



**Board of Riley County  
Commissioners  
Regular Meeting  
Agenda  
July 01, 2024**

115 North 4th Street  
Manhattan, KS 66502  
[www.rileycountyks.gov](http://www.rileycountyks.gov)

Cindy Kabriel  
785-565-6200

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**Commission Chambers**

**8:30 AM**

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[District 1 – John Ford, Chair](#)

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

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

**8:30 AM**

**Call to Order**

**Pledge of Allegiance**

**Public Comment**

1. Public Comments

**Commission Comments**

2. Commission Comments

**Business Meeting**

**Review Minutes**

3. Board of Riley County Commissioners - Regular Meeting - Jun 27, 2024 6:00 PM

**Review Tentative Agenda**

4. Tentative Agenda

**Press Conference Topics**

5. Discuss Press Conference

**9:00 AM**

**Clancy Holeman, Counselor/Director of Administrative Services**

6. Administrative Work Session
7. Pending County Projects County Counselor
8. Executive session for preliminary discussions relating to the acquisition of real property

**9:20 AM**

**Julie Gibbs, Health Department Director**

9. RCHD request for opioid settlement funds

**9:30 AM**

**Press Conference**

10. RCPD Update - Captain Greg Steere and Captain Mark French (2-3 minutes)
11. County Building office hours - Vivienne Leyva (1 minute)
12. KDWP licensing - Rich Vargo (1 minute)
13. Elections Division move - Rich Vargo (1 minute)

- 9:35 AM Julie Gibbs, Health Department Director**  
14. RCHD request for approval to fill MRC Unit Leader position
- 9:45 AM Bob Isaac, Planner**  
15. Rezone a tract of land from AG (Agricultural District) to PUD (Planned Unit Development) and plat said tract into three (3) residential lots.
- 10:00 AM Russel Stukey, Emergency Management Director**  
16. EM / Fire Staff Update for the month of March
- 10:15 AM Jason Hilgers, Interim City Manager**  
17. City of Manhattan General Update
- 10:45 AM Steven Schurle & Tande Lentz, Training Committee**  
18. Riley County Employee Day Proposal
- 11:05 AM Amy Manges, Register of Deeds**  
19. Year-To-Date-Revenue
- 11:15 AM Michael Rezkalla, Pawnee Mental Health Services Director**  
20. Pawnee Mental Health Services update
- 11:30 AM Elizabeth Ward, Human Resources Director**  
21. New & Expanded Position Request 2025
- 11:40 AM Brittany Phillips, Budget and Finance Officer**  
22. 2025 Budget Work Session

**Adjournment****Announcements**

Riley County Offices will be closed on Thursday, July 4th due to the observance of the Independence Day holiday.

The Board of County Commissioners will not be in session Thursday, July 4th.

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



**Board of Riley County  
Commissioners  
Regular Meeting  
TENTATIVE Agenda  
July 08, 2024**

115 North 4th Street  
Manhattan, KS 66502  
[www.rileycountyks.gov](http://www.rileycountyks.gov)

Cindy Kabriel  
785-565-6200

**Commission Chambers**

**8:30 AM**

[District 1 – John Ford, Chair](#)

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

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

**8:30 AM**

**Call to Order**

**Pledge of Allegiance**

**Public Comment**

**Commission Comments**

**Business Meeting**

1. Discuss Good Morning Manhattan

**Review Minutes**

**Review Tentative Agenda**

**Press Conference Topics**

**9:00 AM**

**Rich Vargo, County Clerk**

2. Year to date budget and expenditure reports

**9:15 AM**

**Brittany Phillips, Budget and Finance Officer**

3. General Fund Transfer Authorization

**9:30 AM**

**Press Conference**

4. Downtown Manhattan update - Gina Snyder (3-5 minutes)
5. County Office Building office hours - Vivienne Leyva (2-3 minutes)

**9:40 AM**

**Clancy Holeman, Counselor/Director of Administrative Services**

6. Administrative Work Session

**10:00 AM**

**John Ellermann, Public Works Director/County Engineer**

7. Project update
8. Request to fill a position
9. CPE windows

**10:35 AM**

**Brittany Phillips, Budget and Finance Officer**

Attachment: 07-08-24 tentative agenda (14215 : Tentative Agenda)

10. 2025 Budget Work Session

**Adjournment****Announcements**

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

A commissioner will be live on In Focus at 9:05 a.m. Tuesday, July 9, 2024 (JF).

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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: 07-08-24 tentative agenda (14215 : Tentative Agenda)



**Board of Riley County  
Commissioners  
Regular Meeting  
TENTATIVE Agenda  
July 11, 2024**

115 North 4th Street  
Manhattan, KS 66502  
[www.rileycountyks.gov](http://www.rileycountyks.gov)

Cindy Kabriel  
785-565-6200

**Commission Chambers**

**8:30 AM**

[District 1 – John Ford, Chair](#)

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

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

**8:30 AM**

**Call to Order**

**Pledge of Allegiance**

**Public Comment**

**Commission Comments**

**Business Meeting**

1. Discuss Intergovernmental Luncheon
2. Discuss Joint City/County/County Meeting
3. Approve payroll/accounts payables (when completed)

**Review Minutes**

**Review Tentative Agenda**

**Press Conference Topics**

**9:00 AM**

**Clancy Holeman, Counselor/Director of Administrative Services**

4. Administrative Work Session

**9:20 AM**

**Break**

**9:30 AM**

**Shilo Heger, Treasurer**

5. Monthly Revenue Reports

**9:45 AM**

**Jason Smith, Manhattan Area Chamber of Commerce**

6. Economic development update

**10:00 AM**

**Julie Gibbs, Health Department Director**

7. Staff update

**10:30 AM**

**Budget and Planning Committee - Brittany Phillips, Budget and Finance Officer**

8. Monthly Cash Flow Reports

Attachment: 07-11-24 tentative agenda (14215 : Tentative Agenda)

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

9. Executive session to discuss a performance matter involving non-elected personnel

**Adjournment**

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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: 07-11-24 tentative agenda (14215 : Tentative Agenda)



**COUNTY  
COUNSELOR/ADMINISTRATIVE  
SERVICES**  
*Staff Update*

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

## STAFF REPORT

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**FROM:** Clancy Holeman, Riley County Counselor

**MEETING:** July 1, 2024

**SUBJECT:** Pending County Projects County Counselor

**PRESENTER:** Clancy Holeman, Riley County Counselor

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Enclosures:

- FINAL\_Commission List 07.01.2024 (DOCX)

**PENDING COUNTY PROJECTS ▪ January 2024 through June 26, 2024, Submitted by Clancy Holeman, Riley County Counselor**

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

**COMMISSION LIST**

**I. Projects By Category:**

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

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

meetings. (5-2-24; 5-6-24) Attend budget presentations to BOCC of various outside agencies. (5-6-24) Work on file documentation presented today by Jason Hilgers of City's draft plan on City's proposed CICO Park Improvements. (5-2-24) Review information for BOCC agenda item scheduled for 5-6-24. (5-3-24) Work on appropriation request analysis. (5-3-24) Attend and participate in BOCC public meetings. (5-9-24; 5-13-24. Work on analysis of appropriation issues. (5-9-24;5-12-24) Work on appropriation issue question. (5-14-24) Attend and participate in BOCC public meetings: (5-30-24; 6-3-24) Attend and participate in BOCC public meetings. (6-6-24; 6-10-24) Watch BOCC public meeting online during remote work. (6-13-24) Attend and participate in BOCC public meeting. (6-17-24) ***Attend and participate in BOCC public meetings. (6-20-24;6-24-24) Attend City/County/County meeting. (6-20-24) Communication on pending contractual issue. (6-21-24) Schedule executive session for Monday, July 1, 2024. (6-26-24)***

#### **“Constitutional Protection of County Home Rule”:**

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

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

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

#### **“Dark Store”:**

#### **District Court:**

#### **Federal Rules on Vaccination Mandate:**

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

**Indigent Legal Services:** Attorney contracts for 2022 were created and emailed to current attorneys under contract. (11-3-21) Notice to Riley County Bar Association of at least one attorney vacancy effective January 1, 2022. (11-4-21) Proposed 2022 contracts have been provided to all current lawyers under contracts. None returned as of 11-23-21. No indigent legal service contracts are in place for the calendar year 2022. Work on various issues related to this service. (2-10-23; 2-13-23; 2-14-23; 2-15-23; 2-16-23; 2-19-23; 2-20-23; 2-21-23; 2-22-23; 2-24-23; 2-26-23; 2-27-23; 2-28-23; 3-1-23; 3-2-23; 3-3-23; 3-4-23; 3-6-23; 3-7-23; 3-8-23) Work on various issues related to this service. (3-19-23) Work at staff level on compensation for this service. (3-28-23) schedule next staff level discussion of compensation for this service. Discuss with Deputy Counselor compensation for this service. (3-29-23) Work on project. (6-1-23) Work on project. (6-8-23) Draw up final version of CAR; RFP; and Contract. (6-19-23; 6-20-23) Obtain BOCC approval of form RFP and Contract. (6-22-23) Finalize RFP and contract and distribute to local Bar Association membership with encouragement to apply well before August 4, 2023, deadline for proposals because they will be considered as they are submitted. (6-29-23; 6-30-23) Create documents for publication in newspaper and placement on county website for this service. (7-7-23; 7-10-23; 7-11-23; 7-12-23) Deadline for proposals to arrive in Clerk's office 5 p.m. August 4. Work on issues related to service. (10-25-23.) Work on scheduling discussion. (6-5-24)

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

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

**National Opioid Litigation Settlement:** Notice of Deadline to “opt in” to latest round of national opioid class action litigation settlements is April 18, 2023. (3-27-23) Prepare and submit CAR for BOCC 4-10-23 public

meeting; with my recommendation to BOCC regarding “opt in” to latest round of national opioid class action litigation settlements—5 new defendants settling. Discuss with Assistant Attorney General managing this matter state-wide. (4-6-23) Submit electronically our “opt in” to latest round of national opioid class action settlements, as previously authorized by BOCC. Confirmation from settlement administrator that “opt in” accomplished. (4-14-23)

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

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

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

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

**Rural Economic Development Advisory Board:**

**Staff Budget and Planning Committee:**

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

## **II. Projects by Department or Division:**

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

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

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

**Riley County Clerk:** Advise and assist on open record act issue. (9-12-23;9-13-23) Schedule meeting with staff of two departments to plan means of addressing particular type of KORA request in most fair and efficient manner to reduce, potentially, two departmental workloads. (9-13-23;9-14-23) Reschedule forgoing meeting to 10-27-23. (10-19-23) Work on contract law issue. (10-24-23) Assist with legal issue. (11-3-23;11-5-23; 11-6-23.) Approve on minute track as to form revised parking lot resolution developed by Deputy Counselor. (1-2-24) Work on autopsy record storage issue. (2-2-24) *Prepare* resolution regarding Plaza reservations; present to BOCC and obtain approval. (2-27-24; 2-28-24;2-29-24) Communicate with staff on a request for a mailing address change. Communicate with counsel on client name change. Communicate with staff on records name change issue. (3-4-24;3-5-24) Work on notice of upcoming special meeting of BOCC. (3-12-24) Work with Clerk staff member on preparing for RNR compliance during 2025 budget. (3-20-24) Work with Department Head and his staff on election procedural matters raised by vacancy in a City of Manhattan elected office. (5-10-24) Work on contract issue for department. (6-14-24) Attend and participate in staff working group regarding ongoing project. Communicate with contractor afterward. (6-17-24) ***Review return of contract accepting our contractual attachment. Communicate with Department staff on next steps for BOCC approval. (6-21-24) Prepare Commisison Agenda report on foregoing project. Staff uploads for Thursday, June 27<sup>th</sup> BOCC public meeting. (6-24-24) Work on Finance Officer question on behalf of BOCC. (6-25-24) Legal analysis of RNR statute. (6-27-24)***

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

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

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

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

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

Then obtain BOCC approval of extension of local disaster emergency declaration. (4-2-24; 4-3-24; 4-4-24) Draft local emergency declaration on Axelton Hill Road wildfire and obtain BOCC chairman signature. (4-6-24) Prepare extensions of both local disaster emergency declarations. (4-10-24) Present and obtain BOCC approval of both immediately preceding local disaster emergency declarations. (4-11-24)

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

**Riley County Health Department:** Work on contract law issue. (10-12-23;10-13-23.) Work on contract law issue. (10-19-23;10-23-23; 10-24-23.) Advise Department on personnel policy manual upcoming revision. (3-19-24) Communicate with county staff on parking issue. (3-26-24) ***Schedule staff discussion with this Department and another on legislative issue. (6-26-24)***

#### **Riley County Historical Museum:**

**Riley County Human Resources.** Finalize Green Dot Contract. (9-12-23) Conversation with HR. (10-12-23.) Review example of proposed Performance Review new form to be completed by 10-16-23. (10-12-23) Work with a department on HR issue “IV.” (10-13-23.) Work with Department on unrelated HR issue (“V”). (10-16-23.) Work with Department on unrelated HR issue “VI”. (10-16-23.) Work with department on Personnel issue I. (10-19-23;10-23-23; 10-25-23.) Work with division on personnel law issue II. (10-24-23.) Work with Division and Department Head on personnel law issue II. (10-25-23;10-26-23;10-27-23;10-28-23-10-29-23;10-30-23) Work with Division and Department Head on personnel law issue. (11-1-23.) Work with Division and Department on personnel law issues. (11-2-23;11-3-23; 11-5-23;11-6-23.) Work on personnel law issue for Division and Department. (11-10-23). Work with Division and Department on personnel law issues. (11-9-23;11-13-23; 11-14-23). Prepare for disciplinary action appeal scheduled for January 4, 2024. (12-289-23) Communicate with team members on working group considering revision of personnel manual. Working group to reconvene 1-9-24. (1-2-24) Work on personnel issues. (1-4-24; 1-5-24) Communicate with Department head and Division head on upcoming potential meeting regarding process. (1-12-24) Communication from Division head on upcoming work group work for discussions on personnel policies. (1-12-24) Working group discussion of personnel policy issues. (1-12-23) Working group discussion of personnel policy manual. (1-18-24) Working group discussion of personnel policy practice. (1-22-24) Analyze and comment upon potential policy. (1-24-24) Analyze potential changes to personnel policy. (1-29-24; 1-30-24; 1-31-24) Advise on legal issue. (2-1-24) Work on personnel policy manual issues. (2-22-23;2-23-24) Communicate with Division director given federal law changes in identified policies. (2-27-24) Review material provided. (2-27-24) Work with Division Director on scheduling upcoming presentations to BOCC in public meetings. (3-12-24) Work on Personnel Policy issue. (3-13-24) Work on upcoming executive session. (3-12-24;3-13-24) Work on personnel policy issue. (3-14-24;3-15-24;3-17-24;3-18-24) Work on different personnel policy issues than immediately preceding entry. (3-18-24) Work on both of the immediately preceding entry matters. (3-19-24) Work on dress code issues. (4-9-24) Review KORA request. (4-9-24) Discuss personnel law issue. (5-8-24) Work with Division and Department Head on two distinct personnel law issues. (5-10-12) Work with Division and Department Head on distinct personnel law issue. (5-14-24) Review and continue working on proposed policy. (5-28-24; 5-29-24) Work with HR, and a Dept. Head on personnel law issue. (5-31-24; 6-3-24) Work with staff group on proposed policy. (6-3-24) Work with HR and Department Head on personnel issue. (6-3-24) Work with HR. on personnel issue. (6-4-24; 6-5-24)) Work with HR on personnel matter. (6-7-24) Work with HR on personnel policy approval. (6-7-24) Work with HR on 2 distinct and unrelated personnel law issues. (6-17-24) Work with HR on personnel law issues. (6-18-24)

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

protect network. (5-7-24)

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

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

**RILEY COUNTY POLICE DEPARTMENT—Administered by Law Enforcement Agency (“Law Board”):** Communication from City Manager, County Clerk and County Attorney regarding RCPD question about potential ordinance or resolution. I contact Barry Wilkerson for discussion. (1-12-24) Work on project. (4-15-24; 4-16-24; 4-17-24) Communication from third party on budget matter. (5-2-24) Work on inmate medical project. (5-29-24) Participate in staff working group on inmate medical project. (5-31-24) Communicate with vendor of inmate medical services. (5-31-24)

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

defendant in pending code enforcement case. (5-7-24) Discuss pending enforcement matter with Code Enforcement officer. (5-7-28; 5-8-24) Work on pending Court of Appeals matter. (5-15-24) Work on comp plan consultant project. (5-29-24) Calendar Evergy application regarding Ashland Bottoms special use application. (5-29-24) Review and sign plat presented by Department staff. (5-29-24) Prepare for executive sessions. (6-5-24) Advise Department Head on project legal issue. (6-12-24) **Work on pending appeal matter. (6-25-24)**

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

**Riley County Public Information Officer:** Conversation on lawful options for final version of BOCC minutes. (10-24-23.) Schedule upcoming meeting on possible documentary. (3-12-24) Communicate with regarding Facebook change of services offered. (3-12-24) Discussion with PIO regarding request for release of information. (5-31-24)

**Riley County Public Works:** Discuss land use issue with Department Head. (10-12-23.) Communicate with potential vendor on project. (10-13-23.) Communicate with county insurer on project. (10-13-23.) Contract law issue. (11-6-23.) Work on bid packet issue. (1-2-24) Contacted by KDHE requesting permission for project. Relay request to Public Works Director and invite conversation. (1-3-24) Discuss with Director Township Officers' March 6, 2024, meeting agenda. Contact outside party as possible participant to assist with program. (2-2-24) Attend and participate in Township Officials annual meeting. (3-6-24) Review and approve contract "as to form." (3-8-24) Review contract proposed. (3-11-24) Discuss staff contract proposed. (3-12-24) Work with Assistant County Engineer on assembly of contract for agenda. (3-19-24) Review and approve as to form immediately preceding contract. Conversation with Cindy K on delivery of contract to County Clerk's office for this Thursday's agenda. Place contract in delivery bin from Public Works to County Clerk's office. (3-20-24) Work on elevator contracts and discuss with Department Head. (4-5-24; 4-6-24; 4-8-24) Conversation with Dept. Head regarding KDHE request to do well test on county site. (4-15-24) Conversation with Dept. Head regarding drainage easement. (4-16-24) Review update on pending resolution. (4-18-24). Review and approve as to form covenant and easement documents for EMS HQ project. (4-23-24) Respond to email from KDHE on agency's planned sampling in Fairmont Park, after discussion with Department Head. (4-23-24) Conversation with Assistant County Engineer. Approve as to form transfer station truck scale Contract. (4-23-24) Work on KDOT roundabout project as it affects Riley County. (4-26-24; 4-28-24; 4-29-24; 4-30-24) Work on preceding KDOT project as it affects Riley County. 5-8-24. Work on policy issue involving CDL training. (5-30-24; 5-31-24) Review and approve as to form project document. (5-31-24) Review and approve as to form unrelated project document. (5-31-24) Approve as to form contract for project. (6-3-24) Work on project documents. (6-4-24) Conversation with consulting engineer on state highway project. (6-14-24) **Communication from KDOT counsel on state "roundabout" project at US 24 and K-13. Contact Public Works Directo. Contact KTOT counsel. (6-26-24)**

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

**Riley County Treasurer:** Discuss with Department Head process for Opioid Settlement Fund payments routed from Attorney General's Office. Discuss with Assistant Attorney General supervising such distributions. (12-21-22) Work on Delinquent Real Property Tax Foreclosure case for 2024. (4-12-24) Review claim for delinquent real property taxes in mtg foreclosure case. (4-16-24) Review claim for delinquent real property taxes in mtg foreclosure case. (4-16-24) Review probate case order directing payment of real property tax. (4-16-24) Review mtg foreclosure case and demand for payment of real property tax. (4-16-24) Review of probate case and real property tax. (4-16-24) **Review** delinquent real property tax efiling. (4-19-24) Work

with legal staff on upcoming delinquent real property tax sale. (4-23-24) Process with staff response to citizen inquiry to county website about tax sale properties. (4-29-24) Process with staff response to another citizen inquiry to county website about tax sale. (4-29-24) Discuss tax sale property issue involving request from executor of titled owner. Call the executor and leave voicemail. Resolve with executor. (5-7-24) Sign order dismissing individual parcel from tax sale. (5-8-24) Work with department staff on preparation of Motion for Default Judgement in 2024 delinquent real property tax sale. (5-10-24) Obtain judgment in favor of Riley County on motion for default judgment in Riley County District Court for upcoming delinquent real property tax sale. (5-28-24) Delinquent property tax sale meeting with office staff. (5-29-24) Approve withdrawal pleadings from pending probate cases wherein our filed claims for property taxes resulted in payment. (6-14-24) Assist Department Head with citizen communication. (6-17-24;6-18-24) **Work on property tax foreclosure case. (6-26-24)**

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

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

**Administrative Matters:** Discuss with HR CAR I'll prepare for transition of Counselor position based upon my scheduled 2025 retirement. (5-19-23) Work on transition of Deputy position given incumbent's scheduled retirement. (5-22-23;5-23-23) Discuss and decide with staff on renewal of "Hawver" subscription. (5-30-23) Register for June 20 webinar on Title VI requirements under ARPA; to be conducted by Officer of Recovery. (6-5-23) Information to Office Manager on invoice for Westlaw. (7-5-23) Partners' Meeting. (7-21-23) Review and approve proposed CAR drafted by H.R. for upcoming position vacancy due to retirement. (7-27-23) Work with HR and staff working group preparing for candidate interviews for 2 positions. (7-27-23;7-28-23) Staff meeting to discuss departmental input, as requested by PIO, on survey regarding retention and recruitment and retention. Provide info to PIO. (8-2-23) Review, approve Department timecards. (8-6-23) Work on transition of department for upcoming vacancy in Office Manager position. Review all internal applications. Communicate with both Riley County Deputy County Counselors and H.R. Director. (8-6-23) Work on transition of department to fill vacancy in Legal Assistant position. (8-10-23;8-11-23; 8-13-23) Review City/County/County agenda for 8-17-23 meeting. (8-13-23) Work on upcoming retirement receptions for department. (8-11-23; 8-14-23; 8-15-23;8-16-23;8-17-23) Continued work on transition of department to fill vacancy in Legal Assistant position. (8-15-23) Participate in panel interview of candidate for Legal Assistant I position.9 (8-18-23) Attend retirement reception in BOCC chambers for Jill Seaton. (8-31-23) Relay eflex latest to staff—No access to court of appeals or supreme court yet as of noon today. (1-26-24) Participate as donor in County/Red Cross blood donation drive. (2-14-24) Work on closing issue involving sale of a portion of a larger parcel—the sale of which does not involve a pending code enforcement proceeding. (2-15-24) Work at PW successfully confirming, with IT assistance, our desktops there appropriately "sync" with our desktops in our CPE office. (2-26-24) Work with Public Works on key card/key fob access to that portion of Public Works building where our office will temporarily relocate. (2-27-24) Work on temporary relocation of office during 4<sup>th</sup> floor renovation project. (2-28-24) Work with I.T. to synchronize desktops at departmental CPE office and temporary space at Public Works. (3-1-24) Catch up on emails. Respond when appropriate. (4-9-24) Work on transition of Deputy County Counselor caseload to County Counselor. (4-10-24; 4-11-24; 4-12-24) Work on applicant interview scheduling for Deputy County Counselor position. (4-15-24) Work with our Office Manager on 2025 departmental budget request. (4-16-24) Work on departmental transition matters. (5-2-24; 5-2-24; 5-3-24) Brief staff meeting—my meetings schedule today. (5-7-24) Review and delete emails. (5-7-24) Work on transition: Introduce Deputy County Counselor to BOCC members; and 3 department heads (5-13-24) Introduce Deputy County Counselor to 3 more department heads. (5-14-24) Review and approve as to form payroll and accounts payable. (5-28-24) Work on transition matters in office. (5-30-24; 5-31-24) Contact IT about recent communications to organization about a system update. (6-3-24) Brief Bryant on relevant discussions during today's public BOCC meeting. (6-3-24) Weekly office

staff meeting. (6-14-24) Work with staff working group on scheduled shut off of electricity to CPE. (6-17-24; 6-18-24)

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

**County Counselor Association of Kansas:** Attend and participate virtually in Board of Governors meeting of CCAK. Summer CLE planning. (2-21-24) Contact KAC about presenter’s assigned time during June 21, 2024, CCAK CLE program. Relay to presenter. Recontact KAC. Recontact presenter. (5-2-24) Contact from presenter. Relay information to Jay Hall. Confirm to presenter all in place for CLE. (5-6-24) *Communicate with Deputy Director and Presenter scheduled for CCAK CLE to take place 6-21-24.* (6-18-24) **Attend online program of association for required CLE.** (6-21-24)

**Department Head Committee:** Attend and participate in committee meeting. (7-5-23) Attend and participate in meeting. (7-19-23) Attend and participate in committee meeting. (8-2-23) Attend and participate in Committee Meeting. (10-18-23) Attend and participate in committee meeting. (11-1-23.) Prepare for meeting scheduled for 1-3-24 (1-2-24) Attend and participate in Committee meeting. (1-3-24) Prepare for, attend and participate in committee meeting. (3-20-24) Prepare for 4-17-24 committee meeting. (4-16-24) Attend and participate in committee meeting. (5-1-24) Attend and participate in committee meeting. (6-5-24)

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

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

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

**Staff Budget and Planning Committee:** Work with B & P on development of contracts for transfers to small cities for loss of funds as countywide ½ cent sales tax sunsets 12/31/22. (11-15-22) Review material for BOCC presentation to be made by Budget and Planning during the next BOCC public meeting. (11-28-22) Attend and participate in Committee meeting. (11-29-22) Ask Shilo for her opinion on draft of agreement. (2-7-23) Prepare for scheduled 1-3-24 committee meeting. (1-2-24) Attend and participate in Committee meeting. (1-3-24) Review upcoming agenda for scheduled 1-30-24 committee meeting. Communicate with committee. (1-26-24) Attend and participate in committee meeting. (2-20-24) Work with IT/GIS staff on temporary move of department to Public Works during 4<sup>th</sup> floor CPE construction project. (2-21-24) Attend and participate in meeting of committee. (3-11-24; 3-12-24; 3-13-24) Conversation with Budget and Finance Officer. Available date of return from vacation. Accept B & P Meeting scheduled for 3 pm May 28, 2024. (5-7-24) Attend and participate in committee meeting. (5-28-24) Work on potential remote work policy. (5-28-24; 5-29-24) Attend and participate in committee meeting. (6-4-24)

**Staff Riley County Employee Recognition Day Planning Committee:** Attend and participate in committee work planning Employee Recognition Day. (6-20-23) Analyze proposed venue contract. Conversation with County’s insurer. Voicemail left with PIO. (7-5-23) Attend and participate in Committee meeting (7-18-23) Communicate with sales representative for AMC Theatre. (8-2-23; 8-3-23) Communicate with AMC representative and our insurer regarding event. (8-13-23) Attend and participate in committee meeting. (8-15-23) Communicate with our insurer and attorney for venue regarding Recognition Day. (8-15-23) Communicate with attorney for venue regarding Recognition Day. (8-16-23; 8-17-23) Attend and participate

in Employee Day. (10-9-23.) Work on future Employee Recognition Day issue. (10-18-23) Contact insurer to evaluate coverage for potential site for 2024 Employee Recognition Day. (1-2-24) Attend and participate in committee meeting. (2-20-24) Communicate in response to questions about recognition for years of service by employees in attendance. (3-15-24) Attend and participate in committee meeting. (3-19-24) Check on potential keynote or breakout session speaker. Contact agent for venue to confirm paperwork necessary to finally reserve venue, obtain copy of complete contract required and obtain liability insurance coverage requirements. Contact county's insurer to confirm the required liability coverage will be in place for county on October 14<sup>th</sup>. Attend and participate in committee meeting. (4-16-24) Work on venue documentation. (4-30-24; 5-1-24) Check with C & W on status of certificate of insurance. (5-3-24; 5-7-24) Work on venue reservation and insurance coverage required. (5-28-24; 5-29-24) Work on venue reservation. (6-7-24) Attend and participate in committee meeting. (6-18-24) ***Work with group on input for CAR to describe event for BOCC. (6-24-24)***

**Staff Road Renaming Committee:**



**HEALTH DEPARTMENT**  
Personnel

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

## COMMISSION AGENDA REPORT

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**FROM:** Julie Gibbs

**MEETING:** July 1, 2024

**SUBJECT:** RCHD request for opioid settlement funds

**PRESENTER:** Julie Gibbs

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### **BACKGROUND**

Opioid education is important to Riley County, and we believe the current work of the community health educators has laid the foundation for continued work in 2025. We believe the compromise here would be to ask for a 30 hour a week employee. (These hours would better match up with school hours)

### **DISCUSSION**

The job description and title have been rewritten to Opioid Education and Prevention Specialist (Community Health Educator)

This individual would be responsible for developing, implementing, and evaluating opioid education and prevention programs. This role would involve working closely with schools, community organizations, healthcare providers, law enforcement, community corrections, Kansas State University, and local government to address opioid misuse and its impact on the community.

