



**Board of Riley County
Commissioners
Regular Meeting
Agenda
July 25, 2024**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Chair](#)

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

1. Public Comments
2. Presentation of the 4-H Cookie Jar by the Riley County 4-H Fair Royalty

Commission Comments

3. Commission Comments

Business Meeting

4. Sign Riley County Employee Action Form(s)
5. Approve payroll/accounts payables (when completed)

Review Minutes

6. Board of Riley County Commissioners - Regular Meeting - Jul 22, 2024 8:30 AM

Review Tentative Agenda

7. Tentative Agenda

Press Conference Topics

8. Discuss Press Conference

9:00 AM

Vivienne Leyva, PIO

9. Monthly Communications Update

9:15 AM

Clancy Holeman, Counselor/Director of Administrative Services

10. Administrative Work Session
11. Executive session to discuss confidential legal advice regarding potential litigation issues

9:50 AM

Bob Isaac, Planner

12. Special Use Authorization to allow for the construction, operation and maintenance of a 300,000 gallon rural water district water tower.

10:05 AM Lori Feldkamp, Big Lakes Developmental Center Director

13. Big Lakes Developmental Center update

10:20 AM Clancy Holeman, Counselor/Director of Administrative Services

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

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
Personnel

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

COMMISSION AGENDA REPORT

FROM: Elizabeth Ward, Human Resources Director

MEETING: July 25, 2024

SUBJECT: Sign Riley County Employee Action Form(s)

PRESENTER: Elizabeth Ward, Human Resources Director

Enclosures:

- 2024-07 Comm Corr SBooker EAF (DOCX)
- 2024-07 Comm Corr BBoren EAF (DOCX)
- 2024-07 Comm Corr EGoswick EAF (DOCX)
- 2024-07 Admin Asst I RPakeman EAF(DOCX)
- 2024-07 Fire CKeller EAF (DOCX)
- 2024-07 HD LPreston EAF (DOCX)
- 2024-07 HD BWilkinson EAF (DOCX)

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Shalondra Booker**Status Change Date:** 07/18/2024**Status Change:** New Hire**Date of Hire:** 07/30/2024**Seniority:** 0 Year(s), 0 Month(s)**Position:** OC Juvenile**Position Type:** As Needed**Pay Range:** Range 1**Pay Type:** Hourly**Base Rate:** \$17.69**Annualized Pay:** \$7998.18**Funds Codes:** 2000- KDOC/520- Community Corrections**Supervisor:** Lewis, Megan**Department Head:** Lewis, Megan

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2024-07 Comm Corr SBooker EAF (14937 : Employee Action Form (Green Sheet))

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Brittany Boren**Status Change Date:** 07/18/2024**Status Change:** New Hire**Date of Hire:** 07/30/2024**Seniority:** 0 Year(s), 0 Month(s)**Position:** OC Juvenile**Position Type:** As Needed**Pay Range:** Range 1**Pay Type:** Hourly**Base Rate:** \$17.69**Annualized Pay:** \$7998.18**Funds Codes:** 2000-KDOC/520- Community Corrections**Supervisor:** Megan Lewis**Department Head:** Megan Lewis

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2024-07 Comm Corr BBoren EAF (14937 : Employee Action Form (Green Sheet))

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Emily Goswick**Status Change Date:** 07/18/2024**Status Change:** New Hire**Date of Hire:** 07/30/2024**Seniority:** 0 Year(s), 0 Month(s)**Position:** OC Juvenile**Position Type:** As Needed**Pay Range:** Range 1**Pay Type:** Hourly**Base Rate:** \$17.69**Annualized Pay:** \$7998.18**Funds Codes:** 2000-KDOC/520- Community Corrections**Supervisor:** Megan Lewis**Department Head:** Megan Lewis

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2024-07 Comm Corr EGoswick EAF (14937 : Employee Action Form (Green Sheet))

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Roxanne Pakeman**Status Change Date:** 07/16/2024**Status Change:** New Hire**Date of Hire:** 08/05/2024**Seniority:** 0 Year(s), 0 Month(s)**Position:** Administrative Assistant**Position Type:** Full-time**Pay Range:** Range 4**Pay Type:** Hourly**Base Rate:** \$19.03**Annualized Pay:** \$39,582.40**Funds Codes:** 1-General/1-Attorney**Supervisor:** Kimberly Lenhart**Department Head:** Barry Wilkerson

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2024-07 Admin Asst I RPakeman EAF (14937 : Employee Action Form (Green Sheet))

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Casey Keller**Status Change Date:** 07/11/2024**Status Change:** New Hire**Date of Hire:** 07/23/2024**Seniority:** 0 Year(s), 0 Month(s)**Position:** Volunteer Firefighter**Position Type:** As Needed**Pay Range:** TASND**Pay Type:** Stipend**Base Rate:** \$0.00**Annualized Pay:** \$0.00**Funds Codes:** 183- Fire District #1/183- Fire District #1**Supervisor:** Douglas Russel**Department Head:** Russel Stukey

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2024-07 Fire CKeller EAF (14937 : Employee Action Form (Green Sheet))

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Lydia Preston**Status Change Date:** 07/17/2024**Status Change:** New Hire**Date of Hire:** 08/19/2024**Seniority:** 0 Year(s), 0 Month(s)**Position:** Intern/Volunteer**Position Type:** As Needed**Pay Range:** TASND**Pay Type:** Hourly**Base Rate:** \$0.00**Annualized Pay:** \$0.00**Funds Codes:** 30- Health Department/400- Health Department General**Supervisor:** Breva Spencer**Department Head:** Julie Gibbs

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2024-07 HD LPreston EAF (14937 : Employee Action Form (Green Sheet))

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Brecken Wilkinson**Status Change Date:** 07/17/2024**Status Change:** New Hire**Date of Hire:** 08/05/2024**Seniority:** 0 Year(s), 0 Month(s)**Position:** Intern/Volunteer**Position Type:** As Needed**Pay Range:** TASND**Pay Type:** Hourly**Base Rate:** \$0.00**Annualized Pay:** \$0.00**Funds Codes:** 30- Health Department/400- Health Department General**Supervisor:** Breva Spencer**Department Head:** Julie Gibbs

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2024-07 HD BWilkinson EAF (14937 : Employee Action Form (Green Sheet))



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
July 29, 2024**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Chair](#)

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

1. Riley County Trash Services Extension of Contract with Howie's Enterprises, Inc.

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Clancy Holeman, Counselor/Director of Administrative Services

