



**Board of Riley County
Commissioners
Regular Meeting
Agenda
July 03, 2025**

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

Cindy Kabriel
785-565-6200

FCRC 2101 Claflin Rd

8:30 AM

[District 1 – John Ford, Member](#)

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Business Meeting

3. Advisory Board appointment letters and Resolution

Review Minutes

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

Review Tentative Agenda

5. Tentative Agenda

Press Conference Topics

6. Discuss Press Conference

9:00 AM

Jacob Hansen, Interim County Counselor

7. Administrative Work Session

9:15 AM

Michael Boller, Noxious Weed/HHW Director

8. Staff Update

9:30 AM

Anna Burson, Appraiser

9. July Staff Update

9:45 AM

Amanda Webb, Planning/Special Projects Director

10. Planning & Development - Staff Update

10:00 AM

Jacob Hansen, Interim County Counselor

11. Executive session to discuss confidential legal advice regarding potential litigation issues

10:30 AM**Brittany Phillips, Budget and Finance Officer**

12. 2026 Budget Work Session

Adjournment

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



**COUNTY CLERK &
ELECTIONS**
Boards

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

COMMISSION AGENDA REPORT

FROM: Cindy Kabriel, Senior Administrative Assistant

MEETING: July 3, 2025

SUBJECT: Advisory Board appointment letters and Resolution

PRESENTER: Cindy Kabriel, Senior Administrative Assistant

POSSIBLE MOTION(S)

Move to approve the following appointments and “Resolution No. 070325- , A Resolution appointing Riley County representatives to Council/Advisory Boards.”

Derrek Marteney Comm Dist 2		Parks Board No term expiration
Natalia Sotomayor Comm Dist 3	July 3, 2025- December 31, 2025	Public Health Advisory Council 3 year
Rob Voelker Comm Dist 1	July 3, 2025- December 31, 2026	Public Health Advisory Council 3 year

Enclosures:



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
July 07, 2025**

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

Cindy Kabriel
785-565-6200

FCRC 2101 Claflin Rd

8:30 AM

[District 1 – John Ford, Member](#)

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

1. Highway Use Permit

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Kaylyn Speth, WIC Supervisor

2. WIC Budget/Appropriation

9:15 AM

Russel Stukey, Emergency Management Director

3. Staff update

9:30 AM

Press Conference

4. RCPD Update - Captain Scott Hajek and Major Mark French (3-5 minutes)

9:35 AM

John Ellermann, Public Works Director/County Engineer

5. Parks Facility and Grounds Request to Fill
6. Commission Chambers remodel

9:55 AM

Brittany Phillips, Budget and Finance Officer

7. 2026 Budget Work Session

Adjournment

Attachment: 07-07-25 tentative agenda (15833 : Tentative Agenda)

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**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
July 10, 2025**

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

Cindy Kabriel
785-565-6200

FCRC 2101 Claflin Rd

8:30 AM

[District 1 – John Ford, Member](#)

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

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

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Jacob Hansen, Interim County Counselor

4. Administrative Work Session

9:20 AM

Evan McMillan, Assistant County Engineer

5. Bid opening for University Park Utility Extension Project

9:45 AM

Jason Smith, Manhattan Area Chamber of Commerce

6. Economic development update

10:00 AM

Diane Creek, Health Department Director

7. Staff update

10:45 AM

Anna Burson, Appraiser and Cory Meyer, IT/GIS Director

8. Professional Services Agreement

11:05 AM

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

Attachment: 07-10-25 tentative agenda (15833 : Tentative Agenda)

9. Cash Flow Reports

11:15 AM

Brittany Phillips, Budget and Finance Officer

10. 2026 Budget Work Session

Adjournment

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

Attachment: 07-10-25 tentative agenda (15833 : Tentative Agenda)



NOXIOUS WEED/HHW
Staff Update

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

STAFF REPORT

FROM: Director Michael Boller Riley County Noxious Weed Department

MEETING: July 3, 2025

SUBJECT: Staff Update

PRESENTER: Director Michael Boller Riley County Noxious Weed Department

Enclosures:

- 7-3-25 Staff Report (DOC)

Riley County Noxious Weed/HHW Department

Michael Boller, Director

July 3, 2025

Staff Report

Noxious Weed/Mowing:

- All county roads have been sprayed for Musk Thistle and Field Bindweed one time and we are now doing follow-up spot spraying for Field Bindweed and Johnson grass and will be doing so for the month of July.
- Contracts for townships have been completed with a total of 6 townships treated this year.
- KDOT contract has begun and will continue with spraying for Johnson grass on KDOT property with a focus on K-18 between Manhattan and Ogden.
- The first round of mowing on county roads has been completed. We are right on schedule for the first round, however one of our employees has been out for two weeks recovering from surgery and the second round will be delayed slightly but we should be able to make up the time quickly with weather permitting.
- We do have cost share chemical and sprayers available for property owners who have noxious weeds on their property. Musk Thistle has been very prominent this year and we are encouraging property owners to be mindful of this and help us combat the growing issue.
- A few landowners attempt year after year to purchase cost share chemical for off target uses including the general treatment of pasture and crop land. The incentive to do so is financial and can save thousand a season pending on the amount they are allowed to purchase. Kansas Department of Agriculture has stressed the importance of state statute 2-1322(A) which reads as follows:
- *2-1322(a) states that: The board of county commissioners, or the governing body of incorporated cities, cooperating with the secretary, shall purchase or provide for needed and necessary equipment and necessary chemical materials for the control and eradication of noxious weeds. And that the only non-noxious weeds that can be sprayed with county chemicals are those on the rights-of-way and county-owned or managed property.*
- Riley County Noxious Weed wishes to make chemicals readily available to all property owners within Riley County in an effective and efficient manner but at the same time greatly reduce the act of using cost share chemical for non-noxious weeds and compliance with state law. Therefore, there will be some additional guidelines added to our sell process.
- 1) Property must be within Riley County
- 2) Chemical Must be for Treatment of Noxious Weeds
- 3) Any chemical purchase beyond 65 gallons total in a spray season will require a land inspection for noxious weeds prior to sell. If more chemical is warranted than that amount is certainly allowed. (March 1st-Nov 1st).

- 4) Landowner must be present at the time of purchase and one buyer will not be allowed to purchase for several landowners in an effort to purchase a greater amount of chemical.
- 5) Payment for chemical will be required upon purchase
- 6) All sales are final on chemical and no attempt to return unused chemical at end of season will not be allowed.
- 7) If there are any additional facts or circumstances at time of purchase that would indicate the purchase of chemical is not in compliance with state law then a land inspection will be required prior to purchase.
- These changes should enable a reduction in chemical line item by 5% for 2026 budget year.

HHW:

- HHW collection at Howie's Recycling is scheduled for Saturday July 12, 2025 from 8:00am to 12:00.
- The Riley County HHW Facility has recycled latex paint to give away. We have one gallon and five gallon containers available. Our office is open Monday – Friday from 7:30am to 4:00pm.
- Carts remain available outside the HHW for drop off HHW material 24/7.
- Justin Brenner and I attended training for Lithium -Ion battery safety at South Metro in Parker, Colorado and had the opportunity to tour GreenSheen recycle paint company in Denver as well as tour two HHW facilities in Boulder Colorado.
- Poison Hemlock Photo:





**COUNTY APPRAISER'S
OFFICE**
Staff Update

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

STAFF REPORT

FROM: Appraiser's Office

MEETING: July 3, 2025

SUBJECT: July Staff Update

PRESENTER: Anna Burson

Enclosures:

- 7-3-25 Appraiser's Office Staff Update v2 (PDF)



July 3rd, 2025

BOCC Staff Update

Anna Burson
RES, RMA
Riley County Appraiser



Personal Property/ Appraisal Support

Our team is:

- Preparing for the upcoming legislative changes as they pertain to Personal property and processing changes to personal property records as they are received.
- Building and managing the residential work files relating to Annual review, Sales, and Building Permits.
- Reviewing entry of all field appraisal work to ensure complete and accurate data entry.

AG Use

- Our AG appraiser is working through annual review and verifying AG use on the properties that did not return ag use verification maps in 2024.
- There are roughly 19 Ag land sales and 4 farm homesite sales to date .

Residential

- 408 residential sales to date. Median Sale price is \$250,000 and the Average sale price is \$274,195.
- Currently the sales ratio for unvalidated sales is 95%. We will begin sales validation on 2025 sales this month.
- There are 193 new permits for 2025 and 286 permit rechecks from 2024.
- Our residential team has completed roughly 51% of the annual review for 2025.
- Additionally, there are 195 vacant lots due for annual review and 34 vacant land sales to date.

Commercial

- The Commercial team is working through annual review and preparing for BOTA hearings.
- Commercial AR is roughly 70% complete.
- There are 12 Commercial sales and 1 exempt property that sold to date.