**Health and Opioid Prevention Education (HOPE) Curriculum:** This curriculum is designed for K-12 students and includes a comprehensive set of lessons and materials aimed at developing students' knowledge, attitudes, and skills to prevent drug abuse. It covers topics such as making healthy decisions, understanding the proper use and risks of prescription medications, and developing refusal skills. The curriculum includes specific modules for elementary, middle, and high school students ([WSU Health & Human Services <https://health-education-human-](https://health-education-human-)

[services.wright.edu/kinesiology-and-health/hope-curriculum](https://services.wright.edu/kinesiology-and-health/hope-curriculum)) ([Pennsylvania Department of Education <https://www.education.pa.gov/Schools/safeschools/laws/Pages/MOPCurr.aspx>](https://www.education.pa.gov/Schools/safeschools/laws/Pages/MOPCurr.aspx)).

**FISCAL IMPACT**

Salary, \$35,162.40

Benefits, \$13,889.15

Total = 49,051.55

This would be requested from Opioid Settlement funds.

**RECOMMENDATION(S)**

I recommend the BOCC approve the request for opioid settlement funds to be used toward extending the Community Health Education position through 2025 at 30 hours/week.

**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:**

- Opioid Education and Prevention Specialist Position Description-DRAFT (002) (PDF)
- 2024-06 HD Opioid Preventions Spec (1) PAF (DOCX)

## RILEY COUNTY, KANSAS JOB DESCRIPTION

|                     |                                                   |                          |
|---------------------|---------------------------------------------------|--------------------------|
| <b>Job Title:</b>   | <b>OPIOID EDUCATION AND PREVENTION SPECIALIST</b> |                          |
| <b>Department:</b>  | Health Department                                 | <b>Division:</b> Admin   |
| <b>Reports To:</b>  | <b>Health Educator</b>                            |                          |
| <b>Pay Grade:</b>   | 6                                                 | <b>Status:</b> Part Time |
| <b>FLSA Status:</b> | Non-Exempt                                        |                          |

**POSITION SUMMARY:** The Opioid Education and Prevention Specialist will be responsible for developing, implementing, and evaluating opioid education and prevention programs using nationally recognized curriculum and best practices. This role involves working closely with schools, community organizations, diverse communities of interest, healthcare providers, and local government to address opioid misuse and its impact on the community. The specialist will deliver a proven curriculum, educational workshops, create prevention materials, and provide resources to promote healthy, drug-free lifestyles

### ESSENTIAL FUNCTIONS:

- Research, recommend and implement a nationally recognized comprehensive opioid education and prevention curriculum
- Create and disseminate educational materials such as brochures, presentations, and online content consistent with chosen curriculum.
- Implement evidence-based strategies and best practices in opioid misuse prevention.
- Effectively educate and reduce opioid misuse within schools, community organizations, and diverse communities of interest.
- Facilitate access to prevention resources and services between the community and healthcare providers.
- Create data driven, meaningful reports, presentations and program offerings to affect opioid misuse.
- Become the Subject Matter Expert for Riley County constituents on the prevention of opioid misuse.
- Drive policy and practice that reduces opioid misuse at the local, state and national level.
- Identify and secure funding to support program initiatives.
- Allocate resources effectively with precedence on effect on reducing opioid misuse in Riley County.
- Other duties as assigned

**POSITION REQUIREMENTS:** Required within 10 days of employment: TB screening including screening for *M. tuberculosis* infection, Proof of hepatitis B immunity, vaccine, or vaccine series started, proof of MMR, varicella, Tdap vaccinations, or immunity.

Bilingual employee may become certified medical interpreter to reach LEP clients.

**Education:** High school diploma or equivalent required. Associate degree in a health or related field preferred. Completion of Community Health Worker training preferred.

**Experience:** 1 year health education experience required. Experience facilitating curriculum-based learning preferred. 1 year experience in a multicultural setting required. 1 year experience in community health work preferred.

**Skills:** Proficiency in English required and a language other than English preferred. Ability to provide timely constructive feedback that is clear and direct; ability to describe the impact of actions and check for understanding. Effectively influence community members to act on the program objectives. Ability to recognize and reinforce developmental efforts, progress, and improvements. Cultural competence and respect for opinions of others with a

strong commitment to diversity. Ability to be effective with conflicting individuals or groups. Ability to work effectively with minimal supervision. Ability to stay focused on tasks despite distractions and interruptions. Ability to prioritize to ensure that deadlines are met.

Willingness to learn new methods, procedures, or techniques, resulting from departmental or organization-wide change. Demonstrates willingness and flexibility to work outside normal schedules, routines, and duties.

Conforms to HIPAA privacy regulations specific to position held. Disclosures are only allowed as necessary for treatment to providers and/or Business Associates, for billing, health care operations or as required by law. May need to interact with the following departments for allowable access to PHI: All County Departments. May have to work outside of normal work hours and use of personal vehicle may be required.

**Guidelines:** Guidelines include agency policies, regulations, precedents, and work directions; curriculum-based education will follow set procedure, employee uses judgment in interpreting and adapting them to specific cases or problems. Employee analyzes results and recommends changes.

**Complexity:** The work requires self-motivated advanced planning for program planning and delivery of services as well as critical thinking skills to assess and make rapid emergency decisions. Meeting and dealing with many individuals of varying interests and levels of responsibility. Dependable in carrying out responsibilities.

**Scope and Effect of Work:** The work involves establishing criteria; formulating projects; assessing program effectiveness; or investigating or analyzing a variety of unusual conditions, problems, or questions during and after critical situations.

**Personal Contacts:** The personal contacts are with individuals or groups in a moderately unstructured setting (e.g., the contacts are not established on a routine basis); the purpose and extent of each contact is different, and the role and authority of each party is identified and developed during the contact.

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

Balance is required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb; stoop, kneel, crouch, or crawl; talk and hear from both ears; smell. The employee occasionally lifts/pushes/pull 25lbs, frequently lifts 10-25lbs and constant lift of up to 10lbs. Vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

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

Employee is subject to hazards including blood borne and air borne pathogens and a variety of physical conditions, such as proximity to moving mechanical parts, moving vehicles, electrical current, or exposure to chemicals. Employee is subject to atmospheric conditions, such as fumes, odors, dust, mists, gases, or poor ventilation. The noise level in the work environment is usually considered normal.

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

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

Requisition Approval Process

Submitted by Julie Gibbs on 06/27/2024 at 10:57 AM

| Internal Position Details (not displayed on job posting) |                                                                               |                                               |
|----------------------------------------------------------|-------------------------------------------------------------------------------|-----------------------------------------------|
| <b>Company</b><br>Riley County, KS                       | <b>Position Template</b><br>Opioid Education and Prevention Specialist [OPED] | <b>Work Location</b><br>Health Department/EMS |
| <b>Job ID</b><br>2550480                                 | <b>Salary</b><br>\$20.74 - \$22.54 D.O.Q.                                     | <b>Supervisor Position</b><br>No              |
| <b>Pay Grade</b><br>RANGE 6 [RANGE 6]                    | <b>EEO Class</b><br>Administrative Support [6]                                | <b>Workers Compensation</b><br>8810 [8810]    |
| <b>Cost Center 1</b><br>Health Department [30]           | <b>Cost Center 2</b><br>HD-General [400]                                      | <b>Cost Center 3</b><br>--                    |
| <b>1 Job Slot</b><br>OPIOID -1                           |                                                                               |                                               |

Supervisor:   Shanika Rose

Department Head: Julie Gibbs

☐ No changes to Position or Budget

☒ Position Description attached

Total annual hours\_1560

☐ Budgeted

☒ New or updated position description

☒ New request for budget (details attached)

Salary: \$35,163

Budget for Benefits:   \$13,889

Total proposed annual budget:   \$ 49,052

Additional Position Comments: \_\_\_\_\_

BoCC Chair                   \_\_\_\_\_

BoCC Member                \_\_\_\_\_

BoCC Member                \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_



**HEALTH DEPARTMENT**  
Personnel

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

## COMMISSION AGENDA REPORT

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**FROM:** Julie Gibbs

**MEETING:** July 1, 2024

**SUBJECT:** RCHD request for approval to fill MRC Unit Leader position

**PRESENTER:** Julie Gibbs

---

### **BACKGROUND**

The Medical Reserve Corp Unit Leader is responsible for recruiting, training, and maintaining volunteers in the MRC. This position was made possible through the RISE (Response, Innovate, Sustain, and Equip) grant through NACCHO. Only 71 entities were awarded, and the Riley County PHEP program was one of them!

### **DISCUSSION**

The MRC Unit Leader position became vacant in early June and we would like to fill this position so that we can continue to recruit more volunteers and onboard those volunteers already in the system to get them started with training. This position is temporary, part time, and in office.

### **FISCAL IMPACT**

The salary and benefits are covered through the RISE grant and will be in place through June 2025.

### **RECOMMENDATION(S)**

I recommend the Board of Health approve the request to fill the temporary, part time MRC Unit Leader position through June 2025.

### **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:**

- Medical Reserve Corps Unit Leader Position Description (PDF)
- 2024-06 HD MRC Unit Leader PAF (DOCX)

## RILEY COUNTY KANSAS JOB DESCRIPTION

|                     |                                          |                  |                                       |
|---------------------|------------------------------------------|------------------|---------------------------------------|
| <b>Job Title:</b>   | <b>MEDICAL RESERVE CORPS UNIT LEADER</b> |                  |                                       |
| <b>Department:</b>  | Health Department                        | <b>Division:</b> | Admin                                 |
| <b>Reports To:</b>  | Administrative Director                  |                  |                                       |
| <b>Pay Grade:</b>   | 7                                        | <b>Status:</b>   | Part-Time, dependent on Grant funding |
| <b>FLSA Status:</b> | Non-Exempt                               |                  |                                       |

**POSITION SUMMARY:** Medical Reserve Corps (MRC) Unit Leader recruits, trains, and equips volunteers to serve in the Wildcat Region Medical Reserve Corps. The MRC Unit Leader will develop a corps of capable volunteers who are ready and able to be called to respond to emergencies in the Wildcat Region.

**ESSENTIAL FUNCTIONS:**

- Recruit, Develop and maintain a corps of trained volunteers in the Wildcat Region.
- Train volunteers in essential skills such as First Aid, CPR, triage, and other emergency response needs.
- Develop, secure, and maintain the supplies and equipment needed to respond to emergencies.
- Coordinate with potential partner organizations to source volunteers.
- Coordinate with First Responder agencies (emergency management, EMS, police, fire, etc.) to find opportunities to support strategic and tactical response plans.
- Communicate and coordinate skills and abilities of volunteers to support emergency response agencies.
- Respond to, and coordinate volunteer response, to emergencies in the Wildcat Region.

**SECONDARY FUNCTIONS:**

- Work with the Public Health Emergency Preparedness Coordinator to conduct an initial needs assessment to determine if an MRC response is required.
- Support Emergency Operations Center and required work centers through volunteer staffing and equipment and supply needs.
- Support medical response activities through the duration of the emergency.
- Maintain equipment and supplies post-emergency.
- Coordinate volunteer appreciation recognition.
- Other duties as assigned.

**EDUCATION:** High school diploma or equivalent required

**EXPERIENCE:** 1 year volunteer work, preferably at a supervisory level required; 1 year of logistics planning, acquisition, storage, and deployment experience required; 1 year of working command and control functions in emergency circumstances preferred; 1 year of education and training experience preferred.

**SKILLS:** Ability to respond quickly to emergency requirements. Ability to organize complex work functions in a rapidly changing and uncertain environment. Ability to organize and maintain volunteer status lists and logistics control. Ability to provide education, training, and teambuilding concepts to enthusiastic volunteers. Must be fluent in English, and able to communicate using modern technology, as well as maintain databases on standard office equipment. Ability to communicate in Spanish preferred.

Must pass routine background check and conform to HIPAA standards of privacy protection.

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

Updated 2023-09

While performing the duties of this job, the employee is required to sit; use hands to finger, handle, reach with hands and arms; talk and hear with both ears. The employee must occasionally lift and/or move up to 25 pounds, may be standing for at least one hour, and may be exposed to outdoor environment. Specific vision abilities required by this job include close vision and color identification.

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

The employee is exposed to a normal noise level. Public health facility requires a non-smoker.

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

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

Requisition Approval Process

Submitted by Julie Gibbs on 06/27/2024 at 10:57 AM

Internal Position Details (not displayed on job posting)

Company

Riley County, KS

Job ID

2549508

Pay Grade

RANGE 7 [RANGE 7]

Cost Center 1

Health Department [30]

1 Job Slot

MEDICAL-1

Position Template

Medical Reserve Corps Unit Leader [Medical Reserve]

Salary

\$23.40/hour

EEO Class

Technicians [3]

Cost Center 2

Wildcat PHEP [409]

Work Location

Health Department/EMS

Supervisor Position

No

Workers Compensation

8810 [8810]

Cost Center 3

Health Department [57]

Supervisor: Julie Gibbs

Department Head: Julie Gibbs

☒ No changes to Position or Budget

☒ Position Description attached

Total annual hours\_1000

☒ Budgeted

☐ New or updated position description

☐ New request for budget (details attached)

Salary: \$23,400

Budget for Benefits: \$1814

Total proposed annual budget: \$ 25,214

Additional Position Comments:

BoCC Chair

Date:

BoCC Member

Date:

BoCC Member

Date:



**PLANNING & DEVELOPMENT**  
Public Hearing

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

## RESOLUTION

---

**FROM:** Lisa Daily, Administrative Asst II

**MEETING:** July 1, 2024

**SUBJECT:** Rezone a tract of land from AG (Agricultural District) to PUD (Planned Unit Development) and plat said tract into three (3) residential lots.

**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 10, 2024, the Riley County Planning Board forwarded a recommendation to the Board of Commissioners of Riley County to approve the request to rezone a tract of land from AG (Agricultural District) to PUD (Planned Unit Development) as it was found to be in general conformance with the comprehensive plan.

Staff recommends the Board of County Commissioners approve the request to rezone a tract of land from AG (Agricultural District) to PUD (Planned Unit Development) as it was found to be in general conformance with the comprehensive plan.

Staff also recommends that the Board of County Commissioners acknowledge the approved Final Plat of Blecha Addition Unit Three, accepting any easements, rights-of-way or licenses, as shown to be dedicated on the Final Plat.

### **POSSIBLE MOTION(S)**

#### ACTION NEEDED FOR REZONING: (AG to PUD)

- **Move** to sign Resolution 070124-\_\_\_\_\_ approving the request to rezone an unplatted tract from AG (Agricultural District) to PUD (Planned Unit Development).
- **Move** to sign Resolution 070124-\_\_\_\_\_ denying the request to rezone an unplatted tract from AG (Agricultural District) to PUD (Planned Unit Development).
- **Move** to table the request to rezone the described property to a specific date, indicating the reasons for tabling.

#### ACTION NEEDED FOR PLAT:

- **Move** to approve Resolution 070124-\_\_\_\_ acknowledging the approved Final Plat of Blecha Addition Unit Three and accept any easements, rights-of-way or licenses, as shown to be dedicated on the Final Plat.
- Or
- **Move** to sign Resolution 070124-\_\_\_\_ denying acceptance of any rights-of-way, easements, licenses as shown to be dedicated on the Final Plat of Blecha Addition Unit Three, as it has been determined that it does not meet the requirements of the Riley County Land Development Regulations or Sanitary Code.

### **ATTACHMENT(S):**

- Staff report
- Maps
- Excerpt of Planning Board minutes

#### Enclosures:

- Staff Report BOCC (PDF)
- RCPB Minutes (PDF)
- Resolution Rezone Approve (PDF)
- Resolution Rezone Deny (PDF)
- Resolution Plat (PDF)



# PLANNING & DEVELOPMENT

## STAFF REPORT

### Planned Unit Development & Plat

---

**PETITION:** #24-024

**APPLICANT:** Lynn Blecha  
6130 Tuttle Terrace  
Manhattan, KS 66503

**PROPERTY OWNER(S):** Lynn A. Blecha Trust      Blecha Enterprises, LLC  
6130 Tuttle Terrace      6130 Tuttle Terrace  
Manhattan Ks 66503-8685      Manhattan Ks 66503-8685

**REQUEST:** Rezone a parcel of land from AG (Agricultural District) to PUD (Planned Unit Development) and plat the parcel into three (3) lots.

**SIZE OF TRACT:** The subject site is approximately 47.18 acres.

**LOCATION:** Generally located approximately 3345 feet east of Marlatt Avenue, on the north side of Tuttle Creek Boulevard; Sections 21 & 22, Township 9 South, Range 7 East; Grant, Manhattan and Wildcat Townships.

**JURISDICTION:** This application is subject to the requirements of the Riley County Land Development Regulations.

---



**BACKGROUND:** The applicant wishes to develop the property into three very-low density single family residential lots. If the request is approved, the applicant intends to file restrictive covenants to accompany the Final Plat of the property.

**DESCRIPTION:**

Physical site characteristics: The majority of the subject property is a mix of rolling hills, native grasses and wooded ravines and has been used primarily for pasture. The site is currently developed with a single family residence and multiple accessory structures.

General character of the area: The general character of the area is predominantly agrarian, with some single family residential use.

**ZONING:**

Zoning History: That portion of the subject site located in Manhattan township was zoned agricultural in 1951. Those portions of the subject site located in Grant and Wildcat townships were zoned agricultural in 1958.

Current Zoning: The subject property is currently zoned AG (Agricultural District). There are no variances, conditional uses or special uses associated with the site.

| SURROUNDING ZONING/LAND USE |                                                               |                      |
|-----------------------------|---------------------------------------------------------------|----------------------|
|                             | ADJACENT ZONING                                               | LAND USE             |
| <b>NORTH</b>                | AG (Agricultural District)                                    | Pasture/open space   |
| <b>SOUTH</b>                | PUD (Planned Unit Development)                                | Residential (vacant) |
| <b>EAST</b>                 | AG (Agricultural District) and PUD (Planned Unit Development) | Residential          |
| <b>WEST</b>                 | AG (Agricultural District) and PUD (Planned Unit Development) | Residential (vacant) |

**DETAILS OF DEVELOPMENT PLAN:**

Permitted Uses:

1. Single family residences
2. Short Term Rentals, as defined by the Riley County Land Development Regulations, and shall be subject to the licensing requirements found in Section 5.2 Use Specific Standards of said regulations.
3. Accessory apartment, as per Section 5.2 Use Specific Standards of the Riley County Land Development Regulations, except such accessory apartment shall only be allowed in the principal building.
4. Special Events – Type I limited to private gatherings (including wedding receptions, family reunions, or other private affairs by invitation only) and limited to seven (7) such events per calendar year. Type I Special Events that are open to the general public, whether or not an admission or entrance fee is charged and/or commercial activity is conducted, shall be prohibited.
5. Home Occupations, as per Section 5.5 Home Occupations of the Riley County Land Development Regulations.
6. Religious/ministerial gatherings.

7. Open space, walking trails and private recreational uses.

Permitted Structures:

1. Single family dwellings (see Use Limitations)
2. Accessory structures, as follows:
  - a. Lot 1 and Lot 3 shall be subject to Sections 5.3.B and 5.3.C of the Riley County Land Development Regulations, except the total cumulative floor area calculated per lot size shall be as listed for the SF-1 zoning district in  
Table 5-2: Maximum Area for Accessory Buildings of said regulations.
  - b. Lot 2 shall be subject to Sections 5.3.B and 5.3.C of the Riley County Land Development Regulations, except the number of buildings and maximum floor area shall be as follows:
    - Building A: 1- 35 x 40 shed (existing)
    - Building B: 1- 40 x 90 storage shed (existing)
    - Building C: 1- 30 x 80 storage shed (existing)
    - Building D: 1- 60 x 80 Shop/Ag storage shed connected to 1-25 x 70 storage shed (existing)
 Buildings used solely for the housing of livestock or horses shall be subject to Section 5.3.C.6. of the Riley County Land Development Regulations.
3. Amateur radio antenna (Lots 2 and 3 only).
4. Non-commercial solar energy conversion systems.
5. One small wind energy conversion system (Lots 2 and 3 only), with a maximum height of 70 feet (measured from the base to the blade tip).
6. Private playgrounds and swimming pools.

Use Limitations:

1. One (1) site built single family residence, with or without an accessory apartment, per lot.
2. Manufactured homes, modular homes, tiny homes or mobile homes shall be prohibited.
3. Stock animals, such as horses, cows, pigs, sheep, goats or similar animals shall be limited to five (5) total per lot. Poultry shall be limited to 12 chickens, ducks, guineas, or geese, or any combination thereof. Roosters shall be prohibited.
4. Day care services/centers shall be prohibited.
5. Group homes, as defined by the Riley County Land Development Regulations, shall be prohibited.
6. Businesses involving equine fitting, riding or roping activities shall be prohibited.
7. Nurseries or gardens intended to yield fruits and vegetables, nuts or flowers or sale, or to be processed into beverages or food products for sale, shall be prohibited.
8. Commercial parks, playgrounds, golf courses, swimming pools and recreational buildings shall be prohibited.

General Notes:

1. Lots 1 and 2 shall have direct access to Thomas Wiard Road (cul-de-sac) via a shared entrance. Lot 3 shall have direct access onto Tuttle Creek Boulevard.
2. Driveways for Lots 1 and 2 shall be subject to the requirements of the Driveway Standards in the Unincorporated Area of Riley County, Kansas; the driveway serving Lot 3 is existing and shall not be subject to the aforementioned driveway standards.
3. Lots 1, 2, and 3 shall be served by Rural Water District #1 for all potable water supply needs.
4. All lots and all uses therein shall be in compliance with the Riley County Sanitary Code.
5. All buildings shall be located within the building envelope, as showing the preliminary and final development plans and Final Plat.

6. All utilities shall be underground.
7. All proposed lighting shall have directional control or appropriate cut-offs to minimize spillage and light trespass.
8. Accessory structures used solely for agricultural purposes shall be exempt from the maximum floor area calculations or maximum number requirements.
9. If an entrance pipe is needed to access internal lots, it shall be designed in accordance with the Riley County Standards for Roadway Design in Platted Subdivisions.

Schedule of Improvements:

1. Construction of the extension of Thomas Wiard Road, with cul-de-sac, as per the Riley County Standards for Roadway Design in Platted Areas – 2024-2025
2. Construction of driveway on Lot 2 – 2024-2025
3. Construction of residence on Lot 3 – 2024-2026
4. Construction of residence and driveway on Lot 1 – 2025-2028

**POTENTIAL IMPACT:**

**Public facilities and services:**

Streets and bridges: Proposed Lots 1 and 2 will have direct access to Thomas Wiard Road, a two lane gravel road, maintained by Wildcat Township. The applicant is proposing to extend Thomas Wiard Road easterly to serve as the primary internal street of the subdivision. Since Lots 1 and 2 will be utilizing a shared entrance, the extension of Thomas Wiard Road will not be required to be paved, as per the requirements of Riley County Standards for Roadway Design in Platted Subdivisions. Lot 3 will be served by Tuttle Creek Boulevard, a paved, three-lane state highway, via an existing driveway. No new or existing bridges are included with this request.

Water and sewer: All proposed lots shall be served by Rural Water District #1. There is a 6-inch line that transects the northern portion of the subject site, along the right-of-way of Thomas Wiard Road. A clean-out or “fill point” is located at the current cul-de-sac terminus of Thomas Wiard Road.

Lots 1 and 3 will be served by an on-site septic system or wastewater stabilization ponds, depending on the soil conditions and slope of the lot. Proposed Lot 2 is currently served by a wastewater stabilization pond.

Fire: Riley County Fire District #1 will serve the site. The Tuttle Creek Fire Station (Station #12), located at 4120 Hwy 13, will serve as the primary responder to the site. Emergency turnarounds have been included approximately every 1000 feet along Thomas Wiard Road; one on Lot 2 and one on Lot 4, of Peterson Ranch Unit One. The existing cul-de-sac terminus will not be vacated with the construction of the extended cul-de-sac for Thomas Wiard Road in order to allow it to continue as a turnaround for emergency vehicles. The subject site is located within five (5) road miles of a fire station.

Effect on public facilities and services: It is not anticipated that the proposed development will have an adverse impact on public services.