2. Administrative Work Session

9:30 AM

Press Conference

3. Primary Election Tuesday, August 6th (2 minutes)

9:40 AM

Amanda Webb, Planning/Special Projects Director

4. LEPP Grant

9:55 AM

Elizabeth Ward, Human Resources Director

5. Human Resources update

10:10 AM

John Ellermann, Public Works Director/County Engineer

6. CiCo Dog Park
7. CPE Windows Architect Quote

10:45 AM

Board of County Commissioners

8. Executive session for preliminary discussions relating to the

Attachment: 07-29-24 tentative agenda (14221 : Tentative Agenda)

acquisition of real property

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: 07-29-24 tentative agenda (14221 : Tentative Agenda)



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

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

Cindy Kabriel
785-565-6200

**Leonardville Community Building, 118 N.
Erpelding**

6:30 PM

[District 1 – John Ford, Chair](#)

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

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

6:30 PM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

Review Minutes

Review Tentative Agenda

Press Conference Topics

7:00 PM

Josh Gering, EMS/Ambulance Assistant Director

1. Leonardville EMS/Ambulance Station update

7:15 PM

Michael Boller, Noxious Weed Director

2. Staff update

7:30 PM

Clancy Holeman, Counselor/Director of Administrative Services

3. Administrative 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: 08-01-24 tentative agenda (14221 : Tentative Agenda)



COUNTY CLERK & ELECTIONS
Staff Update

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

STAFF REPORT

FROM: Vivienne Leyva, Public Information Officer
MEETING: July 25, 2024
SUBJECT: Monthly Communications Update
PRESENTER: Vivienne Leyva, Public Information officer

RECENT EVENTS

Ashland Bottoms Fire Station #102

On July 19, Riley County hosted a dedication ceremony for the new volunteer fire station at 4928 McDowell Creek Road. Elected officials, local media, volunteer firefighters, and community members gathered to celebrate the new addition to our district. The event was covered by WIBW, KMAN, and the Manhattan Mercury.

CrowdStrike Software Outage

Thankfully, Riley County did not lose service during the global software outage. However, Kansas Department of Revenue software was affected and the Treasurer's Office was unable to process vehicle transactions and drivers' licenses for a brief period. Treasurer's staff were quick to bring me into the loop so I could help them communicate with the public. Using their scheduling system, they were able to directly notify any customers who had appointments. As of Tuesday, all the systems were back up and working, and staff helped create a brief video to celebrate.

TRAINING

AV Training Exercise

This annual training focuses on streamlining interagency cooperation during crisis. The annual full-scale exercise has taken place for the past 10 years and offers a unique opportunity for emergency responders to work together. Some years feature a communications component, but this year I simply attended as an observer.

KAC Training from the Heart of America Joint Terrorism Task Force

FEMA Training: When Minutes Matter: All - Hazard Alert and Warning Communications Technical Assistance Workshop

Upcoming Training: KAC Implementing County Web Accessibility Standards

The new law on web accessibility standards for county governments, finalized by the U.S. Department of Justice, mandates that state and local government websites and mobile applications comply with the Web Content Accessibility Guidelines (WCAG) 2.1 Level AA. This ensures that digital content is accessible to people with disabilities. The rule provides clear standards and requires compliance within two years for governments serving over 50,000 people and within three years for those serving fewer. I hope to learn more and collaborate with the Counselor's Office and IT Department to implement best practices.

EDUCATION CAMPAIGNS - July and August

Vector-borne illness, Fentanyl awareness, smoking cessation, heat safety, lithium-ion battery safety, musk thistle, voter education, and more.

Spanish is the second most popular language in Riley County and 1.73% of households in Riley County have limited English according to FEMA's Resiliency Analysis Planning Tool. To communicate with Spanish-speaking residents, I am designing graphics in Spanish and English when possible.

Noxious Weeds

Michael Boller, Director of the Noxious Weed/Household Hazardous Waste Department was the KSNT guest this month. I am working with him on mass communication to educate the public and landowners about their role in controlling noxious weeds and the resources available to help.

Solid Waste Division - Riley County Fair

Members of the Solid Waste Committee will be staffing a booth at the fair this year to educate people about the importance of recycling, the dangers of throwing away lithium-ion batteries, and general good practices for disposing of waste. I helped design materials including a new sign to help draw attention to the booth.

Election education videos - coming soon!

I am working with Elections Staff on an education campaign focused on young voters. Starting this week, we will film short videos to teach people the basics of voter registration and participation. Susan Boller developed content and Elections Intern Addison Morgan will deliver the messages.

COMMUNICATION GOALS

Building and Maintaining Trust

Be open and honest in all communications. Share as much information as possible about government actions, decisions, and processes. This helps build trust with the community.

Combating Misinformation

Get ahead of misinformation by proactively sharing accurate information. Anticipate areas where misinformation is likely to arise and address them in advance.

Adapting to the Changing Media Landscape

Use a variety of communication channels to reach different segments of the population. This includes social media, websites, email newsletters, community bulletin boards, and direct mail.

Enclosures:

- 7-25-2024 Communicataions Update for BoCC (PDF)



