Riley County has received \$24,365.67. Projections from the state go until 2038 and is attached. These numbers do not include the Kroger settlement and the AG's office is hoping to have these updated later this summer.

Potential Departments able to utilize funding:

- Health Department

- Community Corrections - Drug Court
- District Court
- EMS for MAT training

There is the potential for these funds to be used to support outside agencies such as Be Able or Pawnee Mental Health.

Enclosures:

- Approved Uses - New Guidance (PDF)
- Riley County 2024-2038 (XLSX)

Unallowable Expenses under Opioid Settlement/MFAF

Funds from the opioid settlements including the Municipalities Fight Addiction Fund (MFAF), are generally limited to expenses for substance use disorder abatement and remediation projects and activities that prevent, reduce, treat or mitigate the effects of substance abuse and addiction.

The opioids crisis can be viewed as including both a supply side (the individuals and organizations providing legal and illicit opioids and other products) and a demand side (the individuals dealing with substance use disorder, their families, and their communities). The opioid settlement dollars are meant to address issues on the demand side of the equation, focusing on treatment, recovery, prevention, and other strategies that seek to address the underlying causes for substance use disorder. These dollars are not intended for supply side efforts, such as drug interdiction or criminal law enforcement. To evaluate whether a proposed use is acceptable, a subdivision should determine whether the purpose of the expense is to address the demand side or the supply side of the crisis.

The following are examples of unallowable expenses under MFAF:

- Guns
- Canine units
- Police vehicles
- Drones
- Campaign contributions
- Non-abatement activities
- Equipment expenses unrelated to substance use abatement or remediation

Schedule B Approved Uses

PART ONE: TREATMENT

A. TREAT OPIOID USE DISORDER (OUD)

Support treatment of Opioid Use Disorder (“OUD”) and any co-occurring Substance Use Disorder or Mental Health (“SUD/MH”) conditions through evidence-based or evidence-informed programs or strategies that may include, but are not limited to, those that:

1. Expand availability of treatment for OUD and any co-occurring SUD/MH conditions, including all forms of Medication-Assisted Treatment (“MAT”) approved by the U.S. Food and Drug Administration.
2. Support and reimburse evidence-based services that adhere to the American Society of Addiction Medicine (“ASAM”) continuum of care for OUD and any co-occurring SUD/MH conditions.
3. Expand telehealth to increase access to treatment for OUD and any co-occurring SUD/MH conditions, including MAT, as well as counseling, psychiatric support, and other treatment and recovery support services.
4. Improve oversight of Opioid Treatment Programs (“OTPs”) to assure evidence-based or evidence-informed practices such as adequate methadone dosing and low threshold approaches to treatment.
5. Support mobile intervention, treatment, and recovery services, offered by qualified professionals and service providers, such as peer recovery coaches, for persons with OUD and any co-occurring SUD/MH conditions and for persons who have experienced an opioid overdose.
6. Provide treatment of trauma for individuals with OUD (*e.g.*, violence, sexual assault, human trafficking, or adverse childhood experiences) and family members (*e.g.*, surviving family members after an overdose or overdose fatality), and training of health care personnel to identify and address such trauma.
7. Support evidence-based withdrawal management services for people with OUD and any co-occurring mental health conditions.

8. Provide training on MAT for health care providers, first responders, students, or other supporting professionals, such as peer recovery coaches or recovery outreach specialists, including telementoring to assist community-based providers in rural or underserved areas.
9. Support workforce development for addiction professionals who work with persons with OUD and any co-occurring SUD/MH conditions.
10. Offer fellowships for addiction medicine specialists for direct patient care, instructors, and clinical research for treatments.
11. Offer scholarships and supports for behavioral health practitioners or workers involved in addressing OUD and any co-occurring SUD/MH or mental health conditions, including, but not limited to, training, scholarships, fellowships, loan repayment programs, or other incentives for providers to work in rural or underserved areas.
12. Provide funding and training for clinicians to obtain a waiver under the federal Drug Addiction Treatment Act of 2000 (“*DATA 2000*”) to prescribe MAT for OUD, and provide technical assistance and professional support to clinicians who have obtained a DATA 2000 waiver.
13. Disseminate of web-based training curricula, such as the American Academy of Addiction Psychiatry’s Provider Clinical Support Service–Opioids web-based training curriculum and motivational interviewing.
14. Develop and disseminate new curricula, such as the American Academy of Addiction Psychiatry’s Provider Clinical Support Service for Medication–Assisted Treatment.

B. SUPPORT PEOPLE IN TREATMENT AND RECOVERY

Support people in recovery from OUD and any co-occurring SUD/MH conditions through evidence-based or evidence-informed programs or strategies that may include, but are not limited to, the programs or strategies that:

1. Provide comprehensive wrap-around services to individuals with OUD and any co-occurring SUD/MH conditions, including housing, transportation, education, job placement, job training, or childcare.
2. Provide the full continuum of care of treatment and recovery services for OUD and any co-occurring SUD/MH conditions, including supportive housing, peer support services and counseling, community navigators, case management, and connections to community-based services.
3. Provide counseling, peer-support, recovery case management and residential treatment with access to medications for those who need it to persons with OUD and any co-occurring SUD/MH conditions.

4. Provide access to housing for people with OUD and any co-occurring SUD/MH conditions, including supportive housing, recovery housing, housing assistance programs, training for housing providers, or recovery housing programs that allow or integrate FDA-approved medication with other support services.
5. Provide community support services, including social and legal services, to assist in deinstitutionalizing persons with OUD and any co-occurring SUD/MH conditions.
6. Support or expand peer-recovery centers, which may include support groups, social events, computer access, or other services for persons with OUD and any co-occurring SUD/MH conditions.
7. Provide or support transportation to treatment or recovery programs or services for persons with OUD and any co-occurring SUD/MH conditions.
8. Provide employment training or educational services for persons in treatment for or recovery from OUD and any co-occurring SUD/MH conditions.
9. Identify successful recovery programs such as physician, pilot, and college recovery programs, and provide support and technical assistance to increase the number and capacity of high-quality programs to help those in recovery.
10. Engage non-profits, faith-based communities, and community coalitions to support people in treatment and recovery and to support family members in their efforts to support the person with OUD in the family.
11. Provide training and development of procedures for government staff to appropriately interact and provide social and other services to individuals with or in recovery from OUD, including reducing stigma.
12. Support stigma reduction efforts regarding treatment and support for persons with OUD, including reducing the stigma on effective treatment.
13. Create or support culturally appropriate services and programs for persons with OUD and any co-occurring SUD/MH conditions, including new Americans.
14. Create and/or support recovery high schools.
15. Hire or train behavioral health workers to provide or expand any of the services or supports listed above.