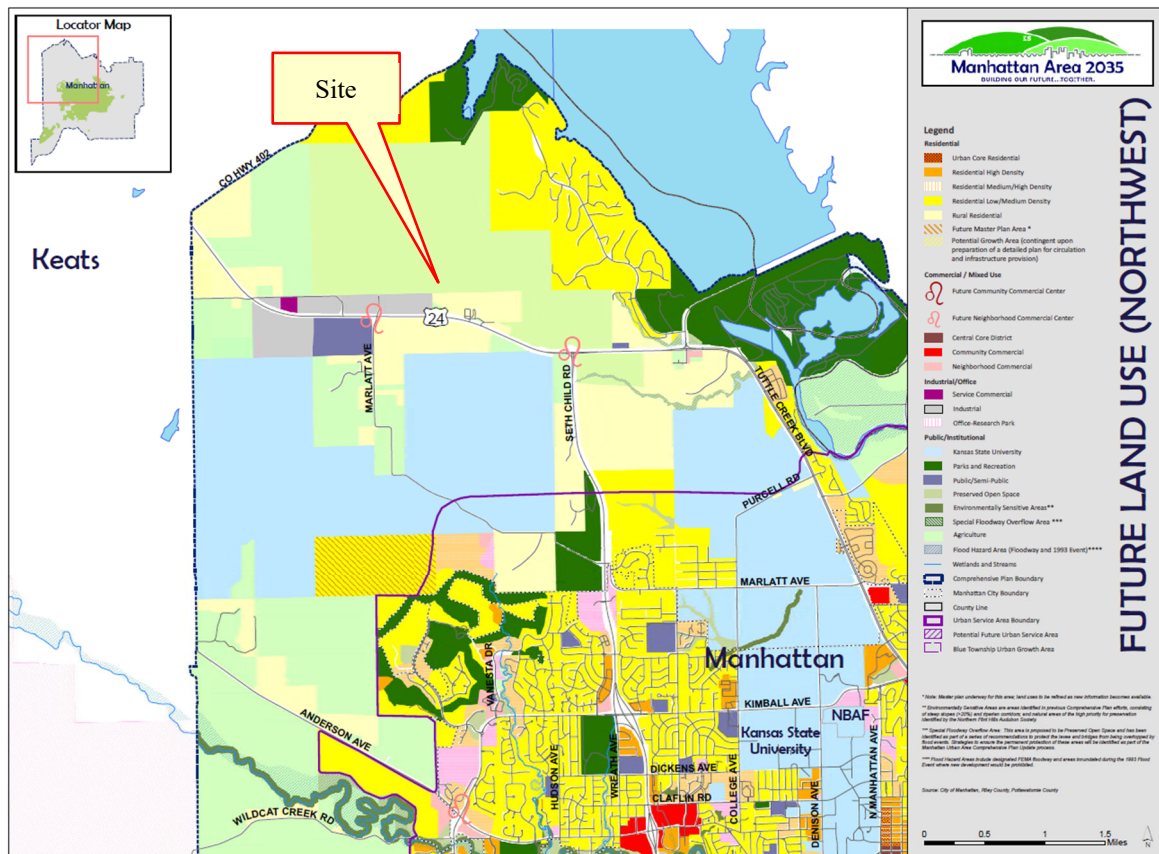
Effect on nearby property:

With the specific use limitations noted on the Preliminary Development Plan, restricting the type and density of residential development, it is not anticipated that the proposed development will have an unreasonable adverse impact on nearby property.

## CONFORMANCE TO THE LAND USE PLAN:

The subject site is located within the study area of the 2015 Manhattan Urban Area Comprehensive Plan, specifically within the Northwest Planning Area. The projected land use for the subject property is Potential Growth Area (contingent upon preparation of a detailed plan for circulation and infrastructure provision). This map indicates the subject site is projected for residential uses (see Figure 1). According to the Special Planning Area policies found in Chapter 11 of the Plan:

“WUS-24-2: Potential Growth Area Consider future development within the Potential Growth Area, as defined on the Future Land Use map, contingent upon preparation of a detailed master plan that addresses vehicular circulation—internal to the site, as well as connections to US-24 and other connection points, as appropriate; provision of water/wastewater infrastructure; stormwater drainage; relationship to existing development; and other site considerations. Properties adjacent to the highway are intended to be industrial, research, or commercial. Beyond the first tier of properties north of US-24, uses within the Potential Growth Area are intended to be primarily low-density rural residential.”



**Figure 1.** Future land use map (northwest)

Staff analysis: The request conforms to the goals and objectives of the 2015 Manhattan Urban Area Comprehensive Plan.

The request was also reviewed with the 2009 Vision 2025 Riley County Comprehensive Plan, specifically the Development Guidance System (Chapter 12).

## Conformance to the Goals, Objectives and Policies

Goal for residential:

*To allow for the development of a diversity of housing types, sizes and price levels to meet the changing needs of all county residents.*

Objective R4: Allow for adequate amounts of single family housing in suitable locations throughout the county.

Policies:

R4.2 Roads serving residential developments should safely accommodate anticipated traffic.

## Future Land Use Map

According to the Future Land Use Map Central (Figure 11.2) found in the Plan. Although the subject property is not located within a designated growth area, the future land use map indicates that the subject site is located in a Potential Long-Term Growth Area (contingent upon preparation of a detailed area plan).

## The Land Evaluation/Site Assessment (LESA) Score

According to the final score of the LESA analysis, the subject property achieved 4534 points, which is Strong for Development (see attached LESA). No bonus points were factored into the analysis.

## Hardship on the landowner

The Applicant did not express a hardship as a reason for this request.

Staff analysis: The request to plat and rezone the subject property is consistent with goals and objectives of the Plan.

## RILEY COUNTY LAND DEVELOPMENT REGULATIONS:

Agricultural Buffer: N/A

Riparian Buffer: N/A

## COMMENTS AND CONCERNS:

ENVIRONMENTAL HEALTH: The Riley County Environmental Health Technician has reviewed the request and reported that water for all lots will be provided by Rural Water District #1. Lot 1 is approved to use a standard septic system; Lot 2 has an existing wastewater lagoon; and Lot 3 is approved to use a wastewater lagoon. All lots are in compliance with Riley County Sanitary Code.

COUNTY ENGINEER: The County Engineer has reviewed the request and reported Public Works agrees with the proposed development as long as the extension of Thomas Wiard Road meets county road standards and is approved by the County Engineer.

EMERGENCY MANAGEMENT: Riley County Deputy Rural Fire Chief has reviewed the request and stated RCFD #1 requested a water point be installed at the new cul-de-sac; this will be for the future development possibility.

TOWNSHIP TRUSTEE: The Grant Township Trustee has sent a Development Review Memo; no response was received by the Department.

## RILEY COUNTY PLANNING BOARD

On June 10, 2024, the Riley County Planning Board forwarded a recommendation to the Board of Commissioners of Riley County to approve the request to rezone a tract of land from AG (Agricultural District) to PUD (Planned Unit Development) as it was found to be in general conformance with the comprehensive plan.

The Board also approved the concurrent plat of Blecha Addition Unit Three, as it was found to meet the requirements of the Riley County Land Development Regulations and the Riley County Sanitary Code.

### STAFF RECOMMENDATIONS:

Staff recommends the Board of County Commissioners approve the request to rezone a tract of land from AG (Agricultural District) to PUD (Planned Unit Development) as it was found to be in general conformance with the comprehensive plan.

Staff also recommends that the Board of County Commissioners acknowledge the approved Final Plat of Blecha Addition Unit Three, accepting any easements, rights-of-way or licenses, as shown to be dedicated on the Final Plat.

### ACTION NEEDED FOR REZONING: (AG to PUD)

- A. **Move** to sign Resolution 070124-\_\_\_\_\_ approving the request to rezone an unplatted tract from AG (Agricultural District) to PUD (Planned Unit Development).
- B. **Move** to sign Resolution 070124-\_\_\_\_\_ denying the request to rezone an unplatted tract from AG (Agricultural District) to PUD (Planned Unit Development).
- C. **Move** to table the request to rezone the described property to a specific date, indicating the reasons for tabling.

### REASONS TO CONSIDER WHEN DECIDING A REZONING PETITION:

- ☐ Is the rezoning compatible with the character of the neighborhood?
- ☐ Is the rezoning compatible with the zoning and uses of properties nearby?
- ☐ Is the subject property not suitable for the uses allowed by the current zoning?
- ☐ Will the removal of the current restrictions by rezoning detrimentally affect nearby property?
- ☐ Has the subject property remained vacant as zoned for a substantial time period?
- ☐ Is the gain to the public health, safety and welfare by denying rezoning not as great as the hardship imposed upon the individual landowner?
- ☐ Is the rezoning consistent with the recommendations of permanent or professional staff?
- ☐ Does the rezoning conform to the adopted comprehensive plan?
- ☐ Will the rezoning detrimentally affect the conservation of the natural resources of the County?
- ☐ Will the rezoning result in the efficient expenditure of public funds?
- ☐ Will the rezoning promote the health, safety, convenience, prosperity and general welfare of the inhabitants of the County?

### ACTION NEEDED FOR PLAT:

- A. **Move** to approve Resolution 070124-\_\_\_\_\_ acknowledging the approved Final Plat of Blecha Addition Unit Three and accept any easements, rights-of-way or licenses, as shown to be dedicated on the Final Plat.

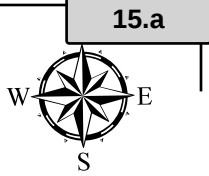
Or

- B. **Move** to sign Resolution 070124- \_\_\_\_\_ denying acceptance of any rights-of-way, easements, licenses as shown to be dedicated on the Final Plat of Blecha Addition Unit Three, as it has been determined that it does not meet the requirements of the Riley County Land Development Regulations or Sanitary Code.

**ATTACHMENTS:**

- Vicinity/site map
- Surrounding zoning map
- Fire station map
- Preliminary Development Plan/ Preliminary Plat
- Final Development Plan
- Final Plat
- LESA

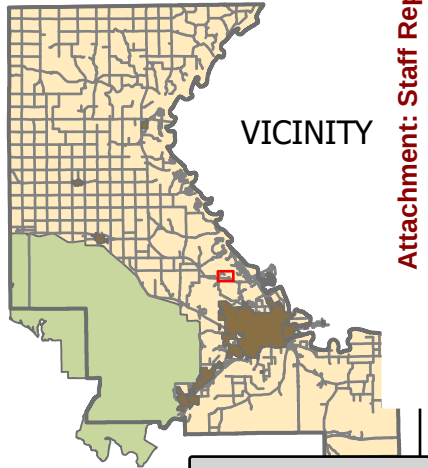
Prepared by: Bob Isaac, Planner  
June 11, 2024



VICINITY AND SITE

Blecha  
#24-024  
Plat  
Blecha Addition Unit Three  
Rezone  
AG to PUD  
21-9-7  
22-9-7

 1000' Buffer  
 Site



VICINITY

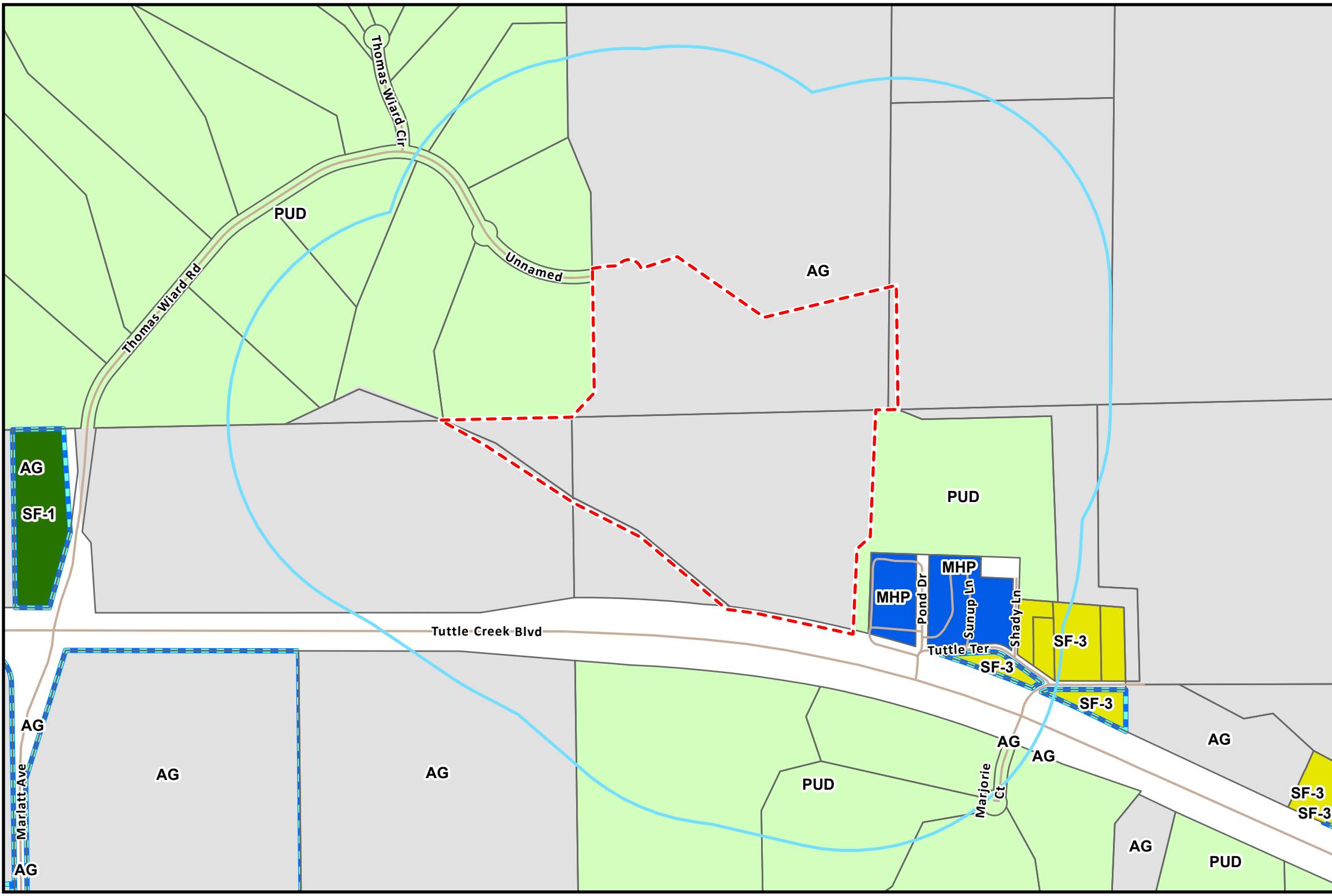


SURROUNDING ZONING

Blecha  
#24-024  
Plat  
Blecha Addition Unit Three  
Rezone  
AG to PUD  
21-9-7  
22-9-7

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 (14850 : Rezone & Plat Blecha Addition Unit Three)



### FIRE STATIONS

Blecha

#24-024  
Plat

Blecha Addition Unit Three

Rezone

AG to PUD

21-9-7  
22-9-7

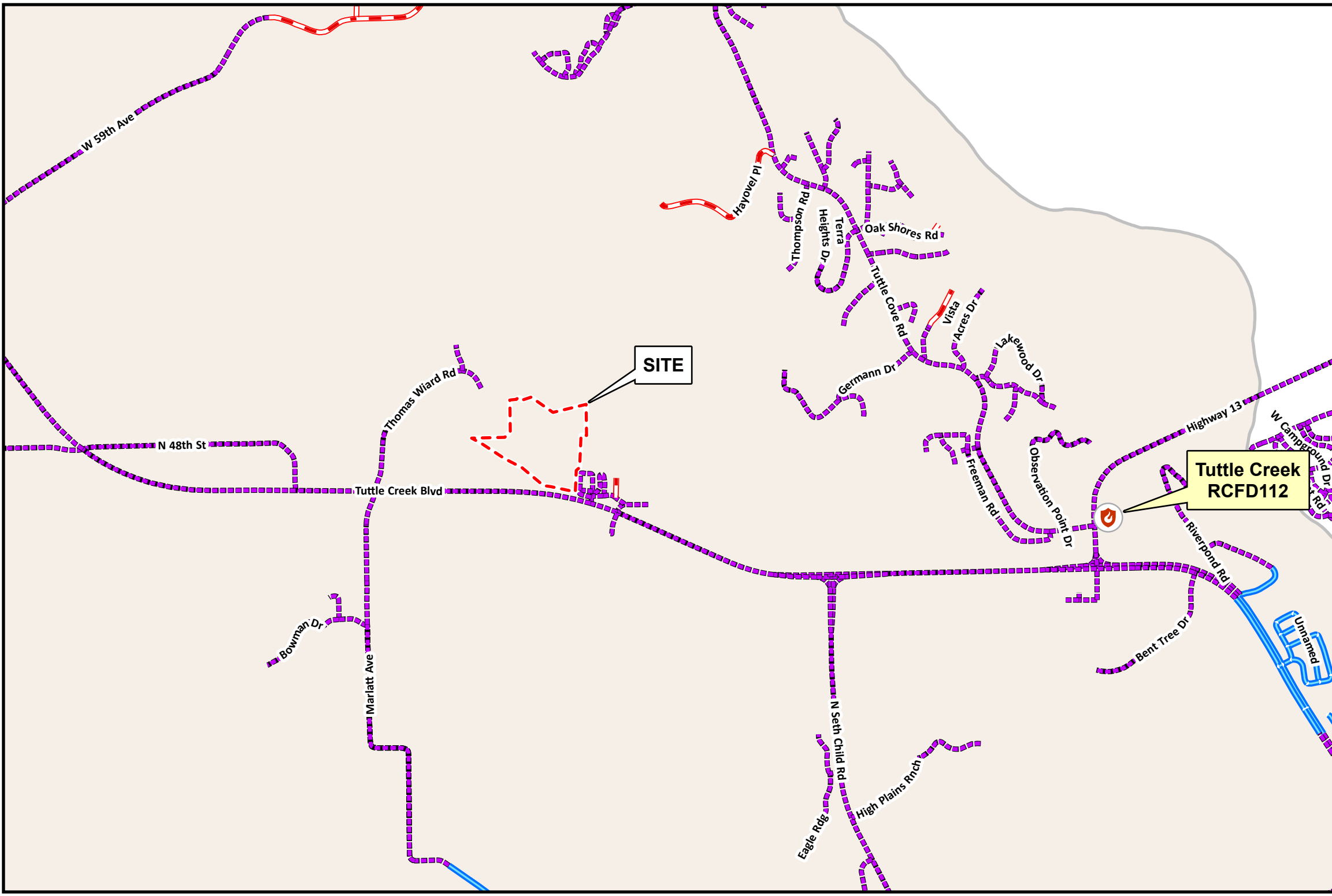


Fire Stations

### 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 (14850 : Rezone & Plat Blecha Addition Unit Three)



Project No.: 24.1.0070  
Client: Lynn Blecha  
6130 Tuttle Terrace  
Manhattan, Kansas 66503

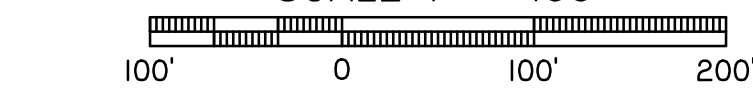
LAND BOUNDARY DESCRIPTION:

A tract of land located in the Southeast One-Quarter (SE 1/4) of Section 21 and the Northwest One-Quarter (NW 1/4) and the Southwest One-Quarter of Section 22 all in Township 9 South, Range 7 East of the Sixth Principal Meridian, Riley County, Kansas, as written by Harlan G. Ross, Kansas P.S. No. I290, dated April 24, 2024, more particularly described as follows:

BEGINNING at the Southwest Corner of said NW 1/4 of said Section 22; Thence North 43°35'50" East (assumed bearing), 156.18 feet, measure and plat, along the Easterly line of Peterson Ranch, Unit One, a Residential Planned Unit Development in the Northeast One-Quarter (NE 1/4) of said Section 21 and said NW 1/4 of said Section 22; Thence North 00°00'00" East, 585.82 feet along the East line of said Peterson Ranch Unit One the Southeast Corner of Lot 13 of said Peterson Ranch Unit One; Thence on a curve to the right, having a radius of 705.00 feet, an arc length of 121.87 feet, a chord bearing of North 84°52'53" East, and a chord distance of 121.72 feet; Thence on a curve to the right, having a radius of 60.00 feet, an arc length of 137.61 feet, a chord bearing of South 82°17'50" East, and a chord distance of 109.37 feet; Thence North 72°42'19" East, 179.32 feet; Thence South 54°15'08" East, 499.87 feet; Thence North 77°13'45" East, 639.77 feet to a point on the West line of a tract of land as described in Kansas Warranty Deed recorded in Deed Book 834, Page 7040 in the Riley County Register of Deeds Office; Thence South 0°02'48" West, 584.91 feet along the West line of said tract described in said Kansas Warranty Deed to a North Corner of Lot 1 in Blecha Addition, Unit 2, a Residential Planned Unit Development in said SW 1/4 of said Section 22; Thence South 89°38'11" West, 104.61 feet measured vs. 104.57 feet plat along the North line of said Lot 1 to the Northwest Corner thereof; Thence South 3°23'15" West, 598.22 feet measured vs 598.07 feet plat, along the West line of said Lot 1; Thence South 48°31'09" West, 84.95 feet measured vs. 84.85 feet plat along the West line of said Lot 1; Thence South 3°30'33" West, 402.81 feet along the West line of said Lot 1 extended to a point on the North Right-of-Way (R/W) line of U. S. Highway Number 24 (US HWY 24); Thence following said North R/W line of US HWY 24, North 76°55'57" West, 464.72 feet; Thence on a curve to the left, having a radius of 5879.65 feet, an arc length of 105.07 feet, a chord bearing of North 81°20'12" West, and a chord distance of 105.07 feet to a point on the Easterly R/W line of Vacated C.L. Davis Road described in Road Record D, Page 346 and 347, vacated in Order of Vacation recorded in Book 459, Page 164, Riley County Register of Deeds Office; Thence leaving said North R/W line of US HWY 24 and following the Easterly R/W line of said Vacated C.L. Davis Road, North 49°11'33" West, 564.48 feet; Thence North 62°05'12" West, 356.72 feet; Thence North 55°56'51" West, 12.45 feet to a point on the East line of said SE 1/4 of said Section 21; Thence continuing North 55°56'51" West, 487.01 feet; Thence North 60°03'39" West, 204.87 feet to a point on the North line of said SE 1/4 of said Section 21; Thence leaving the Easterly R/W line of Vacated C.L. Davis Road, North 89°33'09" East, 580.95 feet along the North line of said SE 1/4 of said Section 21 to the POINT AND PLACE OF BEGINNING. Said tract contains 47.18 acres, more or less. Subject to all public roads, easements, reservation restrictions, covenants and conditions, if any, now or record.

ALL DISTANCES ARE MEASURED UNLESS OTHERWISE NOTED

SCALE 1" = 100'



LEGEND

- BAR FOUND IN PLACE ORIGIN UNKNOWN
- 1/2" x 24" IRON BAR W/CLS 59 CAP SET THIS SURVEY
- △ SECTION CORNER FOUND
- DRAINAGE ARROW
- 1300 — EXISTING 10 FOOT CONTOURS
- x — EXISTING BARB WIRE FENCE LINE
- - - APPROXIMATE CENTERLINE PROPOSED DRIVEWAY
- PROPOSED 10'x30' DRIVEWAY TURNOUT
- EXISTING TREES
- PROPOSED CONSTRUCTION ENVELOPE FOR HOMES AND ACCESSORY BUILDINGS.

OWNER/DEVELOPER:  
Lynn A. Blecha, Trust  
Blecha Enterprises, LLC  
Lynn Blecha  
6130 Tuttle Terrace  
Manhattan, Kansas 66503  
(785) 564-2770

ENGINEER:  
Schwab-Eaton P.A.  
5410 Ledge Stone Dr. STE 100  
Manhattan, KS 66503  
(785) 539-4687

EXISTING LAND USE:  
Pasture or Ag

PROPOSED LAND USE:  
Residential

PRELIMINARY PLAT AND  
PRELIMINARY DEVELOPMENT PLAN

# BLECHA ADDITION UNIT THREE

SECTIONS 21 and 22, T9S, R7E  
A PLANNED UNIT DEVELOPMENT IN  
RILEY COUNTY, KANSAS

PREPARED BY



CONSULTING ENGINEERS - LAND SURVEYORS - LANDSCAPE ARCHITECTS  
5410 LEDGE STONE DRIVE, STE 100 - MANHATTAN, KANSAS - PH 785-539-4687  
MAY 2024

PERMITTED STRUCTURES

- Single family dwellings (see Use Limitations)
- Accessory structures, as follows:
  - Lot 1 and Lot 3 shall be subject to Sections 5.3.B and 5.3.C of the Riley County Land Development Regulations, except the total cumulative floor area calculated per lot size shall be as listed for the SF-1 zoning district in Table 5-2: Maximum Area for Accessory Buildings of said regulations.
    - Building A: 1- 35' x 40' shed (existing)
    - Building B: 1- 40' x 90' storage shed (existing)
    - Building C: 1- 30' x 80' storage shed (existing)
    - Building D: 1- 60' x 80' Shop/Ag storage shed connected to 1- 25' x 70' storage shed (existing)
  - Lot 2 shall be subject to Sections 5.3.B and 5.3.C of the Riley County Land Development Regulations, except the number of buildings and maximum floor area shall be as follows:
    - Building A: 1- 35' x 40' shed (existing)
    - Building B: 1- 40' x 90' storage shed (existing)
    - Building C: 1- 30' x 80' storage shed (existing)
    - Building D: 1- 60' x 80' Shop/Ag storage shed connected to 1- 25' x 70' storage shed (existing)
- Amateur radio antenna (Lots 2 and 3 only).
- Non-commercial solar energy conversion systems.
- One small wind energy conversion system (Lots 2 and 3 only), with a maximum height of 70 feet (measured from the base to the blade tip).
- Private playgrounds and swimming pools.

LANDOWNERS INTEREST STATEMENT

As the owner of land identified by the boundaries of Blecha Addition, Unit Three R-PUD; Lynn Blecha, Trustee of the Lynn A Blecha Trust and Managing Member of Blecha Enterprises, LLC has an interest in and the capacity to effectuate the Final Development Plan proposed in this document.

Lynn A. Blecha, Trust

Lynn Blecha, Trustee

Lynn Blecha, Managing Member  
of Blecha Enterprises, LLC

| Blecha Addition-Unit Three |               |
|----------------------------|---------------|
| Lot Number                 | Lot Size (Ac) |
| 1                          | 15.98         |
| 2                          | 22.00         |
| 3                          | 8.78          |

COVENANTS NOTE:

The property is governed by Restrictive Covenants. Restrictive Covenants filed at the Riley County Register of Deeds.

PROPOSED NET DENSITY

One Unit Per 14.8 Acres or 0.07 Dwelling Units Per Acre.

SCHEDULE OF IMPROVEMENTS

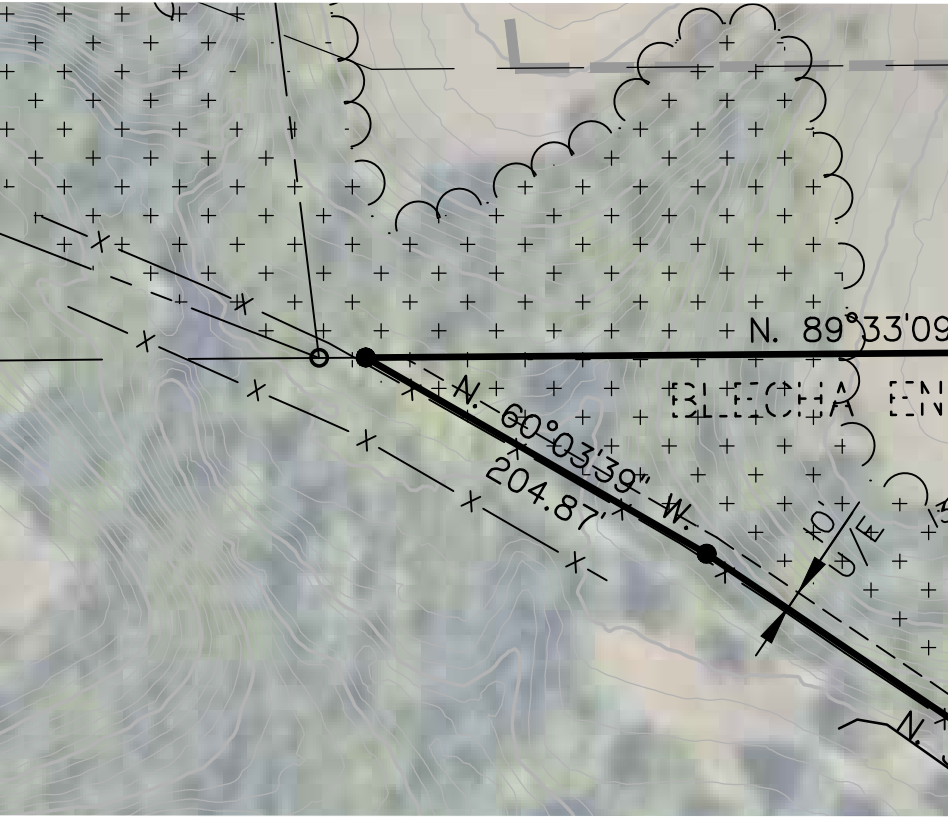
- Construction of the extension of Thomas Ward Road, with cul-de-sac, as per the Riley County Standards for Roadway Design in Platted Areas - 2024-2025
- Construction of driveway on Lot 2 - 2024-2025
- Construction of residence on Lot 3 - 2024-2026
- Construction of residence and driveway on Lot 1 - 2025-2028

SURVEY NOTES:

- Bearings used on this survey are based on the South line of the Northwest Quarter of Section 22-T9S-R7E assumed to bear N. 89°30'37" E.
- No gaps and/or overlaps were found on this property.
- Easements, setbacks, restrictions or encumbrances of record, if any, affecting the title to this tract are shown to the best of our ability.
- Contours shown hereon are existing based on LIDAR from DASC. Proposed contours to remain as close to existing as possible and drainage shall be primarily directed to ravines running through the property.