7/3/2025

DOCKET	PARCEL NUMBER	QR#	YEAR	PROPERTY OWNER	BUSINESS NAME/SITE	COUNTY VALUE	FINAL	TAXPAYER VALUE	SCHEDULED
2024-2422-EQ	081-177-25-0-10-01-004.00-0	R5674	2024	RIVERCHASE LLC	RIVERCHASE LLC	\$5,310,090		\$4,183,683	PENDING
2024-2423-EQ	081-177-25-0-10-01-007.00-0	R5678	2024	RIVERCHASE LLC	RIVERCHASE LLC	\$20,710		\$16,317	PENDING
2024-2424-EQ	081-189-31-0-00-00-007.00-0	R6092	2024	COLONIAL GARDENS LLC (3050 TCB)	COLONIAL GARDENS MHP OFFICE	\$396,700		\$332,339	PENDING-PER CAROLINE'S EMAIL NOTIFICATION 06/05/2024
2024-2425-EQ	081-189-31-0-00-00-010.00-0	R6096	2024	COLONIAL GARDENS LLC (3000 TCB)	COLONIAL GARDENS	\$9,317,830		\$7,791,037	PENDING-PER CAROLINE'S EMAIL NOTIFICATION 06/05/2024
2024-2426-EQ	081-189-31-0-00-00-017.01-0	R6104	2024	COLONIAL GARDENS LLC (0000 E MARLATT)	COLONIAL GARDENS - VACANT	\$1,870		\$1,564	PENDING-PER CAROLINE'S EMAIL NOTIFICATION 06/05/2024
2024-2427-EQ	081-203-06-2-70-18-001.00-0	R7912	2024	BLUE VALLEY MHC LLC	BLUE VALLEY MHC LLC	\$4,433,750		\$3,800,000	PENDING-PER CAROLINE'S EMAIL NOTIFICATION 06/05/2024
2020-1714-EQ	081-204-18-2-10-18-001.00-0	R9845	2020	MHTTN MARKETPLACE	A&W / NOODLES/ETC.	\$2,100,000	\$1,735,200	\$1,365,000	WEDNESDAY, JUNE 18, 2025, @ 9:00 A.M. IN TOPEKA FOR ONE DAY
2021-5574-EQ	081-204-18-2-10-18-001.00-0	R9845	2021	MHTTN MARKETPLACE	A&W / NOODLES/ETC.	\$1,770,000	\$1,735,200	\$1,150,500	WEDNESDAY, JUNE 18, 2025, @ 9:00 A.M. IN TOPEKA FOR ONE DAY
2022-1386-EQ	081-204-18-2-10-18-001.00-0	R9845	2022	MHTTN MARKETPLACE	A&W / NOODLES/ETC.	\$1,670,000	\$1,592,970	1483240	WEDNESDAY, JUNE 18, 2025, @ 9:00 A.M. IN TOPEKA FOR ONE DAY
2023-1154-EQ	081-204-18-2-10-18-001.00-0	R9845	2023	MHTTN MARKETPLACE	A&W / NOODLES/ETC.	\$1,570,000	\$1,517,863	\$1,402,794	WEDNESDAY, JUNE 18, 2025, @ 9:00 A.M. IN TOPEKA FOR ONE DAY
2024-2774-EQ	081-204-18-2-10-18-001.00-0	R9845	2024	MHTTN MARKETPLACE	A&W / NOODLES/ETC.	\$1,610,000		?	REINSTATED - PENDING
2025-2543-EQ	081-204-18-2-10-18-001.00-1	R9846	2025	MHTTN MARKETPLACE	A&W / NOODLES/ETC.	\$1,670,000		\$800,000	PENDING-PER CAROLINE'S EMAIL NOTIFICATION
2024-1202-EQ	081-204-18-2-10-20-004.01-0	R9854	2024	MANHATTAN MARKETPLACE SC LLC	BEST BUY	\$2,460,000			WEDNESDAY, SEPTEMBER 3, 2025 @ 9:00 A.M. IN TOPEKA FOR ONE DAY
2025-2449-EQ	081-204-18-2-10-20-004.01-1	R9855	2025	MANHATTAN MARKETPLACE SC LLC	BEST BUY	\$2,510,000		\$2,460,000	PENDING-PER CAROLINE'S EMAIL NOTIFICATION
2021-285-PR	081-204-18-2-10-20-004.02-0	R9855	2020	MANHATTAN MARKETPLACE SC LLC	MCALISTER'S	\$1,375,000	\$1,137,520	\$1,114,370	WEDNESDAY, JUNE 18, 2025, @ 9:00 A.M. IN TOPEKA FOR ONE DAY
2021-5575-EQ	081-204-18-2-10-20-004.02-0	R9855	2021	MANHATTAN MARKETPLACE SC LLC	MCALISTER'S	\$1,160,000	\$1,137,520	\$1,114,370	WEDNESDAY, JUNE 18, 2025, @ 9:00 A.M. IN TOPEKA FOR ONE DAY
2022-1387-EQ	081-204-18-2-10-20-004.02-0	R9855	2022	MANHATTAN MARKETPLACE SC LLC	MCALISTER'S	\$1,090,000	\$1,039,723	?	WEDNESDAY, JUNE 18, 2025, @ 9:00 A.M. IN TOPEKA FOR ONE DAY
2023-1155-EQ	081-204-18-2-10-20-004.02-0	R9855	2023	MANHATTAN MARKETPLACE SC LLC	MCALISTER'S	\$1,029,000	\$994,829	\$984,227	WEDNESDAY, JUNE 18, 2025, @ 9:00 A.M. IN TOPEKA FOR ONE DAY
2024-2777-EQ	081-204-18-2-10-20-004.02-0	R9855	2024	MANHATTAN MARKETPLACE SC LLC	MCALISTER'S	\$1,070,000		?	REINSTATED - PENDING
2025-2542-EQ	081-204-18-2-10-20-004.02-0	R9855	2025	MANHATTAN MARKETPLACE SC LLC	MCALISTER'S	\$1,120,000		\$550,000	PENDING-PER CAROLINE'S EMAIL NOTIFICATION 05/21/2025
2020-1713-EQ	081-204-18-2-10-20-005.00-0	R9857	2020	MANHATTAN MARKETPLACE SC LLC	BED BATH & BEYOND & OTHER RETAILERS	\$4,585,000	\$4,044,400	?	WEDNESDAY, JUNE 18, 2025, @ 9:00 A.M. IN TOPEKA FOR ONE DAY
2021-2046-EQ	081-204-18-2-10-20-005.00-0	R9857	2021	MANHATTAN MARKETPLACE SC LLC	BED BATH & BEYOND & OTHER RETAILERS	\$4,125,000	\$4,044,400	\$3,415,016	WEDNESDAY, JUNE 18, 2025, @ 9:00 A.M. IN TOPEKA FOR ONE DAY
2022-1385-EQ	081-204-18-2-10-20-005.00-0	R9857	2022	MANHATTAN MARKETPLACE SC LLC	BED BATH & BEYOND & OTHER RETAILERS	\$4,015,000	\$3,829,806	\$3,415,016	WEDNESDAY, JUNE 18, 2025, @ 9:00 A.M. IN TOPEKA FOR ONE DAY
2023-1153-EQ	081-204-18-2-10-20-005.00-0	R9857	2023	MANHATTAN MARKETPLACE SC LLC	BED BATH & BEYOND & OTHER RETAILERS	\$3,785,000	\$3,659,308	\$3,278,465	WEDNESDAY, JUNE 18, 2025, @ 9:00 A.M. IN TOPEKA FOR ONE DAY
2024-2776-EQ	081-204-18-2-10-20-005.00-0	R9857	2024	MANHATTAN MARKETPLACE SC LLC	BURLINGTON / CRUMBL	\$3,890,000		?	REINSTATED - PENDING
2025-2540-EQ	081-204-18-2-10-20-005.00-0	R9857	2025	MANHATTAN MARKETPLACE SC LLC	BURLINGTON / CRUMBL	\$4,010,000		\$2,000,000	PENDING-PER CAROLINE'S EMAIL NOTIFICATION 05/21/2025
2020-1715-EQ	081-204-18-2-10-20-013.00-0	R302812	2020	MANHATTAN MARKETPLACE SC LLC	VACANT - WAS PAUL MITCHELL SALON	\$745,000	\$520,000	\$484,250	WEDNESDAY, JUNE 18, 2025, @ 9:00 A.M. IN TOPEKA FOR ONE DAY
2021-5576-EQ	081-204-18-2-10-20-013.00-0	R302812	2021	MANHATTAN MARKETPLACE SC LLC	VACANT - WAS PAUL MITCHELL SALON	\$630,000	\$520,000	\$478,968	WEDNESDAY, JUNE 18, 2025, @ 9:00 A.M. IN TOPEKA FOR ONE DAY
2022-1388-EQ	081-204-18-2-10-20-013.00-0	R302812	2022	MANHATTAN MARKETPLACE SC LLC	VACANT - WAS PAUL MITCHELL SALON	\$380,000	\$380,000	\$190,000	WEDNESDAY, JUNE 18, 2025, @ 9:00 A.M. IN TOPEKA FOR ONE DAY
2023-1156-EQ	081-204-18-2-10-20-013.00-0	R302812	2023	MANHATTAN MARKETPLACE SC LLC	VACANT - WAS PAUL MITCHELL SALON	\$255,000	\$255,000	?	WEDNESDAY, JUNE 18, 2025, @ 9:00 A.M. IN TOPEKA FOR ONE DAY
2024-2775-EQ	081-204-18-2-10-20-013.00-0	R302812	2024	MANHATTAN MARKETPLACE SC LLC	VACANT - WAS PAUL MITCHELL SALON	\$580,000		?	REINSTATED - PENDING
2025-2541-EQ	081-204-18-2-10-20-013.00-0	R302812	2025	MANHATTAN MARKETPLACE SC LLC	BATH & BODY WORKS	\$610,000		\$305,000	PENDING-PER CAROLINE'S EMAIL NOTIFICATION 05/21/2025
2025-2595-EQ	081-204-18-2-80-07-001.01-0	R309964	2025	COMMUNITY HOUSE LLC	COMMUNITY HOUSE	\$1,731,440		\$865,720	PENDING-PER CAROLINE'S EMAIL NOTIFICATION 05/21/2025
2024-2781-EQ	081-211-11-0-40-13-003.00-0	R15610	2024	CENTRO BRADLEY SPE 3 LLC	WESTLOOP SHOPPING CENTER	\$24,216,200	\$23,459,800	?	STIPULATED
2025-2598-EQ	081-211-12-0-20-01-027.01-0	R15647	2025	MERCY HEALTH CENTER OF MHTTN	MHTTN SURGICAL HOSPITAL	\$6,176,700		\$3,088,350	PENDING-PER CAROLINE'S EMAIL NOTIFICATION 05/21/2025
2020-915-EQ	081-211-12-0-30-11-004.01-0	R16204	2020	GLASS INVESTMENTS LLC	WALGREENS (ANDERSON AVE)	\$2,715,200		?	THURSDAY, JULY 10, 2025 @ 9:00 AM IN TOPEKA FOR ONE DAY
2021-1439-EQ	081-211-12-0-30-11-004.01-0	R16204	2021	GLASS INVESTMENTS LLC	WALGREENS (ANDERSON AVE)	\$2,812,400		prior year value	THURSDAY, JULY 10, 2025 @ 9:00 AM IN TOPEKA FOR ONE DAY
2022-2155-EQ	081-211-12-0-30-11-004.01-0	R16204	2022	GLASS INVESTMENTS LLC	WALGREENS (ANDERSON AVE)	\$2,812,400		?	THURSDAY, JULY 10, 2025 @ 9:00 AM IN TOPEKA FOR ONE DAY
2023-2296-EQ	081-211-12-0-30-11-004.01-0	R16204	2023	GLASS INVESTMENTS LLC	WALGREENS (ANDERSON AVE)	\$2,812,400			THURSDAY, JULY 10, 2025 @ 9:00 AM IN TOPEKA FOR ONE DAY
2024-1201-EQ	081-211-12-0-30-11-004.01-0	R16204	2024	GLASS INVESTMENTS LLC	WALGREENS (ANDERSON AVE)	\$2,879,000			THURSDAY, JULY 10, 2025 @ 9:00 AM IN TOPEKA FOR ONE DAY
2025-2447-EQ	081-211-12-0-30-11-004.01-0	R16204	2025	GLASS INVESTMENTS LLC	WALGREENS (ANDERSON AVE)	\$2,879,000		\$2,879,000	PENDING-PER CAROLINE'S EMAIL NOTIFICATION 05/21/2025
2024-2365-EQ	081-216-14-0-10-03-006.02-0	R19739	2024	ICON INVESTMENTS LLC	AUTO MUSEUM PARKING LOT	\$1,297,170			CONTINUANCE PENDING
2025-2448-EQ	081-216-14-0-10-06-002.00-0	R19748	2025	WATERS INC	WATERS TRUE VALUE	\$2,030,600		\$2,004,100	PENDING-PER CAROLINE'S EMAIL NOTIFICATION 05/21/2025
2023-2393-EQ	081-216-23-0-10-08-001.00-0	R20575	2023	GENESIS HEALTH CLUBS OF MHTTN LLC	GENESIS HEALTH CLUBS OF MHTTN LLC	\$8,152,300		\$4,076,150	WEDNESDAY, JULY 16, 2025, @ 1:30 P.M. IN TOPEKA FOR 1/2 DAY
2024-2368-EQ	081-216-23-0-10-08-001.00-0	R20575	2024	GENESIS HEALTH CLUBS OF MHTTN LLC	GENESIS HEALTH CLUBS OF MHTTN LLC	\$8,441,700			WEDNESDAY, JULY 16, 2025, @ 1:30 P.M. IN TOPEKA FOR 1/2 DAY
2025-2597-EQ	081-216-23-0-10-08-001.00-0	R20575	2025	GENESIS HEALTH CLUBS OF MHTTN LLC	GENESIS	\$8,441,700		\$4,220,850	PENDING-PER CAROLINE'S EMAIL NOTIFICATION 05/21/2025
2025-2600-EQ	081-216-23-0-40-01-001.00-0	R20849	2025	MAN-APART LLC	MAN-APART LLC	\$667,300		\$333,650	PENDING-PER CAROLINE'S EMAIL NOTIFICATION 05/21/2025
2025-2602-EQ	081-216-23-0-40-01-001.02-0	R20851	2025	MAN-APART LLC	MAN-APART LLC	\$667,300		\$333,650	PENDING-PER CAROLINE'S EMAIL NOTIFICATION 05/21/2025
2025-2603-EQ	081-216-23-0-40-01-001.03-0	R20852	2025	MAN-APART LLC	MAN-APART LLC	\$667,300		\$33,350	PENDING-PER CAROLINE'S EMAIL NOTIFICATION 05/21/2025
2024-2358-EQ	081-216-24-0-20-01-002.00-0	R21281	2024	HD DEVELOPMENT OF MARYLAND	HOME DEPOT	\$7,000,000		\$4,200,000	PENDING
2025-2587-EQ	081-216-24-0-20-01-002.00-0	R21281	2025	HD DEVELOPMENT OF MARYLAND	HOME DEPOT	\$7,200,000		?	PENDING-PER CAROLINE'S EMAIL NOTIFICATION 05/21/2025
2025-2446-EQ	081-216-24-0-20-02-0001.00-0	R21288	2025	TARGET CORPORATION	TARGET	\$9,800,000		\$9,700,000	PENDING-PER CAROLINE'S EMAIL NOTIFICATION 05/21/2025
Total County Value in Question						\$172,695,060			