**C. CONNECT PEOPLE WHO NEED HELP TO THE HELP THEY NEED
(CONNECTIONS TO CARE)**

Provide connections to care for people who have—or are at risk of developing—OUD and any co-occurring SUD/MH conditions through evidence-based or evidence-informed programs or strategies that may include, but are not limited to, those that:

1. Ensure that health care providers are screening for OUD and other risk factors and know how to appropriately counsel and treat (or refer if necessary) a patient for OUD treatment.
2. Fund SBIRT programs to reduce the transition from use to disorders, including SBIRT services to pregnant women who are uninsured or not eligible for Medicaid.
3. Provide training and long-term implementation of SBIRT in key systems (health, schools, colleges, criminal justice, and probation), with a focus on youth and young adults when transition from misuse to opioid disorder is common.
4. Purchase automated versions of SBIRT and support ongoing costs of the technology.
5. Expand services such as navigators and on-call teams to begin MAT in hospital emergency departments.
6. Provide training for emergency room personnel treating opioid overdose patients on post-discharge planning, including community referrals for MAT, recovery case management or support services.
7. Support hospital programs that transition persons with OUD and any co-occurring SUD/MH conditions, or persons who have experienced an opioid overdose, into clinically appropriate follow-up care through a bridge clinic or similar approach.
8. Support crisis stabilization centers that serve as an alternative to hospital emergency departments for persons with OUD and any co-occurring SUD/MH conditions or persons that have experienced an opioid overdose.
9. Support the work of Emergency Medical Systems, including peer support specialists, to connect individuals to treatment or other appropriate services following an opioid overdose or other opioid-related adverse event.
10. Provide funding for peer support specialists or recovery coaches in emergency departments, detox facilities, recovery centers, recovery housing, or similar settings; offer services, supports, or connections to care to persons with OUD and any co-occurring SUD/MH conditions or to persons who have experienced an opioid overdose.
11. Expand warm hand-off services to transition to recovery services.
12. Create or support school-based contacts that parents can engage with to seek immediate treatment services for their child; and support prevention, intervention, treatment, and recovery programs focused on young people.
13. Develop and support best practices on addressing OUD in the workplace.

14. Support assistance programs for health care providers with OUD.
15. Engage non-profits and the faith community as a system to support outreach for treatment.
16. Support centralized call centers that provide information and connections to appropriate services and supports for persons with OUD and any co-occurring SUD/MH conditions.

D. ADDRESS THE NEEDS OF CRIMINAL JUSTICE-INVOLVED PERSONS

Address the needs of persons with OUD and any co-occurring SUD/MH conditions who are involved in, are at risk of becoming involved in, or are transitioning out of the criminal justice system through evidence-based or evidence-informed programs or strategies that may include, but are not limited to, those that:

1. Support pre-arrest or pre-arraignment diversion and deflection strategies for persons with OUD and any co-occurring SUD/MH conditions, including established strategies such as:
 1. Self-referral strategies such as the Angel Programs or the Police Assisted Addiction Recovery Initiative (“*PAAR*”);
 2. Active outreach strategies such as the Drug Abuse Response Team (“*DART*”) model;
 3. “Naloxone Plus” strategies, which work to ensure that individuals who have received naloxone to reverse the effects of an overdose are then linked to treatment programs or other appropriate services;
 4. Officer prevention strategies, such as the Law Enforcement Assisted Diversion (“*LEAD*”) model;
 5. Officer intervention strategies such as the Leon County, Florida Adult Civil Citation Network or the Chicago Westside Narcotics Diversion to Treatment Initiative; or
 6. Co-responder and/or alternative responder models to address OUD-related 911 calls with greater SUD expertise.
2. Support pre-trial services that connect individuals with OUD and any co-occurring SUD/MH conditions to evidence-informed treatment, including MAT, and related services.
3. Support treatment and recovery courts that provide evidence-based options for persons with OUD and any co-occurring SUD/MH conditions.

4. Provide evidence-informed treatment, including MAT, recovery support, harm reduction, or other appropriate services to individuals with OUD and any co-occurring SUD/MH conditions who are incarcerated in jail or prison.
5. Provide evidence-informed treatment, including MAT, recovery support, harm reduction, or other appropriate services to individuals with OUD and any co-occurring SUD/MH conditions who are leaving jail or prison or have recently left jail or prison, are on probation or parole, are under community corrections supervision, or are in re-entry programs or facilities.
6. Support critical time interventions (“CTP”), particularly for individuals living with dual-diagnosis OUD/serious mental illness, and services for individuals who face immediate risks and service needs and risks upon release from correctional settings.
7. Provide training on best practices for addressing the needs of criminal justice-involved persons with OUD and any co-occurring SUD/MH conditions to law enforcement, correctional, or judicial personnel or to providers of treatment, recovery, harm reduction, case management, or other services offered in connection with any of the strategies described in this section.

E. ADDRESS THE NEEDS OF PREGNANT OR PARENTING WOMEN AND THEIR FAMILIES, INCLUDING BABIES WITH NEONATAL ABSTINENCE SYNDROME

Address the needs of pregnant or parenting women with OUD and any co-occurring SUD/MH conditions, and the needs of their families, including babies with neonatal abstinence syndrome (“NAS”), through evidence-based or evidence-informed programs or strategies that may include, but are not limited to, those that:

1. Support evidence-based or evidence-informed treatment, including MAT, recovery services and supports, and prevention services for pregnant women—or women who could become pregnant—who have OUD and any co-occurring SUD/MH conditions, and other measures to educate and provide support to families affected by Neonatal Abstinence Syndrome.
2. Expand comprehensive evidence-based treatment and recovery services, including MAT, for uninsured women with OUD and any co-occurring SUD/MH conditions for up to 12 months postpartum.
3. Provide training for obstetricians or other healthcare personnel who work with pregnant women and their families regarding treatment of OUD and any co-occurring SUD/MH conditions.
4. Expand comprehensive evidence-based treatment and recovery support for NAS babies; expand services for better continuum of care with infant-need dyad; and expand long-term treatment and services for medical monitoring of NAS babies and their families.