GENERAL NOTES:

- Lots 1 and 2 shall have direct access to Thomas Ward Road (cul-de-sac) via a shared entrance. Lot 3 shall have direct access onto Tuttle Creek Boulevard.
- Driveways for Lots 1 and 2 shall be subject to the requirements of the Driveway Standards in the Unincorporated Area of Riley County, Kansas; the driveway serving Lot 3 is existing and shall not be subject to the aforementioned driveway standards.
- Lots 1, 2, and 3 shall be served by Rural Water District #1 for all potable water supply needs.
- All lots and all uses therein shall be in compliance with the Riley County Sanitary Code.
- All buildings shall be located within the building envelope, as shown the preliminary and final development plans and Final Plat.
- All utilities shall be underground.
- All proposed lighting shall have directional control or appropriate cut-offs to minimize spillage and light trespass.
- Accessory structures used solely for agricultural purposes shall be exempt from the maximum floor area calculations or maximum number requirements.
- If an entrance pipe is needed to access internal lots, it shall be designed in accordance with the Riley County Standards for Roadway Design in Platted Subdivisions.



PERMITTED USES:

- Single family residences
- Short Term Rentals, as defined by the Riley County Land Development Regulations, and shall be subject to the licensing requirements found in Section 5.2 Use Specific Standards of said regulations.
- Accessory apartment, as per Section 5.2 Use Specific Standards of the Riley County Land Development Regulations, except such accessory apartment shall only be allowed in the principal building
- Special Events - Type I limited to private gatherings (including wedding receptions, family reunions, or other private affairs by invitation only) and limited to seven (7) such events per calendar year. Type I Special Events that are open to the general public, whether or not an admission or entrance fee is charged and/or commercial activity is conducted, shall be prohibited.
- Home Occupations, as per Section 5.5 Home Occupations of the Riley County Land Development Regulations.
- Religious/ministerial gatherings.
- Open space, walking trails and private recreational uses.

USE LIMITATIONS:

- One (1) site built single family residence, with or without an accessory apartment, per lot.
- Manufactured homes, modular homes, tiny homes or mobile homes shall be prohibited.
- Stock animals, such as horses, cows, pigs, sheep, goats or similar animals shall be limited to five (5) total per lot. Poultry shall be limited to 12 chickens, ducks, guineas, or geese, or any combination thereof. Roosters shall be prohibited.
- Day care services/centers shall be prohibited.
- Group homes, as defined by the Riley County Land Development Regulations, shall be prohibited.
- Businesses involving equine fitting, riding or roping activities shall be prohibited.
- Nurseries or gardens intended to yield fruits and vegetables, nuts or flowers or sale, or to be processed into beverages or food products for sale, shall be prohibited.
- Commercial parks, playgrounds, golf courses, swimming pools and recreational buildings shall be prohibited.

FLOOD NOTE:

The property shown hereon lies in Flood Zone X areas outside of the 1% and 0.2% annual chance flood. As determined by (FIRM) Flood Insurance Rate Map No. 2016IC02506, Effective Date March 16, 2015.

BENCH MARK:

B.M. 24 = Square Cut "□" chiseled in Southeast Corner of Chicago, Rock Island and Pacific Railroad bridge over Little Kitten Creek.  
Elevation = 1063.11  
USGS "KEATS" USGS 8 GS Standard Cap in Concrete 1 Ft. South of R/W Fence Along "T" ROAD Elevation = 1372.94

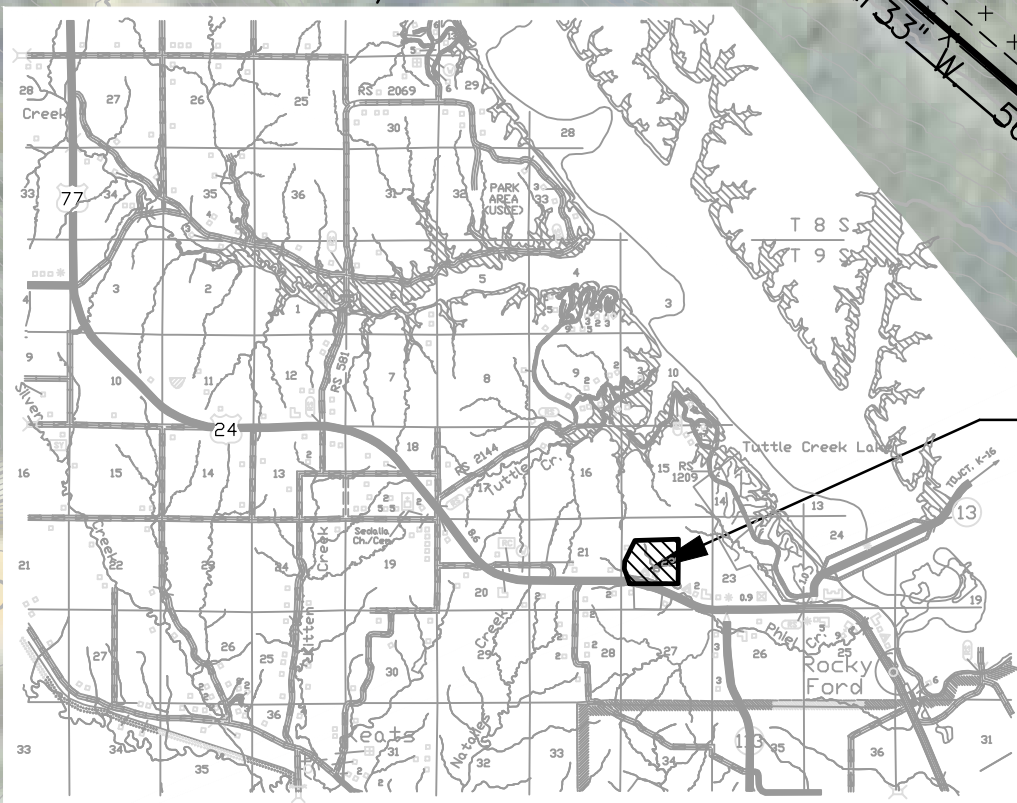
CURRENT ZONING

AG = (Agricultural District)

PROPOSED ZONING

PUD = (Planned Unit Development)

SITE MAP



PROJECT  
LOCATION

U.S. HIGHWAY 24

WATER LINE NOTE:

The existing home on Lot 2 is currently served by Rural Water District No. 1. Lots 1 and 3 will be served by service lines connected to the existing Rural Water District Main. Exact size and location of those service lines will be determined by the Lot owner and Rural Water District No. 1.

GRADING AND LANDSCAPING NOTES:

The grading on this property will be mainly confined to the extension of the Thomas Ward Road and the new cul-de-sac. The grading is intended to stay within the road rights-of-way. There will be some grading for the individual construction of homes but the extent of that grading is unknown at this time and will vary depending on the size and type of home constructed.

No new landscaping is planned for the property being platted at this time.

**PROPOSED NET DENSITY**

One Unit Per 14.8 Acres or 0.07 Dwelling Units Per Acre.

**SCHEDULE OF IMPROVEMENTS**

1. Construction of the extension of Thomas Ward Road, with cul-de-sac, as per the Riley County Standards for Roadway Design in Platted Areas - 2024-2025
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6. Private playgrounds and swimming pools.

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As the owner of land identified by the boundaries of Blecha Addition, Unit Three R-PUD; Lynn Blecha, Trustee of the Lynn A. Blecha Trust and Managing Member of Blecha Enterprises, LLC has an interest in and the capacity to effectuate the Final Development Plan proposed in this document.

Lynn A. Blecha, Trust

Lynn Blecha, Trustee

Lynn Blecha, Managing Member of Blecha Enterprises, LLC

| Blecha Addition-Unit Three |               |
|----------------------------|---------------|
| Lot Number                 | Lot Size (Ac) |
| 1                          | 15.98         |
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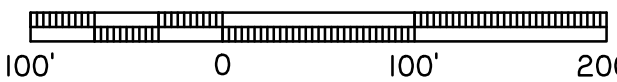
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SCALE 1" = 100'

**LEGEND**

- BAR FOUND IN PLACE ORIGIN UNKNOWN
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- △ SECTION CORNER FOUND
- DRAINAGE ARROW
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- PROPOSED 10'x30' DRIVEWAY TURNOUT
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**OWNER/DEVELOPER:**  
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Blecha Enterprises, LLC  
Lynn Blecha  
6130 Tuttle Terrace  
Manhattan, Kansas 66503  
(785) 564-2770

**ENGINEER:**  
Schwab-Eaton P.A.  
5410 Ledge Stone Dr. STE 100  
Manhattan, KS 66503  
(785) 539-4687

**EXISTING LAND USE:**  
Pasture or Ag

**PROPOSED LAND USE:**  
Residential

# FINAL DEVELOPMENT PLAN

## BLECHA ADDITION UNIT THREE

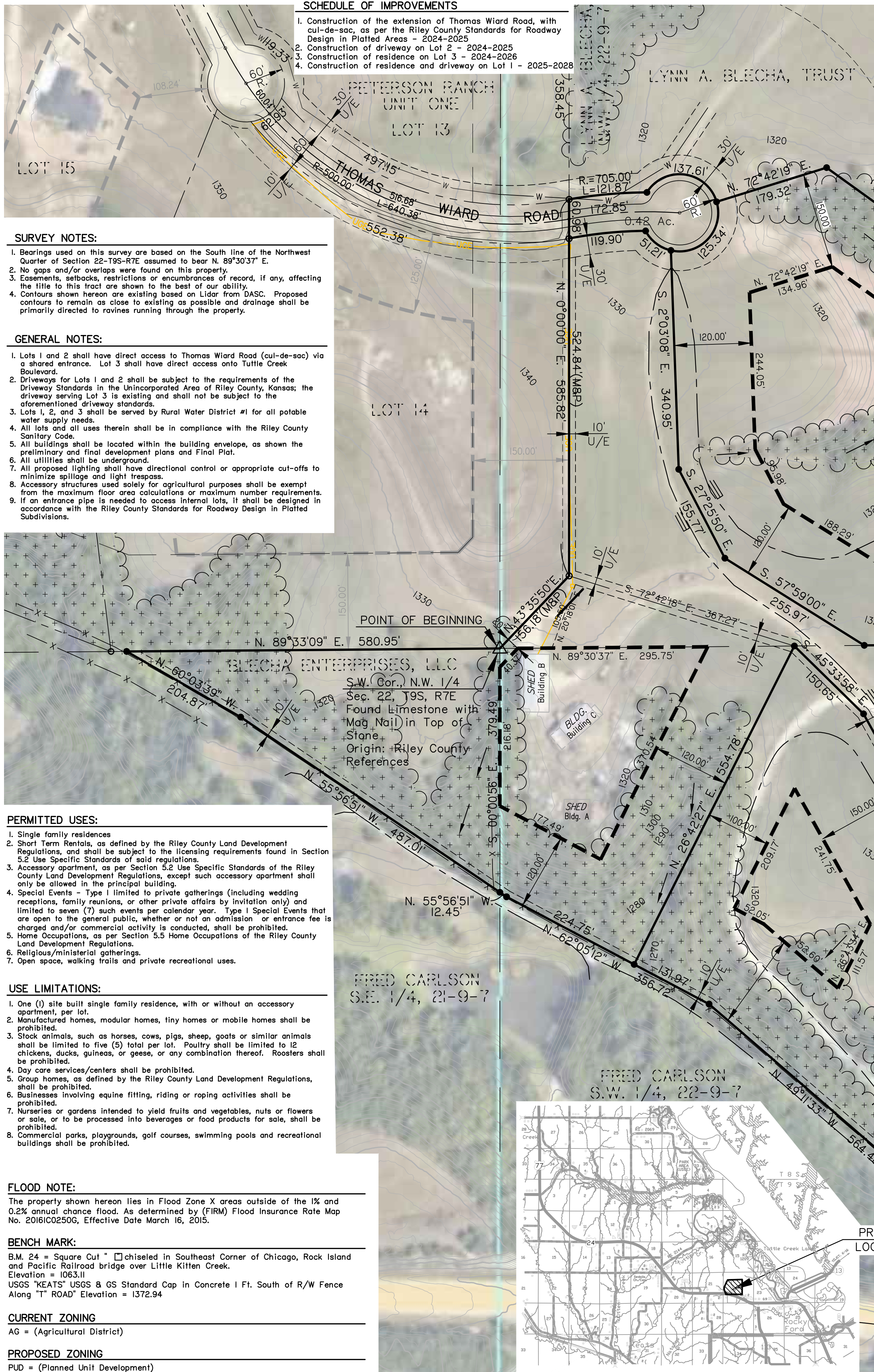
SECTIONS 21 and 22, T9S, R7E

A PLANNED UNIT DEVELOPMENT IN  
RILEY COUNTY, KANSAS

PREPARED BY



CONSULTING ENGINEERS - LAND SURVEYORS - LANDSCAPE ARCHITECTS  
5410 LEDGE STONE DRIVE, STE 100 - MANHATTAN, KANSAS - PH 785-539-4687  
MAY 2024

**SURVEY NOTES:**

1. Bearings used on this survey are based on the South line of the Northwest Quarter of Section 22-T9S-R7E, assumed to bear N. 89°30'37" E.
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3. Easements, setbacks, restrictions or encumbrances of record, if any, affecting the title to this tract are shown to the best of our ability.
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**FLOOD NOTE:**

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**BENCH MARK:**

B.M. 24 = Square Cut " □ chiseled in Southeast Corner of Chicago, Rock Island and Pacific Railroad bridge over Little Kitten Creek.  
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USGS "KEATS" USGS 8 GS Standard Cap in Concrete 1 Ft. South of R/W Fence Along "T" ROAD Elevation = 1372.94

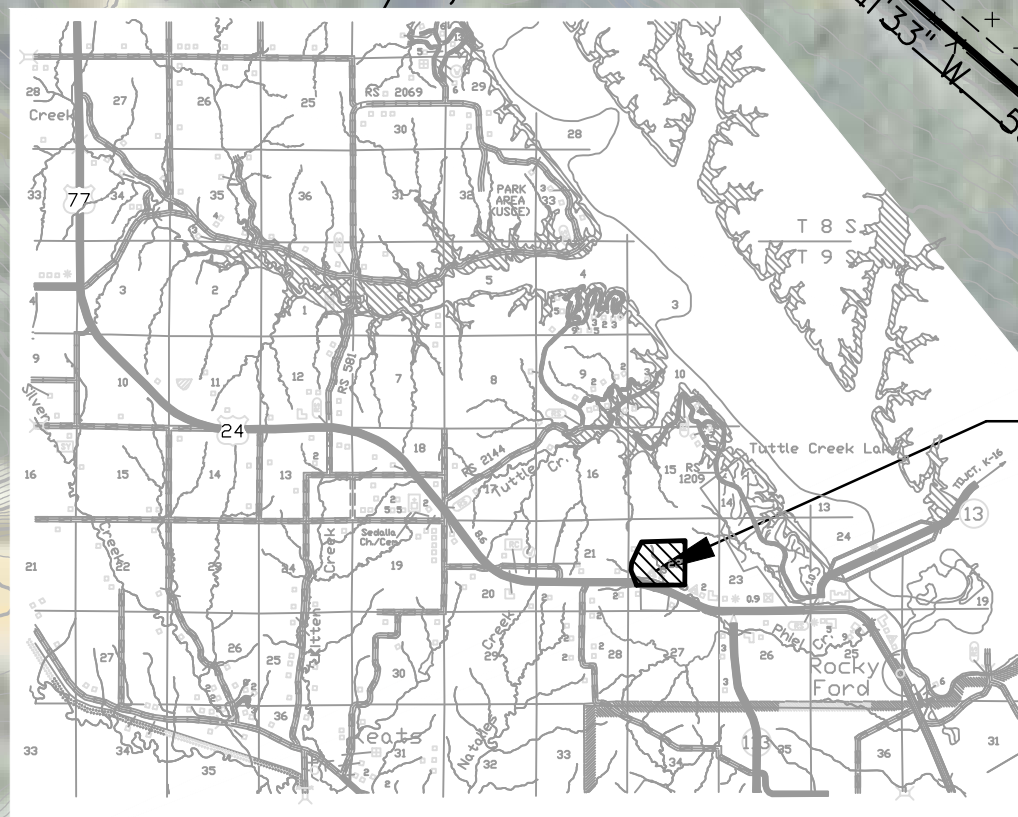
**CURRENT ZONING**

AG = (Agricultural District)

**PROPOSED ZONING**

PUD = (Planned Unit Development)

PROJECT LOCATION



SITE MAP

**WATER LINE NOTE:**

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**GRADING AND LANDSCAPING NOTES:**

The Grading on this property will be mainly confined to the extension of the Thomas Ward Road and the new cul-de-sac. The grading is intended to stay within the road rights-of-way. There will be some grading for the individual construction of homes but the extent of that grading is unknown at this time and will vary depending on the size and type of home constructed.

No new landscaping is planned for the property being platred at this time.

OWNER'S CERTIFICATE

STATE OF KANSAS) SS:  
COUNTY OF RILEY)

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

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

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

Lynn A. Blecha, Trust Blecha Enterprises, LLC  
Dated July 15th, 2005 A Kansas Limited Liability Company

By: Lynn A. Blecha, Trustee By: Lynn Blecha, Managing Member

NOTARY CERTIFICATE

STATE OF KANSAS) SS:  
COUNTY OF RILEY)

I, \_\_\_\_\_, a Notary Public in and for said county, in the state aforesaid, do hereby certify that \_\_\_\_\_ Lynn A. Blecha, Trustee of the Lynn A. Blecha Trust and \_\_\_\_\_ Lynn Blecha, Managing Member of Blecha Enterprises, LLC personally known to me to be the same person(s) whose name(s) is (are) subscribed to the foregoing instrument as such owner(s), appeared before me this day in person and acknowledged the execution and delivery of this plat as a free and voluntary act for the uses and purposes herein set forth.

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

My commission expires \_\_\_\_\_.

Notary Public

Print Name

APPROVAL OF COUNTY OFFICERS

STATE OF KANSAS) SS:  
COUNTY OF RILEY)

County Engineer County Counselor

Riley County Planning & Development Director

CERTIFICATE OF COUNTY COMMISSION

STATE OF KANSAS) SS:  
COUNTY OF RILEY)

Approved this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 20\_\_\_\_.

BOARD OF COUNTY COMMISSIONERS  
RILEY COUNTY

Commissioner, Chairman Commissioner

Commissioner Attest: County Clerk

CERTIFICATE OF THE REGISTER OF DEEDS

STATE OF KANSAS) SS:  
COUNTY OF RILEY)

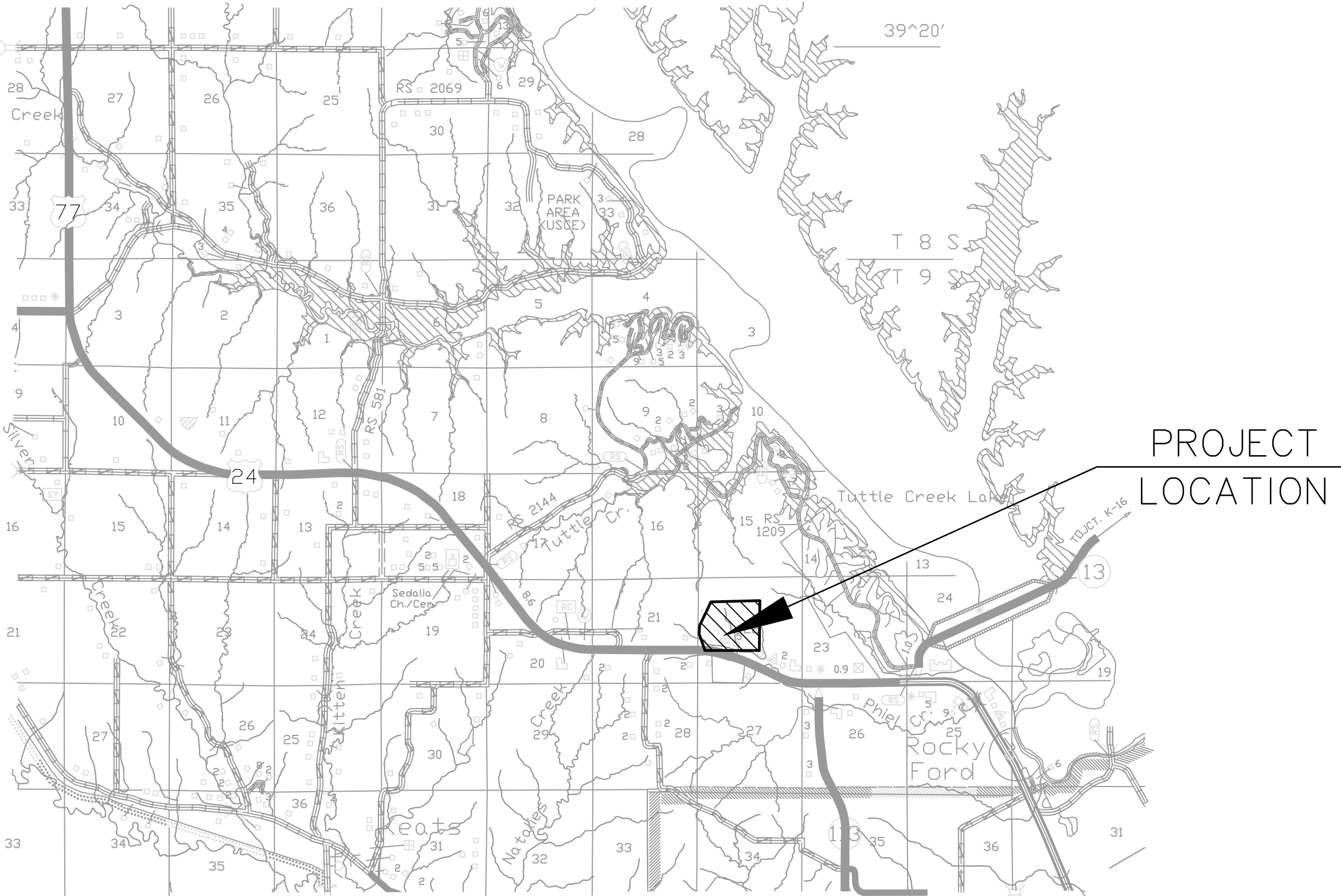
This instrument was filed for record on the \_\_\_\_\_ day of \_\_\_\_\_, A.D. 20\_\_\_\_ at \_\_\_\_\_ O'clock \_\_\_\_\_M., and duly recorded in Book \_\_\_\_\_ at Page \_\_\_\_\_

Register of Deeds

By \_\_\_\_\_ Deputy

UTILITY NOTE

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



SITE MAP

PROJECT LOCATION

SURVEY NOTES:

- Bearings used on this survey are based on the South line of the Northwest Quarter of Section 22-19S-R7E assumed to bear N. 89°30'37" E.
- No gaps and/or overlaps were found on this property.
- Easements, setbacks, restrictions or encumbrances of record, if any, affecting the title to this tract are shown to the best of our ability.
- Contours shown hereon are existing based on Lidar from DASC. Proposed contours to remain as close to existing as possible and drainage shall be primarily directed to ravines running through the property.

GENERAL NOTES:

- Lots 1 and 2 shall have direct access to Thomas Ward Road (cul-de-sac) via a shared entrance. Lot 3 shall have direct access onto Tuttle Creek Boulevard.
- Driveways for Lots 1 and 2 shall be subject to the requirements of the Driveway Standards in the Unincorporated Area of Riley County, Kansas; The driveway serving Lot 3 is existing and shall not be subject to the aforementioned driveway standards.
- Lots 1, 2 and 3 shall be served by Rural Water District #1 for all potable water supply needs.
- All Lots and all uses therein shall be in compliance with the Riley County Sanitary Code.
- All buildings shall be located within the building envelope, as shown on the Preliminary and Final Development Plans and Final Plat.
- All utilities shall be underground.
- All proposed lighting shall have directional control or appropriate cut-offs to minimize spillage and light trespass.
- Accessory structures used solely for agricultural purposes shall be exempt from the maximum floor area calculations or maximum number requirements.
- If entrance pipes are needed to access internal lots, they shall be designed in accordance with the Riley County Standards and Specifications. Minimum pipe size shall be 15-inch diameter.

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.

FORT RILEY NOTICE OF POTENTIAL NOISE IMPACTS

This subdivision is subject to the Notice of Potential Noise Impact from Fort Riley, Kansas Military Installation and Recommended Noise Attenuation Building Methods, recorded on August 17, 2020 in Bk. 881, Pg. 7017.

FLOOD NOTE:

The property shown hereon lies in Flood Zone X areas outside of the 1% and 0.2% annual chance flood. As determined by (FIRM) Flood Insurance Rate Map No. 2016IC0250G, Effective Date March 16, 2015.

BENCH MARK:

B.M. 24 = Square Cut "□" chiseled in Southeast Corner of Chicago, Rock Island and Pacific Railroad bridge over Little Kitten Creek.  
Elevation = 1063.11  
USGS "KEATS" USGS & GS Standard Cap in Concrete 1 Ft. South of R/W Fence Along "T" ROAD Elevation = 1372.94

CURRENT ZONING

AG = (Agricultural District)

PROPOSED ZONING

PUD = (Planned Unit Development)

CERTIFICATE OF RILEY COUNTY PLANNING BOARD

STATE OF KANSAS) SS:  
COUNTY OF RILEY)

Approved this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 20\_\_\_\_.

RILEY COUNTY PLANNING BOARD

Chairman

Member

Member

Member

Member

RILEY COUNTY PLAT REVIEW SURVEYORS SIGNATURE BLOCK

STATE OF KANSAS) SS:  
COUNTY OF RILEY)

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

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
License: \_\_\_\_\_

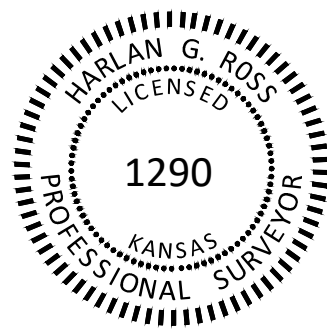
SURVEYOR'S CERTIFICATE

STATE OF KANSAS) SS:  
COUNTY OF RILEY)

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

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

SCHWAB-EATON, P.A.