PENDING REAL ESTATE EXEMPTION APPLICATIONS AT BOTA

6/9/2025

9.a

COUNT	DOCKET	PARCEL ID	QUICK REF	OWNER	SITUS	2023 VALUATION	2024 Valuation	2025 VALUATION
1	2024-270-TX TO BOTA 01/25/2024	081-204-18-2-40-06-001.00-0	R11005	TEMPLE OF PEACE CHURCH	330 SUNSET AVE	\$ 765,790	\$ 802,750	\$ 779
2	2024-2524-TX TO BOTA 05/21/2024	081-204-18-2-70-20-002.00-0	R11790	ROMAN CATHOLIC DIOCESE OF SALINA KANSAS	721 PIERRE ST	\$ 61,360	\$ 62,590	\$ 59
3	2024-6662-TX TO BOTA 09/25/2024	081-216-13-0-20-02-001.00-0	R19378	KSU CONTROLLERS OFFICE	2323 ANDERSON AVE	(Exempt 23)	(Exempt 24)	\$ 6,196
4	2024-7010-TX TO BOTA 10/22/2024	081-203-07-2-70-05-004.00-0	R8887	CLOVIA ALUMNAE ASSOCIATION	1200 PIONEER LANE	(Exempt 23)	\$ 1,204,700	\$ 1,109
5	2024-7008-TX TO BOTA 10/23/2024	081-216-24-0-40-04-003.00-0	R21537	FLINT HILLS BREADBASKET	2326 SKY VUE LANE	N/A	\$ 543,100	\$ 850
6	2024-7008-TX TO BOTA 10/23/2024	081-216-24-0-40-04-001.00-0	R21535	FLINT HILLS BREADBASKET	620 ROSENCUTTER RD	N/A	\$ 645,980	\$ 653
7	2024-7009-TX TO BOTA 10/24/2024	081-151-01-0-30-13-006.00-0	R4245	ARTS & MEMORIES MUSEUM INC	219 BROADWAY ST. RILEY	\$ 87,060	\$ 91,580	\$ 92
8	2024-71693-TX TO BOTA 11/05/2024	081-219-29-0-00-00-006.02-0	R21810	CITY OF MANHATTAN	00000 EUREKA DR	(Exempt 23)	(Exempt 24)	(EXEMPT)
9	2024-7162-TX TO BOTA 11/05/2024	081-219-29-0-00-00-006.01	R21809	CITY OF MANHATTAN	5781 EUREKA DR	\$ 1,300	\$ 1,170	\$ 1
10	2024-7170-TX TO BOTA 11/06/2024	081-216-14-0-20-02-027.00-0	R19898	CITY OF MANHATTAN	925 VILLAGE DRIVE	N/A	\$ 1,260	\$ 1
11	2024-7071-TX TO BOTA 11/06/2024	081-216-14-0-10-05-002.00-0	R19742	CITY OF MANHATTAN	1001-1023 GARDEN WAY	\$ 81,350	\$ 81,350	\$ 81
12	2024-7182-TX TO BOTA 11/08/2024	081-205-15-0-00-00-001.00-0	R12729	CITY OF MANHATTAN	00000 HARWOOD RD (71.4 ACRES)	\$ 790	\$ 760	\$
13	2024-7181-TX TO BOTA 11/08/2024	081-205-16-0-00-00-001.00-0	R12731	CITY OF MANHATTAN	00000 HARWOOD RD (120.9 ACRES)	\$ 44,830	\$ 36,930	\$ 26
14	2024-7180-TX TO BOTA 11/08/2024	081-216-14-0-10-10-003.00-0	R19853	CITY OF MANHATTAN	155 BETHANY DR	\$ 560	\$ 660	\$
15	2024-7286-TX TO BOTA 11/25/2024	081-204-18-2-30-01-012.00-0	R10622	CITY OF MANHATTAN	1318 LARAMIE ST	\$ 11,979,340	\$ 12,823,720	\$ 12,833,350

Attachment: 7-3-25 Appraiser's Office Staff Update v2 (15976 : Appraiser's Office July

16	2024-7245-TX	081-211-11-0-10-04-010.00-0	R14631	MHTTN AREA TECHNICAL COLLEGE BOARD OF DIRECTORS	3136 DICKENS AVE	(Exempt 23)	(Exempt 24)	\$ 8,774,000
	TO BOTA 11/20/24							
17	2025-18-TX	081-151-01-0-20-15-004.00-0	R4102	RILEY METHODIST CHURCH, RILEY	110 E ASH ST., RILEY	(Exempt 23)	\$ 375,000	\$ 381,000
	TO BOTA 12/31/2024							
18	2025-21-TX	081-043-080-0-00-00-005.0-0	R436	FANCY CREEK ZION CEMETARY CORPORATION	20421 OBER RD., RANDOLPH	\$ 2,970	\$ 2,970	\$ 2,970
	TO BOTA 12/31/2024							
19	2025-21-TX	081-044-17-0-00-00-001.00-0	R441	FANCY CREEK ZION CEMETARY CORPORATION	00000 OBER RD., RANDOLPH	\$ 17,370	\$ 17,870	\$ 18,870
	TO BOTA 12/31/2024							
20	2025-34-TX	081-204-18-2-30-03-001.00-0	R10628	KSU AGRICULTURAL DEPT	1615 ANDERSON AVE	\$ 1,633,500	\$ 1,633,500	\$ 1,633,500
	TO BOTA 12/31/2024							
21	2025-49-TX	081-122-10-0-40-04-001.00-0	R3427	LEONARDVILLE COMMUNITY CHURCH INC	111 N COLORADO ST., LEONARDVILLE	(Exempt 23)	\$ 156,960	\$ 167,960
	TO BOTA 01/13/2025							
22	2025-49-TX	081-122-10-0-40-05-002.00-0	R3436	LEONARDVILLE COMMUNITY CHURCH INC	00000 N COLORADO ST., LEONARDVILLE	(Exempt 23)	\$ 389,530	\$ 389,530
	TO BOTA 01/13/2025							
23	2025-63-TX	081-204-18-2-70-10-006.00-0	R11686	U.S.D. #383	114 S 8th ST	N/A	N/A	\$ 192,000
	To BOTA 12/30/2024							
24	PENDING	081-204-18-2-80-24-008.00-0	R12212	BE ABLE, INC.	522 YUMA ST	\$ 161,590	\$ 164,500	\$ 172,000
	PENDING							
25	PENDING	081-204-18-2-80-24-006.00-0	R12213	BE ABLE, INC.	514 YUMA ST	\$ 231,800	\$ 248,030	\$ 260,000
	PENDING							
26	PENDING	081-204-18-2-80-24-009.01-0	R12214	BE ABLE, INC.	518 YUMA ST	\$ 245,500	\$ 247,500	\$ 237,000
	PENDING							
						\$ 14,676,220	\$ 19,532,410	\$ 34,917,000

REMAINING PENDING \$ 14,676,220 \$ 19,532,410 \$ 34,917,000

Other Projects

Budgets

Training

Quality Control

Exemptions



**PLANNING &
DEVELOPMENT**
Staff Update

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

STAFF REPORT

FROM: Amanda Webb, Planning Director

MEETING: July 3, 2025

SUBJECT: Planning & Development - Staff Update

PRESENTER: Amanda Webb, Planning Director

Enclosures:

- June 2025 (PDF)
- 7 - July Staff Update to BOCC (PDF)



PLANNING & DEVELOPMENT ENVIRONMENTAL HEALTH

Date: July 3, 2025
To: Riley County Board of County Commissioners
From: Amanda Webb, Planning Director
Re: Planning & Development June 2025 Staff Report

Keats Sewer Benefit District:

Project cost: \$4.8 million

- Funding
 - USDA Rural Development funding: USDA has awarded Keats a \$492,000 grant. The remaining \$618,000 will be in loan form payable over a 40-year period by benefit district residents.
 - Kansas Water Office (KWO) Technical Assistant Grant: Awarded \$359,100. I have so far submitted four quarterly reports as required and have been reimbursed for all periods.
 - KDHE Small Town Water & Sewer Infrastructure Assistance (STWSIA) grant: Awarded \$2,537,790. The grant agreement has been signed.
 - American Rescue Plan Act (ARPA) funds allocated by the BOCC: \$800,000
 - Total identified funding: \$4,188,890 (**87% grant funded**)
- Easements
 - All property owners will need temporary easements to allow onsite access to perform project work including demolition of existing septic tanks and installation of a new sewer line from the street to their home.
 - About 15 properties will also need permanent easements to allow for necessary infrastructure to on their properties and allow access as needed for maintenance and repair.
 - We are working with Charlson/Wilson to ensure we have the names of all legal owners for each property and are concurrently working on easement documents. This process will likely take into late summer.
 - Once documents are ready, we will schedule a time to visit the Keats community to coordinate easement review and signature.
- Schedule (as of November 2024; subject to change as necessary)
 - Design/Survey/Easement completion: summer 2025
 - KDHE/USDA Agency Review completion: September 2025
 - Bidding/Construction project award: December 2025
 - Construction starts: March 2026
 - Construction ends: February 2027
- Outreach
 - An email update and informational letters are going out this month.
 - Created a brochure outlining the various grant/funding sources.
 - Webpage: www.rileycountyks.gov/2062.
 - Keats community residents have their own webpage.