COMMUNICATIONS UPDATE

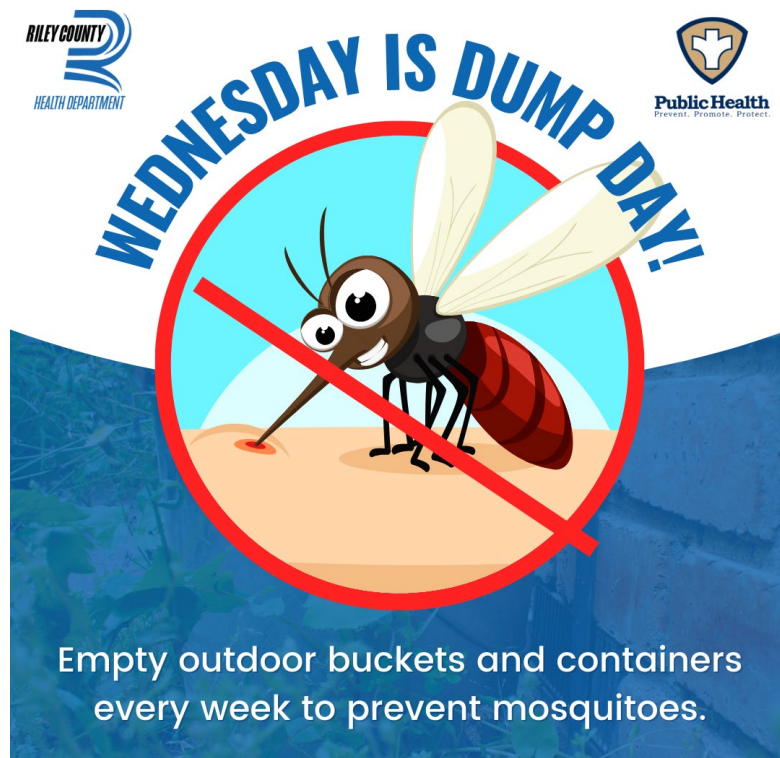
July 25, 2024

Vivienne Leyva, Public Information Officer

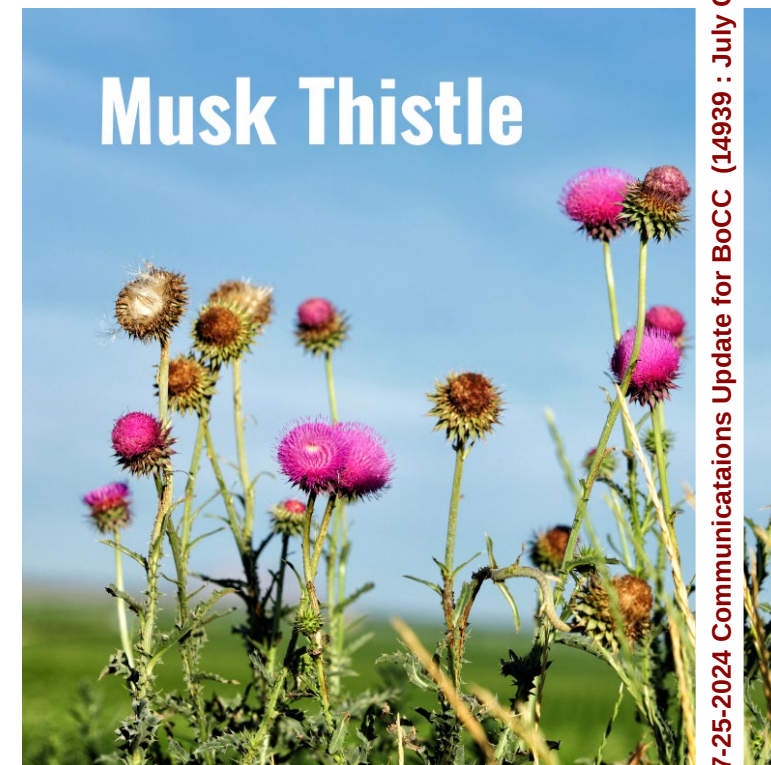


VOLUNTEER FIRE STATION #102 ASHLAND BOTTOMS

EDUCATION CAMPAIGNS



EDUCATION CAMPAIGNS



KSNT – MUSK THISTLE

RILEY COUNTY NOXIOUS WEED DEPARTMENT



Attachment: 7-25-2024 Communicataions Update for BoCC (14939 : July Communications

EN ESPAÑOL TAMBIEN

¡CALOR PELIGROSO HOY!

¡MIRA DETRÁS!

NUNCA DEJES NIÑOS O ANIMALES EN
UN VEHÍCULO

SEGURIDAD CONTRA EL CALOR

**SIRENA DE ADVERTENCIA
PRUEBA HOY**

www.RileyCountyKS.gov/ALERT





MULTI-AGENCY TRAINING

Riley County Social Media

Facebook
Followers

RCEMS: 4,191 (+21)

Change
Since
April

RCEM: 4,754 (+11)

RC: 3,309 (+40)

RCHD: 12,701 (-29)

RCFD#1: 4,666 (-2)

June 2024 Website Information

- 32,734 Users

- Popular Pages

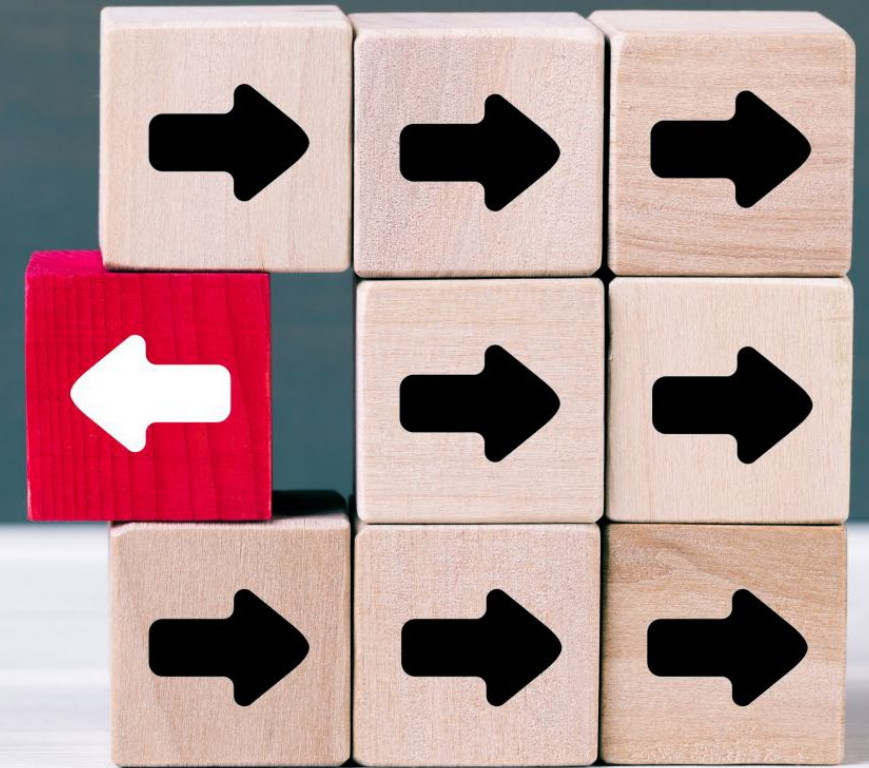
1. Homepage
2. Search
3. Drivers Licenses
4. News
5. District Court
6. Treasurer Motor Vehicle
7. Court Dockets
8. Fentanyl and Opioid Awareness
9. FAQ
10. Motor Vehicle

BUILDING AND MAINTAINING TRUST

Be open and honest in all communications. Share as much information as possible about government actions, decisions, and processes. This helps build trust with the community.