5. Provide training to health care providers who work with pregnant or parenting women on best practices for compliance with federal requirements that children born with NAS get referred to appropriate services and receive a plan of safe care.
6. Provide child and family supports for parenting women with OUD and any co-occurring SUD/MH conditions.
7. Provide enhanced family support and child care services for parents with OUD and any co-occurring SUD/MH conditions.
8. Provide enhanced support for children and family members suffering trauma as a result of addiction in the family; and offer trauma-informed behavioral health treatment for adverse childhood events.
9. Offer home-based wrap-around services to persons with OUD and any co-occurring SUD/MH conditions, including, but not limited to, parent skills training.
10. Provide support for Children's Services—Fund additional positions and services, including supportive housing and other residential services, relating to children being removed from the home and/or placed in foster care due to custodial opioid use.

PART TWO: PREVENTION

F. PREVENT OVER-PRESCRIBING AND ENSURE APPROPRIATE PRESCRIBING AND DISPENSING OF OPIOIDS

Support efforts to prevent over-prescribing and ensure appropriate prescribing and dispensing of opioids through evidence-based or evidence-informed programs or strategies that may include, but are not limited to, the following:

1. Funding medical provider education and outreach regarding best prescribing practices for opioids consistent with the Guidelines for Prescribing Opioids for Chronic Pain from the U.S. Centers for Disease Control and Prevention, including providers at hospitals (academic detailing).
2. Training for health care providers regarding safe and responsible opioid prescribing, dosing, and tapering patients off opioids.
3. Continuing Medical Education (CME) on appropriate prescribing of opioids.
4. Providing Support for non-opioid pain treatment alternatives, including training providers to offer or refer to multi-modal, evidence-informed treatment of pain.
5. Supporting enhancements or improvements to Prescription Drug Monitoring Programs ("PDMPs"), including, but not limited to, improvements that:

1. Increase the number of prescribers using PDMPs;
2. Improve point-of-care decision-making by increasing the quantity, quality, or format of data available to prescribers using PDMPs, by improving the interface that prescribers use to access PDMP data, or both; or
3. Enable states to use PDMP data in support of surveillance or intervention strategies, including MAT referrals and follow-up for individuals identified within PDMP data as likely to experience OUD in a manner that complies with all relevant privacy and security laws and rules.
6. Ensuring PDMPs incorporate available overdose/naloxone deployment data, including the United States Department of Transportation's Emergency Medical Technician overdose database in a manner that complies with all relevant privacy and security laws and rules.
7. Increasing electronic prescribing to prevent diversion or forgery.
8. Educating dispensers on appropriate opioid dispensing.

G. PREVENT MISUSE OF OPIOIDS

Support efforts to discourage or prevent misuse of opioids through evidence-based or evidence-informed programs or strategies that may include, but are not limited to, the following:

1. Funding media campaigns to prevent opioid misuse.
2. Corrective advertising or affirmative public education campaigns based on evidence.
3. Public education relating to drug disposal.
4. Drug take-back disposal or destruction programs.
5. Funding community anti-drug coalitions that engage in drug prevention efforts.
6. Supporting community coalitions in implementing evidence-informed prevention, such as reduced social access and physical access, stigma reduction—including staffing, educational campaigns, support for people in treatment or recovery, or training of coalitions in evidence-informed implementation, including the Strategic Prevention Framework developed by the U.S. Substance Abuse and Mental Health Services Administration (“SAMHSA”).
7. Engaging non-profits and faith-based communities as systems to support prevention.

8. Funding evidence-based prevention programs in schools or evidence-informed school and community education programs and campaigns for students, families, school employees, school athletic programs, parent-teacher and student associations, and others.
9. School-based or youth-focused programs or strategies that have demonstrated effectiveness in preventing drug misuse and seem likely to be effective in preventing the uptake and use of opioids.
10. Create or support community-based education or intervention services for families, youth, and adolescents at risk for OUD and any co-occurring SUD/MH conditions.
11. Support evidence-informed programs or curricula to address mental health needs of young people who may be at risk of misusing opioids or other drugs, including emotional modulation and resilience skills.
12. Support greater access to mental health services and supports for young people, including services and supports provided by school nurses, behavioral health workers or other school staff, to address mental health needs in young people that (when not properly addressed) increase the risk of opioid or another drug misuse.

H. PREVENT OVERDOSE DEATHS AND OTHER HARMS (HARM REDUCTION)

Support efforts to prevent or reduce overdose deaths or other opioid-related harms through evidence-based or evidence-informed programs or strategies that may include, but are not limited to, the following:

1. Increased availability and distribution of naloxone and other drugs that treat overdoses for first responders, overdose patients, individuals with OUD and their friends and family members, schools, community navigators and outreach workers, persons being released from jail or prison, or other members of the general public.
2. Public health entities providing free naloxone to anyone in the community.
3. Training and education regarding naloxone and other drugs that treat overdoses for first responders, overdose patients, patients taking opioids, families, schools, community support groups, and other members of the general public.
4. Enabling school nurses and other school staff to respond to opioid overdoses, and provide them with naloxone, training, and support.
5. Expanding, improving, or developing data tracking software and applications for overdoses/naloxone revivals.
6. Public education relating to emergency responses to overdoses.

7. Public education relating to immunity and Good Samaritan laws.
8. Educating first responders regarding the existence and operation of immunity and Good Samaritan laws.
9. Syringe service programs and other evidence-informed programs to reduce harms associated with intravenous drug use, including supplies, staffing, space, peer support services, referrals to treatment, fentanyl checking, connections to care, and the full range of harm reduction and treatment services provided by these programs.
10. Expanding access to testing and treatment for infectious diseases such as HIV and Hepatitis C resulting from intravenous opioid use.
11. Supporting mobile units that offer or provide referrals to harm reduction services, treatment, recovery supports, health care, or other appropriate services to persons that use opioids or persons with OUD and any co-occurring SUD/MH conditions.
12. Providing training in harm reduction strategies to health care providers, students, peer recovery coaches, recovery outreach specialists, or other professionals that provide care to persons who use opioids or persons with OUD and any co-occurring SUD/MH conditions.
13. Supporting screening for fentanyl in routine clinical toxicology testing.