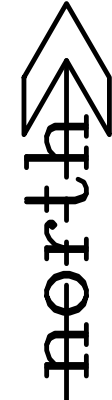
Harlan G. Ross, P.S. 1290

LAND BOUNDARY DESCRIPTION:

A tract of land located in the Southeast One-Quarter (SE 1/4) of Section 21 and the Northwest One-Quarter (NW 1/4) and the Southwest One-Quarter of Section 22, all in Township 9 South, Range 7 East of the Sixth Principal Meridian, Riley County, Kansas, as written by Harlan G. Ross, Kansas P.S. No. 1290, dated April 24, 2024, more particularly described as follows:

BEGINNING at the Southwest Corner of said NW 1/4 of said Section 22; Thence North 43°35'50" East (assumed bearing), 156.18 feet, measured and plat, along the Easterly line of Peterson Ranch, Unit One, a Residential Planned Unit Development in the Northeast One-Quarter (NE 1/4) of said Section 21 and said NW 1/4 of said Section 22; Thence North 00°00'00" East, 585.82 feet along the East line of said Peterson Ranch Unit One the Southeast Corner of Lot 13 of said Peterson Ranch Unit One; Thence on a curve to the right, having a radius of 705.00 feet, an arc length of 121.87 feet, a chord bearing of North 84°52'53" East, and a chord distance of 121.72 feet; Thence on a curve to the right, having a radius of 60.00 feet, an arc length of 137.61 feet, a chord bearing of South 82°17'50" East, and a chord distance of 109.37 feet; Thence North 72°42'19" East, 179.32 feet; Thence South 54°15'08" East, 499.87 feet; Thence North 77°13'45" East, 639.77 feet to a point on the West line of a tract of land as described in Kansas Warranty Deed recorded in Deed Book 834, Page 7040 in the Riley County Register of Deeds Office; Thence South 0°02'48" West, 584.91 feet along the West line of said tract described in said Kansas Warranty Deed to a North Corner of Lot 1 in Blecha Addition, Unit 2, a Residential Planned Unit Development in said SW 1/4 of said Section 22; Thence South 89°38'11" West, 104.61 feet measured vs. 104.57 feet plat along the North line of said Lot 1 to the Northwest Corner thereof; Thence South 3°23'15" West, 598.22 feet measured vs 598.07 feet plat, along the West line of said Lot 1; Thence South 48°31'09" West, 84.95 feet measured vs. 84.85 feet plat along the West line of said Lot 1; Thence South 3°30'33" West, 402.81 feet along the West line of said Lot 1 extended to a point on the North Right-of-Way (R/W) line of U. S. Highway Number 24 (US HWY 24); Thence following said North R/W line of US HWY 24, North 76°55'57" West, 464.72 feet; Thence on a curve to the left, having a radius of 5879.65 feet, an arc length of 105.07 feet, a chord bearing of North 81°20'12" West, and a chord distance of 105.07 feet to a point on the Easterly R/W line of Vacated C.L. Davis Road described in Road Record D, Page 346 and 347, vacated in Order of Vacation recorded in Book 459, Page 164, Riley County Register of Deeds Office; Thence leaving said North R/W line of US HWY 24 and following the Easterly R/W line of said Vacated C.L. Davis Road, North 49°11'33" West, 564.48 feet; Thence North 62°05'12" West, 356.72 feet; Thence North 55°56'51" West, 12.45 feet to a point on the East line of said SE 1/4 of said Section 21; Thence continuing North 55°56'51" West, 487.01 feet; Thence North 60°03'39" West, 204.87 feet to a point on the North line of said SE 1/4 of said Section 21; Thence leaving the Easterly R/W line of Vacated C.L. Davis Road, North 89°33'09" East, 580.95 feet along the North line of said SE 1/4 of said Section 21 to the POINT AND PLACE OF BEGINNING. Said tract contains 47.18 acres, more or less. Subject to all public roads, easements, reservation restrictions, covenants and conditions, if any, now of record.

ALL DISTANCES ARE MEASURED UNLESS OTHERWISE NOTED



NOT TO SCALE

COVENANTS NOTE:

The property is governed by Restrictive Covenants. Restrictive Covenants filed at the Riley County Register of Deeds.

FINAL PLAT

BLECHA ADDITION UNIT THREE

SECTIONS 21 and 22, T9S, R7E  
A PLANNED UNIT DEVELOPMENT IN  
RILEY COUNTY, KANSAS

PREPARED BY



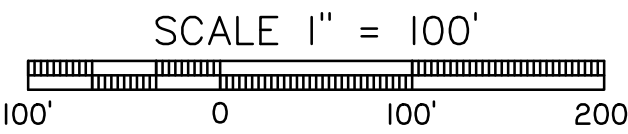
CONSULTING ENGINEERS - LAND SURVEYORS - LANDSCAPE ARCHITECTS  
5410 LEDGE STONE DRIVE, STE 100 - MANHATTAN, KANSAS - PH 785-539-4687  
MAY 2024

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ALL DISTANCES ARE MEASURED UNLESS OTHERWISE NOTED



LEGEND

- 1/2" x 24" BAR W/CLS-59 CAP SET THIS SURVEY
- 1/2" BAR FOUND THIS SURVEY FROM PREVIOUS SURVEY BY SCHWAB-EATON, P.A.
- △ SECTION CORNER FOUND AS NOTED
- EASEMENT LINE
- SECTION LINE
- PROPERTY LINE
- ADJACENT PROPERTY LINE
- CENTERLINE OF PROPOSED DRIVE
- [ ] PROPOSED CONSTRUCTION ENVELOPE FOR HOMES AND ACCESSORY BUILDINGS.
- U/E UTILITY EASEMENT
- T/E TRAVEL EASEMENT
- (M) MEASURED DISTANCE
- (P) PLAT DISTANCE

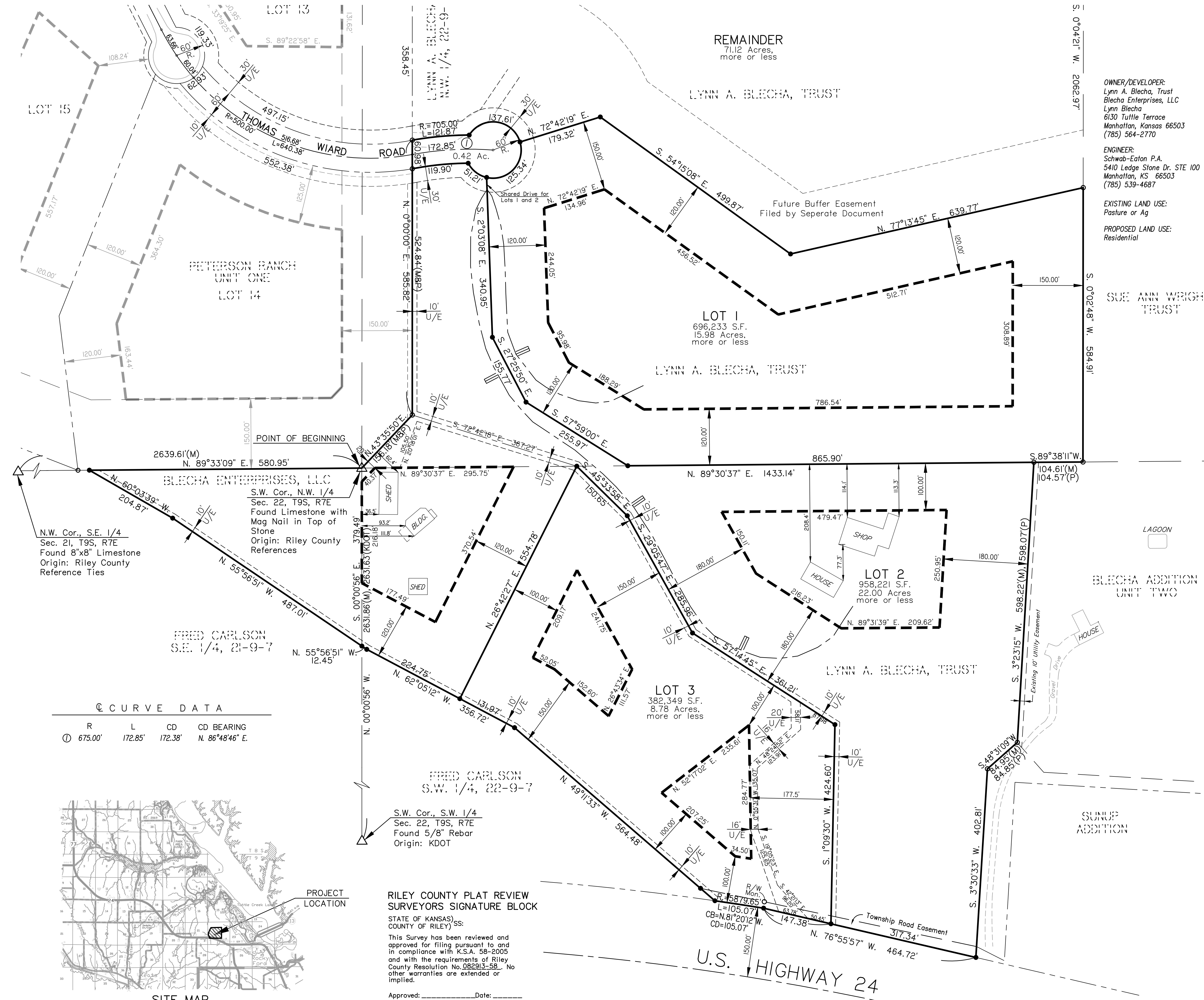
FINAL PLAT  
**BLECHA  
ADDITION  
UNIT THREE**

SECTIONS 21 and 22, T9S, R7E  
A PLANNED UNIT DEVELOPMENT IN  
RILEY COUNTY, KANSAS

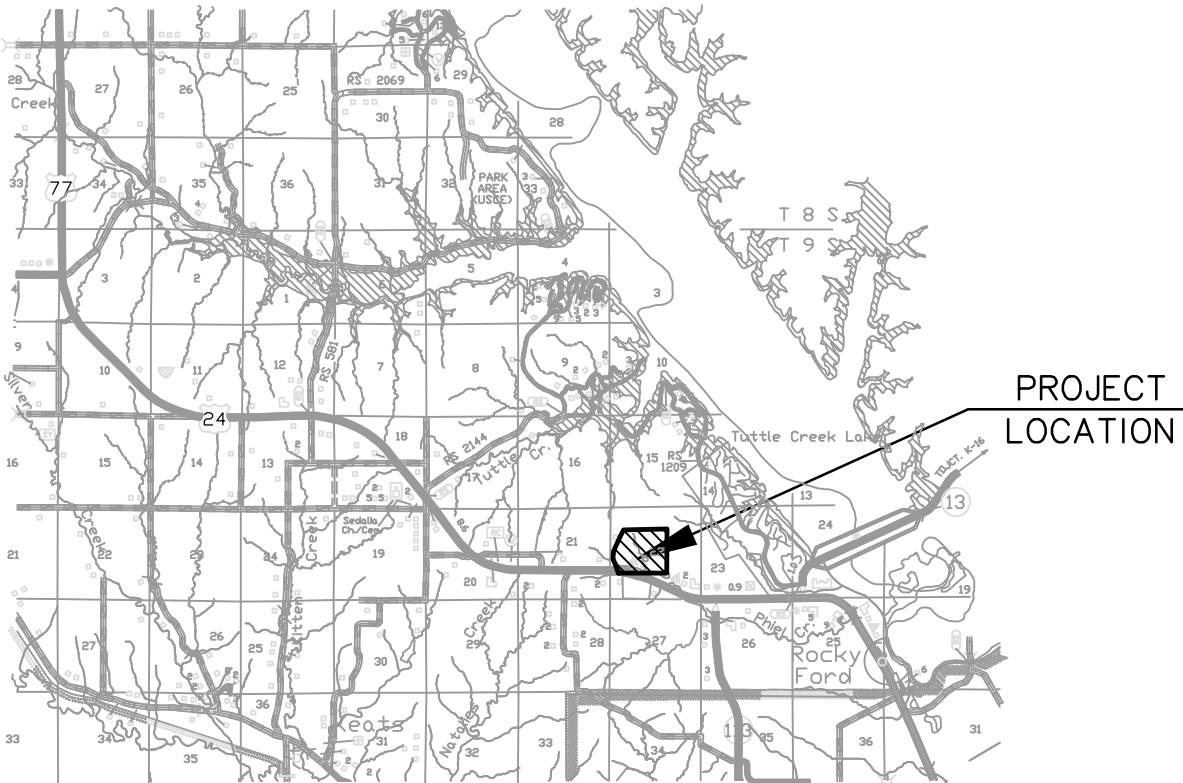
PREPARED BY



CONSULTING ENGINEERS - LAND SURVEYORS - LANDSCAPE ARCHITECTS  
5410 LEDGE STONE DRIVE, STE 100 - MANHATTAN, KANSAS - PH 785-539-4687  
MAY 2024



| C CURVE DATA |         |         |                 |
|--------------|---------|---------|-----------------|
| R            | L       | CD      | CD BEARING      |
| ⊙ 675.00'    | 172.85' | 172.38' | N. 86°48'46" E. |



SITE MAP

RILEY COUNTY PLAT REVIEW  
SURVEYORS SIGNATURE BLOCK

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

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
License: \_\_\_\_\_

## FACTOR 1

### CHARACTER OF THE NEIGHBORHOOD (Surrounding Area within 1/4 Mile)

#### Agricultural Character Test

|                                                                  |              |            |
|------------------------------------------------------------------|--------------|------------|
| • Percent of Cropland/Grassland                                  | Points       | Score      |
| <input type="checkbox"/> More than 95%                           | 0            |            |
| <input type="checkbox"/> 80% to 95%                              | 80           |            |
| <input checked="" type="checkbox"/> 60% to 79.99%                | 165          | 165        |
| <input type="checkbox"/> Less than 60%                           | 250          |            |
|                                                                  | <b>TOTAL</b> | <b>165</b> |
| • Overall Housing Density                                        |              |            |
| <input type="checkbox"/> Greater than 160 acres/residence        | 0            |            |
| <input type="checkbox"/> 80 to 160 acres/residence               | 65           |            |
| <input type="checkbox"/> 40 to 79.99 acres/residence             | 130          |            |
| <input type="checkbox"/> 20 to 39.99 acres/residence             | 195          |            |
| <input checked="" type="checkbox"/> Less than 20 acres/residence | 250          | 250        |
|                                                                  | <b>TOTAL</b> | <b>250</b> |
| • Number of Non-Farm Residences                                  |              |            |
| <input type="checkbox"/> 0                                       | 0            |            |
| <input type="checkbox"/> 1                                       | 50           |            |
| <input type="checkbox"/> 2                                       | 100          |            |
| <input type="checkbox"/> 3                                       | 150          |            |
| <input type="checkbox"/> 4                                       | 200          |            |
| <input checked="" type="checkbox"/> 5 or more                    | 250          | 250        |
|                                                                  | <b>TOTAL</b> | <b>250</b> |
| • Number of Tracts Less Than 20 acres                            |              |            |
| <input type="checkbox"/> 0                                       | 0            |            |
| <input type="checkbox"/> 1                                       | 50           |            |
| <input type="checkbox"/> 2                                       | 100          |            |
| <input type="checkbox"/> 3                                       | 150          |            |
| <input type="checkbox"/> 4                                       | 200          |            |
| <input checked="" type="checkbox"/> 5 or more                    | 250          | 250        |
|                                                                  | <b>TOTAL</b> | <b>250</b> |
| <b>GRAND TOTAL</b>                                               |              | <b>915</b> |

| <b>SCALE</b>                   |  | Points |
|--------------------------------|--|--------|
| Strongly Agricultural          |  | 0      |
|                                |  | 50     |
| Moderately-Strong Agricultural |  | 100    |
|                                |  | 150    |
| Moderately Agricultural        |  | 200    |
|                                |  | 250    |
| Moderately-Mild Agricultural   |  | 300    |
|                                |  | 350    |
| Mildly Agricultural            |  | 400    |
|                                |  | 450    |
| Mildly Non-Agricultural        |  | 500    |
|                                |  | 550    |
| Mildly Non-Ag Residential      |  | 600    |
|                                |  | 650    |
| Moderately-Mild Non-Ag Res.    |  | 700    |
|                                |  | 750    |
| Moderately Non-Ag Res.         |  | 800    |
|                                |  | 850    |
| Moderately-Strong Non-Ag Res.  |  | 900    |
|                                |  | 950    |
| Strongly Non-Ag Residential    |  | 1000   |

#### Rural Character Test

- Development conforms to rural character guidelines

|                                                            |              |            |
|------------------------------------------------------------|--------------|------------|
|                                                            | Bonus        |            |
|                                                            | Points       | Score      |
| <input checked="" type="checkbox"/> Conforms to guidelines | 500          | 500        |
| <input type="checkbox"/> Does not conform to guidelines    | 0            |            |
|                                                            | <b>TOTAL</b> | <b>500</b> |

**TOTAL POINTS AVAILABLE:**  
(Not Including Bonus Points)

**1000 Points**

## FACTOR 2

### THE ZONING AND USES OF NEARBY PROPERTY (Surrounding Area within 1 Mile)

#### Compatible Zoning Test

##### Perimeter Component

- Percent of Perimeter Adjacent to Similar Zoning

|                                                  | Points | Score    |
|--------------------------------------------------|--------|----------|
| <input checked="" type="checkbox"/> No Adjacency | 0      | 0        |
| <input type="checkbox"/> 1% - 9.99%              | 50     |          |
| <input type="checkbox"/> 10% - 24.99%            | 100    |          |
| <input type="checkbox"/> 25% - 50%               | 200    |          |
| <input type="checkbox"/> Over 50%                | 250    |          |
| <b>TOTAL</b>                                     |        | <b>0</b> |

##### Proximity Component

- Number of Acres of Similar Zoning Within Certain Distances

| Acres           | Points | Within 1000' | Between 1000' and ½ mile | Between ½ mile and 1 mile |
|-----------------|--------|--------------|--------------------------|---------------------------|
| 0               | 0      |              |                          |                           |
| .1-2            | 10     |              |                          |                           |
| 2.1-5           | 20     | 20           |                          |                           |
| 5.1-10          | 30     |              |                          |                           |
| 10.1-15         | 40     |              | 40                       |                           |
| Over 15         | 50     |              |                          | 50                        |
| Weighting       |        | 2.5          | 1.5                      | 1                         |
| <b>SUBTOTAL</b> |        | <b>50</b>    | <b>60</b>                | <b>50</b>                 |
| <b>TOTAL</b>    |        |              |                          | <b>160</b>                |

#### Compatible Land Use Test

##### Perimeter Component

- Percent of Perimeter Adjacent to Similar Land Use

|                                                  | Points | Score    |
|--------------------------------------------------|--------|----------|
| <input checked="" type="checkbox"/> No Adjacency | 0      | 0        |
| <input type="checkbox"/> 1% - 9.99%              | 50     |          |
| <input type="checkbox"/> 10% - 24.99%            | 100    |          |
| <input type="checkbox"/> 25% - 50%               | 200    |          |
| <input type="checkbox"/> Over 50%                | 250    |          |
| <b>TOTAL</b>                                     |        | <b>0</b> |

##### Proximity Component

- Number of Acres of Similar Land Use Within Certain Distances

| Acres           | Points | Within 1000' | Between 1000' and ½ mile | Between ½ mile and 1 mile |
|-----------------|--------|--------------|--------------------------|---------------------------|
| 0               | 0      |              |                          |                           |
| .1-2            | 10     |              |                          |                           |
| 2.1-5           | 20     | 20           |                          |                           |
| 5.1-10          | 30     |              |                          |                           |
| 10.1-15         | 40     |              | 40                       |                           |
| Over 15         | 50     |              |                          | 50                        |
| Weighting       |        | 2.5          | 1.5                      | 1                         |
| <b>SUBTOTAL</b> |        | <b>50</b>    | <b>60</b>                | <b>50</b>                 |
| <b>TOTAL</b>    |        |              |                          | <b>160</b>                |

**TOTAL POINTS AVAILABLE:**

**1000 Points**

### FACTOR 3

#### THE SUITABILITY OF THE PROPERTY FOR THE USES ALLOWED UNDER THE CURRENT ZONING

##### Crop Capability Test

| LAND CAPABILITY CLASS | RELATIVE VALUE (RV) | NUMBER OF ACRES IN SITE | PRODUCT OF RV & NO. OF ACRES |
|-----------------------|---------------------|-------------------------|------------------------------|
| 1                     | 0                   |                         |                              |
| 2                     | 25                  |                         |                              |
| 3                     | 50                  |                         |                              |
| 4                     | 75                  |                         |                              |
| 5                     | 150                 | 0.15                    | 22.5                         |
| 6                     | 225                 | 47.01                   | 10577.25                     |
| 7                     | 300                 |                         |                              |
| 8                     | 375                 |                         |                              |
| TOTALS                |                     | 47.16                   | 10599.75                     |

Product of RV & Acres / Number of  
Acres in Site = Average Site Value

Average Site Value

225

##### Rangeland Productivity Test

| TOTAL DRY WEIGHT PRODUCTION - NORMAL YEAR (lbs) | RELATIVE VALUE (RV) | NUMBER OF ACRES IN SITE | PRODUCT OF RV & NO. OF ACRES |
|-------------------------------------------------|---------------------|-------------------------|------------------------------|
| 8500+                                           | 0                   |                         |                              |
| 7500-8499                                       | 50                  |                         |                              |
| 6500-7499                                       | 100                 | 0.15                    | 15                           |
| 5500-6499                                       | 150                 |                         |                              |
| 4500-5499                                       | 225                 |                         |                              |
| 3500-4499                                       | 300                 |                         |                              |
| 2500-3499                                       | 375                 | 47.01                   | 17628.75                     |
| TOTALS                                          |                     | 47.16                   | 17643.75                     |

Product of RV & Acres / Number of  
Acres in Site = Average Site Value

Average Site Value

374

##### Site Suitability Test

- Attributes Reducing Agricultural Site Suitability

Size of site (in acres)

- ☐ 0-3  
☐ 3.1-5  
☐ 5.1-10  
☒ Over 10

| Points | Score |
|--------|-------|
| 125    |       |
| 90     |       |
| 45     |       |
| 0      | 0     |
| TOTAL  | 0     |

Isolation of site from other agricultural land

(Site must be < than 10 acres; isolation may be created by ownership or physical features, e.g. riparian areas, roads, topography, etc.)

- ☐ Isolated  
☒ Not Isolated

| Points | Score |
|--------|-------|
| 125    |       |
| 0      | 0     |
| TOTAL  | 0     |

TOTAL POINTS AVAILABLE:

1000 Points

## FACTOR 4

### Agricultural Conflict Test

• Proximity of Residence to Confined Animal Feeding Operation (CAFO)

|                                                                | Points | Score      |
|----------------------------------------------------------------|--------|------------|
| <input checked="" type="checkbox"/> More than 1 mile from CAFO | 250    | 250        |
| <input type="checkbox"/> Between 1 mile and 1/4 mile           | 0      |            |
| <input type="checkbox"/> Within 1/4 mile                       | -250   |            |
| <b>TOTAL</b>                                                   |        | <b>250</b> |

• Proximity of Site to Other Agricultural Activities

| DISTANCE         | POINTS | Permanently Preserved Land | Cropping Operation | Grassland Tract (>20 acres, no home) |
|------------------|--------|----------------------------|--------------------|--------------------------------------|
| Over 1000'       | 125    | 125                        | 125                |                                      |
| 500 - 999'       | 100    |                            |                    |                                      |
| 250 - 499'       | 75     |                            |                    |                                      |
| 50 - 249'        | 50     |                            |                    |                                      |
| Less than 50'    | 0      |                            |                    | 0                                    |
| <b>SUBTOTALS</b> |        | <b>125</b>                 | <b>125</b>         | <b>0</b>                             |
| <b>TOTAL</b>     |        |                            |                    | <b>250</b>                           |

| DISTANCE       | POINTS | Livestock Enclosure (No |
|----------------|--------|-------------------------|
| Over 2000'     | 125    | 125                     |
| 1000 - 1999'   | 100    |                         |
| 500 - 999'     | 75     |                         |
| 100 - 499'     | 50     |                         |
| Less than 100' | 0      |                         |
| <b>TOTAL</b>   |        | <b>125</b>              |

### Non-Agricultural Conflict Test

• Proximity of Site to Fort Riley Noise Zones

|                                                                       | Points | Score      |
|-----------------------------------------------------------------------|--------|------------|
| <input checked="" type="checkbox"/> Outside of Noise Zone II and LUPZ | 250    | 250        |
| <input type="checkbox"/> Within LUPZ                                  | 125    |            |
| <input type="checkbox"/> Within Noise Zone II                         | 0      |            |
| <b>TOTAL</b>                                                          |        | <b>250</b> |

### ADDITIONAL POSITIVE/NEGATIVE POINTS FOR MITIGATIVE/DETRIMENTAL IMPACTS

• Effect of Rezoning on Valuation of Adjoining Property\*

|                                                                                                        | Points | Score    |
|--------------------------------------------------------------------------------------------------------|--------|----------|
| <input type="checkbox"/> Evidence that rezoning will increase value of adjoining property              | 250    |          |
| <input type="checkbox"/> Evidence that rezoning will not devalue adjoining property                    | 125    |          |
| <input checked="" type="checkbox"/> No evidence that rezoning will/will not devalue adjoining property | 0      | 0        |
| <input type="checkbox"/> Evidence that rezoning will devalue adjoining property                        | -250   |          |
| <b>TOTAL</b>                                                                                           |        | <b>0</b> |

\* Evidence must be from a professional source

**TOTAL POINTS AVAILABLE:**

**1000 Points**

## FACTOR 5

### Public Health Test

• Availability of and Connection to Public Sanitary Sewer System

|                                                 | Points | Score      |
|-------------------------------------------------|--------|------------|
| <input type="checkbox"/> Available at site      | 200    |            |
| <input checked="" type="checkbox"/> Within 400' | 175    | 175        |
| <input type="checkbox"/> 400' - .24 mile        | 150    |            |
| <input type="checkbox"/> .25 - .49 mile         | 100    |            |
| <input type="checkbox"/> .5 miles - .99 mile    | 50     |            |
| <input type="checkbox"/> More than 1 mile       | 0      |            |
| <b>TOTAL</b>                                    |        | <b>175</b> |

• Availability of and Connection to Public Water Systems

|                                                       | Points | Score      |
|-------------------------------------------------------|--------|------------|
| <input checked="" type="checkbox"/> Available at site | 200    | 200        |
| <input type="checkbox"/> Within 400'                  | 175    |            |
| <input type="checkbox"/> 400' - .24 mile              | 150    |            |
| <input type="checkbox"/> .25 - .49 mile               | 100    |            |
| <input type="checkbox"/> .5 miles - .99 mile          | 50     |            |
| <input type="checkbox"/> More than 1 mile             | 0      |            |
| <b>TOTAL</b>                                          |        | <b>200</b> |

### BONUS POINTS

• Development will result in the creation/extension of new/additional public sewer system

| Points | Score    |
|--------|----------|
| 500    | <b>0</b> |

• Development will result in the creation/extension of new/additional public water system

|     |            |
|-----|------------|
| 150 | <b>150</b> |
|-----|------------|

### Public Safety Test

• Public Protection Classification (Fire Insurance Rating)

|                                                        | Points | Score      |
|--------------------------------------------------------|--------|------------|
| <input type="checkbox"/> Within ISO Class 5            | 200    |            |
| <input checked="" type="checkbox"/> Within ISO Class 6 | 100    | 100        |
| <input type="checkbox"/> Within ISO Class 10           | 0      |            |
| <b>TOTAL</b>                                           |        | <b>100</b> |

• Location of building site relative to floodplain

|                                                               | Points | Score      |
|---------------------------------------------------------------|--------|------------|
| <input checked="" type="checkbox"/> Not in the floodplain     | 200    | 200        |
| <input type="checkbox"/> Within 0.2% annual chance floodplain | 0      |            |
| <input type="checkbox"/> Within 1% annual chance floodplain   | -200   |            |
| <b>TOTAL</b>                                                  |        | <b>200</b> |

• Access to building site relative to floodplain

|                                                               | Points | Score      |
|---------------------------------------------------------------|--------|------------|
| <input checked="" type="checkbox"/> Not in the floodplain     | 200    | 200        |
| <input type="checkbox"/> Within 0.2% annual chance floodplain | 0      |            |
| <input type="checkbox"/> Within 1% annual chance floodplain   | -200   |            |
| <b>TOTAL</b>                                                  |        | <b>200</b> |

• Expected Impact of Proposed Development on Existing Road\*

|                                                                     | Points | Score    |
|---------------------------------------------------------------------|--------|----------|
| <input type="checkbox"/> Current Road Adequate, No Changes Required | 150    |          |
| <input checked="" type="checkbox"/> Minor Improvements Needed       | 0      | 0        |
| <input type="checkbox"/> Major Improvements Needed                  | -150   |          |
| <input type="checkbox"/> Additional Off-Site Improvements Needed**  | -150   |          |
| <b>TOTAL</b>                                                        |        | <b>0</b> |

\* Determination of anticipated traffic impacts from traffic study using assumed trip generation models. Minor/major improvements determined by County Engineer based on evaluation of degree of surface alterations required to meet the impact. Maximum points given for improvements funded by developer.