Attachment: June 2025 (15977 : Staff Update)

- Engineering/Design
 - Working with the County Counselor's office on preliminary & temporary easement documentation.
 - Submitted preliminary field check plans for Riley County review.
 - Field survey work on going.
 - BG Consultants have met with several property owners on site.
 - Working on updating preliminary sewer alignments.

Comprehensive Plan Update:

- BOCC allocated a total of \$150,000 towards consultant services for this project.
- The contract with Stantec was finalized on December 19, 2024.
- Biweekly communications meetings are ongoing.
- The Existing Conditions Community Workshop was held on May 14 at Pottorf Hall. The results of the workshop, along with the PowerPoint presentation provided, is available on the website at www.rileycountyks.gov/plan. The Existing Conditions Study is located here as well.
- Stakeholder interviews and subcommittee meetings are ongoing.
- Draft economic development goals will be before the BOCC for early review in the upcoming weeks.
- The next community workshop is scheduled for 6:00 pm, Tuesday, August 5 at Sikes Venue in Leonardville.
- Made a presentation before the Intergovernmental Luncheon group on June 23.
- Upcoming meetings to discuss Designated Growth Areas.

Rural Economic Development Advisory Board (REDAB):

- Monthly meetings take place at 3:00 pm on the third Wednesday of each month.
- In June, Brittany Phillips joined REDAB to discuss Riley County's Economic Development policies and fund.
- The committee continues to work on their mission and direction and appreciated all commissioner input gained from meetings earlier this year. We are working to coordinate regular updates to the BOCC.
- They are reviewing the draft Economic Development goals for the Comprehensive Plan Update.

Solid Waste Management:

- The committee will once again host a booth at the Riley County fair. I am working to get volunteers signed up for shifts.
- There is a subcommittee dedicated to updating/improving the portions of the Riley County website concerning solid waste. Members have made some suggestions for improvements. The group convened in May to discuss further, with the assistance of Riley County PIO, and several suggestions were made that will so far be incorporated into the main Solid Waste Management Committee website.
- The Solid Waste Management Plan annual review is complete and KDHE approved. The next annual review is due in May 2026.

Local Environmental Protection Program (LEPP) Grant:

Riley County was awarded \$50,000 from KDHE through the LEPP grant fund. This funding is available for low to moderate income households in need of repair or replacement of failed wastewater systems and components.

- Applications are ranked by need, applicant income, and severity of failure.
- We have so far assisted two property owners with replacement of their wastewater systems.

- The second application window closed on May 5, 2025.
 - We received five applications to date. Three were income eligible and two were not. All have been notified of eligibility.
 - We prioritized one applicant experiencing surfacing sewage to assist with this last portion of funding. The other two income eligible applicants will be shifted to the SFY26 funding round.
- On December 12, 2024, KDHE updated their income guidelines and started utilizing the 2024 federal poverty guidelines moving forward. They've updated the eligibility amounts based on income:

200% or below the federal poverty level is eligible for up to 100% grant funds.
 201% - 250% of the federal poverty level is eligible for up to 85% grant funds.
 251% to 300% of the federal poverty level is eligible for up to 75% grant funds.

- Applied for SFY2026 LEPP grant funding. Confirmed we should be receiving the next round of funding, likely late summer.

Current Planning:

- At the June 9, 2025 meeting, the Riley County Planning Board held a public hearing to consider the request of Melissa Jarboe to rezone Lots 26 & 27, Block 10 Western Shores Acres Subdivision from SF-3 to SF-1 and replat the lots with Lot 4 Golden Shores Addition together into two lots. The board recommended approval of both actions.
- At their June 12, 2025 meeting, Manhattan Urban Area Planning Board discussed proposed amendments to the Riley County Short Term Rental regulations. They made several suggestions and provided input that will be taken back to the Riley County Planning Board for further discussion.
- At their July 14, 2025 meeting, the Riley County Planning Board/Board of Zoning Appeals will:
 - Hold a public hearing to consider the request of Wanklyn Oil Co, Inc., and Lance & Jennifer Holle for a conditional use authorization to allow a propane storage and distribution facility in the Agricultural zoning district.
 - Discuss proposed Short Term Rental regulation amendments.
 - Receive a Comprehensive Plan Update report.
- One pre-application meeting was held to discuss a Residential Use Designator – Country Estate.

Other Items:

- Short Term Rental regulation amendments:
 - The BOCC workshopped this item for several sessions in 2025 and proposed to add language regarding separation distances between STR properties, requiring the Responsible Agent to be present in/reside in Riley County while the unit is in operation, and to require all county taxes and fees be current prior to license issuance/renewal.
 - As per standard procedure, the Riley County Planning Board and the Manhattan Urban Area Planning Board will hold work sessions on June 9 and June 12, respectively, on the proposed amendments.
 - Both planning boards made several suggestions for additional considerations. All suggestions will be researched and proposed language updated based on this input and brought back to both planning boards in July and August. Once both boards have settled on proposed language, each will have a public hearing before the amendments will be brought back to the BOCC for final decision.

- Riley County Planning Board will now meet at 7:00 pm on the second Monday of every month. Meetings used to take place starting at 7:30 pm.
- Sanitary code amendments: Staff is working to identify items that need to be updated/addressed. KDHE has updated Bulletin 4.2, which is under review by the state. We should wait to fully update our code so we can ensure there will be no conflicts with the state's new regulations.
- Battery recycling
 - There are many stickers and flyers still available for distribution. Anyone is welcome to pick up stickers and/or flyers. We are always looking for volunteers to help get stickers on trash totes.
 - Website: <https://www.rileycountyks.gov/2024/Battery-Recycling>
- GovBuilt setup
 - Staff continue to work with GB to tailor the system to our needs.
 - Website: <https://rileycountyks.gov.govbuilt.com/>.

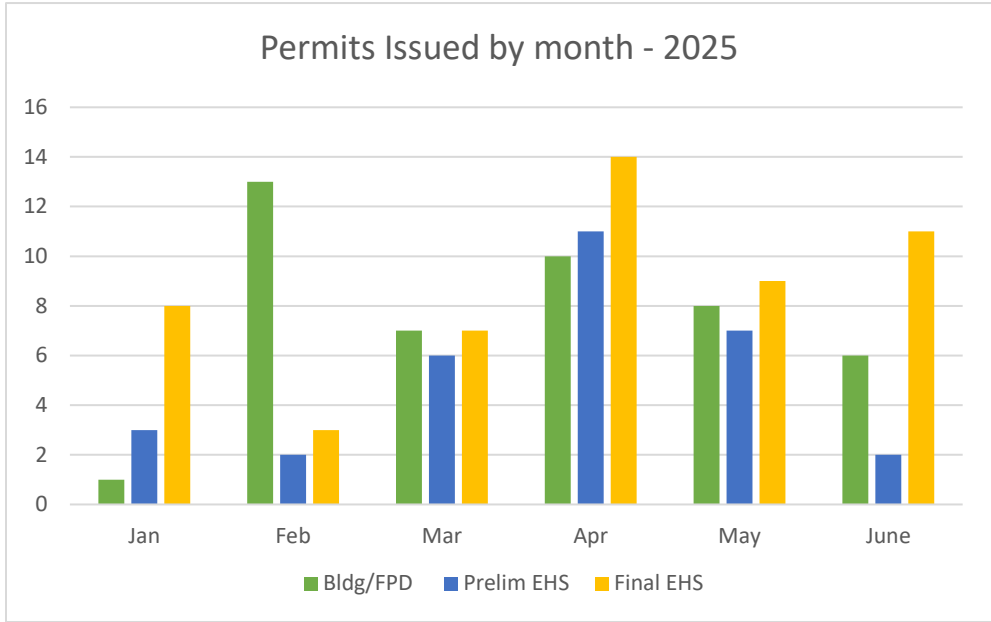
Coming Up:

- Presentation on different types of wastewater systems (July 14)
- Code Enforcement 101
- Discussion on fining contractors for building without a permit (TBD)

Also attended/participated in:

- Intergovernmental luncheon – provided CPU presentation
- Employee Training committee
- KS Region I Hazard Mitigation planning meeting
- CPE Coordination meeting
- RHID Task Force
- Health on the Plains webinar
- County Officials luncheon
- Civic Clerk training session
- MIH strategic directions webinar
- KIH webinar
- FHMPO TAC meeting
- 2026 budget discussions
- MHK Area Economic Project Team meeting
- Met w/ EM Planner to discuss P&D COOP
- Department Head meetings
- Legal roundtable
- Budget & planning
- EM/PD/PW Coordination meeting

Permits Issued June 2025:	
Building/Sign Permits	6
Floodplain development permits	0
Environmental Health permits (preliminary)	2
Environmental Health permits (final)	11