PART THREE: OTHER STRATEGIES

I. FIRST RESPONDERS

In addition to items in section C, D and H relating to first responders, support the following:

1. Education of law enforcement or other first responders regarding appropriate practices and precautions when dealing with fentanyl or other drugs.
2. Provision of wellness and support services for first responders and others who experience secondary trauma associated with opioid-related emergency events.

J. LEADERSHIP, PLANNING AND COORDINATION

Support efforts to provide leadership, planning, coordination, facilitations, training and technical assistance to abate the opioid epidemic through activities, programs, or strategies that may include, but are not limited to, the following:

1. Statewide, regional, local or community regional planning to identify root causes of addiction and overdose, goals for reducing harms related to the opioid epidemic, and areas and populations with the greatest needs for treatment intervention services, and to support training and technical assistance and other strategies to abate the opioid epidemic described in this opioid abatement strategy list.
2. A dashboard to (a) share reports, recommendations, or plans to spend opioid settlement funds; (b) to show how opioid settlement funds have been spent; (c) to report program or strategy outcomes; or (d) to track, share or visualize key opioid- or health-related indicators and supports as identified through collaborative statewide, regional, local or community processes.
3. Invest in infrastructure or staffing at government or not-for-profit agencies to support collaborative, cross-system coordination with the purpose of preventing overprescribing, opioid misuse, or opioid overdoses, treating those with OUD and any co-occurring SUD/MH conditions, supporting them in treatment or recovery, connecting them to care, or implementing other strategies to abate the opioid epidemic described in this opioid abatement strategy list.
4. Provide resources to staff government oversight and management of opioid abatement programs.

K. TRAINING

In addition to the training referred to throughout this document, support training to abate the opioid epidemic through activities, programs, or strategies that may include, but are not limited to, those that:

1. Provide funding for staff training or networking programs and services to improve the capability of government, community, and not-for-profit entities to abate the opioid crisis.
2. Support infrastructure and staffing for collaborative cross-system coordination to prevent opioid misuse, prevent overdoses, and treat those with OUD and any co-occurring SUD/MH conditions, or implement other strategies to abate the opioid epidemic described in this opioid abatement strategy list (*e.g.*, health care, primary care, pharmacies, PDMPs, etc.).

L. RESEARCH

Support opioid abatement research that may include, but is not limited to, the

following:

1. Monitoring, surveillance, data collection and evaluation of programs and strategies described in this opioid abatement strategy list.
2. Research non-opioid treatment of chronic pain.
3. Research on improved service delivery for modalities such as SBIRT that demonstrate promising but mixed results in populations vulnerable to opioid use disorders.
4. Research on novel harm reduction and prevention efforts such as the provision of fentanyl test strips.
5. Research on innovative supply-side enforcement efforts such as improved detection of mail-based delivery of synthetic opioids.
6. Expanded research on swift/certain/fair models to reduce and deter opioid misuse within criminal justice populations that build upon promising approaches used to address other substances (*e.g.*, Hawaii HOPE and Dakota 24/7).
7. Epidemiological surveillance of OUD-related behaviors in critical populations, including individuals entering the criminal justice system, including, but not limited to approaches modeled on the Arrestee Drug Abuse Monitoring (“*ADAM*”) system.
8. Qualitative and quantitative research regarding public health risks and harm reduction opportunities within illicit drug markets, including surveys of market participants who sell or distribute illicit opioids.
9. Geospatial analysis of access barriers to MAT and their association with treatment engagement and treatment outcomes.

Municipality	2024	2025	2026	2027	2028	2029
Riley County	\$ 120,044.56	\$ 42,667.54	\$ 44,924.20	\$ 32,983.71	\$ 48,091.10	\$ 48,286.80

“This estimate is provided in response to the subdivision’s request and is provided to assist with financial planning. The amount the State receives in any given year, this estimate is provided without any guarantee that the actual amount the subdivision receives will match the number in any given year. The State may receive more or less than expected due to potential (i) administrative expenses incurred by national settlement administrators, (ii) prepayment by one or more parties, (iii) payment disputes, (iv) bankruptcy, or (v) other unforeseen modifications of the payment structure. As such, these are estimates with the understanding that the estimate may vary significantly from the amount the subdivision ultimately receives in any given year.”

2030	2031	2032	2033	2034	2035	2036
\$ 44,795.66	\$ 41,205.68	\$ 37,683.85	\$ 29,961.77	\$ 29,961.77	\$ 29,961.77	\$ 25,356.76

ng. Due to uncertainties in
l amount that the
l in any given year due to
more defendants, (iii)
subdivision should use these
mately receives in a given

2037	2038	Total
\$ 25,356.76	\$ 18,896.09	\$ 620,178.04



**PLANNING &
DEVELOPMENT**
Work Session

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

COMMISSION AGENDA REPORT

FROM: Amanda Webb, Planning Director
MEETING: June 23, 2025
SUBJECT: Comprehensive Plan Update
PRESENTER: Amanda Webb, Planning Director

See attached report.

Enclosures:

- Comp Plan Staff Report June 23 (PDF)



PLANNING & DEVELOPMENT ENVIRONMENTAL HEALTH

Date: June 23, 2025
To: Board of County Commissioners
From: Amanda Webb, Planning Director
Re: Comprehensive Plan Update – June 2025 Report

Subcommittee draft goal progress:

- Economic Development: Stantec provided draft goals. The subcommittee discussed at a meeting on June 3 and requested some changes. Stantec updated the draft goals based on that discussion and now both the subcommittee and REDAB are reviewing. REDAB will meet to discuss on June 18.
- Infrastructure: Stantec provided draft goals that the group reviewed at their June 4 meeting.
- Agriculture/Land Use: Stantec provided draft goals that the group was to discuss at their June 5 meeting. Only a couple people were able to attend the scheduled meeting, so I am working to schedule another meeting in the hopes more people can attend.
- Housing: Stantec provided draft goals that this group will discuss at a meeting set for June 30.
- Health: had already formulated some of their own draft language. The team lead is working to firm up language for the rest of the group to review.
- Parks/Rec: had already formulated some of their own draft language. Need one last review to finalize.
- Once the subcommittees have settled on draft goal language, this information will be presented to the BOCC for discussion as well as shared on the website for public input.