\*\* Additional off-site improvements include addition of turning lanes, improvement of drainage structures and similar improvements that are not re-surfacing improvements. If alteration of surface and additional off-site improvements are needed, both point totals shall apply. No points subtracted for improvements funded by developer.

**TOTAL POINTS AVAILABLE:**

**1150 Points**

## FACTOR 6

### Transportation Test

• Adequacy of the Access Road Surface

|                                                           | Points | Score      |
|-----------------------------------------------------------|--------|------------|
| <input type="checkbox"/> Paved                            | 150    |            |
| <input checked="" type="checkbox"/> Gravel w/ 24' roadbed | 100    | 100        |
| <input type="checkbox"/> Gravel w/ 22' roadbed            | 50     |            |
| <input type="checkbox"/> Gravel w/ 20' roadbed            | 0      |            |
| <input type="checkbox"/> Gravel w/ 18' or less roadbed    | -50    |            |
| <input type="checkbox"/> Unimproved                       | -100   |            |
| <input type="checkbox"/> Trail or Undeveloped             | -150   |            |
| <b>TOTAL</b>                                              |        | <b>100</b> |

• Distance from site to Paved Road

|                                                        | Points | Score    |
|--------------------------------------------------------|--------|----------|
| <input type="checkbox"/> Direct access onto paved road | 150    |          |
| <input type="checkbox"/> Within .25 mi                 | 100    |          |
| <input type="checkbox"/> .25 to .49 mi                 | 50     |          |
| <input checked="" type="checkbox"/> .50 to .99 mi      | 0      | 0        |
| <input type="checkbox"/> 1-3 miles                     | -50    |          |
| <input type="checkbox"/> Over 3 miles                  | -100   |          |
| <b>TOTAL</b>                                           |        | <b>0</b> |

• Distance from site to a Major Collector (or higher rated classification) or Frontage Rd

|                                                   | Points | Score     |
|---------------------------------------------------|--------|-----------|
| <input type="checkbox"/> Direct access            | 150    |           |
| <input type="checkbox"/> Within .5 mi             | 100    |           |
| <input checked="" type="checkbox"/> .51 to .99 mi | 50     | 50        |
| <input type="checkbox"/> 1 to 2.9 mi              | 0      |           |
| <input type="checkbox"/> 3-5 miles                | -50    |           |
| <input type="checkbox"/> Over 5 miles             | -100   |           |
| <b>TOTAL</b>                                      |        | <b>50</b> |

### Efficient Development Test

• Distance from a City\*

|                                                                    | Points | Score    |
|--------------------------------------------------------------------|--------|----------|
| <input type="checkbox"/> Contiguous to City Limit                  | 200    |          |
| <input type="checkbox"/> Within .25 mile of City Limit             | 150    |          |
| <input type="checkbox"/> .26 to .5 mile from City Limit            | 100    |          |
| <input type="checkbox"/> .51 to 1 mile from City Limit             | 50     |          |
| <input checked="" type="checkbox"/> 1.1 to 3 miles from City Limit | 0      | 0        |
| <input type="checkbox"/> Beyond 3 miles from City Limit            | -50    |          |
| <b>TOTAL</b>                                                       |        | <b>0</b> |

\* Any Incorporated City within Riley County

• Distance from Nearest Public School\*

|                                                    | Points | Score       |
|----------------------------------------------------|--------|-------------|
| <input type="checkbox"/> Within 1 mile             | 200    |             |
| <input type="checkbox"/> 1.1 mile - 2 miles        | 100    |             |
| <input type="checkbox"/> 2.1 miles - 3 miles       | 0      |             |
| <input checked="" type="checkbox"/> Beyond 3 miles | -100   | -100        |
| <b>TOTAL</b>                                       |        | <b>-100</b> |

\* Distance to Either Elementary or Secondary School  
Using the Shortest Travel Distance Via Improved Roads

**TOTAL POINTS AVAILABLE:**

**850**

Attachment: Staff Report BOCC (14850 : Rezone & Plat Blecha Addition Unit Three)

## FACTOR 7

### CONFORMANCE TO THE COMPREHENSIVE PLAN

#### Future Land Use Map Test

- Conformance of the Proposal to the Future Land Use Map

|                                                                 | Points       | Score      |
|-----------------------------------------------------------------|--------------|------------|
| <input type="checkbox"/> Within a Designated Growth Area (DGA)  | 1000         |            |
| <input type="checkbox"/> Within ¼ mile of DGA                   | 500          |            |
| <input checked="" type="checkbox"/> Between ¼ and ½ mile of DGA | 250          | 250        |
| <input type="checkbox"/> Over ½ mile from DGA                   | 0            |            |
|                                                                 | <b>TOTAL</b> | <b>250</b> |

**TOTAL POINTS AVAILABLE:**

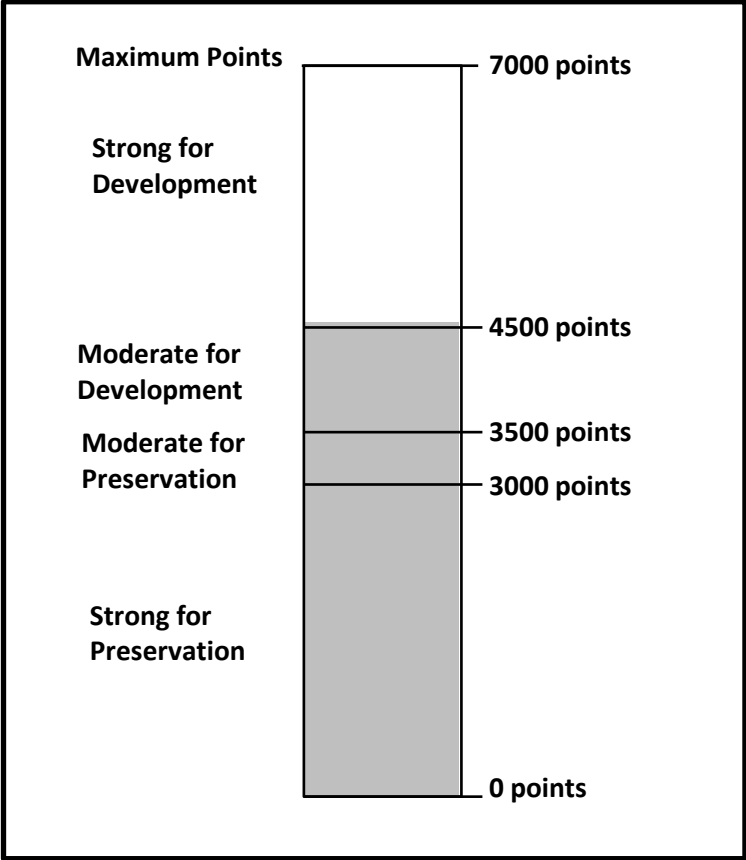
**1000 Points**

## SUMMARY SCORESHEET

| Factor                                             | Score |
|----------------------------------------------------|-------|
| <b>1</b> <u>Agricultural Character Test</u>        |       |
| Percent of Cropland/Grassland                      | 165   |
| Overall Housing Density                            | 250   |
| Number of Non-Farm Residences                      | 250   |
| Number of Tracts Less Than 20 acres                | 250   |
| <b>2</b> <u>Compatible Zoning Test</u>             |       |
| Perimeter Component                                | 0     |
| Proximity Component                                | 160   |
| <u>Compatible Land Use Test</u>                    |       |
| Perimeter Component                                | 0     |
| Proximity Component                                | 160   |
| <b>3</b> <u>Crop Capability Test</u>               | 225   |
| <u>Rangeland Productivity Test</u>                 | 374   |
| <u>Site Suitability Test</u>                       |       |
| Site Size                                          | 0     |
| Site Isolation                                     | 0     |
| <b>4</b> <u>Agricultural Conflict Test</u>         |       |
| Proximity to CAFO                                  | 250   |
| Proximity to Other Ag Activities                   | 250   |
| Proximity to Livestock Enclosures                  | 125   |
| <u>Non-Agricultural Conflict Test</u>              |       |
| Proximity to Fort Riley Noise Zones                | 250   |
| <b>5</b> <u>Public Health Test</u>                 |       |
| Availability of Sewer                              | 175   |
| Availability of Water                              | 200   |
| <u>Public Safety Test</u>                          |       |
| Fire Protection Rating                             | 100   |
| Site to Floodplain                                 | 200   |
| Access in Floodplain                               | 200   |
| <b>6</b> <u>Transportation Test</u>                |       |
| Adequacy of Road Surface                           | 100   |
| Distance to Paved Road                             | 0     |
| Distance to Trafficways                            | 50    |
| Impact on Existing Road                            | 0     |
| <u>Efficient Development Test</u>                  |       |
| Distance to City Limits                            | 0     |
| Distance to Schools                                | -100  |
| <b>7</b> <u>Future Land Use Map Test</u>           | 250   |
| <b>SUBTOTAL</b>                                    | 3884  |
| ADDITIONAL POSITIVE/NEGATIVE POINTS                |       |
| <b>1</b> <u>Rural Character Test</u>               | 500   |
| <b>4</b> <u>Additional +/- Points</u>              |       |
| Effect on Valuation                                | 0     |
| <b>5</b> <u>New/Additional Public Sewer System</u> | 0     |
| <u>New/Additional Public Water System</u>          | 150   |
| <b>SUBTOTAL:</b>                                   | 650   |
| <b>GRAND TOTAL:</b>                                | 4534  |

Final Score:  
4534

Final Scoring Chart



# EXCERPT OF MINUTES

## RILEY COUNTY PLANNING BOARD

June 10, 2024

Page 1

### **Blecha – Plat & Rezone**

Chairman Wienck opened the public hearing at the request of Lynn Blecha, petitioner, and Lynn A. Blecha Trust and Blecha Enterprises LLC, owners, to rezone a tract of land from "AG" (Agricultural District) to "PUD" (Planned Unit Development) and plat the parcel into three (3) lots, all located in Sections 21 & 22, Township 9 South, Range 7 East; Grant, Manhattan and Wildcat Townships.

Bob Isaac presented the request explaining that a planned unit development is a custom-made zoning district. He described the background, location, and physical layout of the property. He said the applicant wishes to develop the property into three very-low density single family residential lots. He said if the request is approved, the applicant intends to also file restrictive covenants to accompany the Final Plat of the property.

Mr. Isaac explained the dash lines on each lot of the development plan are building envelopes. He said this is one of the reasons why the applicant chose the planned unit development zoning designation so the building envelopes could be incorporated and enforced. He said Lots 1 and 3 will have direct access to Thomas Wiard Road. He explained that the applicant is proposing to extend Thomas Wiard Road easterly with Lots 1 and 2 utilizing a shared entrance, but not a shared driveway. He said Lot 3 will be served by Tuttle Creek Boulevard via an existing driveway.

Mr. Isaac discussed the permitted uses, permitted structures, general notes and use limitations of the development plan. He stated the driveways for Lots 1 and 2 will be subject to the requirements of the Driveway Standards in the Unincorporated Area of Riley County; however, the existing driveway on Lot 3 will not. He then reviewed the schedule of improvements.

Staff recommended the Planning Board forward a recommendation of approval of the request to rezone the subject property from AG (Agricultural District) to PUD (Planned Unit Development), as it was determined that it is in general conformance with the comprehensive plan and meets the minimum requirements of the Riley County Land Development Regulations and Sanitary Code.

Staff also recommended the Planning Board approve the Concurrent Plat of Blecha Addition Unit Three, as it has been determined that it also meets the minimum requirements of the Riley County Land Development Regulations and Sanitary Code.

Eric Peck said the existing driveway will go to a new house but doesn't meet the driveway width and accessibility requirements.

Mr. Isaac replied that it doesn't meet the requirements of the Driveway Standards but is essentially "grandfathered". He said County Engineer John Ellermann reviewed the driveway and said it would be okay.

Chairman Wienck stated if it doesn't meet the requirements, it should be required because firetrucks and repairs are expensive.

Eric Peck said non-access, things burn down and are expensive. He said the other option is to have access from the other direction.

Jack Platt asked about the water fill-point Emergency Management requested be installed at the new cul-de-sac.

Mr. Isaac replied that Doug Russell, Deputy Rural Fire Chief, was more concerned about the water point when the northern portion gets developed and involves more than two additional houses.

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

Mr. Blecha explained the only thing the existing driveway doesn't meet is the turnouts. He said meeting that standard is logistically not possible due to topography. Mr. Blecha said the 16 feet width and height requirements are not a problem and is in compliance. He said there is no reason why Lot 3 couldn't be accessed from the north as well. He said the connection between the two lots will remain.

There were no proponents or opponents.

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

Joe Gelroth moved to forward a recommendation of approval of the request to the Board of County Commissioners to rezone a tract of land from "AG" (Agricultural District) to "PUD" (Planned Unit Development). Eric Peck seconded. Carried 5-0.

Rita Cassida moved to approve the concurrent plat of Blecha Addition Unit Three, as it was determined to meet the requirements of the Riley County Land Development Regulations and the Riley County Sanitary Code. Jack Platt seconded. Motion carried 5-0.

Mr. Isaac announced that the Board of County Commissioners would hear the request on July 1, 2024, at 9:45 am, in the County Commission Chambers.

**RESOLUTION NO. 070124--**

**RESOLUTION AMENDING THE ZONING MAP OF RILEYCOUNTY  
CONCERNING THE USE OF CERTAIN REAL ESTATE  
LOCATED IN GRANT, WILDCAT AND MANHATTAN TOWNSHIPS**

**WHEREAS**, pursuant to the provision of Section 3.9 of the Riley County Land Development Regulations, Lynn Blecha, petitioner, and Lynn A. Blecha Trust, and Blecha Enterprises LLC, owners, have requested that the classification of the below described Riley County real property, be changed from Zone “AG” (Agricultural District) to Zone “PUD” (Planned Unit Development); and

**WHEREAS**, the Riley County Planning Board, after appropriate notice conducted a public hearing on June 10, 2024; and

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

**WHEREAS**, More than 14 days have elapsed since the conclusion of the public hearing on the application and no valid protest against the proposal signed and acknowledged by owners of 20% or more of the property proposed to be rezoned or 20% of the total area which is located within 1,000 feet of the boundaries of the property proposed to be rezoned has been filed has been filed with the County Clerk of Riley County, Kansas, and all information presented has been carefully considered by the Board of Commissioners of Riley County, Kansas.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF  
COUNTYCOMMISSIONERS OF RILEYCOUNTY, KANSAS:**

**Section 1.** That the facts set forth in the Planner's staff report and the recommendation of the Riley County Planning Board filed in the office of the Planning and Development Department have been received and considered by the Board of Commissioners of Riley County, Kansas and have been determined to be the controlling facts concerning the application.

**Section 2.** The request was found to be consistent with one or more of the following criteria as set forth in Golden v. City of Overland Park, 224 K. 591, 584 P.2d 130:

- a. The rezoning is compatible with the character of the neighborhood.
- b. The rezoning is compatible with the zoning and uses of properties nearby.
- c. The subject property is not suitable for the uses allowed by the current zoning.

- d. Removal of the current restrictions by rezoning will not detrimentally affect nearby property.
- e. The subject property has remained vacant as zoned for a substantial time period.
- f. The gain to the public health, safety and welfare by denying rezoning is not as great as the hardship imposed upon the individual landowner.
- g. The rezoning is consistent with the recommendations of permanent or professional staff.
- h. The rezoning conforms to the adopted comprehensive plan.
- i. The rezoning will not detrimentally affect the conservation of the natural resources of the County.
- j. The rezoning will result in the efficient expenditure of public funds.
- k. The rezoning will promote the health, safety, convenience, prosperity and general welfare of the inhabitants of the County.
- l. The rezoning is consistent with the recommendation of the Planning Board.

The zoning classification of the following described real estate in Riley County, Kansas:

A tract of land located in the Southeast One-Quarter (SE 1/4) of Section 21 and the Northwest One-Quarter (NW 1/4) and the Southwest One-Quarter of Section 22 all in Township 9 South, Range 7 East of the Sixth Principal Meridian, Riley County, Kansas, as written by Harlan G. Ross, Kansas P.S. No. 1290, dated April 24, 2024, more particularly described as follows: BEGINNING at the Southwest Corner of said NW 1/4 of said Section 22; Thence North 43°35'50" East (assumed bearing), 156.18 feet, measured and plat, along the Easterly line of Peterson Ranch, Unit One, a Residential Planned Unit Development in the Northeast One-Quarter (NE 1/4) of said Section 21 and said NW 1/4 of said Section 22; Thence North 00°00'00" East, 585.82 feet along the East line of said Peterson Ranch Unit One the Southeast Corner of Lot 13 of said Peterson Ranch Unit One; Thence on a curve to the right, having a radius of 705.00 feet, an arc length of 121.87 feet, a chord bearing of North 84°52'53" East, and a chord distance of 121.72 feet; Thence on a curve to the right, having a radius of 60.00 feet, an arc length of 137.61 feet, a chord bearing of South 82°17'50" East, and a chord distance of 109.37 feet; Thence North 72°42'19" East, 179.32 feet; Thence South 54°15'08" East, 499.87 feet; Thence North 77°13'45" East, 639.77 feet to a point on the West line of a tract of land as described in Kansas Warranty Deed recorded in Deed Book 834, Page 7040 in the Riley County Register of Deeds Office; Thence South 0°02'48" West, 584.91 feet along the West line of said Kansas Warranty Deed to a North Corner of Lot 1 in Blecha Addition, Unit 2, a Residential Planned Unit Development in said SW 1/4 of said Section 22; Thence South 89°38'11" West, 104.61 feet measured vs. 104.57 feet plat along the North line of said Lot 1 to the Northwest Corner thereof; Thence South 3°23'15" West, 598.22 feet measured vs 598.07 feet plat, along the West line of said Lot 1; Thence South 48°31'09" West, 84.95 feet measured vs. 84.85 feet plat along the West line of said Lot 1; Thence South 3°30'33" West, 402.81 feet along the West line of said Lot 1 extended to a point on the North Right-of-Way (R/W) line of U. S. Highway Number 24 (US HWY 24); Thence following said North R/W line of US HWY 24, North 76°55'57" West, 464.72 feet; Thence on a curve to the left, having a radius of 5879.65 feet, an arc length of 105.07 feet, a chord bearing of North 81°20'12" West, and a chord distance of

105.07 feet to a point on the Easterly R/W line of Vacated C.L. Davis Road described in Road Record D, Page 346 and 347, vacated in Order of Vacation recorded in Book 459, Page 164, Riley County Register of Deeds Office; Thence leaving said North R/W line of US HWY 24 and following the Easterly R/W line of said Vacated C.L. Davis Road, North 49°11'33" West, 564.48 feet; Thence North 62°05'12" West, 356.72 feet; Thence North 55°56'51" West, 12.45 feet to a point on the East line of said SE 1/4 of said Section 21; Thence continuing North 55°56'51" West, 487.01 feet; Thence North 60°03'39" West, 204.87 feet to a point on the North line of said SE 1/4 of said Section 21; Thence leaving the Easterly R/W line of Vacated C.L. Davis Road, North 89°33'09" East, 580.95 feet along the North line of said SE 1/4 of said Section 21 to the POINT AND PLACE OF BEGINNING. Said tract contains 47.18 acres, more or less. Subject to all public roads, easements, reservation restrictions, covenants and conditions, if any, now of record.

is hereby changed from Zone "AG" (Agricultural District) to Zone "PUD" (Planned Unit Development), and that the Riley County Official Zoning Map shall be changed to reflect the amendment, that the original resolution incorporating the said official map by reference is hereby amended and that said official map be reincorporated by reference as amended.

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

GRANTED this 1<sup>st</sup> day of July, 2024

BOARD OF COMMISSIONERS  
OF RILEY COUNTY, KANSAS

\_\_\_\_\_  
John Ford, Chair

\_\_\_\_\_  
Greg McKinley, Vice Chair

\_\_\_\_\_  
Kathryn Focke, Member

ATTEST:

\_\_\_\_\_  
Rich Vargo, Riley County Clerk

**RESOLUTION NO. 070124--**

**RESOLUTION DENYING CHANGING THE ZONING MAP OF RILEY COUNTY  
CONCERNING THE USE OF CERTAIN REAL ESTATE  
LOCATED IN GRANT, WILDCAT AND MANHATTAN TOWNSHIPS**

**WHEREAS**, pursuant to the provision of Article 3 of the Riley County Land Development Regulations, Kansas, Lynn Blecha, petitioner, and Lynn A. Blecha Trust, and Blecha Enterprises LLC, owners, have requested that the classification of the below described Riley County real property be changed from Zone “AG” (Agricultural District) to Zone “PUD” (Planned Unit Development); and

**WHEREAS**, the Riley County Planning Board, after appropriate notice conducted a public hearing on June 10, 2024; and

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

**WHEREAS**, More than 14 days have elapsed since the conclusion of the public hearing on the application, and no valid protest against the proposal signed and acknowledged by owners of 20% or more of the property proposed to be rezoned or 20% of the total area which is located within 1,000 feet of the boundaries of the property proposed to be rezoned has been filed with the County Clerk of Riley County, Kansas, and all information presented has been carefully considered by the Board of Commissioners of Riley County, Kansas.

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

**Section 1.** That the facts set forth in the Planner's staff report and the recommendation of the Riley County Planning Board filed in the office of the Planning and Development Department have been reviewed and considered by the Board of Commissioners of Riley County, Kansas and have been determined to be the controlling facts concerning the application.

**Section 2.** The request was found to be inconsistent with one or more of the following criteria set forth in Golden v. City of Overland Park, 224 K. 591, 584 P.2d 130:

- a. The rezoning is compatible with the character of the neighborhood.
- b. The rezoning is compatible with the zoning and uses of properties nearby.
- c. The subject property is not suitable for the uses allowed by the current zoning.
- d. Removal of the current restrictions by rezoning will not detrimentally affect nearby property.
- e. The subject property has remained vacant as zoned for a substantial time period.

- f. The gain to the public health, safety and welfare by denying rezoning is not as great as the hardship imposed upon the individual landowner.
- g. The rezoning is consistent with the recommendations of permanent or professional staff.
- h. The rezoning conforms to the adopted comprehensive plan.
- i. The rezoning will not detrimentally affect the conservation of the natural resources of the County.
- j. The rezoning will result in the efficient expenditure of public funds.
- k. The rezoning will promote the health, safety, convenience, prosperity and general welfare of the inhabitants of the County.
- l. The rezoning is consistent with the recommendation of the Planning Board.

**Section 3.** Using the above criteria, it was determined that the request be DENIED for the following reasons:

- 1. The rezoning will not result in the efficient expenditure of public funds.

The zoning classification of the following described real estate in Riley County, Kansas:

A tract of land located in the Southeast One-Quarter (SE 1/4) of Section 21 and the Northwest One-Quarter (NW 1/4) and the Southwest One-Quarter of Section 22 all in Township 9 South, Range 7 East of the Sixth Principal Meridian, Riley County, Kansas, as written by Harlan G. Ross, Kansas P.S. No. 1290, dated April 24, 2024, more particularly described as follows: BEGINNING at the Southwest Corner of said NW 1/4 of said Section 22; Thence North 43°35'50" East (assumed bearing), 156.18 feet, measured and plat, along the Easterly line of Peterson Ranch, Unit One, a Residential Planned Unit Development in the Northeast One-Quarter (NE 1/4) of said Section 21 and said NW 1/4 of said Section 22; Thence North 00°00'00" East, 585.82 feet along the East line of said Peterson Ranch Unit One the Southeast Corner of Lot 13 of said Peterson Ranch Unit One; Thence on a curve to the right, having a radius of 705.00 feet, an arc length of 121.87 feet, a chord bearing of North 84°52'53" East, and a chord distance of 121.72 feet; Thence on a curve to the right, having a radius of 60.00 feet, an arc length of 137.61 feet, a chord bearing of South 82°17'50" East, and a chord distance of 109.37 feet; Thence North 72°42'19" East, 179.32 feet; Thence South 54°15'08" East, 499.87 feet; Thence North 77°13'45" East, 639.77 feet to a point on the West line of a tract of land as described in Kansas Warranty Deed recorded in Deed Book 834, Page 7040 in the Riley County Register of Deeds Office; Thence South 0°02'48" West, 584.91 feet along the West line of said Kansas Warranty Deed to a North Corner of Lot 1 in Blecha Addition, Unit 2, a Residential Planned Unit Development in said SW 1/4 of said Section 22; Thence South 89°38'11" West, 104.61 feet measured vs. 104.57 feet plat along the North line of said Lot 1 to the Northwest Corner thereof; Thence South 3°23'15" West, 598.22 feet measured vs 598.07 feet plat, along the West line of said Lot 1; Thence South 48°31'09" West, 84.95 feet measured vs. 84.85 feet plat along the West line of said Lot 1; Thence South 3°30'33" West, 402.81 feet along the West line of said Lot 1 extended to a point on the North Right-of-Way (R/W) line of U. S. Highway Number 24 (US HWY 24); Thence following said North R/W line of US HWY 24, North 76°55'57" West, 464.72 feet; Thence on a curve to the left, having a radius of 5879.65 feet, an arc length of 105.07 feet, a chord bearing of North 81°20'12" West, and a chord distance of 105.07 feet to a point on the Easterly R/W line of Vacated C.L. Davis Road described in Road

Record D, Page 346 and 347, vacated in Order of Vacation recorded in Book 459, Page 164, Riley County Register of Deeds Office; Thence leaving said North R/W line of US HWY 24 and following the Easterly R/W line of said Vacated C.L. Davis Road, North 49°11'33" West, 564.48 feet; Thence North 62°05'12" West, 356.72 feet; Thence North 55°56'51" West, 12.45 feet to a point on the East line of said SE 1/4 of said Section 21; Thence continuing North 55°56'51" West, 487.01 feet; Thence North 60°03'39" West, 204.87 feet to a point on the North line of said SE 1/4 of said Section 21; Thence leaving the Easterly R/W line of Vacated C.L. Davis Road, North 89°33'09" East, 580.95 feet along the North line of said SE 1/4 of said Section 21 to the POINT AND PLACE OF BEGINNING. Said tract contains 47.18 acres, more or less. Subject to all public roads, easements, reservation restrictions, covenants and conditions, if any, now of record.

was NOT changed from Zone AG (Agricultural District) to Zone PUD (Planned Unit Development).