Projects	Staff	Status	Task	Start Date	Request to Prosecute	Deadline
Long Range Planning						
Comprehensive Plan Update	Amanda Webb & Bob Isaac	Vision 2025 adopted in October 2009 and is need of an update. Held committee kickoff meeting, created survey, issued RFQ with no responses. Community meetings complete. Survey closes December 1. Year to date report to BOCC on December 18th. Presented at community meeting in Leonardville on January 17th. Full committee reconvened on February 13th. Issued RFQ April 5 with due date of May 3. Interviewed Stantec and Olson Associates and selected one. BOCC allocated \$150K for consultant services. Consultant contract with Stantec approved. Comp Plan committee meeting on Feb. 5th. Subcommittee update to BOCC April 17, 2025. Received existing conditions study.	Monthly BOCC updates on-going. Subcommittees meeting. Staff meeting regularly with Stantec. Conducting stakeholder meetings. Next community workshop to be held in Leonardville on August 5th.	11/1/2021		12/31/2025
Keats Sewer District	Amanda Webb & Ben Hamill	Cost have risen significantly since original estimates and there are concerns with higher property owner cost. BOCC committed \$800,000 in ARPA funding. Geotech complete. Awarded KWO Technical Assistant Grant. Awarded KDHE infrastructure grant \$2.5m, awaiting grant agreement. Lagoon will have to be lined which will require irrigation and potential evaporation in the future. Cultural survey report complete and under review by state agencies. BOCC approved BG Consultant's engineering/design contract on August 5, 2024. Applied for KWO's WP grant (second round). USDA approved environmental assessment. USDA obligated funding to include \$492,000 grant.	Engineering is underway. Working on grant and loan requirements. Working on easement documents.	11/1/2014		3/30/2027
NG911 - Private Road Naming	Amanda Webb & Lisa Daily	Committee met 2/9/2024. Emergency services and the committee want to pursue naming and renumbering Anderson Lane. BOCC didn't approve the renumbering portion of the request in 2020. Committee met 1/22/2025, and still want to proceed with Anderson Ln.	BOCC in support of proceeding with Anderson Lane. Need to send letter to property owners.	8/1/2015		7/31/2025
Develop Riley County - historic land use changes in Wildcat Creek Watershed	Darrin Hobbs	Information gathering from NASA complete for report. Report has been finalized. Waiting for end product.	Project closed	6/1/2020		5/8/2025
Regulations						
Land Development Regulation Amendments	Amanda Webb & Bob Isaac	Staff is organizing specific amendments and arranging discussions with planning boards. Part 1 approved. Updates made to regulations and resolution published. BOCC heard request August 22nd and tabled it to August 29th. Part 2 has been completed. Amend Section 5.2 - Use Specific Standards AC. Short Term Rental. Conducted work sessions with MUAPB on June 9th & RCPB on June 12th.	Next work sessions with Planning Boards in July.	1/1/2024		12/31/2025
Grants						
Keats Sewer District	Amanda Webb	Cost have risen significantly since original estimates and there are concerns with higher property owner cost. BOCC committed \$800,000 in ARPA funding. Geotech complete. Awarded KWO Technical Assistant Grant. Awarded KDHE infrastructure grant \$2.5m, awaiting grant agreement. Lagoon will have to be lined which will require irrigation and potential evaporation in the future. Cultural survey report complete and under review by state agencies. BOCC approved BG Consultant's engineering/design contract on August 5, 2024. Applied for KWO's WP grant (second round). USDA approved environmental assessment. USDA obligated funding to include \$492,000 grant.	Engineering is underway. Working on grant and loan requirements. Working on easement documents.	TBD		3/30/2027
Local Environmental Protection Program (LEPP)	Amanda Webb	KDHE grant for low income property owners to repair or replacement private wastewater systems. Grant period July 1, 2024 through June 30, 2025. KDHE awarded grant; funding received. Opened first 60 day application window, which ended Oct. 4th. Received five applications two of which were eligible. We have funded replacement for two home owners. Received five applications during second round. Three are eligible. Approved one property owner and allocated funds.	Wrapping up first year of funding. Working with two property owners for next round of funding.	1/1/2024		6/30/2026
Current Planning						
Kramer - RUD Extraneous Farmstead	Bob Isaac	Application received.	On hold waiting for Elevation Certificate.	2/23/2025		TBD
Fox - RUD Country Estate	Bob Isaac	MUAPB approved.	Waiting on signed & notarized APE	3/25/2025		5/30/2025
Jarboe - Plat & Rezone	Bob Isaac	NOPH published.	Conduct RCPB hearing 6/9/25 and BOCC hearing 6/26/2025	4/8/2025		6/26/2025
Thomas - Replat	Bob Isaac	NOPH published.	Conduct MUAPB hearing 6/12/25 and BOCC hearing 6/23/2025	3/14/2025		6/23/2025
RCPB - Text Amendments	Bob Isaac	Hold discussion meetings: RCPB 6/9/25 and MUAPB 6/12/25.	Publish NOPH and conduct hearings: MUAPB 7/10/25 RCPB 7/17/25 BOCC 7/28/25	4/28/2025		7/28/2025
Wanklyn - Conditional Use	Bob Isaac	Application received. Process application.	Publish NOPH and conduct hearing: BZA 7/14/25	5/27/2025		7/14/2025
Couch - Replat	Bob Isaac	Application received. Process application.	Publish NOPH and conduct hearing: RCPB 8/11/2025	6/30/2025		8/31/2025
Permits						
21-0146-MRWW Worrel	Ben Hamill & Jacob Hansen	Application received and inspection completed. Spoke to property owner and mailed repair application with no response, additionally lateral field installed unlawfully. Repair application received. Met with Mrs. Worrel, she stated no Conservation money available. Told to contact USDA to see if they would qualify for low interest loan, they never. Sanitary Code Violation 21-0038. Sent a letter on April 12, 2023 requesting they call to set up appointment. Sent new letter with LEPP grant application to Worrels on August 23, 2024. To date, no response from Worrell's. Sent LEPP application.	Waiting for response.	7/8/2021		6/30/2025
22-0059-OWWD (7015 University Park Rd)	Ben Hamill	Property owner applied to build a stablization pond but didn't list a licensed installer. Initial inspection and preliminary approval was done by previous EHS, Perry Piper which listed Jay White Excavating. 2024 aerials show stablization pond has been built. 5/21/2024 Ben contacted Jay White and he confirmed he did not build the stabilization pond.	Molly to send friendly letter. Molly is waiting to receive code section.	3/18/2022		7/31/2025
23-008-ACC Klein (15120 Green-Randolph Rd)	Darrin Hobbs & Ben Hamill	Application received and processed. Notified property owner that septic tank needs pumped.	Waiting on pumping report. I have contacted the owner and have not received pumping report or a plan of action yet. Molly mailed Friendly Letter on 6-13-25. Refer to violation case 25-021-CES Klein for details. Next step in violation will be abated on 6-23-25 if no response is received.	4/13/2023		7/31/2025
23-050-ACC Connet (3761 Akin Rd)	Darrin Hobbs & Ben Hamill	Applied to build an accessory building with a wash bay. Will have separate wastewater system for the accessory building. At this time, property owner doesn't know where he wants to put the system. There is not a current pumping report for the home. Property owner said tank was pumped within 5 years by previous owner, looking to see if pumping report can be found.	Need Soil Profile Application and Pumping Report. I have visited the property and there hasn't been any construction started. Ben will follow up with friendly letter for tank.	11/14/2023		7/31/2025
23-023-OPWS Fowler (6825 Summit Ridge Dr)	Ben Hamill	On site well collapsed. Doesn't meet state setback requirements. Contacted KDHE and requested variance. Variance was approved. Issued preliminary approval 1/26/2024. Well drilled was dry, driller and property owner looking at second location for well.	Contact property owner to find out if second well was drilled. Inspect if well was drilled.	12/28/2023		7/31/2025

Attachment: 7 - July Staff Update to BOCC (15977 : Staff Update)

Planning and Development
Staff Update
June 25, 2025

Projects	Staff	Status	Task	Start Date	Request to Prosecute	Deadline
24-008-ACC Britt (1000 S Scenic Dr)	Darrin Hobbs & Bob Isaac	03/11/2024 - Called applicant; told him an elevation certificate would be required for the BP; he said he was interested in obtaining a variance to build below freeboard standard; I told him the EC will provide us more info to get started on the variance process. - BOB 4/29/2024 - Waiting on plot plan and building plans. DGH 5/28/2025 Richard Britt came in office. He asked Bob Isaac to set up a meeting with Richard, his wife an surveyor to start the variance process.	Bob scheduled variance meeting.	3/1/2024		7/31/2025
24-022-ACC Reid (12028 Lakeshore Ln)	Darrin Hobbs & Ben Hamill	Replat has been filed and Variance to reduce side yard setback for accessory structures from 5 ft to 1 1/2 ft has been approved. Darrin is ready to approve. EH - septic system is for 2 bedroom home, but appraiser's office has building listed as a 3 bedroom. Need to confirm number of conforming bedrooms before EH approval can be given.	Ben will visit site to confirm house is a 3 bedroom.	6/17/2024		7/31/2025
24-001-MH Zeller (5321 W 76th)	Darrin Hobbs & Ben Hamill	Property owner replaced manufactured home with a new modular home without a building permit.24-019-OSPE Soil profile was done 8/29/24. No permit for the lagoon has been received and I believe Darrin said the lagoon has been built. Zach Zeller contacted for lagoon inspection and approval.	Molly emailed the installation application to both installer and property owner requesting one of them complete and pay \$300.00 fee. Ben to do site visit to verify fencing and obtain permit for lagoon.	7/23/2024		7/31/2025
24-040-ACC Fowler (6825 Summit Ridge Dr)	Darrin Hobbs	Property owner applied for permit to build after receiving a violation. Building has already been built in road ROW and in building setback and is also on a lot without a principal structure. Bob and I contacted the property owner about the building being in the ROW. We talked to him about his options. He said the building couldn't be moved. We encouraged him to contact Public Works to see if they will	Follow up with the property owner to see if he has contacted Public Works.	11/12/2024		7/31/2025
24-015-RES Carlson (16010 Tuttle Creek Blvd)	Darrin Hobbs, Ben Hamill & Lisa Daily	Ben emailed Dave 1/3/25. Rec'd response from Dave. Ben emailed Bob, Amanda & Darrin about setting up a meeting. Has meeting been set up? I am waiting on outcome before I pursue the private roading which cost him \$100.	Ben will contact property owner to set up meeting.	11/21/2024		7/31/2025
Property Maintenance Code Violations						
Kilner - Unsafe structure	Darrin Hobbs & Jacob Hansen	Judge Bosch found Kilner in contempt.Starting August 1, he will be assessed a \$100/day fine until property is in compliance. Planning Compliance Specialist to take weekly photos of site. 5/22/24 & 5/29/25 - Bryant, Darrin, Amanda and Vivienne have met regarding a new process for nuisance abatement under the new SB 384: Step 1: Darrin and Bryant will draft a "Last Chance" letter to property owners outlining the new SB 384 and explaining the County's process in handling of the nuisance abatement. Step 2: Vivienne will update the County's website with information regarding the SB 384 and education for the public on the nuisance abatement act and the County's process for handling these cases. Step 3: Bryant will meet with each attorney who has been retained by the property owners to discuss the status of each property. Arraignment set for April 14, 2025.Walk thru of the property with new attorney set for June 6, 2025.	Next appearance set for July 7 @ 9am.	8/18/2016		10/3/2025
Zoning Violations						
Doyle - Illegal mobile home storage (Mobile Gardens) Violation #10-0050	Darrin Hobbs/Jacob Hansen	Staff met with Charlotte Doyle on 8.31.2021. Staff inspected septic on July 25, 2022. Septic surfacing. Met with property owner regarding Lot 17. Home is not occupied. Replat property and comply with zoning regulations. Replace septic system. Home is unoccupied. Sent a letter on April 12, 2023 requesting they call to set up appointment. Meeting scheduled for May 11, 2023. Met with property owner. She is trying to sell to neighbor.	This property has changed ownership. The new owner is working in purchasing some adjacent lots from the Doyles so they can bring this into compliance.5/22/24 & 5/29/25 - Bryant, Darrin, Amanda and Vivienne have met regarding a new process for nuisance abatement under the new SB 384: Step 1: Darrin and Bryant will draft a "Last Chance" letter to property owners outlining the new SB 384 and explaining the County's process in handling of the nuisance abatement. Step 2: Vivienne will update the County's website with information regarding the SB 384 and education for the public on the nuisance abatement act and the County's process for handling these cases. Step 3: Bryant will meet with each attorney who has been retained by the property owners to discuss the status of each property. Status Hearing set for April 7, 2025.	12/17/2010	4/17/2012	10/3/2025
Doyle - Illegal salvage at residence Violation #05-0007	Darrin Hobbs/Jacob Hansen	Counsel and staff conducted site visits on 6/25/18 and 7/20/18. Mr. Doyle removed 600 tires and 3 mobile homes. March 19, 2021 conference with Mr. Doyle. He agreed to remove vehicles from the property. Set site visit for May 4, 2021. Mr. Doyle has moved about 90% of the tires and multiple vehicles to a staging area across from his residence for a salvage company to pick up, and will continue with this method. Next site visit 08/11/2021. Staff met with Charlotte Doyle on 08/31/2021. 6/15/2023 Staff and Counsel meet with Charlotte to come up with a plan on removing vehicles and mobile homes from the property. 7/13/2023 Darrin met with Charlotte to talk about the plan and also to review pictures provided of things needing remove. Darrin will be visiting the property 7/18/2023 to view first hand. There were more vehicles than originally thought and so numbers were revised accordingly. If they fail to meet any deadlines an injunction will be filed. The Doyles have removed some vehicles. They are currently about 3 vehicles behind schedule. Working to get them back on track. Darrin is going to go out in early January to see if they have gotten back on track. The petition asking for an injunction has been filed and the Doyles have hired counsel. Met with their attorney and he is going to meet with Charlottee about getting back on track. 5/7/24 Darrin met with Charlotte.	5/22/24 & 5/29/25 - Bryant, Darrin, Amanda and Vivienne have met regarding a new process for nuisance abatement under the new SB 384: Step 1: Darrin and Bryant will draft a "Last Chance" letter to property owners outlining the new SB 384 and explaining the County's process in handling of the nuisance abatement. Step 2: Vivienne will update the County's website with information regarding the SB 384 and education for the public on the nuisance abatement act and the County's process for handling these cases. Step 3: Bryant will meet with each attorney who has been retained by the property owners to discuss the status of each property. Status Hearing set for April 7, 2025.	4/15/2013	9/14/2023	10/3/2025
Kilner - Unsafe structure	Darrin Hobbs & Jacob Hansen	Judge Bosch found Kilner in contempt. Starting August 1, he will be assessed a \$100/day fine until property is in compliance. Planning Compliance Specialist to take weekly photos of site. 5/22/24 & 5/29/25 - Bryant, Darrin, Amanda and Vivienne have met regarding a new process for nuisance abatement under the new SB 384: Step 1: Darrin and Bryant will draft a "Last Chance" letter to property owners outlining the new SB 384 and explaining the County's process in handling of the nuisance abatement. Step 2: Vivienne will update the County's website with information regarding the SB 384 and education for the public on the nuisance abatement act and the County's process for handling these cases. Step 3: Bryant will meet with each attorney who has been retained by the property owners to discuss the status of each property. Arraignment set for April 14, 2025. Walk thru of the property with new attorney set for June 6, 2025.	Next appearance set for July 7 @ 9am.	8/18/2016		10/3/2025
20-0063 - Satterlee: Inoperable vehicles and campers	Darrin Hobbs	Determined to be a violation. Notification letter sent. The Notification letter was resent by me for a fresh start to make contact with the property owner. Contacted property owner on what still needs to be removed and provided an aerial map. I sent another letter to the property owner on 6/15/2022, stating that this will be turned over to legal if no progress is made. Process has been restarted due to senate bill. Items are being removed by the person buying the property from Satterlee.	Property should be sold to new property owner by end of April 2025. Darrin is making site visit 5-28-25. Ownership still has not transferred but progress is still being made.	9/27/2021		8/31/2025