COMBATING MISINFORMATION

Get ahead of misinformation by proactively sharing accurate information. Anticipate areas where misinformation is likely to arise and address them in advance.



ADAPTING TO THE CHANGING MEDIA LANDSCAPE

Use a variety of communication channels to reach different segments of the population. This includes social media, websites, email newsletters, community bulletin boards, and direct mail.



PLANNING & DEVELOPMENT
Public Hearing

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

COMMISSION AGENDA REPORT

FROM: Bob Isaac

MEETING: July 25, 2024

SUBJECT: Special Use Authorization to allow for the construction, operation and maintenance of a 300,000 gallon rural water district water tower.

PRESENTER: Bob Isaac

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 July 8, 2024, the Riley County Planning Board unanimously forwarded a recommendation of approval of the request to the Board of County Commissioners as it was determined that it meets the minimum requirements of the Riley County Land Development Regulations and Riley

County Sanitary Code. The Board recommended that the request be approved conditioned upon the following:

1. The parking area for the tower shall consist of and be maintained with all-weather surfacing; and
2. No portion of the site shall be used for the storage of equipment, vehicles, materials or supplies except during construction.

Staff recommends the Board of County Commissioners approve the request for Special Use Authorization to allow for the construction, operation and maintenance of a 300,000 gallon rural water district water tower, as per the recommendation of the Riley County Planning Board and the reasons listed in the staff report.

POSSIBLE MOTION(S)

ACTION NEEDED:

- . Motion to approve Resolution 072524-_____ approving the request for a Special Use Authorization to allow for the construction, operation and maintenance of a 300,000 gallon rural water district water tower, as it has been determined that it meets the minimum requirements of the Riley County Land Development Regulations and the Riley County Sanitary Code.
Or
- . Motion to sign Resolution 072524-_____ denying the request for a Special Use Authorization to allow for the construction, operation and maintenance of a 300,000 gallon rural water district water tower, as it has been determined that it does not meet the minimum requirements of the Riley County Land Development Regulations and/or the Riley County Sanitary Code.
Or
- . Motion to “table” the request to a date certain to allow time for the applicant to submit revisions to the proposed site plan in order to eliminate or minimize any potential adverse impact upon other property in the area or to carry out the general purpose and intent of the Riley County Land Development Regulations.

ATTACHMENT(S):

- Staff report
- Maps
- Excerpt of Planning Board minutes

Enclosures:

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



PLANNING & DEVELOPMENT

STAFF REPORT

Special Use

PETITION: #24-030

APPLICANT: Riley County Rural Water District #1
2616 Eureka Terrace
Manhattan, KS 66503

PROPERTY OWNER: Board of Commissioners of Riley County
110 Courthouse Plaza
Manhattan KS 66502-0125

REPRESENTATIVE: Jared Brooks - Schwab Eaton
5410 Ledge Stone Drive
Suite 100 Manhattan, KS 66503

REQUEST: A Special Use Authorization to allow for the construction, operation and maintenance of a 300,000 gallon rural water district water tower.

SIZE OF TRACT: The subject site is approximately .52 acres.

LOCATION: Generally located approximately 1860 feet west of the intersection of Tuttle Creek Boulevard and Thomas Wiard Road, on the south side of Tuttle Creek Boulevard; Section 21, Township 9 South, Range 7 East; Wildcat Township.

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



BACKGROUND: Rural Water District #1 has two towers to service its customers: a north tower, located at Tuttle Creek Shooting Park on Tuttle Creek Boulevard, and a south tower, located along Wildcat Creek Road, west of Saddle Rock Road. According to officials of the district, capacity has been dwindling over the past decade and is well below what is recommended by the Kansas Department of Health and Environment (KDHE). Realizing that measures were needed to increase capacity for the district and meet KDHE's standards, the district began planning for a new tower approximately 10 years ago. The district realized that the south tower needed to be replaced (due to corrosion) and an additional tower would be needed for the north portion of the district. The search began for available land to lease or purchase a few years ago. Though unsuccessful in locating an appropriate site which would allow the district to use existing lines along a certain corridor, discussions were had with the County Engineer and the Board of County Commissioners regarding locating the new tower on the Parks & Emergency Management Maintenance Facility site. The Board of County Commissioners agreed to grant an easement and enter into a long-term agreement with RWD #1 for the new tower, following approval of a Special Use Authorization. The new tower will be used in conjunction with the existing north tower (Tuttle Creek Shooting Park) while the south tower along Wildcat Creek Road will be replaced in place. The overall goal is to double capacity for existing and future customers of the district.

DESCRIPTION:

Physical site characteristics: The parent tract is developed with three (3) county buildings. The majority of the tract is undeveloped grassland that slopes gently toward the south and southeast.

General character of the area: The general character of the area is a mix of industrial shops and pastures.

ZONING:

Zoning History: The property has been zoned agricultural since 1958. In June of 2006, a Special Use Authorization was approved for the Riley County Parks & Emergency Management Maintenance Facility. In January 2010, the subject property was included with other nearby tracts of land for an approved Special Use Authorization to allow seven (7) non-commercial wind turbines (Wind Energy Conversion Systems). Later that year (September), a variance was approved to allow the increase of the maximum height for a wind turbine from 150 feet to 160 feet.

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

RILEY COUNTY LAND DEVELOPMENT REGULATIONS:

According to Section 3.6 Special Uses of the Riley County Land Development Regulations,

“the review authority may recommend approval or denial of a special use. A special use may be approved only upon an affirmative finding by the BOCC that all of the following criteria have been met”:

1. The proposed special use complies with the intent of the comprehensive plan and any specific provisions of these Regulations;

Staff analysis: Although the goal of Rural Character is “To promote development that is compatible with the rural character of Riley County”, much of the existing rural development within the district connected to rural water depend on the reliability of the district's system. The purpose of the project is to enhance the overall reliability of the system by increasing water storage and decreasing service interruptions during periods

of peak usage and emergencies. It will also allow for additional growth immediately northwest of Manhattan and throughout Riley County. The intent of the Plan was to minimize residential, commercial and industrial development in the rural areas of the county, not to restrict public utilities from maintaining or updating their equipment and services.