DENIED this 1<sup>st</sup> day of July, 2024

BOARD OF COMMISSIONERS  
OF RILEY COUNTY, KANSAS

\_\_\_\_\_  
John Ford, Chair

\_\_\_\_\_  
Greg McKinley, Vice Chair

\_\_\_\_\_  
Kathryn Focke, Member

ATTEST:

\_\_\_\_\_  
Rich Vargo, Riley County Clerk

**RESOLUTION NO. 070124--****A RESOLUTION APPROVING THE BLECHA ADDITION UNIT THREE 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 Blecha Addition Unit Three; and

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

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

**WHEREAS**, the Riley County Planning Board, after appropriate notice, conducted a public hearing on June 10, 2024; and

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

**WHEREAS**, all required signatures have been obtained.

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

That the Blecha Addition Unit Three 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 1<sup>st</sup> day of July, 2024

BOARD OF COMMISSIONERS  
OF RILEY COUNTY, KANSAS

\_\_\_\_\_  
John Ford, Chair

\_\_\_\_\_  
Greg McKinley, Vice Chair

\_\_\_\_\_  
Kathryn Focke, Member

ATTEST:

\_\_\_\_\_  
Rich Vargo, Riley County Clerk

Attachment: Resolution Plat (14850 : Rezone & Plat Blecha Addition Unit Three)



**EMERGENCY  
MANAGEMENT/FIRE**  
*Staff Update*

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

## STAFF REPORT

---

**FROM:** Russel Stukey  
**MEETING:** July 1, 2024  
**SUBJECT:** EM / Fire Staff Update for the month of March  
**PRESENTER:** Russel Stukey

---

EM / Fire June Staff Update

**Enclosures:**

- 5, 2024 June staff time (1) (DOCX)

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

- Constantly working on radio system management, analyzing opportunities to lower the annual operating costs of the 911 system.
- Dealing with cyber security incident that affected radio system operations, have radio system back up and running, still working with vendor and IT staff to fully restore system functionality etc.

Emergency Management-Russel

- Attended and chaired department head meetings
- Attended several commission meetings
- Working with IT and dispatch staff on the MCP CIP upgrade project
- Participated in monthly Riley Co. Emergency Services Director meeting
- Met with HR about personnel matters
- Submitted packet for Kansas Certified Emergency Manager (KCEM) renewal
- Monitored severe weather on the 7<sup>th</sup> until midnight
- Attended an After Action with KDEM. I foresee positive changes to improve responses and possible mitigation in the future.
- Participated in county officials luncheon on the 10<sup>th</sup>
- Working with FEMA to schedule a cybersecurity incident AAR (After Action Report)
- Monitored severe weather again on the 13<sup>th</sup>
- Collaborated with Gregg Steere RCPD on homeland security project
- Meet with State of KS radio system owners to discuss possibilities for future collaboration
- Traveled to Topeka on the 21<sup>st</sup> with Vivienne for an interview on KSNT channel 27 at 6 am to highlight heat related emergencies and precautions to take
- Working with Laurie to develop an EM action checklist for a fire on the silt flats
- On the 24<sup>th</sup>, I attended monthly KEMA meeting in Topeka
- On the 25<sup>th</sup>, I chaired monthly NE KS Homeland Security Council meeting in Topeka
- On the 26<sup>th</sup>, I Participated in a KDEM meeting to discuss the resource request process
- Met with L3 Harris representatives on the 28<sup>th</sup>

Items awaiting legal review:

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

Assistant Director Laurie Harrison activity EM/911

Kansas Emergency Management Association (KEMA):

Serve as Treasurer

Attend NE regional KEMA meeting in Topeka

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

Conduct monthly siren test, Everbridge test, IPAWS test

Facilitate Everbridge NE regional working group meeting


**Riley County Emergency Management**
**Riley County Fire District #1**

115 N. 4<sup>th</sup> Street  
 Manhattan, Kansas 66501  
 Phone: 785-537-6333  
 Fax: 785-537-6333  
[www.rileycountyks.gov](http://www.rileycountyks.gov)

Update contacts

Serve as NE regional account administrator

Provide Everbridge training to Treasurer staff, GIS staff, Museum staff, HHW staff, Comm Corr staff, Clerk staff

**Comprehensive Resource Management and Credentialing System (CRMCS):**

Update resource list

Serve as account administrator

**Northeast Regional Homeland Security Council (NERHSC):**

Serve as a project manager for Everbridge and CRMCS

Serve as KEMA representative

Attend regional meeting

**Emergency Management fund:**

Oversee invoice payment process

**911 fund:**

Pay invoices

Track expenses and income

Provide 911 budget overview for 911 working group

**Exercises:**

Report HCC tabletop exercise into KDEM tracking system

Develop exercise docs for airport tabletop exercise in September

**Volunteer Management:**

Attend CERT monthly training

**Training:**
**Misc:**

Attend wildland fire after action meeting

Facilitate staff meetings

**EM Planner Baldwin Fisher**
**Planning:**

Work on County Disaster Recovery Plan

Develop Proposed Staging Areas vs TDSRS

Continue to assist MHK Airport for yearly exercise

**Exercises:**

none

**Training:**

Attend monthly CERT training in Riley Co

**Misc:Attend**

NEKEMA

**Fire-Russel**

- Attended county fire trainings
- Continue to accept and process applications for volunteer firefighters
- Covered emergency calls
- Reviewing RCFD #1 Policy Manual for updates



- Working with John Ellerman and KDOT staff regarding easement for US-24 Hwy near Station 112
- RCFD#1 Station 102 in Ashland coming along nicely, ribbon cutting ???
- Working with my staff and KS Forest Service staff to write a Community Wildfire Protection Plan (CWPP) which is a prerequisite for applying for a Community Wildfire Defense Grant (CWDG)
- I had a discussion with counselors office staff about moving a couple of projects from Clancy's to do list to Bryant's.
- Working with HR to complete policy manual acknowledgement forms with volunteers
- Assisted station 106 with a recruitment event in Leonardville during the Nelson foundation activities
- Attended both south and north county fire trainings over auto extrication
- Participated in multi-agency meeting in Randolph in regards to the past and future responses to fires on the Tuttle Creek silt flats
- 

Items awaiting legal review:

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

**Admin. Asst. M. Horstmeier**

Continued to process all Payroll Stipends for all Volunteer Firefighters.

Continued to process and record all invoices and bills for the AP and Pcard Cycles.

Continuing to assist with maintaining our incident reports by filling in needed information, reminding Firefighters to finish their reports, and assisting in completing the reports.

Continued to maintain the Volunteer Firefighter hiring process by reviewing applications, assigning primary stations, setting up interviews, sending candidates pre-hiring courses, and helping with Onboarding and new Volunteers receive their gear.

Continued to maintain the Financial Reporting for the LSSE Grant in order to remain compliant.

Created and will distribute the July issue of the *Extinguisher* Newsletter by July 3<sup>rd</sup>.

Received and sent out the First Due quote for review. Assisted with a meeting for prospective NFIRS reporting software *Image Trend* and continuing to look at other option for RCFD reporting software.

Created the June Burn Prescribe Burn Report and sent it off to Kansas Forestry.

Continued to maintain and issue Burn Permits for the County. As well as providing RC Dispatch with the most up-to-date Burn Permit list for their records and continuing to maintain the Burn Permit Map.

Attended the June REACH meeting via Zoom.



Attended the KAPIO quarterly meeting with PIO Vivienne Leyva to learn more about PIO roles and network with other PIOs in the state.

Attended the 9/11 Memorial Planning Meeting to go over the updates for the 9/11 Memorial Day event.

Attended NVFC's webinars on "Back to Basics: Enhancing Safety and Performance in the Fire Service" and "Recruiting White Helmets".

Attended the 3-day FEMA "Alert and Warning: All Hazards Technical Assistance Workshop."

Attended the two Kansas County Communicators webinars for June.

See below for Firefighter statistics for the month of February.

| June FF Stats                 | Total Number |
|-------------------------------|--------------|
| New Applications              | 4            |
| Rejected/Withdrawn Candidates | 2            |
| Hired Candidates              | 2            |
| Probationary Firefighters     | 8            |
| Trained Firefighters          | 124          |
| Total Active Members          | 132          |
| Terminations                  | 0            |
| Resignations                  | 3            |
| Retirements                   | 0            |

#### **Deputy Chief Doug Russell**

- Responding to multiple incidents.
- Dealing with personnel issues.
- Working through new applications for FFs.
- Working on and prioritizing truck repairs.
- Station 102 progress.
  - Station is complete.
  - Trucks have been moved in.
  - We will start training on their pumper that is getting moved down there next month
- Held both South and North County extrication trainings.
- Stations 101, 103, 112, 115, 116 held a structure fire training at 1600 Pillsbury Dr. The house was donated by a local contractor.



- Met with local agencies to discuss fire hazards and mitigation at Tuttle Creek lake specifically the sections leased to Kansas parks and wildlife north of the mile long bridge.
- Repairing trucks and equipment from spring fires.
- Bryant is pushing the UP land agreement forward!
- Working with Admin assistant to process applicants.
- Working with Admin Assistant to outfit new FFs.
- New FRA insurance becomes affective July 1<sup>st</sup> this includes increased 24/7 coverage for our volunteers. As well as a better retirement option.
- Assisted with donations for The Foster Family after their house fire.
- HB107 was taken to Wies Fire in Salina and was brought back after a pump replacement. The damage was due to age and extreme use this spring.
- Station sign project.
  - All station signage is complete and ready to be installed, funds for this project were from donations
  - Station 102 sign is up on the new station, and we are ready to schedule a ribbon cutting with the BOCC
  - I will be working with each station to find the best location for each sign.
- Attended multiple meetings with local entities covering various topics.

**Deputy Chief Antonio Castillo**

No Report

Submitted by:

Russel Stukey  
EM Director/ Fire Chief  
Riley County



**COUNTY APPRAISER'S OFFICE**  
Presentation

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

## COMMISSION AGENDA REPORT

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**FROM:** Elizabeth Ward

**MEETING:** July 1, 2024

**SUBJECT:** Riley County Employee Day Proposal

**PRESENTER:** Steven Schurle & Tande Lentz

---

### **BACKGROUND**

Since 2006, Riley County has dedicated the Indigenous Peoples' Day observance for the enrichment and training of Riley County employees. This year Employee Day will be on October 14, 2024. This is a mandatory training day, so all county offices are closed to the public.

This year the Training Committee started the planning process early. We reviewed and considered last year's survey results during the planning process and feel we've found the best options for our Employee Day.

### **DISCUSSION**

**Venue:** Employee Day will be held again at AMC theatre.

#### **What does the day look like?**

The proposed agenda for the day is attached and includes some required activities and some optional activities from 7:45 am through 4:00 pm. The vision/theme for the day is: *One Team*

Some points to consider are:

- The 7:45 arrival is optional but will include a continental breakfast and coffee will be served.
- The morning session begins at 8:00am and includes the keynote speaker- Dr. Judy Favor (In the Zone Training)
- Employee recognition and celebrating employee tenure

- Lunch is optional, but will be provided by Riley County

This year the team building events will include all departments together, “One Team”, at Pottorf Hall. Activities will include team activities, competitions, and fun events to build community within our employee groups. By holding these activities at one location it allows for departments to intermingle with one another and puts the theme of the day into action. Department heads have expressed there is value in these sessions and several employees expressed how they enjoyed getting to know coworkers from different departments.

### **FISCAL IMPACT**

A proposed budget is attached.

The cost per employee expected to be in attendance is \$87.02.

The 2024 budget includes the speakers for the keynote and breakout sessions that employees can choose from depending on which topics interest them the most, the venue/location, food/refreshments, service awards, and team building activities. The maximum cost for 24 will be \$21,755.00 which is included in the general fund approved budget for 2024.

### **RECOMMENDATION(S)**

Recommendation is for the Commissioners to approve the agenda and budget for the 2024 Riley County Employee Day.

**Any Questions?**

### **POSSIBLE MOTION(S)**

Move to approve the agenda and budget for the 2024 Riley County Employee Day.

Move to deny

Move to modify

Move to table

Enclosures:

2024 Employee Day Agenda

2024 Budget

Enclosures:

- 24 Employee Day BOCC pres agenda (DOCX)
- 24 Riley County Bocc Pres (Budget) (PDF)



## Employee Day 2024 Program

| October 14, 2024        |                                                                                                        |                                    |                                                                  |
|-------------------------|--------------------------------------------------------------------------------------------------------|------------------------------------|------------------------------------------------------------------|
| Location: AMC Theaters  |                                                                                                        |                                    |                                                                  |
| 7:45 a.m.<br>(optional) | Morning Refreshments                                                                                   | Lobby                              | Varsity Donuts, Mrs. Powell's cinnamon rolls, Galaxy Girl Coffee |
| 8:00 a.m.               | Opening Session – Theater 13                                                                           |                                    |                                                                  |
|                         | Welcome Message                                                                                        |                                    | Commission Chair John Ford                                       |
|                         | Keynote Session: When Everyone Leads                                                                   |                                    | Judy Favor- In the Zone                                          |
| Break                   |                                                                                                        |                                    |                                                                  |
| 10:00 a.m.              | Service Awards – Theater 13                                                                            |                                    |                                                                  |
|                         | Years of Service Awards<br>KAC Awards of Service<br>REACH Employee of the Year Award – REACH Committee |                                    |                                                                  |
| 10:45 a.m.              | Breakout Session 1 – choose one option                                                                 |                                    |                                                                  |
|                         | Key components of High Performing, High Functioning Teams                                              | Theater 13                         | Judy Favor                                                       |
|                         | Self-Defense and De-escalating situations                                                              | Theater 11                         | Master Troy Auman                                                |
| 12:15 p.m.              | Lunch                                                                                                  | AMC Theaters – lobby pickup window |                                                                  |
| 1:15 p.m.               | Breakout Session 2 – choose one option                                                                 |                                    |                                                                  |
|                         | Emotional Intelligence                                                                                 | Theater 13                         | Steel Built Leadership                                           |
|                         | “All Hat No Cattle”- Appreciation for a diverse team                                                   | Theater 11                         | Jack Lindquist                                                   |
| Break                   |                                                                                                        |                                    |                                                                  |
| 2:30 p.m.               | Door prizes, evaluations, wrap up – Theater 13                                                         |                                    |                                                                  |
| 2:45 p.m.               | One Riley County Team Activities – Pottorf Hall                                                        |                                    |                                                                  |
| 4:00 p.m.               | End of Day                                                                                             |                                    |                                                                  |

Riley County Employee Day 2024 Budget

Expenses coded to EE DAY 001-030-2990-790

|                            |             |
|----------------------------|-------------|
| Location                   | \$ 4,010.00 |
| Morning Refreshments       | \$ 950.00   |
| Beverage - all day refills | \$ 1,675.00 |
| Lunch                      | \$ 6,125.00 |
| Service Awards             | \$ 1,000.00 |
| Speakers                   | \$ 6,770.00 |
| Teambuilding               | \$ 1,225.00 |

Subtotal \$ 21,755.00

| 2024- SUMMARY                                       |                    |
|-----------------------------------------------------|--------------------|
| expect 250 employees to attend                      |                    |
| <u>Cost of training:</u>                            |                    |
| Food                                                | \$8,750.00         |
| Location                                            | \$4,010.00         |
| Speakers                                            | \$6,770.00         |
| Teambuilding                                        | \$1,225.00         |
| Service Awards                                      | <u>\$1,000.00</u>  |
|                                                     | <b>\$21,755.00</b> |
| \$87.02 cost of training per employee in Attendance |                    |



**REGISTER OF DEEDS**  
*Staff Update*

**Amy Manges**  
Register of Deeds  
110 Courthouse Plaza  
Manhattan, KS 66502  
Phone: 785-537-6340

## STAFF REPORT

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**FROM:** Amy Manges, Register of Deeds

**MEETING:** July 1, 2024

**SUBJECT:** Year-To-Date-Revenue

**PRESENTER:** Amy Manges

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**Enclosures:**

- BOCC Report - July 2024 (DOC)

**TO: Board of County Commissioners**  
**FROM: Amy Manges, Register of Deeds**  
**DATE: July 1, 2024**  
**SUBJECT: 2024 Year-To-Date Revenue**

The following is a brief summary of revenue figures through 3:00 p.m., June 26, 2024 with comparable year-to-date information for 2023:

|                                      | <u>2023</u>   | <u>2024</u>   |
|--------------------------------------|---------------|---------------|
| Total Mortgage Amount (Indebtedness) | \$190,079,462 | \$366,695,020 |
| Recording Fees                       | \$166,192     | \$174,590     |
| Heritage Trust Fund                  | \$12,268      | \$12,906      |
| Register of Deeds Tech Fund          | \$24,536      | \$25,812      |
| Treasurer Tech Fund                  | \$6,134       | \$6,453       |
| Clerk Tech Fund                      | \$6,134       | \$6,453       |
| Copy Fees                            | \$22,509      | \$24,191      |
| <br>Total Year-To-Date Revenue       | <br>\$237,773 | <br>\$250,405 |

**Note:** There is a \$30,000 per year limit on what is transferred to the state for the Heritage Trust Fund. Any amount over \$30,000 will be transferred to County General at the end of the year.

| <u>Plats</u>       | <u>2023</u> | <u>2024</u> |
|--------------------|-------------|-------------|
| Total Plats Filed  | 15          | 10          |
| Total Platted Lots | 29          | 14          |

**Estimated 2024 Revenue**

Recording Fees = \$300,000

Heritage Trust Fund = \$25,000

Copy Fees = \$25,000

**Total = \$350,000**

Register of Deeds Tech Fund = \$50,000

\*\*\*\*\*

Attachment: BOCC Report - July 2024 (14878 : Year To Date Revenue)

**Staff Update:**

- Recorded 2,835 documents compared to 2,676 in 2023
- Rescanning books 239 – 332 from years 1953 thru 1969
- Cross training employees and sending them to training as available
- Attended Register of Deeds Seminar in Emporia June 10 thru 14
- Tracking daily revenue loss due to changes in filing and mortgage registration fees.  
Total revenue lost in 2024 due to fee changes totals \$298,383.



**COUNTY CLERK & ELECTIONS**  
Personnel

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

## MEMORANDUM

**FROM:** Elizabeth Ward, Human Resources Director

**MEETING:** July 1, 2024

**SUBJECT:** New & Expanded Position Request 2025

**PRESENTER:** Elizabeth Ward

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

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

The totals below include the cost of wages and benefits.

| Department             | Position                                                                                                                  | Per position salary | Per Position benefits | Total Request (Wage + Benefits) |
|------------------------|---------------------------------------------------------------------------------------------------------------------------|---------------------|-----------------------|---------------------------------|
| Planning & Development | Administrative Assistant I- <i>New Position</i><br>Existing PD – Range 4, Full Time,<br>Starting Rate, \$19.03/hour       | \$39,582            | \$15,635              | \$55,217                        |
|                        | Remove PT Assistant position                                                                                              | \$15,000            | \$1,163               | (\$16,163)                      |
|                        | <b>Planning &amp; Development Budget Request</b>                                                                          |                     |                       | <b><u>\$39,054</u></b>          |
| County Attorney        | Criminal Investigator <i>New Position</i><br>New PD – Range 12, Full Time, Exempt<br>Starting Rate, \$28.44/hour          | \$59,155            | \$23,366              | \$82,521                        |
|                        | <b>Attorney Budget Request</b>                                                                                            |                     |                       | <b><u>\$82,522</u></b>          |
|                        | Human Resources Assistant – <i>New position</i><br>New PD – Range 8, Full Time, non-exempt<br>Starting Rate, \$23.21/hour | \$48,277            | \$19,069              | \$67,346                        |
| Clerk – HR             | Remove PT HR Assistant position                                                                                           | \$15,000            | \$1,163               | (16,163)                        |
|                        | <b>Clerk Budget Request</b>                                                                                               |                     |                       | <b><u>\$51,183</u></b>          |
|                        | <b>Total all New Requests</b>                                                                                             |                     |                       | <b><u>\$172,759</u></b>         |

## **RECOMMENDATION(S)**

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

### **Enclosures:**

- PD 2025 budget posn rqst (PDF)
- Investigator position proposal (DOCX)
- 2025 HR Staff request\_new recruiter\_Assistant (DOCX)



## PLANNING & DEVELOPMENT ENVIRONMENTAL HEALTH

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

---

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

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

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

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

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

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

Riley County Attorney's Office Investigator:

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

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

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

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

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

## 2025 Human Resources Staffing Request

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

There are 5 main duties in HR:

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

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

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

In 2005 Riley County had 172 regular employees.

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

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

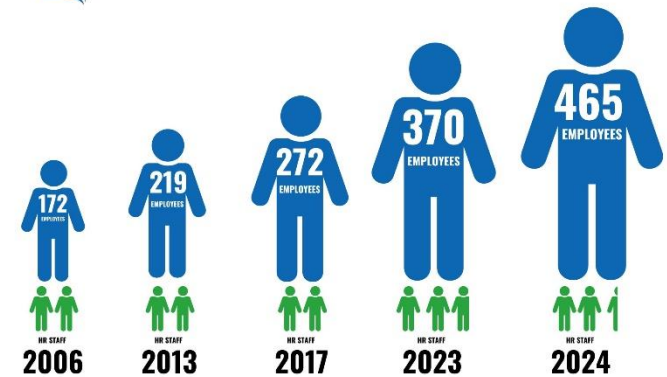
This is a **170%** increase since 2005, and a **58%** increase since 2017.

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

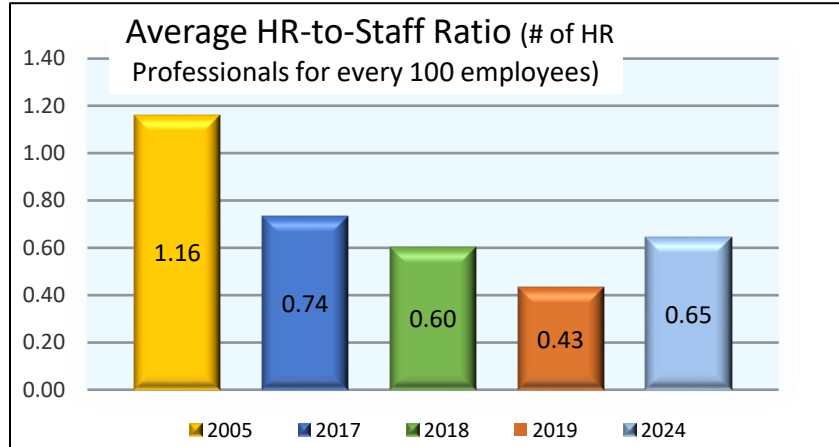
The financial cost of turnover is estimated to cost the equivalent of 6 - 9 months’ salary per position. HR professionals are not able to do their job successfully with the current staffing, which means Riley County is poised to lose tenured staff who have been trained and invested in. This has been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



Average Total Riley Count Employees Compared to HR Staff



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



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

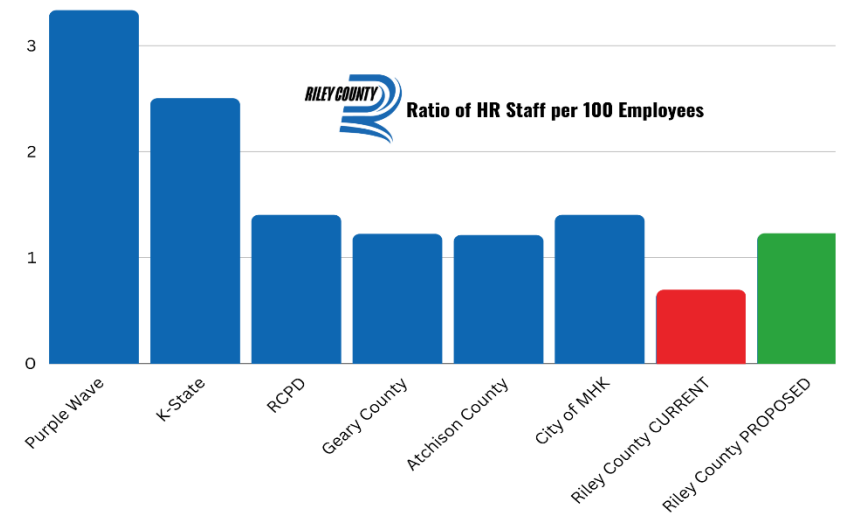
An International Public Management Association (IPMA)-HR Staffing Ratio Study specifically for public sectors showed that most public sector HR divisions are overworked, understaffed and unable to meet the demands required for organizations to thrive.

### 2023 HR Research on Kansas Human Resources Departments

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

A sampling of private industry shows the same staffing strategy

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



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

**2024 Riley County Current Staffing Ratio: 0.54**

**2025 Proposed Staffing Ratio: .65**

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

***Department Heads have discussed the following concerns:***

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

## Proposed Organizational Chart/Division of Work:

| Director<br>Current Position                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Manager<br>Current Position                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Recruiter/Assistant<br>New Position                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>•Disciplinary Actions</li> <li>•Salary Classification Requests</li> <li>•Promotion Requests</li> <li>•Job Description Review</li> <li>•Risk Management</li> <li>•Compensation management</li> <li>•Policy Development</li> <li>•Workers Compensation</li> <li>•Termination requests</li> <li>•Promotion requests</li> <li>•Training scheudle and oversight</li> <li>•Policy/Procedure Mnaual Updates</li> <li>•Succession Planning</li> <li>•Supervision of HR Personnel</li> <li>•Problem Resolution</li> <li>•Incident Reports</li> <li>•Personnel Budget</li> <li>•Compensation management</li> <li>•Strategic Planning</li> <li>•Monthly Reporting</li> <li>•Interdepartmental Communication</li> </ul> | <ul style="list-style-type: none"> <li>•Payroll oversight</li> <li>•Benefits management</li> <li>•FMLA management</li> <li>•Military Leave</li> <li>•Workers Compensation</li> <li>•Merit adjustments to payroll records</li> <li>•Personnel updates</li> <li>•Performance Management</li> <li>•Compliance</li> <li>•Supervisor changes</li> <li>•Manage year end payroll changes</li> <li>•Employee stipend oversight</li> <li>•Salary ordinance updates</li> <li>•Shared Leave Program</li> <li>•EEO Complaints</li> <li>•Assists with appeal process</li> <li>•ADA Coordinator</li> <li>•Training</li> <li>•Unemployment Processing</li> <li>•Paylocity management</li> <li>•ACA reporting</li> </ul> | <ul style="list-style-type: none"> <li>•Recruiting management</li> <li>•Retention management</li> <li>•Open and advertise positions</li> <li>•Work with DH to create PD</li> <li>•Screen candidates</li> <li>•Interview candidates with DH</li> <li>•Reference Checks</li> <li>•Background Checks</li> <li>•Process employment changes</li> <li>•New employee orientation</li> <li>•Coordinate Onboarding</li> <li>•Paylocity Personnel updates</li> <li>•I-9 Management</li> <li>•Paylocity Announcements</li> <li>•Employee Separation processing</li> <li>•Service awards/recognition</li> <li>•Maintain HR files/records</li> <li>•Answer routine HR questions</li> <li>•Records audits for compliance</li> <li>•Clerical support</li> </ul> |



**COUNTY CLERK & ELECTIONS**  
*Budget*

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

## COMMISSION AGENDA REPORT

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**FROM:** Brittany Phillips, Budget & Finance Officer

**MEETING:** July 1, 2024

**SUBJECT:** 2025 Budget Work Session

**PRESENTER:** Brittany Phillips, Budget & Finance Officer

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Presenting the attached memo and 2025 Budget Developmental Worksheet.