Attachment: 7 - July Staff Update to BOCC (15977 : Staff Update)

Projects	Staff	Status	Task	Start Date	Request to Prosecute	Deadline
20-0090 Fishgill LLC - Illegal auto repair and salvage operation 1312 Pillsbury Dr	Darrin Hobbs	Inspection completed and sent notification letter to property owner. Property owner wants an extension to remove tenant. Vehicles being removed. Sent notice of violation. No response.	Send notification letter. Working with legal on violation. Darrin will do a site inspection to determine if is auto repair which is allowed in C-2. Working on sending out letter.	12/22/2020		7/31/2025
23-007-CE Jones - 3981 Zeandale Rd	Darrin Hobbs & Jacob Hansen	Inspection conducted on 3/9/23 and confirmed someone is living a camper. Sent notification letter. No response from property owner, sent notice of violation and final notice of violation. Conducted final site inspection on 4/24/23 and someone is still living in camper.	Sent to Counselor's office to prosecute. Court system is down. Still need to contact RCPD. Trailer has been moved but appears to be occupied. Darrin is going to reach out to RCPD about accompanying him to check if it is occupied and then we can file an injunction in court if it still is. Darrin has not made contact to confirm if it is occupied. P&D went out and it appears there may be someone living there still but we don't have enough evidence at this point to move forward with enforcement from the Counselor. Need to contact RCPD still.Bryant, Darrin, Amanda and Vivienne have met regarding a new process for nuisance abatement under the new SB 384: Step 1: Darrin and Bryant will draft a "Last Chance" letter to property owners outlining the new SB 384 and explaining the County's process in handling of the nuisance abatement. Step 2: Vivienne will update the County's website with information regarding the SB 384 and education for the public on the nuisance abatement act and the County's process for handling these cases. Step 3: Bryant will meet with each attorney who has been retained by the property owners to discuss the status of each property. Arraignment set for April 14, 2025.Arraignment rescheduled for July 2, 2025 via Zoom.	3/16/2023	5/15/2023	10/3/2025
23-015-CE Miller - 1382 Pillsbury Dr	Darrin Hobbs & Jacob Hansen	Friendly letter sent 9/28/23. 10/13/2023 friend of property owner can into office and met with Darrin & Shelly Woodard. It was recommended that property owner set up time speak with us. Notice of Violation sent 10/23/23. Meeting with property owner was scheduled for 11/15/2023. Property owner called 11/15/2023 will be meeting with an attorney 11/16/2023. Final Notice of Violation sent 11/15/2023. Meet with property owner 12/1/2023. Working with legal on violation. Mr. Miller sent an application to the state to operate a salvage yard. That was denied. The state also revoked his dealer license. A notice of violation has been sent. We met with Mr. Miller on 12/1/23. He has agreed to start removing cars and work with Darrin. He is going to remove 30 cars per month and if he falls behind we will file a petition with the court. Darrin is working with Mr. Miller to go out and check on progress. They are aiming for the week of 1/29. Mr. Miller made good progress in December but has not made additional progress. The property is now up for sale. Next step is likely to file an enforcement action with the Court. 5/22/24 & 5/29/25 - Bryant, Darrin, Amanda and Vivienne have met regarding a new process for nuisance abatement under the new SB 384: Step 1: Darrin and Bryant will draft a "Last Chance" letter to property owners outlining the new SB 384 and explaining the County's process in handling of the nuisance abatement. Step 2: Vivienne will update the County's website with information regarding the SB 384 and education for the public on the nuisance abatement act and the County's process for handling these cases. Step 3: Bryant will meet with each attorney who has been retained by the property owners to discuss the status of each property.	Next appearance set for June 16.	9/28/2023		10/3/2025
23-016-CE Miller - 1420 Pillsbury Dr	Darrin Hobbs & Jacob Hansen	Friendly letter sent 9/28/23. 10/13/2023 friend of property owner can into office and met with Darrin & Shelly Woodard. It was recommended that property owner set up time speak with us. Notice of Violation sent 10/23/23. Meeting with property owner was scheduled for 11/15/2023. Property owner called 11/15/2023 will be meeting with an attorney 11/16/2023. Final Notice of Violation sent 11/15/2023. Meet with property owner 12/1/2023. Working with legal on violation. Mr. Miller sent an application to the state to operate a salvage yard. That was denied. The state also revoked his dealer license. A notice of violation has been sent. We met with Mr. Miller on 12/1/23. He has agreed to start removing cars and work with Darrin. He is going to remove 30 cars per month and if he falls behind we will file a petition with the court. Darrin is working with Mr. Miller to go out and check on progress. They are aiming for the week of 1/29. Miller made good progress in December but has not made additional progress. The property is now up for sale. Next step is likely to file an enforcement action with the Court. 5/22/24 & 5/29/25 - Bryant, Darrin, Amanda and Vivienne have met regarding a new process for nuisance abatement under the new SB 384: Step 1: Darrin and Bryant will draft a "Last Chance" letter to property owners outlining the new SB 384 and explaining the County's process in handling of the nuisance abatement. Step 2: Vivienne will update the County's website with information regarding the SB 384 and education for the public on the nuisance abatement act and the County's process for handling these cases. Step 3: Bryant will meet with each attorney who has been retained by the property owners to discuss the status of each property. Arraignment set for April 14, 2025. Defendant's attorney requested a jury trial.	Next appearance set for June 16.	9/28/2023		10/3/2025
Sanitary Code Violations						
25-005-CES Born - 1318 Lafayette Dr	Ben Hamill	Failed to complete 2024 Alternative System inspection. Notice of Violation Letter sent 3-13-25, no response. Final Notice of Violation Letter sent 3-25-25, no response. Next step in violation will be Request To Prosecute. Request To Prosecute will be on 4-4-25. Met with Property Owner for a Director's Resolution Meeting. We will not proceed in violation until after meeting this week on 4-9-25. Met with legal to determine next steps.	Researching certification process for active systems.	3/13/2025		7/31/2025
25-015-CES 2M Restoration Inc. - 4906 Lakewood Dr	Ben Hamill	Alternative Private Wastewater Disposal System was subject to an annual inspection for 2024. Property failed to complete the Alternative Wastewater System annual inspection for 2024. Notice of Violation Letter was mailed to Property Owner on 5-6-25 via Certified Mail. Received call from property owner named Jeri Meyer on 5-12-25. Ben spoke with Property Owner & discovered that nobody is living at the property. It is being flipped as a home improvement project & there is no water to the property. Ben informed	Follow up with property owner to see if water has been turned on for property.	5/6/2025		7/31/2025
25-017-CES Eder - 2613 Rogers Blvd	Ben Hamill	Failed Septic System. Additional maintenance requirements for Septic System. Tank is no longer structurally sound. Mailed Final Notice Of Violation on 6-26-25 via certified mail. Provided hard copy of failed pumping report in letter to property owner along with list of installers.	Failed Pumping Report shows that there is a hole in outlet lid. This will be a minor repair. Refer to Failed Pumping Report 25-101-PIR. Next step in Violation will be abated on 7-5-25, with an Order To Prosecute if no response is received by the given date.	4/29/2025		7/31/2025

Attachment: 7 - July Staff Update to BOCC (15977 : Staff Update)

Projects	Staff	Status	Task	Start Date	Request to Prosecute	Deadline
25-019-CES McQuade - 4959 Cattle Dr	Ben Hamill	Failed Septic System. Refer to failed pumping report 25-103-PIR. Mailed Notice Of Violation on 6-26-25. Included hard copy of Failed Pumping Report in Certified Mailing.	Next step will be abated on 7-7-25 if no response is received.	5/5/2025		7/31/2025
25-020-CES Hutton - 4480 Tuttle Creek Blvd	Ben Hamill	Failed Septic System. Refer to failed pumping report 25-124-PIR for reference. Tank needs repairs. Mailed Final Notice Of Violation Letter on 6-26-25. Included hard copy of Failed Pumping Report.	Next step will be abated on 7-5-25 if no response is received.	6/6/2025		7/31/2025
25-021-CES Klein - 15120 Green-Randolph Rd	Ben Hamill	Riley County does not have record of this septic tank being pumped within the last five (5) years. Mailed Notice Of Violation via Certified Mail to property owner on 6-26-25.	Next step will be abated on 7-7-25 if no response is received.	6/13/2025		7/31/2025
Failed Pumping Reports						
25-135-PIR - 1901 Pillsbury Dr	Ben Hamill	Received failed Pumping Report on 5-7-25. Field is saturated or starting to fail. Ben spoke with property owner on 6-6-25. Property is a flower shop and for the week before Mother's Day their employees working on any given day went from three to ten. This increase in use along with the wet spring oversaturated the lateral field. After Mother's Day the lateral field has been able to dry out as use has returned to normal. Ben inspected the property and did not observe any surfacing sewage nor any spongy area of ground to indicate an oversaturated lateral field.	Project closed	5/7/2025		6/30/2025



**COUNTY CLERK &
ELECTIONS**
Budget

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

COMMISSION AGENDA REPORT

FROM: Brittany Phillips, Budget & Finance Officer

MEETING: July 3, 2025

SUBJECT: 2026 Budget Work Session

PRESENTER: Brittany Phillips, Budget & Finance Officer

Presenting the attached memo and 2026 Budget Developmental Worksheet.