Stakeholder status:

- Stakeholder engagement is ongoing with several interviews completed. Some we are still working to connect with. Stakeholders are those that will identify more in-depth, agency-specific needs and challenges, and their “wants” for Riley County. Input from stakeholders will be compiled for incorporation into the plan update.
- The current list of stakeholders includes the agencies and groups listed below. Please note this list is a work in progress and more could be added (some are already on the technical committee). The list was compiled with input from Stantec, county staff, BOCC, and the Comprehensive Plan Committee.
 - School districts – USD 383*, USD 384*, USD 378*
 - Small cities – City of Riley*, City of Leonardville*, City of Randolph*, City of Ogden*
 - Manhattan Chamber of Commerce
 - Greater Manhattan Community Foundation*
 - Kansas State University
 - Manhattan Housing Authority
 - Manhattan Airport*
 - Kansas Farm Bureau
 - Agricultural Operators – ranchers/farmers**

- Received response from one rancher/farmer
- Developers*
- Flint Hills Area Builders Association**
- Via Christi
- Manhattan Senior Center**
- Konza Health*
- United States Army Corp of Engineers
- Kansas Department of Transportation
- Kansas Parks & Wildlife
- Food & Farm Council*
- Fort Riley**
- NBAF**

*We've spoken with this entity or received emailed comments.

**We've sent questions to this entity and are awaiting their submittal. Note that we aren't sending questions until the entity has confirmed they're willing to serve as a stakeholder.

We will have a future BOCC work session to discuss stakeholder input once compiled.

For the small cities, we've asked about their infrastructure (i.e., roads, sewer/water, broadband) and public service (i.e., emergency services, etc.) needs and status, how they're approaching growth and economic development in their communities, and what regional or intergovernmental collaboration they'd like to see emphasized.

We've now been able to talk with Riley, Leonardville, Ogden, and Randolph. Each jurisdiction has varying infrastructure needs and approaches to growth and development. However, they've all asked for county assistance in the form of sharing resources and information. For example, a couple jurisdictions asked about grant opportunities and locating resources. Others asked for support on land use matters (most do not have dedicated planning staff).

Additionally, we asked each small city to review their current Designated Growth Areas. All have agreed these areas can remain the same for the plan update.

Public Engagement:

- **Public engagement runs for the life of the project.**
- Targeting early August for the next community workshop. This event will be held in North County. Tentative topics are growth areas and draft goal language, as well as possible scenario planning.
- I will present to the Intergovernmental Luncheon group at the June 23rd meeting.
- Input received from the public survey released in 2023 is available on the website: www.rileycountyks.gov/plan. This input will remain useful and relevant and will be woven into the plan.

Plan Logo:

It is important this project has its own identity.

- In 2024 we ran a public survey for people to vote on the logo, title, and tagline for the project.
 - Various titles and taglines were compiled using keywords gathered from the first public input survey.
 - Over 60 people took the online logo survey, though some responses were only partial.

- We discussed the results, and I asked for BOCC direction during the update on March 31, 2025. The BOCC asked for additional options to consider. Stantec is working on options which will be presented at a future meeting.

Basic Information:

Target adoption: Fall 2025

Website: www.rileycountyks.gov/plan

Email address: compplan@rileycountyks.gov



**COMMUNITY
CORRECTIONS**
Staff Update

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

STAFF REPORT

FROM: Megan Lewis - Community Corrections Director

MEETING: June 23, 2025

SUBJECT: Community Corrections Staff Update

PRESENTER: Megan Lewis - Community Corrections Director

Please see the attached PowerPoint.

Enclosures:

- Monthly Staff Report June 2025 BOCC (PPTX)



Riley County Community Corrections

Monthly Update

Juvenile Intake & Assessment Services (JIAS)

- 14 Intakes in May
 - 7 returned to a parent/guardian
 - 1 placed with a relative/family friend
 - 3 placed in an Emergency Shelter
 - 2 released to DCF/Foster Care
 - 1 placed in Detention

Currently training 2 new Juvenile Intake and Assessment On-Call officers

FY25 Juvenile Intake & Assessment (Riley County)	Mar	Apr	May
Juvenile Offender	8	13	5
Status Offender (MIP, MIC, Runaway, Curfew, Truancy)	2	0	0
Child-In-Need-of-Care	4	2	8
Total	14	15	13
FY25 Juvenile Intake & Assessment (Clay County)	Mar	Apr	May
Juvenile Offender	1	0	1
Status Offender (MIP, MIC, Runaway, Curfew, Truancy)	0	0	0
Child-In-Need-of-Care	0	0	0
Total	1	0	1



Youth Court Immediate Intervention Program (YCIIP or IIP)

FY25 Youth Court IIP (Riley County)	Mar	Apr	May
Participants	30	30	32
Required Jurors	0	11	10
Volunteer Jurors	0	3	7
MDT Referrals	0	0	3
Total	30	44	52
FY25 Youth Court IIP (Clay County)	Mar	Apr	May
Participants	1	0	0
Required Jurors	0	0	0
Volunteer Jurors	0	0	0
MDT Referrals	0	0	0
Total	0	0	0



Juvenile Intensive Supervision

FY25 Juvenile Services (Riley County)	Mar	Apr	May
Juvenile Intensive Supervision	8	6	5
Juvenile Correctional Facility	1	2	4
Conditional Release	1	1	1
Courtesy Supervision Out	0	1	1
ICJ	0	1	1
Total	10	0	12

FY25 Juvenile Services (Clay County)	Mar	Apr	May
Juvenile Intensive Supervision	0	0	0
Juvenile Correctional Facility	0	0	0
Conditional Release	0	0	0
Courtesy Supervision Out	0	0	0
ICJ	0	0	0
Total	0	0	0



Adult Intensive Supervision

FY25 Adult Services	Mar	Apr	May
ISP	103	105	102
In Treatment	2	0	3
In Jail	11	6	5
Total	116	111	110
Absconder ADP	37	36	30



(Adult) Recovery Court

Recovery Court started – 2/23/22

- 16 current participants
 - 14 Riley County Clients
 - 2 Clay County Clients
- A total of 58 participants since the start of the program
- 18 Participants have graduated from Riley County
- 7 Participants have graduated from Clay County
- 17 clients have been removed or revoked from Recovery Court
- Next Riley County Recovery Court Graduation TBD – late July



(Adult) Recovery Court Cont.