2. The proposed use in its proposed location will not have a substantial adverse impact on the public health, safety, or general welfare;
Staff analysis: The tower is located in an area of commercial and industrial uses, with the nearest residence approximately 1215 feet from the proposed site. The proposed water tower will not create trash, hum or other noise, pollute the air or groundwater, nor have distracting movement.
3. The proposed use will not cause substantial injury to the value of other property in the vicinity;
Staff analysis: There is no evidence brought forth that the proposed use will cause substantial injury to the value of other property in the vicinity of the site.
4. The proposed location for the special use has adequate access routes designed to prevent traffic hazards and minimize traffic congestion, and that the proposed use will not result in premature deterioration of road infrastructure;
Staff analysis: Access to the site will be via an existing entrance from Tuttle Creek Boulevard that serves the Park & EM Maintenance buildings. The tower will be unmanned, with maintenance occurring as needed; thus, the proposed water tower will not generate traffic congestion.
5. Adequate public safety, transportation, and utility facilities/services will be available to serve the subject property while maintaining adequate levels of service for existing development;
Staff analysis: As mentioned previously, the primary intent of the project is to improve the level of service for the existing and future development in the district. Additionally, two (2) fire hydrant connections will be included with the project for fire protection. The proposed water tower will be connected to the District's existing water distribution system "north" of the tower. The District's existing distribution system shares an easement with a portion of the existing overhead electric easement. As such, a portion of the water line installation will occur within that easement and the easement shared with the District. The water line connection is slated to occur approximately 20 feet from Sunflower Electric's nearest pole. The buried water line will include tracer wire and the contractor will be required to perform utility locates and notifications prior to ground disturbance.
6. The proposed use is compatible with adjacent uses in terms of scale, site design, and operating characteristics (i.e., hours of operation, traffic generation, lighting, noise, odor, dust, and other external impacts).
Staff analysis: The applicant has provided a site plan showing how the proposed tower will integrate with other uses on the site.

COMMENTS AND CONCERNS:

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

COUNTY ENGINEER: The County Engineer has reviewed the request and reported that Public Works has no issues with this site plan. The County Engineer also waived the traffic and stormwater drainage studies.

EMERGENCY MANAGEMENT: Riley County Deputy Fire Chief Doug Russell has reviewed the request and reported that RCFD #1 has no issues with any easements or the special use for this water tower. He said RCFD would require access to install a water hydrant or Rural Water pre-install a hydrant off of the pavement for us.

TOWNSHIP TRUSTEE: A Development Review Memo was sent to Wildcat Township; no response was received.

RILEY COUNTY PLANING BOARD:

On July 8, 2024, the Riley County Planning Board unanimously forwarded a recommendation of approval of the request to the Board of County Commissioners as it was determined that it meets the minimum requirements of the Riley County Land Development Regulations and Riley County Sanitary Code. The Board recommended that the request be approved conditioned upon the following:

1. The parking area for the tower shall consist of and be maintained with all-weather surfacing;
2. No portion of the site shall be used for the storage of equipment, vehicles, materials or supplies except during construction;

STAFF RECOMMENDATIONS: Staff recommends approval of the request for a special use authorization to allow for the construction, operation and maintenance of a 300,000 gallon rural water district water tower, based on the following findings:

- The proposed water tower will enhance the overall reliability of the system by increasing water storage and decreasing service interruptions during periods of peak usage and emergencies;
- The proposed water tower will not pollute air, land or water, or produce dust, fumes, odors, smoke or vibration; and
- It has been determined that the request meets the requirements of the Riley County Land Development Regulations and the Riley County Sanitary Code, and is in general conformance with the Comprehensive Plan.

POSSIBLE MOTION(S)

ACTION NEEDED:

- A. Motion to approve Resolution 072524-_____ approving the request for a Special Use Authorization to allow for the construction, operation and maintenance of a 300,000 gallon rural water district water tower, as it has been determined that it meets the minimum requirements of the Riley County Land Development Regulations and the Riley County Sanitary Code.

Or

- B. Motion to sign Resolution 072524-_____ denying the request for a Special Use Authorization to allow for the construction, operation and maintenance of a 300,000 gallon rural water district water tower, as it has been determined that it does not meet the minimum requirements of the Riley County Land Development Regulations and/or the Riley County Sanitary Code.

ATTACHMENTS:

- Vicinity/site map
- Surrounding zoning map
- Fire Station map
- Site plan

Prepared by: Bob Isaac, Planner
July 9, 2024



VICINITY AND SITE

Rural Water District #1

#24-030
Special Use

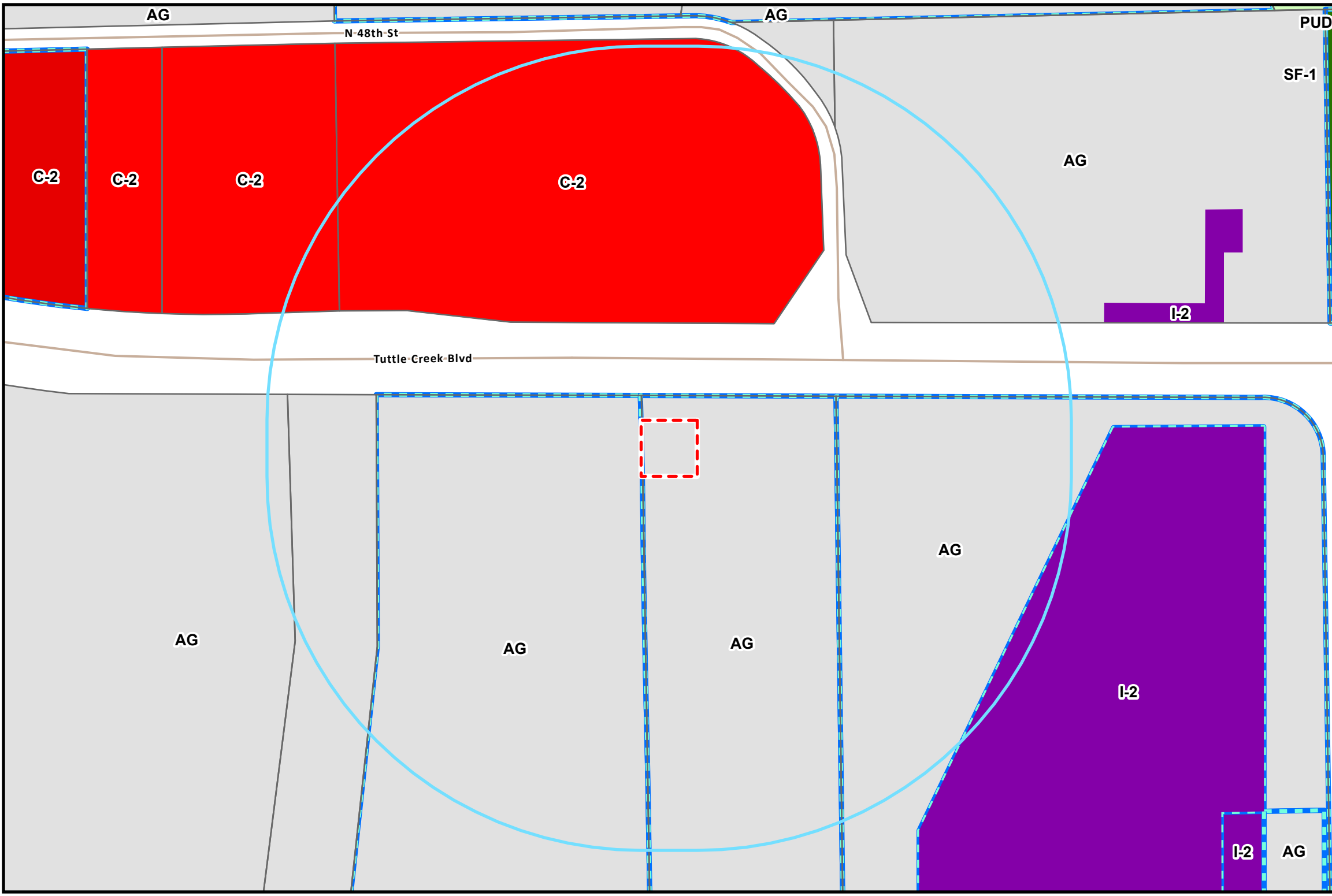
To construct and operate a 300,000 gallon rural water district water tower