Enclosures:

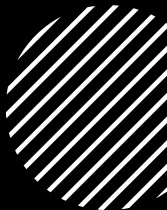
- RNR Presentation (PDF)
- July 3rd Budget Work Session (DOCX)
- July 3rd WS Presentation (PDF)

Consequences of Going Below RNR

A Fiscal and Policy Perspective



What is Revenue Neutral Rate (RNR)?



RNR Definition as defined in statute: the tax rate for the current tax year that would generate the same property tax revenue as levied the previous tax year using the current tax year’s total assessed valuation.

To calculate revenue neutral rate, the county clerk shall divide the property tax revenue for such taxing subdivision levied for the previous tax year by the total of all taxable assessed valuation for the current tax year, and then multiply the quotient by 1,000 to express rate in mills.



Goal: Maintain fiscal balance while achieving other policy objectives



Going Below RNR – What It Means



Government collects less revenue
than needed to remain neutral

Indicates a net revenue loss post-
policy implementation

Can happen due to overly generous
offsets, underestimated costs, or
reduced economic activity

Fiscal Consequences



Budget deficits



Underfunded
public services



Increased need
for borrowing or
spending cuts



Pressure on other
tax bases to make
up the shortfall

Economic and Social Impacts



Reduced investment in infrastructure, education, or healthcare



Potential inequity if benefits are unevenly distributed



Public dissatisfactions with service cuts or rising debts



Risk of downgraded credit ratings

Policy and Political Risk

- Erosion of trust in fiscal policy or reform intentions
- Risk of policy reversal or legal challenges
- Undermines credibility of future reforms

How to Avoid Falling Below RNR



Conduct thorough economic impact modeling



Implement regular audits and adjustments



Ensure realistic assumptions and adequate buffer zones



Improve transparency and stakeholder communication

Conclusion



Staying at or above the RNR is critical for policy credibility and fiscal stability.



Falling below may lead to deficits, service disruptions, and political consequences.



Prudent planning and adaptive management are key.



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TO: Board of County Commissioners
 FROM: Brittany Phillips, Budget & Finance Officer
 RE: 2026 Budget Work Session

During this work session, the 2026 Budget Development Worksheet, Riley County Appropriation Request, COLA and new/expanded positions will be presented for further review and discussion.

The 2026 Budget Development Worksheet is a three-page document:

- The first page is expenditures consisting of the 2024 Actual Expenditures, 2025 Budget and 2026 Requested Budget for all mill levied funds: General, Bond & Interest, County Building, and RCPD funds.
 - Cost of COLA is calculated using the Bureau of Labor and Statistics CPI – U of 2.7%, as defined per Riley County Procedures Manual. This is a financial impact of \$743,526 if approved. This number reflects departments outside of General Fund such as Health Department, Community Corrections, Fire and Solid Waste.
 - This also includes a transfer of \$3,500,000 to Capital Improvement Funds. This transfer covers current debt obligations for 2026 of \$426,796, current non-funded CIP 2026 requests of \$2,295,000, leaving a remainder of \$778,204 for improvements.
- The second page is an overview of revenues and budgeted expenditures.
 - Left side column is revenues for the same mill levied funds.
 - The right side is the equation of mill levied fund expenditures of \$58,103,947 less mill levied fund revenues of \$23,235,189 equaling required ad valorem tax.
 - RCPD appropriation request is \$6,017,692.40.

The value of a mill, \$853,082 is provided as well as the mill levy of 40.322 to fund the 2026 proposed budget. This is a 2.369 mill increase from the 2025 budgeted mill levy and is more than the calculated Revenue Neutral Rate of 36.821.

Below is a list of the changes made since BoCC presentation on June 30th:

- IT/GIS reduced by \$40,000;
- Appraiser reduced by \$2,000;
- Reduce Animal Shelter appropriation to \$35,000;
- Reduce phone services line in General Services to \$50,000;
- Elections reduced by \$17,000;



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- EMS/Ambulance reduced by \$7,000;
- Health Department reduced by \$338,027.

Below you will also find the new and expanded position requests, totaling \$312,320.

Department	Position	Pay increase	Benefits increase	Total Request (Wage + Benefits)
Historical Museum	As-Needed Museum Assistant - <i>Expanded Position</i> Existing PD – Range TASND, As-needed Pay Rate, \$15.00 /hour -additional 650 hrs.	\$9,750	\$761	\$10,511
	Historical Museum Budget Request			<u>\$10,511</u>
Community Corrections	Juvenile Intake Officers - <i>Expanded Position</i> Existing PD – Range 1, As-needed Pay Rate, \$18.87/hour – additional 180 hrs.	\$3,397	\$265	\$3,662
	Community Corrections Budget Request			<u>\$3,662</u>
IT/GIS	Systems/Software Analyst- <i>Expanded Position</i> Existing PD – Range 13, Full Time, exempt Starting Rate, \$2557/pp – No change in pay	\$0	\$0	\$0
	Network Systems Analyst- <i>New Position</i> Existing PD – Range 13, Full Time, exempt Starting Rate, \$2557/pp	\$66,482	\$26,260	\$92,742
	IT/GIS Budget Request			<u>\$92,742</u>
Health Department	Billing and Coding Clerk - <i>New Position</i> New PD – Range , Full time, non-exempt Starting Rate, \$24.94/hour	\$51,875	\$20,491	\$72,366
	Health Department Budget Request			<u>\$72,366</u>
County Attorney	Criminal Investigator - <i>New Position</i> New PD – Range 12, Full Time, Exempt Starting Rate, \$31.53/hour	\$65,582	\$25,905	\$91,487
	Attorney Budget Request			<u>\$91,487</u>
County Appraiser	Appraisal Support I, II, III - <i>Expanded Positions</i>	\$48,152 \$51,875	\$19,020 \$20,491	\$67,172 \$72,366

Attachment: July 3rd Budget Work Session (15972 : 2026 Budget Work Session)



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	New PDs – Range: Support I – 5, Support II – 7, Support III-8 All Full Time, non-exempt	\$53,518	\$21,140	\$74,658
	Replacement of Personal Property Appraiser I, II, III Range: Appraiser I –5, Appraiser II-7, Appraiser III - 11	(\$48,152) (\$51,875) (\$62,982)	(\$19,020) (\$20,491) (\$24,878)	(\$67,172) (\$72,366) (\$87,860)
	Appraiser Budget Request			<u>(\$13,202)</u>
Public Works	Custodian I - <i>New Position</i> Existing PD – Range 1, Full time, non-exempt Starting Rate, \$18.87.hour	\$39,250	\$15,504	\$54,754
	Public Works Budget Request			<u>\$54,754</u>
	Total all New Requests			<u>\$312,320</u>

Attachment: July 3rd Budget Work Session (15972 : 2026 Budget Work Session)

2026 Budget Development Worksheet

12.c

DEPARTMENT	2024 Actual Contractual Services, Commodities & Capital	2024 Actual Personnel Services	2024 Actual Total	2025 Budgeted Contractual Services, Commodities & Capital	2025 Budgeted Personnel Services (Includes STEP & COLA)	2025 Budgeted Total	2026 Proposed Contractual Services, Commodities & Capital	2026 Proposed Personnel Services (Includes STEP)	2026 Proposed Budget Total	Percent change of 3 C's
1 Administrative Services	56,418	685,178	741,596	54,209	692,282	746,491	31,184	675,028	706,212	-42.47%
2 Ambulance	402,282	5,046,843	5,449,125	364,700	6,136,435	6,501,135	376,615	6,240,756	6,617,371	3.27%
3 Appraiser	164,887	1,593,989	1,758,876	175,920	1,844,910	2,020,830	208,295	1,849,727	2,058,022	18.40%
4 Attorney	146,287	2,429,997	2,576,284	238,111	2,809,975	3,048,086	245,641	2,895,110	3,140,751	3.16%
5 Clerk	72,575	1,266,116	1,338,691	118,040	1,411,464	1,529,504	121,900	1,384,990	1,506,890	3.27%
6 Commissioners	40,522	207,045	247,567	54,920	246,828	301,748	54,895	254,308	309,203	-0.05%
7 Coroner	162,498	0	162,498	156,500	0	156,500	179,000	0	179,000	14.38%
8 District Court	182,851	0	182,851	189,380	0	189,380	197,130	0	197,130	4.09%
9 Elections	280,136	524,247	804,383	221,700	633,325	855,025	288,400	667,455	955,855	30.09%
10 Emergency Management	54,758	290,479	345,237	58,200	332,658	390,858	59,800	343,152	402,952	2.75%
11 Fairgrounds	109,821	0	109,821	110,500	0	110,500	112,000	0	112,000	1.36%
12 General Services	1,393,667	192,388	1,586,055	5,841,530	142,020	5,983,550	5,799,400	237,040	6,036,440	-0.72%
13 Information Systems/GIS	817,216	938,781	1,755,997	868,630	1,054,363	1,922,993	961,130	1,087,870	2,049,000	10.65%
14 Insurance	930,361	0	930,361	1,170,000	0	1,170,000	1,350,000	0	1,350,000	15.38%
15 Juvenile Detention	65,694	0	65,694	120,000	0	120,000	120,000	0	120,000	0.00%
16 Museum	456,680	9,629	466,309	14,273	494,928	509,201	11,909	513,344	525,253	-16.56%
17 Noxious Weed	162,031	580,240	742,271	256,330	685,641	941,971	257,830	658,427	916,257	0.59%
18 Planning & Development	51,269	635,577	686,846	62,484	764,389	826,873	63,938	787,007	850,945	2.33%
19 Register of Deeds	72,548	461,220	533,768	54,645	554,768	609,413	25,830	572,529	598,359	-52.73%
20 Public Works	4,078,093	4,949,081	9,027,174	4,545,550	5,867,253	10,412,803	4,615,150	5,960,365	10,575,515	1.53%
21 Treasurer	55,413	1,348,328	1,403,741	63,680	1,465,099	1,528,779	70,480	1,467,261	1,537,741	10.68%
22 Juvenile Supervision fees	0	0	0	1,000	0	1,000	1,000	0	1,000	0.00%
23 Transfer to Health Dept. Fund	1,665,647	0	1,665,647	1,924,609	0	1,924,609	1,901,919	0	1,901,919	-1.18%
24 Transfer to Landfill Close	30,000	0	30,000	30,000	0	30,000	10,000	0	10,000	-66.67%
25 Transfer-Economic Dev.	107,100	0	107,100	136,229	0	136,229	183,021	0	183,021	34.35%
26 Transfer - Capital Improvement	14,442,446	0	14,442,446	3,500,000	0	3,500,000	3,500,000	0	3,500,000	0.00%
27 Riley Co Community Corrections	0	87,324	87,324	0	149,884	149,884	0	134,171	134,171	-10.48%
28 Small Cities	197,925	0	197,925	200,000	0	200,000	200,000	0	200,000	0.00%
29 Non-Appropriated	0	0	0	580,000	0	580,000	580,000	0	580,000	0.00%
30 Cost of COLA	0	0	0	0	0	93,477	0	743,526	743,526	0.00%
31 New & Expanded Positions	0	0	0	0	0	0	0	312,320	312,320	0.00%
SUBTOTAL:	\$26,199,125	\$21,246,462	\$47,445,587	\$21,111,140	\$25,286,222	\$46,490,839	\$21,526,467	\$26,784,386	\$48,310,853	1.97%