**Enclosures:**

- July 1, 2024 Budget Work Session (PDF)
- July 1st, 2025 Budget Development WS (PDF)



# CLERK'S OFFICE

**Brittany Phillips**  
 Budget & Finance Officer  
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 Manhattan, Kansas 66502-0109  
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To: Board of County Commissioners  
 From: Brittany Phillips; Budget & Finance Officer  
 Re: 2025 Budget Work Session  
 Date: July 1, 2024

During this work session, the 2025 Budget Development Worksheet, Riley County Appropriation Request, and COLA will be presented for further review and discussion.

The 2025 Budget Development Worksheet is a three-page document:

- The first page is expenditures consisting of the 2023 Actual Expenditures, 2024 Budget and 2025 Requested Budget for all mill levied funds: General, Bond & Interest, County Building and RCPD funds.
  - o Cost of COLA is calculated using the Bureau of Labor and Statistics CPI – U of 3.8%. This is a financial impact of \$1,087,401 if approved.
  - o This also includes a \$4,000,000 transfer to Capital Improvement Funds. This covers current debt obligations for 2025 of \$758,174, current non-funded CIP 2025 requests of \$2,210,000, leaving a remainder of \$1,031,826 for improvements.
  - o In General Services, we did request an increase of \$250,000 for budget stabilization. That amount is reflected in the total general services department.
- The second page is an overview of revenues and budgeted expenditures.
  - o Left side column is revenues for the same mill levied funds.
  - o The right side is the equation of mill levied fund expenditures of \$56,985,428 less mill levied fund revenues of \$23,292,598 equaling required ad valorem tax.
  - o RCPD has finalized their budget approval. This would be an appropriation to RCPD of \$5,704,456.
- The third page is economic development.

During the June 24<sup>th</sup> Budget Work Session, Commissioners directed departments that had over 8% on their 3 C's budgets to review and reduce accordingly. The departments that needed to make adjustments are listed below:

- Attorney
- EMS/Ambulance
- Register of Deeds
- Clerk
- Transfer to Health Department

It was also requested to include the total impact of new and expanded positions in the budget worksheet.

Total impact of these new/expanded positions is \$172,759, not including the position in the health department. The health department position would be funded with OPIOID funding and not ad valorem dollars.

The value of a mill, \$827,863 is provided as well as the mill levy of 39.010 to fund the 2025 proposed budget. With these changes outlined above, this is a 0.856 mill decrease from the 2024 budgeted mill levy and is more than the calculated Revenue Neutral Rate by 0.747 mills, or \$690,201.



## CLERK'S OFFICE

**Brittany Phillips**

Budget &amp; Finance Officer

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Manhattan, Kansas 66502-0109

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E-mail: bphillips@rileycountyks.gov

Commissioners came to a consensus to use 1.5 mills for agency appropriations, minus the appropriations that we are obligated to provide funding to, such as extension, small cities, RCPD, and Community Corrections.

**1.5 mills = \$1,241,795**

Here is the list of appropriations that get paid from ad valorem taxes excluding those listed above:

| Agency                | 2024 Approved    | 2025 Requests (W/ BOCC Changes) |
|-----------------------|------------------|---------------------------------|
| Emergency Shelter     | 11,000           | 16,000                          |
| Genealogical Society  | 3,500            | 3,500                           |
| Animal Shelter        | 0                | 60,000                          |
| Council on Aging      | 275,000          | 327,981                         |
| Pawnee                | 300,000          | 350,000                         |
| Big Lakes Development | 228,123          | 232,685                         |
| Soil Conservation     | 55,136           | 55,136                          |
| aTa Bus               | 105,000          | 150,000                         |
| <b>Sub-Total</b>      | <b>\$977,759</b> | <b>\$1,195,302</b>              |

Here is the list of appropriations that get paid from Economic Development, which is also ad valorem dollars:

| Agency                          | 2024 Approved      | 2025 Requests      |
|---------------------------------|--------------------|--------------------|
| Flint Hills Veteran's Coalition | 1,015              | 1,000              |
| Chamber of Commerce             | 55,000             | 55,000             |
| Downtown Manhattan, Inc         | 5,000              | 5,000              |
| MPO Contribution                | 5,200              | 3,358              |
| <b>Sub-Total</b>                | <b>\$66,215</b>    | <b>\$64,358</b>    |
| <b>Total</b>                    | <b>\$1,043,974</b> | <b>\$1,259,660</b> |

## 2025 Budget Development Worksheet

22.b

|                                    | 2023 Actual Contractual Services, Commodities & Capital | 2023 Actual Personnel Services | 2023 Actual Total | 2024 Budgeted Contractual Services, Commodities & Capital | 2024 Budgeted Personnel Services (Includes STEP & COLA) | 2024 Budgeted Total | 2025 Proposed Contractual Services, Commodities & Capital | 2025 Proposed Personnel Services (Includes STEP) | 2025 Proposed Budget Total | Percent change of 2024 C's |
|------------------------------------|---------------------------------------------------------|--------------------------------|-------------------|-----------------------------------------------------------|---------------------------------------------------------|---------------------|-----------------------------------------------------------|--------------------------------------------------|----------------------------|----------------------------|
| 1 Administrative Services          | 48,194                                                  | 712,112                        | 760,306           | 51,795                                                    | 777,904                                                 | 829,699             | 54,209                                                    | 655,355                                          | 709,564                    | 4.66%                      |
| 2 Ambulance                        | 422,272                                                 | 4,389,966                      | 4,812,238         | 337,850                                                   | 5,516,808                                               | 5,854,658           | 364,700                                                   | 5,912,576                                        | 6,277,276                  | 7.95%                      |
| 3 Appraiser                        | 220,823                                                 | 1,520,162                      | 1,740,985         | 176,334                                                   | 1,794,882                                               | 1,971,216           | 175,920                                                   | 1,777,961                                        | 1,953,881                  | -0.23%                     |
| 4 Attorney                         | 225,209                                                 | 2,176,701                      | 2,401,910         | 229,337                                                   | 2,637,550                                               | 2,856,887           | 238,112                                                   | 2,749,222                                        | 2,987,334                  | 8.56%                      |
| 5 Clerk                            | 78,659                                                  | 1,111,508                      | 1,190,167         | 109,300                                                   | 1,331,625                                               | 1,440,925           | 118,040                                                   | 1,361,635                                        | 1,479,675                  | 8.00%                      |
| 6 Commissioners                    | 45,862                                                  | 195,301                        | 241,163           | 53,040                                                    | 243,219                                                 | 296,259             | 54,920                                                    | 237,856                                          | 292,776                    | 3.54%                      |
| 7 Coroner                          | 151,169                                                 | 0                              | 151,169           | 132,000                                                   | 0                                                       | 132,000             | 156,500                                                   | 0                                                | 156,500                    | 18.56%                     |
| 8 District Court                   | 176,101                                                 | 0                              | 176,101           | 185,080                                                   | 0                                                       | 185,080             | 189,380                                                   | 0                                                | 189,380                    | 2.32%                      |
| 9 Elections                        | 190,034                                                 | 352,511                        | 542,545           | 317,400                                                   | 633,143                                                 | 950,543             | 221,700                                                   | 625,165                                          | 846,865                    | -30.15%                    |
| 10 Emergency Management            | 49,718                                                  | 272,485                        | 322,203           | 54,850                                                    | 230,191                                                 | 285,041             | 58,200                                                    | 320,555                                          | 378,755                    | 6.11%                      |
| 11 Fair                            | 110,170                                                 | 0                              | 110,170           | 110,500                                                   | 0                                                       | 110,500             | 110,500                                                   | 0                                                | 110,500                    | 0.00%                      |
| 12 General Services                | 3,291,564                                               | 96,326                         | 3,387,890         | 5,544,595                                                 | 141,612                                                 | 5,686,207           | 6,091,530                                                 | 142,020                                          | 6,233,550                  | 9.86%                      |
| 13 Information Systems/GIS         | 765,944                                                 | 817,844                        | 1,583,788         | 923,160                                                   | 959,086                                                 | 1,882,246           | 868,630                                                   | 1,015,764                                        | 1,884,394                  | -5.91%                     |
| 14 Insurance                       | 683,173                                                 | 0                              | 683,173           | 887,340                                                   | 0                                                       | 887,340             | 1,170,000                                                 | 0                                                | 1,170,000                  | 31.85%                     |
| 15 Juvenile Detention              | 82,279                                                  | 0                              | 82,279            | 112,000                                                   | 0                                                       | 112,000             | 120,000                                                   | 0                                                | 120,000                    | 7.14%                      |
| 16 Museum                          | 9,598                                                   | 454,172                        | 463,770           | 15,261                                                    | 482,405                                                 | 497,666             | 14,273                                                    | 477,655                                          | 491,928                    | -6.47%                     |
| 17 Noxious Weed                    | 225,247                                                 | 548,228                        | 773,475           | 253,330                                                   | 641,373                                                 | 894,703             | 256,330                                                   | 660,550                                          | 916,880                    | 1.18%                      |
| 18 Planning & Development          | 56,160                                                  | 558,308                        | 614,468           | 62,298                                                    | 681,858                                                 | 744,156             | 62,484                                                    | 693,853                                          | 756,337                    | 0.30%                      |
| 19 Register of Deeds               | 50,261                                                  | 432,261                        | 482,522           | 50,875                                                    | 523,284                                                 | 574,159             | 54,645                                                    | 534,612                                          | 589,257                    | 7.41%                      |
| 20 Public Works                    | 3,632,912                                               | 4,649,567                      | 8,282,479         | 4,302,550                                                 | 5,515,491                                               | 9,818,041           | 4,545,550                                                 | 5,701,254                                        | 10,246,804                 | 5.65%                      |
| 21 Treasurer                       | 51,359                                                  | 1,299,159                      | 1,350,518         | 59,080                                                    | 1,418,419                                               | 1,477,499           | 63,680                                                    | 1,465,099                                        | 1,528,779                  | 7.79%                      |
| 22 Juvenile Supervision fees       | 0                                                       | 0                              | 0                 | 1,400                                                     | 0                                                       | 1,400               | 1,000                                                     | 0                                                | 1,000                      | -28.57%                    |
| 23 Transfer to Health Dept. Fund   | 1,269,979                                               | 0                              | 1,269,979         | 1,665,647                                                 | 0                                                       | 1,665,647           | 1,744,899                                                 | 0                                                | 1,744,899                  | 4.76%                      |
| 24 Transfer to Landfill Close      | 30,000                                                  | 0                              | 30,000            | 30,000                                                    | 0                                                       | 30,000              | 30,000                                                    | 0                                                | 30,000                     | 0.00%                      |
| 25 Transfer-Economic Dev.          | 282,275                                                 | 0                              | 282,275           | 107,100                                                   | 0                                                       | 107,100             | 136,229                                                   | 0                                                | 136,229                    | 27.20%                     |
| 26 Transfer - Capital Improvement  | 4,799,536                                               | 0                              | 4,799,536         | 5,509,446                                                 | 0                                                       | 5,509,446           | 4,000,000                                                 | 0                                                | 4,000,000                  | -27.40%                    |
| 27 Non-Appropriated                | 580,000                                                 | 0                              | 580,000           | 580,000                                                   | 0                                                       | 580,000             | 580,000                                                   | 0                                                | 580,000                    | 0.00%                      |
| 28 Cost of COLA                    | 0                                                       | 0                              | 0                 | 0                                                         | 0                                                       | 0                   | 0                                                         | 1,087,401                                        | 1,087,401                  | 0.00%                      |
| 29 New & Expanded Positions        | 0                                                       | 0                              | 0                 | 0                                                         | 0                                                       | 0                   | 0                                                         | 172,759                                          | 172,759                    | 0.00%                      |
| SUBTOTAL:                          | \$17,528,498                                            | \$19,586,611                   | \$37,115,109      | \$21,851,568                                              | \$23,528,850                                            | \$45,380,418        | \$21,481,431                                              | \$25,591,292                                     | \$47,072,723               | -1.69%                     |
| <b>Appropriations:</b>             |                                                         |                                |                   |                                                           |                                                         |                     |                                                           |                                                  |                            |                            |
| 30 Big Lakes Developmental         | 217,260                                                 | 0                              | 217,260           | 228,123                                                   | 0                                                       | 228,123             | 232,685                                                   | 0                                                | 232,685                    | 2.00%                      |
| 31 Animal Shelter / Contractual    | 60,000                                                  | 0                              | 60,000            | 0                                                         | 0                                                       | 0                   | 60,000                                                    | 0                                                | 60,000                     | #DIV/0!                    |
| 32 Council on Aging                | 275,000                                                 | 0                              | 275,000           | 275,000                                                   | 0                                                       | 275,000             | 327,981                                                   | 0                                                | 327,981                    | 19.27%                     |
| 33 ATA Bus                         | 100,000                                                 | 0                              | 100,000           | 105,000                                                   | 0                                                       | 105,000             | 150,000                                                   | 0                                                | 150,000                    | 42.86%                     |
| 34 Small Cities                    | 145,008                                                 | 0                              | 145,008           | 190,000                                                   | 0                                                       | 190,000             | 200,000                                                   | 0                                                | 200,000                    | 5.26%                      |
| 35 Emergency Shelter               | 11,000                                                  | 0                              | 11,000            | 11,000                                                    | 0                                                       | 11,000              | 16,000                                                    | 0                                                | 16,000                     | 45.45%                     |
| 36 Extension                       | 637,500                                                 | 0                              | 637,500           | 667,380                                                   | 0                                                       | 667,380             | 667,380                                                   | 0                                                | 667,380                    | 0.00%                      |
| 37 Pawnee Mental Health            | 300,000                                                 | 0                              | 300,000           | 300,000                                                   | 0                                                       | 300,000             | 350,000                                                   | 0                                                | 350,000                    | 16.67%                     |
| 38 Riley Cty Genealogical Soc.     | 3,500                                                   | 0                              | 3,500             | 3,500                                                     | 0                                                       | 3,500               | 3,500                                                     | 0                                                | 3,500                      | 0.00%                      |
| 39 Riley County Conservation       | 55,136                                                  | 0                              | 55,136            | 55,136                                                    | 0                                                       | 55,136              | 55,136                                                    | 0                                                | 55,136                     | 0.00%                      |
| 40 Riley Co Community Corrections  | 59,602                                                  | 0                              | 59,602            | 87,324                                                    | 0                                                       | 87,324              | 96,821                                                    | 0                                                | 96,821                     | 10.88%                     |
| 41 Be Able                         | 0                                                       | 0                              | 0                 | 0                                                         | 0                                                       | 0                   | 0                                                         | 0                                                | 0                          | 0.00%                      |
| 42 Farm & Food Council             | 0                                                       | 0                              | 0                 | 0                                                         | 0                                                       | 0                   | 0                                                         | 0                                                | 0                          | 0.00%                      |
| 43 Sunflower Children's Collective | 0                                                       | 0                              | 0                 | 0                                                         | 0                                                       | 0                   | 0                                                         | 0                                                | 0                          | 0.00%                      |
| SUBTOTAL:                          | \$1,864,006                                             | \$0                            | \$1,864,006       | \$1,922,463                                               | \$0                                                     | \$1,922,463         | \$2,159,503                                               | \$0                                              | \$2,159,503                | 12.33%                     |
| GENERAL TOTAL:                     | \$19,392,504                                            | \$19,586,611                   | \$38,979,115      | \$23,774,031                                              | \$23,528,850                                            | \$47,302,881        | \$23,640,934                                              | \$25,591,292                                     | \$49,232,226               | 2.86%                      |
| 44 Bond & Interest                 | 447,552                                                 | 0                              | 447,552           | 478,856                                                   | 0                                                       | 478,856             | 470,467                                                   | 0                                                | 470,467                    | -1.75%                     |
| 45 County Building                 | 393,418                                                 | 0                              | 393,418           | 430,000                                                   | 0                                                       | 430,000             | 433,000                                                   | 0                                                | 433,000                    | 0.70%                      |
| 46 RCPD                            | 5,372,982                                               | 0                              | 5,372,982         | 5,745,592                                                 | 0                                                       | 5,745,592           | 6,180,206                                                 | 0                                                | 6,180,206                  | 7.56%                      |
| SUBTOTAL:                          | \$6,213,952                                             | \$0                            | \$6,213,952       | \$6,654,448                                               | \$0                                                     | \$6,654,448         | \$7,083,673                                               | \$0                                              | \$7,083,673                | 6.45%                      |
| TOTAL:                             | \$25,606,456                                            | \$19,586,611                   | \$45,193,067      | \$30,428,479                                              | \$23,528,850                                            | \$53,957,329        | \$30,724,607                                              | \$25,591,292                                     | \$56,315,899               | 0.00%                      |
| 47 Capital Improvement             | 2,172,758                                               | 0                              | 2,172,758         | 7,312,676                                                 | 0                                                       | 7,312,676           | 8,414,430                                                 | 0                                                | 8,414,430                  | 15.07%                     |
| 48 Economic Development            | 123,830                                                 | 0                              | 123,830           | 259,053                                                   | 0                                                       | 259,053             | 324,361                                                   | 0                                                | 324,361                    | 25.21%                     |

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BUDGETED REVENUE

| COUNTY TREASURER                   | 2023 ACTUAL  | 2024 BUDGET  | 2025 BUDGET  |
|------------------------------------|--------------|--------------|--------------|
| Motor Vehicle Tax                  | 2,518,950    | 2,403,703    | 2,344,118    |
| Recreational Vehicle Tax           | 23,914       | 23,583       | 21,846       |
| 16/20M Vehicle Tax                 | 16,106       | 18,063       | 19,124       |
| Commercial Vehicle Fees            | 104,418      | 101,580      | 99,542       |
| Special City & County Highway Fund | 1,033,937    | 1,105,011    | 1,026,080    |
| Investment Income                  | 2,597,318    | 2,000,000    | 2,100,000    |
| Sales Tax                          | 2,273,953    | 2,000,000    | 2,200,000    |
| Intangible Tax (Clerk's Office)    | 253,697      | 199,608      | 388,083      |
| Vehicle Rental Excise Tax          | 58,118       | 54,201       | 52,338       |
| Interest on Taxes                  | 340,410      | 300,000      | 300,000      |
| Watercraft                         | 13,350       | 18,846       | 19,265       |
| SUBTOTAL:                          | \$ 9,234,171 | \$ 8,224,595 | \$ 8,570,396 |

DEPARTMENT FEES & OTHER

|                                                   |               |               |               |
|---------------------------------------------------|---------------|---------------|---------------|
| Unencumb. Cash Bal.-General                       | 19,353,136    | 10,163,901    | 11,540,145    |
| Unencumb. Bal.-County Building                    | 211,648       | 106,630       | 113,513       |
| Unencumb. - Bond & Interest                       | 211,315       | 86,669        | 186,327       |
| Unencumb. - RCPD                                  | 232,234       | 178,082       | 8,315         |
| Bond & Interest Special Assessment                | 6,667,295     | 157,934       | 128,706       |
| Recording Fees - ROD                              | 355,970       | 300,000       | 320,000       |
| 21st Judicial Dist Case Receipts-DC               | 23,727        | 40,000        | 35,000        |
| Payment in Lieu of Taxes (PILT) Program/Fed Grant | 42,953        | 40,000        | 40,000        |
| Franchise Fees                                    | 25,180        | 35,000        | 35,000        |
| Ambulance Fees                                    | 1,995,849     | 1,624,951     | 1,766,036     |
| Fees-Attorney (Diversion)                         | 51,784        | 60,000        | 60,000        |
| Fees-Clerk                                        | 1,233         | 3,000         | 3,000         |
| Fees-Elections                                    | 4,039         | 12,000        | 4,000         |
| Fees-Fair                                         | 30,746        | 20,000        | 20,000        |
| Grant - Emergency Management                      | 85,907        | 85,907        | 85,907        |
| Fees-Noxious Weed                                 | 111,418       | 110,000       | 100,000       |
| Fees-Public Works/Parks                           | 411,050       | 480,000       | 400,000       |
| Fees-Planning & Development                       | 39,723        | 38,000        | 38,000        |
| Fees-Juvenile Supervision                         | 138           | 500           | 500           |
| Fees-Appraiser                                    | 14,056        | 18,000        | 14,000        |
| Fees- Treasurer                                   | 8,719         | 8,000         | 8,000         |
| Fees - Register of Deeds                          | 35,695        | 25,000        | 25,000        |
| Heritage Trust                                    | 26,287        | 0             | 30,000        |
| Transfer from MV to General                       | 306,198       | 300,000       | 325,000       |
| Transfers from Economic Development to B&I        | 52,153        | 52,153        | 52,153        |
| Transfer from CIP to Bond & Interest              | 285,135       | 182,100       | 183,600       |
| SUBTOTAL                                          | \$ 30,583,588 | \$ 14,127,827 | \$ 15,522,202 |

|               |               |               |               |
|---------------|---------------|---------------|---------------|
| TOTAL REVENUE | \$ 39,817,759 | \$ 22,352,422 | \$ 24,092,598 |
|---------------|---------------|---------------|---------------|

BUDGETED EXPENDITURES

|                    | 2024          | 2025          |
|--------------------|---------------|---------------|
| General            | \$ 47,302,881 | \$ 49,232,226 |
| Bond & Interest    | 478,856       | 470,467       |
| County Building    | 430,000       | 433,000       |
| RCPD Fund          | 5,745,592     | 6,180,206     |
| TOTAL EXPENDITURES | \$ 53,957,329 | \$ 56,315,899 |

|                           |         |         |
|---------------------------|---------|---------|
| (Budget)Value of a MILL = | 792,782 | 827,863 |
|---------------------------|---------|---------|

|               |            |            |
|---------------|------------|------------|
| MINUS         | 22,352,422 | 24,092,598 |
| TOTAL REVENUE | 22,352,422 | 24,092,598 |

|                                           |               |               |
|-------------------------------------------|---------------|---------------|
| EQUALS                                    |               |               |
| AMT. AD VALOREM TAX REQUIRED              | \$ 31,604,907 | \$ 32,295,108 |
| TOTAL MILLS NEEDED                        | 39.866        | 39.010        |
| Mill levy diff. from previous budget year |               | (0.856)       |

|                              |               |
|------------------------------|---------------|
| Revenue Neutral Mill Rate    | 38.263        |
| Revenue Neutral \$\$         | \$ 31,604,907 |
| Overage on Neutral Mill Rate | 0.747         |
| Overage on RNR Tax Rate      | \$ 690,201    |

One mill of taxation is equal to \$1 on each \$1,000 of assessed value.  
Assessed valuation

2021B-Bond Refunding Konza Water Amount - final 2028  
2017-Bonding Refunding -Facilities/Bridge Proj CIP - final 2025

| % chg  | Ad Valorem per Fund | Tax Rate per Fund |
|--------|---------------------|-------------------|
| 4.08%  | -                   |                   |
| -1.75% | -                   | 0.000             |
| 0.70%  |                     | 0.000             |
| 7.56%  |                     | 0.000             |
|        |                     | 0.000             |

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**Riley County, Kansas**  
**2025 Budget**  
**Economic Development Fund**  
**Fund 146**

|                                      | <b>2023</b>          | <b>2024</b>          | <b>2025</b>          |
|--------------------------------------|----------------------|----------------------|----------------------|
| <b>BEGINNING CASH BALANCE</b>        | <b><u>ACTUAL</u></b> | <b><u>BUDGET</u></b> | <b><u>BUDGET</u></b> |
| Fund Balance                         | \$ 181,640           | \$ 340,085           | \$ 188,132           |
| <b>TOTAL BEGINNING CASH BALANCE</b>  | <b>\$ 181,640</b>    | <b>\$ 340,085</b>    | <b>\$ 188,132</b>    |
| <b>REVENUE</b>                       |                      |                      |                      |
| 603 Transfer from General Fund       | \$ 282,275           | \$ 107,100           | \$ 136,229           |
| <b>TOTAL REVENUE</b>                 | <b>\$ 282,275</b>    | <b>\$ 107,100</b>    | <b>\$ 136,229</b>    |
| <b>TOTAL RESOURCES AVAILABLE</b>     | <b>\$ 463,915</b>    | <b>\$ 447,185</b>    | <b>\$ 324,361</b>    |
| <b>EXPENDITURES</b>                  |                      |                      |                      |
| 604 Transfer to Bond & Interest Fund | \$ 52,153            | \$ 52,153            | \$ 52,153            |
| 4990 Other Capital Outlay            | 71,677               | 206,900              | 272,208              |
| <b>TOTAL EXPENDITURES</b>            | <b>\$ 123,830</b>    | <b>\$ 259,053</b>    | <b>\$ 324,361</b>    |
| <b>TOTAL ENDING FUND BALANCE</b>     | <b>\$ 340,085</b>    | <b>\$ 188,132</b>    | <b>\$ 0</b>          |

| <b><u>PROJECT ESTIMATES:</u></b>                       | <b><u>2023</u></b> | <b><u>2024</u></b> | <b><u>2025</u></b> |
|--------------------------------------------------------|--------------------|--------------------|--------------------|
| Re-write of Riley County Zoning/Subdivision Regulation | \$ -               |                    |                    |
| Flint Hills Veteran's Coalition                        | 1,015              | 1,015              | 1,000              |
| Governor's Military Council                            | -                  | -                  |                    |
| Konza Water Project                                    | 52,153             | 52,153             | 52,153             |
| Chamber of Commerce                                    | 55,000             | 55,000             | 55,000             |
| Downtown Manhattan, Inc.                               | 5,000              | 5,000              | 5,000              |
| Riley Co General Eco Devo                              | 132,850            | 132,850            | 132,850            |
| Auto Lane Development                                  | 6,057              | -                  | -                  |
| Flint Hills Regional Council (FHRC) Contribution       | -                  | -                  | -                  |
| MPO Contribution                                       | 5,200              | 5,200              | 3,358              |
| MATC Facilities Project (Request to be for 5 years)    | -                  | -                  |                    |
| Comprehensive plan update                              | -                  | 75,000             | 75,000             |
| US 24 project studies, design, engineering             | -                  | -                  |                    |
| <b>TOTAL</b>                                           | <b>\$ 257,275</b>  | <b>\$ 326,218</b>  | <b>\$ 324,361</b>  |

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