21-9-7

-  1000' Buffer
-  Site



Attachment: Staff Report (14912 : Special Use for a 300,000 Water Tower)





12.a

SURROUNDING ZONING

Rural Water District #1

#24-030
Special Use

To construct and operate a 300,000
gallon rural water district water tower

21-9-7

 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 (14912 : Special Use for a 300,000 Water Tower)



FIRE STATIONS

Rural Water District #1

#24-030
Special Use

To construct and operate a 300,000
gallon rural water district water tower

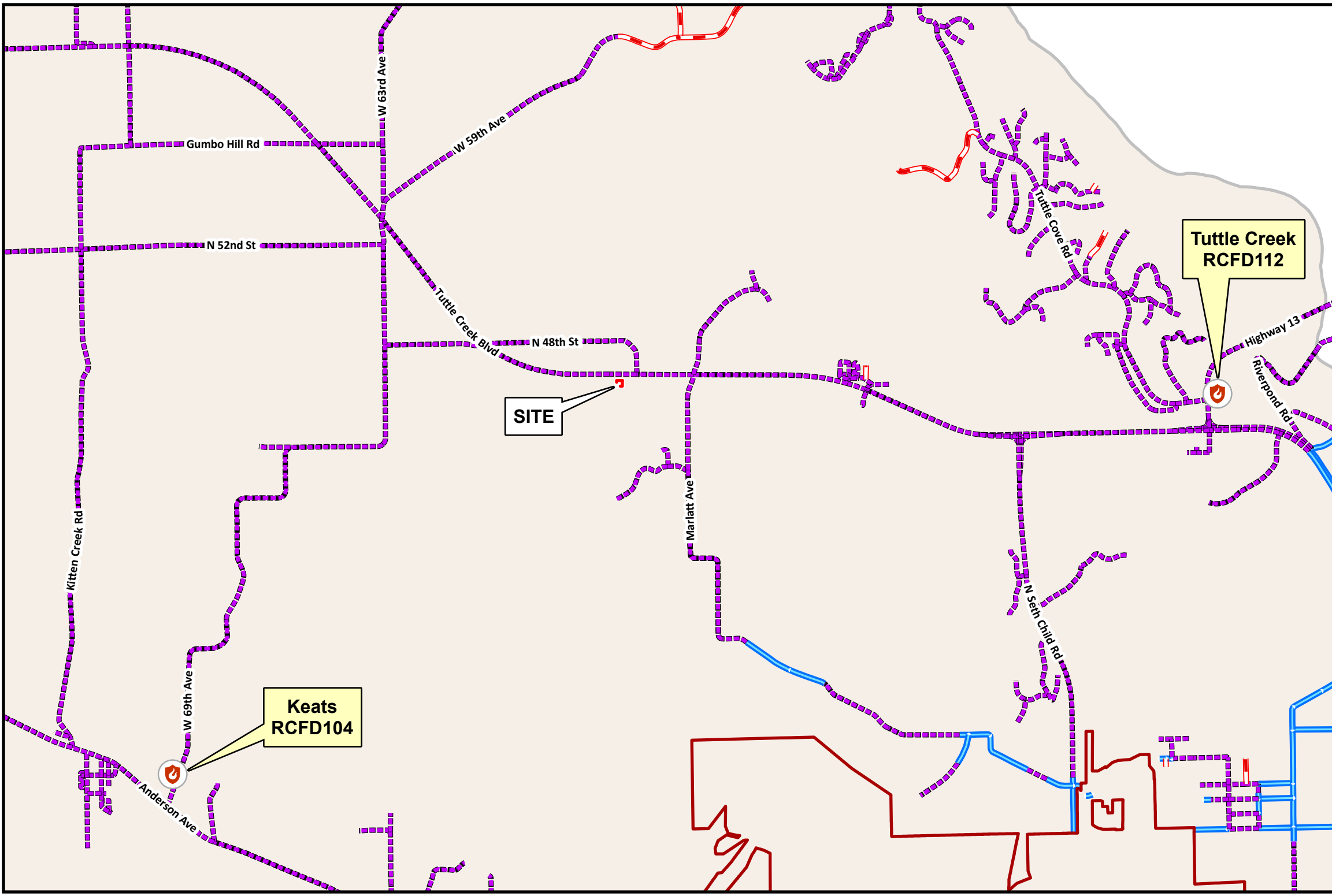
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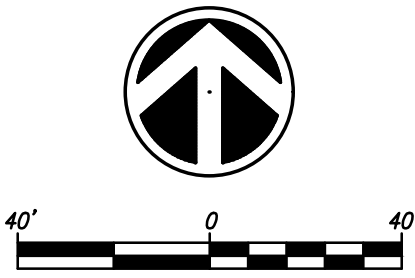
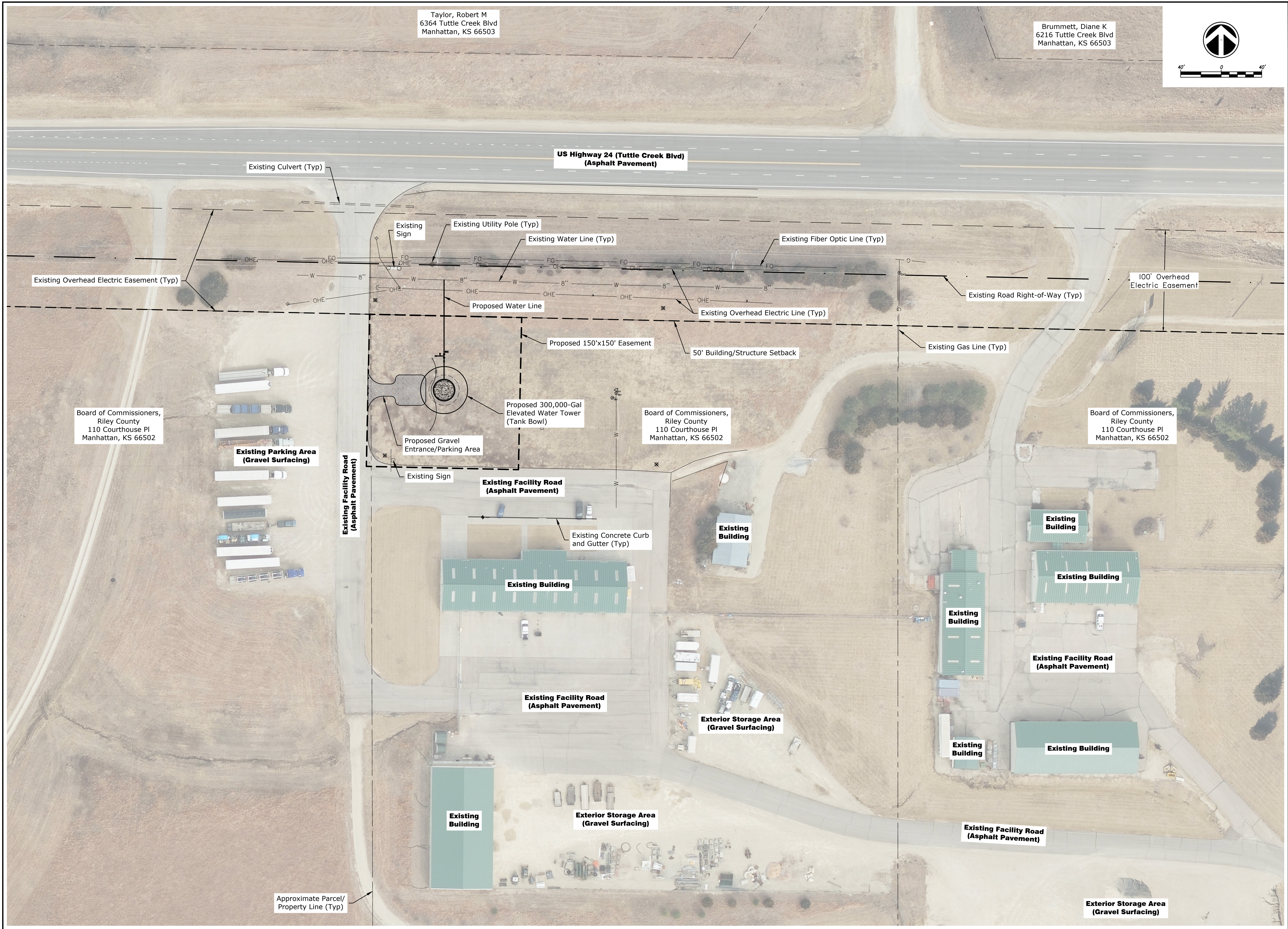
 Fire Stations