Appropriations:

32 Big Lakes Developmental	228,123	0	228,123	232,685	0	232,685	237,339	0	237,339	2.00%
33 Animal Shelter / Contractual	30,000	0	30,000	60,000	0	60,000	35,000	0	35,000	-41.67%
34 Council on Aging	275,000	0	275,000	327,981	0	327,981	337,252	0	337,252	2.83%
35 ATA Bus	105,000	0	105,000	150,000	0	150,000	172,500	0	172,500	15.00%
36 Emergency Shelter	11,000	0	11,000	16,000	0	16,000	25,000	0	25,000	56.25%
37 Extension	667,380	0	667,380	667,380	0	667,380	667,380	0	667,380	0.00%
38 Pawnee Mental Health	300,000	0	300,000	350,000	0	350,000	385,000	0	385,000	10.00%
39 Riley Cty Genealogical Soc.	3,500	0	3,500	3,500	0	3,500	5,000	0	5,000	42.86%
40 Riley County Conservation	55,136	0	55,136	55,136	0	55,136	55,136	0	55,136	0.00%
41 Be Able	0	0	0	0	0	0	10,000	0	10,000	#DIV/0!
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:	\$1,675,139	\$0	\$1,675,139	\$1,862,682	\$0	\$1,862,682	\$1,929,607	\$0	\$1,929,607	3.59%

GENERAL TOTAL:	\$27,874,264	\$21,246,462	\$49,120,726	\$22,973,822	\$25,286,222	\$48,353,521	\$23,456,074	\$26,784,386	\$50,240,460	3.90%
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44 Bond & Interest	349,170	0	349,170	470,467	0	470,467	302,018	0	302,018	-35.80%
45 County Building	268,622	0	268,622	433,000	0	433,000	438,000	0	438,000	1.15%
46 RCPD	5,710,649	0	5,710,649	6,180,206	0	6,180,206	6,652,442	0	6,652,442	7.64%
SUBTOTAL:	\$6,328,441	\$0	\$6,328,441	\$7,083,673	\$0	\$7,083,673	\$7,392,460	\$0	\$7,392,460	4.36%

TOTAL:	\$34,202,705	\$21,246,462	\$55,449,167	\$30,057,495	\$25,286,222	\$55,437,194	\$30,848,534	\$26,784,386	\$57,632,920	
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47 Capital Improvement	2,975,713	0	2,975,713	8,414,430	0	8,414,430	25,226,380	0	25,226,380	199.80%
48 Economic Development	119,943	0	119,943	324,361	0	324,361	248,644	0	248,644	22.38%

BUDGETED REVENUE

BUDGETED EXPENDITURES

COUNTY TREASURER

	2024 ACTUAL	2025 BUDGET	2026 BUDGET
Motor Vehicle Tax	2,595,320	2,344,118	2,360,436
Recreational Vehicle Tax	23,206	21,846	20,258
16/20M Vehicle Tax	18,178	19,124	18,900
Commercial Vehicle Fees	104,016	99,542	96,789
Special City & County Highway Fund	1,038,498	1,026,080	1,026,080
Investment Income	2,972,457	2,100,000	2,800,000
Sales Tax	2,339,483	2,200,000	2,200,000
Intangible Tax (Clerk's Office)	271,181	388,083	502,686
Vehicle Rental Excise Tax	53,097	52,338	56,965
Interest on Taxes	388,693	300,000	300,000
Watercraft	18,584	19,265	17,375
SUBTOTAL:	\$ 9,822,713	\$ 8,570,396	\$ 9,399,489

DEPARTMENT FEES & OTHER

Unencumb. Cash Bal.-General	18,687,579	11,540,145	9,674,762
Unencumb. Bal.-County Building	104,327	113,513	164,666
Unencumb. - Bond & Interest	249,005	186,327	284,787
Unencumb. - RCPD	124,590	8,315	66,058
Bond & Interest Special Assessment	126,706	128,706	129,263
Recording Fees - ROD	380,379	320,000	320,000
21st Judicial Dist Case Receipts-DC	26,489	40,000	35,000
Payment in Lieu of Taxes (PILT) Program/Fed Grant	45,682	40,000	40,000
Franchise Fees	23,174	35,000	35,000
Ambulance Fees	1,861,078	1,766,036	1,830,604
Fees-Attorney (Diversion)	54,234	60,000	50,000
Fees-Clerk	1,246	3,000	1,500
Fees-Elections	7,865	4,000	4,000
Fees-Fair	32,815	20,000	30,000
Grant - Emergency Management	80,781	85,907	85,907
Fees-Noxious Weed	107,042	100,000	110,000
Fees-Public Works/Parks	489,108	400,000	475,000
Fees-Planning & Development	37,475	38,000	40,000
Fees-Juvenile Supervision	274	500	500
Fees-Appraiser	13,850	14,000	13,500
Fees- Treasurer	8,573	8,000	8,000
Fees - Register of Deeds	40,604	25,000	25,000
Heritage Trust	28,101	30,000	30,000
Transfer from MV to General	337,218	325,000	330,000
Transfers from Economic Development to B&I	52,153	52,153	52,153
Transfer from CIP to Bond & Interest	182,100	183,600	0
SUBTOTAL	\$ 23,102,448	\$ 15,527,202	\$ 13,835,700

TOTAL REVENUE	\$ 32,925,161	\$ 24,097,598	\$ 23,235,189
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	2025	2026
General	\$ 48,353,521	\$ 50,240,460
Bond & Interest	470,467	302,018
County Building	433,000	438,000
RCPD Fund	6,180,206	6,652,442
TOTAL EXPENDITURES	\$ 55,437,194	\$ 57,632,920

(Budget)Value of a MILL =	827,863	853,082
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TOTAL REVENUE	24,097,598	23,235,189
MINUS		
EQUALS		
AMT. AD VALOREM TAX REQUIRED	\$ 31,419,679	\$ 34,397,731
TOTAL MILLS NEEDED	37.953	40.322
Mill levy diff. from previous budget year		2.369

Revenue Neutral Mill Rate	36.821
Revenue Neutral \$\$	\$ 31,411,403
Overage on Neutral Mill Rate	3.501
Overage on RNR Tax Rate	\$ 2,986,328
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	

Ad Valorem per Fund	Tax Rate per Fund
27,899,103	32.704
-	0.000
242,086	0.284
6,256,542	7.334
34,397,731	40.322

2026 Budget Development Worksheet

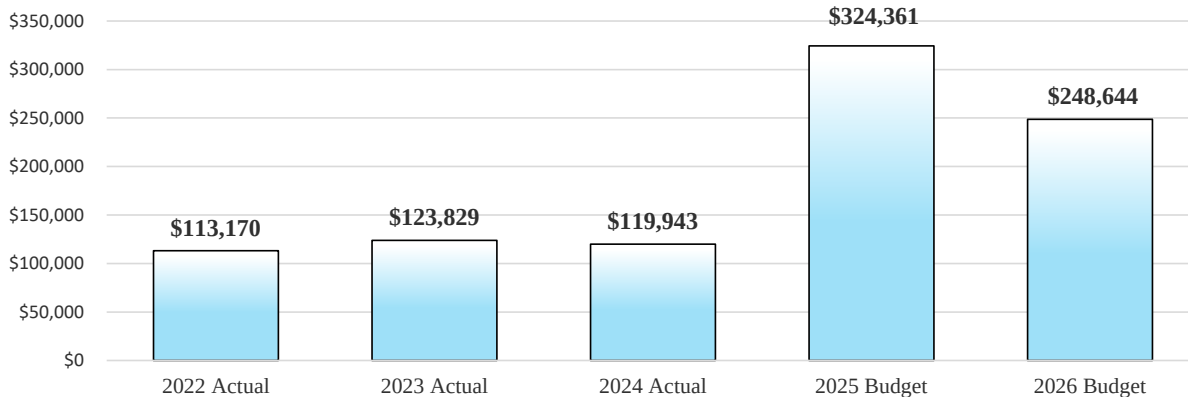
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Riley County, Kansas
2026 Budget
Economic Development Fund
Fund 146

	2024 <u>ACTUAL</u>	2025 <u>BUDGET</u>	2025 <u>Estimates</u>	2026 <u>BUDGET</u>
BEGINNING CASH BALANCE				
Fund Balance	\$340,086	\$327,243	\$327,243	\$65,623
TOTAL BEGINNING CASH BALANCE	\$340,086	\$327,243	\$327,243	\$65,623
REVENUE				
603 Transfer from General Fund	\$107,100	\$136,229	\$136,229	\$ 183,021
TOTAL REVENUE	\$107,100	\$136,229	\$136,229	\$ 183,021
TOTAL RESOURCES AVAILABLE	\$447,186	\$463,472	\$463,472	\$248,644
EXPENDITURES				
604 Transfer to Bond & Interest Fund	\$52,153	\$52,153	\$52,153	52,153
4990 Other Capital Outlay	67,790	272,208	345,696	196,491
TOTAL EXPENDITURES	\$119,943	\$324,361	\$397,849	\$ 248,644
TOTAL ENDING FUND BALANCE	\$327,243	\$139,111	\$65,623	\$0

<u>PROJECT ESTIMATES:</u>	<u>2024</u>	<u>2025</u>	<u>2025 Est</u>	<u>2026</u>
Future TBD Projects	\$-			
Flint Hills Veteran's Coalition	1,015	1,000	1,000	1,000
Governor's Military Council	-			
Konza Water Project	52,153	52,153	52,153	52,153
Chamber of Commerce	55,000	55,000	55,000	55,000
Downtown Manhattan, Inc.	5,000	5,000	5,000	5,000
Riley Co General Eco Devo	-	132,850		132,850
Auto Lane Development	12,114	-		
Cost Benefit Analysis, Corridor Study	-		133,333	
Flint Hills Regional Council (FHRC) Contribution	-	-		
MPO Contribution	3,780	3,358	3,358	2,641
MATC Facilities Project (Request to be for 5 years)	-			
Comprehensive plan update	1,995	75,000	148,005	
Sunflower Children's	-			
TOTAL	\$131,057	\$324,361	\$397,849	\$ 248,644

FIVE YEAR EXPENDITURE HISTORY



Attachment: July 3rd WS Presentation (15972 : 2026 Budget Work Session)