- BJA No cost extension was approved on June 10th, 2025
 - Extension will allow the Recovery Court to continue through the remainder of 2025.
- Met with Danielle Dulin, Manhattan City Manager on June 12th.
 - Application process for City of Manhattan Opioid funds
 - August - 2025 Community Support Funds Advisory Board
 - Similar to special Alcohol Grant process
 - Second meeting has been scheduled for July 7th, 2025



Additional Updates and News

- RCCC has been awarded the Daniel Keating Foundation Grant in the amount of \$6000!!!
 - Funds are designated for Protective Homes and Juvenile Intake and Assessment
- KCJIS Audit – completed on June 5th, 2025.
 - Results pending – Joint collaboration with Court Services, Riley County Attorney's Office and IT





**COMMUNITY
CORRECTIONS**
Grant

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

COMMISSION AGENDA REPORT

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

MEETING: June 23, 2025

SUBJECT: Daniel Keating Foundation Grant Award

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

BACKGROUND

Riley County Community Corrections has been awarded \$6,000.00 from the Daniel Keating Foundation.

DISCUSSION

Riley County Community Corrections has received Daniel Keating Foundation funds since 2018 to support Juvenile Intake and Assessment and The Protective Homes Program. The Daniel Keating Foundation Grant funds are used to provide Protective Homes Training. This consist of 8-10 hours of in-person training. The funds are used to pay professional speaking fees for presenters, fees for child abuse registry checks and in home safety inspections and meals during the training.

Additionally the Daniel Keating Foundation Grant funds allow Community Corrections to pay a per day stipend to Protective Homes that have children in their care. Finally these funds pay for supplies for the program, such as clothing, food, hygiene, and toiletries, in addition to other Juvenile Intake supplies kept at the Law Enforcement Centers.

We applied for funding at the beginning of April, and were notified in May that we had been awarded \$6,000.00.

FISCAL IMPACT

\$6,000.00

RECOMMENDATION(S)

Allow Riley County Community Corrections to accept the 2025 Daniel Keating Foundation grant award in the amount of \$6,000.00.

POSSIBLE MOTION(S)

Move to approve Riley County Community Corrections to accept the 2025 Daniel Keating Foundation award.

Move to deny

Move to modify

Move to table

No action required.

Enclosures:

- DKF Grant Agreement 2025 (DOCX)



Memo of Understanding and Grant Agreement

Grantee: Riley County Community Corrections (RCCC)

Grant Name: This grant award shall be known as: Riley County Community Corrections – Police Protective Homes

Grant Period: 2025

Purpose: The Protective Homes Program requests funding to assist in paying for Protective Homes training, a small stipend for Protective Homes families, and to provide supplies for the children such as clothing, toiletries, personal hygiene items, and a comfort toy.

Donor Contact Information: This grant is provided by the Daniel Keating Foundation, 1011 Poyntz Avenue, Manhattan, KS. 66502, Phone: 785-537-0366. Contact person is Rachel Robillard, board member and Grant Committee Chair.

Amount: This contribution of \$6,000.00 shall be placed in an expendable account for RCCC under the provisions of the distribution policy for RCCC. This fund is an open-ended account, meaning contributions may be made in the future.

Use of Funds: This grant may be used only for the Grantee's charitable activities as described in the approved grant applications. In all other respects these funds will be used without restriction to race, gender, national origin, religion, age, sexual orientation, or disability.

Grantee Status: Grantee confirms that it is an organization that is currently recognized by the Internal Revenue Service as a public charity under sections 501(c)(3) and 509(a)(l), (2), or (3) of the Internal Revenue Code, and Grantee will inform the Daniel Keating Foundation immediately of any change its tax status described above.

Reporting to Donor: The Grantee will provide a one-page written report at the project's completion or at the end of the grant period, whichever is sooner. The Grantee will inform the Daniel Keating Foundation of any major changes in the project's timeline or anticipated reporting dates. It is further agreed by all parties to this agreement that the Grantee will, as requested by the donor, at any time, furnish information as to the use of the funds.

Custody of Funds: The Grantee agrees to act as a custodian of all funds in connection with this fund, to manage the same, and to make the necessary disbursements. This MOU is governed in accordance with the laws of the state of Kansas.

Donor Recognition: The Grantee will allow the Daniel Keating Foundation to review and approve the text or content of any proposed publicity regarding this grant. The Grantee will publicize this grant in the grantee's media and will also "like us" on the DKF Facebook page. The Grantee will inform the Daniel Keating Foundation of any major changes in the project's timeline or anticipated reporting dates.

The Grantee's deposit of the check will constitute agreement to these terms and conditions. Please email a PDF of this signed agreement to grantinfo@danielkeatingfoundation.com within two weeks of receipt (of the check).

On behalf of Grantee, I understand and agree to this agreement's terms and conditions and certify my authority to execute this agreement.

Signature: _____

Printed Name: Greg McKinley_____

Title: Board of County Commissioners Chair_____

Date: _____



**COMMUNITY
CORRECTIONS**
Budget

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

COMMISSION AGENDA REPORT

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

MEETING: June 23, 2025

SUBJECT: FY25 4th Quarter Funds Reallocation

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

DISCUSSION

As a result of the position left vacant in Clay County and trouble finding the right candidate, as well as hiring at a lower rate than the previous ISO was budgeted for, we have remaining funds in both Adult and Juvenile Services. We would like permission to reallocate these funds to purchase a vehicle, miscellaneous equipment, and to make security and office upgrades. All purchases need to be made by June 30, therefore we would return at a later meeting with an itemized list of adjustments. An estimate for the amounts that need reapportioned are \$40,000.00 for Adult Services and \$30,000.00 for Juvenile Services.

FISCAL IMPACT

None.

RECOMMENDATION(S)

Recommend to approve the reallocation of Adult and Juvenile Services personnel funds to vehicle, office and equipment purchases.

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:



IT/GIS
Purchase > \$10K

Cory Meyer
IT/GIS Director
110 Courthouse Plaza
Manhattan, KS 66502
Phone: 785-537-6305

COMMISSION AGENDA REPORT

FROM: John Ellermann
MEETING: June 23, 2025
SUBJECT: Courthouse Modernization Cost Adjustment
PRESENTER: Cory Meyer

BACKGROUND

Riley County Commission approved through CIP the Elevator Modernization of elevators in the Health Department, Carnegie (Attorney Department), and Courthouse. The CIP approval amount was for \$605,000. The contract signed was for \$523,762.

DISCUSSION

We are into the planning and scheduling phase of the project. It has been determined that the Courthouse elevator will take 3 weeks to complete under standard scheduling by TKE. In discussion with Court Administration, they do not have 3 weeks where they can be without their elevator with the tight court schedule. In discussions with TKE they have an option where we pay overtime, and they will complete the project in 7-10 days working longer days and 1 weekend. The Court Administration has looked at their schedule and they have a window where this option will work (Sept 19-28).

FISCAL IMPACT

The cost impact is an additional \$22,200 for this project as can be seen in the attached proposal. This additional cost stays within the CIP approval amount.

RECOMMENDATION(S)

The Public Works Dept, recommends that the BOCC approve the additional costs for the accelerated install of the Courthouse Elevator for \$22,200 from TK Elevator Corporation.

POSSIBLE MOTION(S)

- . Allow Public Works to proceed with the additional costs for the accelerated install of the Courthouse Elevator for \$22,200 from TK Elevator Corporation.
2. Disallow Public Works to proceed with the additional costs for the accelerated install of the Courthouse Elevator for \$22,200 from TK Elevator Corporation.
3. Table the decision for more discussion for a later time.

Enclosures:

- RILEY COUNTY CO#1 Courthours OT (PDF)



Subcontract Change Order Request

Date: 06/10/2025

PROJECT NUMBER: 285141
CONTRACT DATE: 4/4/2025
CHANGE ORDER NUMBER: 1

PROJECT NAME: RILEY COUNTY
PROJECT ADDRESS: 110 COURTHOUSE PLZ
MANHATTAN, KS, 66502-0125

CONTRACTOR NAME: Public Works
CONTRACTOR ADDRESS: 110 Courthouse Plaza
Manhattan, KS, 66502

SUBCONTRACTOR NAME: TK ELEVATOR CORPORATION
SUBCONTRACTOR ADDRESS: 4939 Lulu Court, Ste 16
Wichita, KS, 67216

This request for a formal Change Order is made for the above-referenced Contractor and specifically intends to modify and amend the work, price and/or terms set forth in above-referenced Subcontract as follows:

Overtime for the Courthouse. GC is responsible for premium portion of overtime charge for TK Elevator. Riley County Commissions agrees to issue a formal change order to TK Elevator for the above-described work before any associated labor will be scheduled.

The following costs are required to accomplish the above scope:

Material Cost Subtotal	\$0.00
Labor Cost Subtotal	\$22,200.00
Miscellaneous Cost Subtotal	\$0.00
Digital Options Cost Subtotal	\$0.00
SUBTOTAL	\$22,200.00
0.000% OH&P	\$0.00
Total Amount of this Change Order to be added to the contract price	\$22,200.00

In the event of any conflict between the work, price and/or terms and conditions of the above-referenced Subcontract or prior change orders thereto and this Change Order, this Change Order shall be final. Please sign two (2) copies of this Change Order and return two (2) copies to TK Elevator. A fully executed copy of this Change Order will be returned to you for your files.

Signed Acceptance:

By signing this Change Order where indicated below, the Contractor's signatory hereby acknowledges (a) that the Contractor agrees to all of the terms and conditions contained herein, (b) that the signatory has the authorization necessary to bind the Contractor to agreements of this nature, and (c) that this form is valid and binding notwithstanding any conflicts with procedures and/or forms required by the original Subcontract referenced above which are deemed to have been waived.

This change order/notice scope of work requires the anticipated or current project schedule, and associated time frames, to be adjusted commensurate with the time necessary for the engineering, material procurement and additional labor. TK Elevator will provide a revised project schedule on expedited schedule change order/notice scope of work to the purchaser upon request.

Subcontractor:
TK Elevator Corporation

Contractor:
Public Works



By: Kyle Foster
Title: NI/MOD Superintendent

Date:
06/10/2025

By: John Ellerman
Title: Director

Date:

Attachment: RILEY COUNTY CO#1 Courthours OT (15940 : Courthouse Modernization Cost Adjustment)



PUBLIC WORKS
Personnel

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

COMMISSION AGENDA REPORT

FROM: Lori Muir, Administrative Services Manager

MEETING: June 23, 2025

SUBJECT: Request to Fill Public Works Equipment Operator Position

PRESENTER: Alvin Perez, Operations/Fleet Manager

BACKGROUND

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

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

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

DISCUSSION

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

FISCAL IMPACT

This is a budgeted position within the Public Works Department.

RECOMMENDATION(S)

Staff recommends filling the position.

POSSIBLE MOTION(S)

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

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- 2025-06 PW Operator I_II PAF (DOCX)
- Public Works Operator I or II (PDF)

RILEY COUNTY POSITION ACTION FORM

Requisition Approval Process

- Submitted by Lori Muir on 06/17/2025 at 06:40 AM
- Elizabeth Ward, Final Approval

Internal Position Details (not displayed on job posting)

Company

Riley County, KS

Job ID

3349718

Pay Grade

RANGE 7 [RANGE 7]

Cost Center 1

County General [1]

1 Job Slot

PUBLIC -1

Position Template

Public Works Operator I or II D.O.Q [PWOP]

Salary

\$20.74-\$24.29

EEO Class

--

Cost Center 2

Public Works [40]

Work Location

Public Works Building

Supervisor Position

No

Workers Compensation

--

Cost Center 3

--

Supervisor: Alvin Perez

Department Head: John Ellermann

☒ No changes to Position or Budget

☒ Position Description attached

Total annual hours: 2080

☒ Budgeted

☐ New or updated position description

☐ New request for budget (details attached)

Salary: \$50,523

Budget for Benefits: \$ 19,957

Total proposed annual budget: \$70,480

Additional Position Comments: _____

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Original document stored in Human Resources

Revised 2023-01

RILEY COUNTY, KANSAS JOB DESCRIPTION

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

Description:

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

Essential Functions:

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

Secondary Functions:

- Maintains facilities and storage yards, picks up trash, cleans facilities, and performs general maintenance.
- Maintains a clean work area.
- Attends and participates in staff meetings and related activities.
- Attends workshops, conferences, and classes to increase knowledge.
- Performs light surveying.
- Assists in inspecting equipment to ensure units are clean and maintenance is being performed.

Attachment: Public Works Operator I or II (15950 : Request to Fill Public Works Operator Position)

- Assists with dispatching, answering telephone and 2-way radio communications.
- Performs basic carpentry, plumbing and electrical work.
- Performs related work as required during and after regular hours, any day of the week, including holidays.
- Works as required outside normal work hours including weekends, after hours and holidays.
- Perform other duties as assigned.

The Operator II: operates construction equipment, maintenance equipment, other tools, and equipment, and performs manual tasks needed to maintain roads, bridges, culverts, drainage structures and road rights-of-way in conformance with plans, specifications and procedures as directed, to assure that high quality safe public works facilities and infrastructures are properly maintained for use by the general public. This employee works under the direction of the supervisor in charge of the activity and is expected to carry out and complete work details as directed. Supervision is provided by the Supervisor through consultations and review of the work performed.

Essential Functions:

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

Secondary Functions:

- Maintains signs and other traffic control devices such as regulatory, warning, guide, service, school, pedestrian, road name, hazard, and work zone signs in conformance with the Manual on Uniform Traffic Control Devices. Places temporary striping and centerline tabs on new asphalt paving and sealing projects.
- Performs daily operator maintenance to fuel, lubricate, and clean equipment.

- Maintains facilities and storage yards, picks up trash, cleans facilities, and performs general maintenance.
- Periodically inspects equipment assigned to ensure units are clean and maintenance is being performed adequately.
- Performs light surveying and other work associated with the layout of road surfaces, shoulders, ditches, back-slopes, and structures.
- Assists with dispatching, telephone and 2-way radio communications.
- Operates computers and other electronic equipment such as laser levels, distance measuring equipment, underground utility locators and GPS locators.
- Inspects paved and gravel surfaced roads for condition, road hazards, traction, and other safety considerations and initiates corrective actions.
- Performs carpentry work constructing small office projects, setting concrete forms, and making wood deck repairs.
- Participates in staff meetings, safety meetings and other related activities.
- Position may require occasional overtime that will be outside normal work hours which may include weekends.
- May be required to perform related work as required during and after hours, any day of the week, including holidays.
- Perform other duties as assigned.

POSITION REQUIREMENTS:

The Operator I:

Pay Range: \$19.98-\$22.59

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

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

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

Experience:

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

Skills:

- Good organizational, interpersonal and communication skills are required.
- Ability to follow oral and written instruction and express oneself clearly.
- Ability to acquire knowledge of materials, equipment, methods, and practices essential to the maintenance of County roads.

Updated 2015

- Ability to work independently with little or no supervision.
- Ability to analyze and solve problems.
- Ability to maintain effective working relations with employees, supervisors, other government agency officials, and the general public.
- Ability to make mathematical computations.
- Ability to use hand tools, power tools, small portable and self-propelled power tools.
- Ability to make minor repairs and adjustments to maintain assigned equipment.
- Ability to read basic engineering plans and drawings.
- Ability to maintain daily labor and equipment records.
- Willingness to work in unpleasant weather conditions.

The Operator II:

Pay Range: \$21.53-\$23.40

Any satisfactory equivalent combination of experience, education and training which provides the required knowledge, skills and abilities listed below will be accepted. This position requires the employee to provide and carry a personal cell phone and will be reimbursed as per the County's Cell Phone Policy. The cell phone is to be utilized to carry out county-related functions in accordance with Departmental Policies and Procedures.

Education:

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

Experience:

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

Skills:

- Ability to follow oral and written instruction.
- Good organizational, interpersonal and communication skills are required.
- Ability to work independently with little or no supervision.
- Ability to deal tactfully with people.
- Ability to analyze and solve problems.
- Ability to establish and maintain effective working relations with employees, supervisors, other government agency officials, and the general public.
- Ability to analyze and solve problems.
- Ability to make mathematical computations.
- Ability to use hand tools, power tools, small portable and self-propelled power tools.
- Ability to make minor repairs and adjustments to maintain assigned equipment.
- Ability to read basic engineering plans and drawings.
- Ability to maintain daily labor and equipment records.
- Ability to operate heavy equipment and train others in safe and efficient equipment operation.



INTERGOVERNMENTAL LUNCHEON

Monday, June 23, 2025
12:00-1:00 p.m.

Rockin K's
1880 Event Space
1880 Kimball Avenue
Manhattan, KS

AGENDA

- I. Gather and luncheon (11:30 a.m. – 12:00 p.m.)
- II. Convene and Introductions
- III. Agenda Topics
 - A. Comprehensive Plan update – Amanda Webb, Planning/Special Projects Director
- IV. Legislative Items of Interest
- V. Miscellaneous Discussion Items and Announcements
- VI. Discussion about Potential Agenda Topics for Next Meeting
- VII. Next Meeting Date: Monday, July 28, 2025
 - A. USO-Kansas at Fort Riley – Amanda Schmidt, Executive Director and Charlene Hertzog, Area Operations Manager
- VIII. Adjournment

For those who have RSVP'd for lunch, food will be served starting at 11:30 a.m.

Payments will be collected on site by Rockin K's.