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 (14912 : Special Use for a 300,000 Water Tower)





PRELIMINARY
NOT FOR
CONSTRUCTION



Water Storage Improvements
Riley County RWD No. 1

Revisions:

Date:	April 2024
Schwab-Eaton Project Number:	22.054
Drawn By:	TS
Checked By:	JB

Sheet Name:
Overall Site Plan

Sheet No.:
F1.0

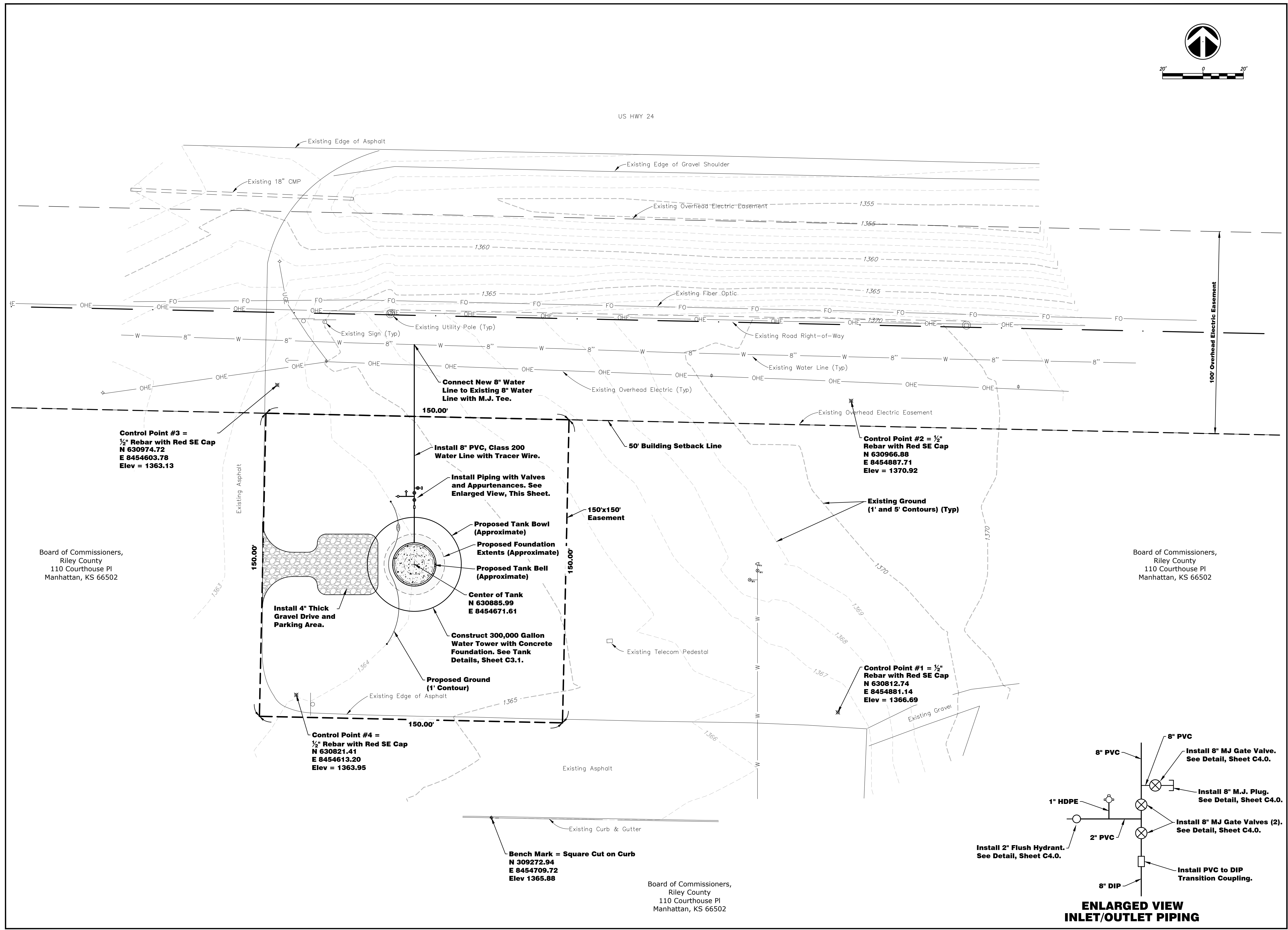
PRELIMINARY
NOT FOR
CONSTRUCTION



Water Storage Improvements
Riley County RWD No. 1

Revisions:
Date: April 2024
Schwab-Eaton Project Number: 22.054
Drawn By: TS
Checked By: JB

Sheet Name: Detailed Site Plan
Sheet No.: F2.0



PRELIMINARY
NOT FOR
CONSTRUCTION



Water Storage Improvements
Riley County RWD No. 1

Attachment: Staff Report (14912 : Special Use for a 300,000 Water Tower)

Revisions:

Date:
April 2024

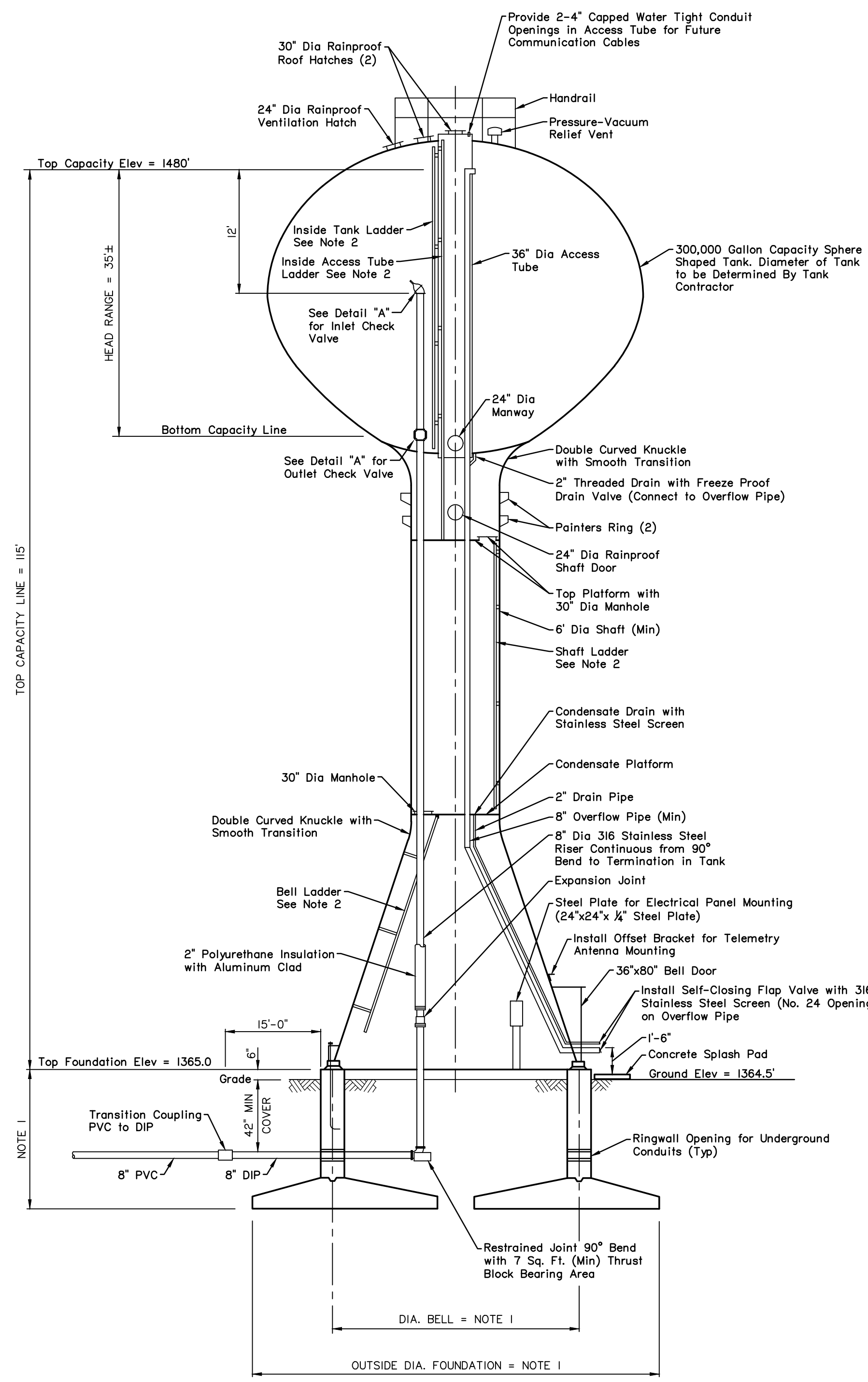
Schwab-Eaton
Project Number:
22.054

Drawn By:
TS

Checked By:
JB

Sheet Name:
Water Tower
Details

Sheet No.:
F3

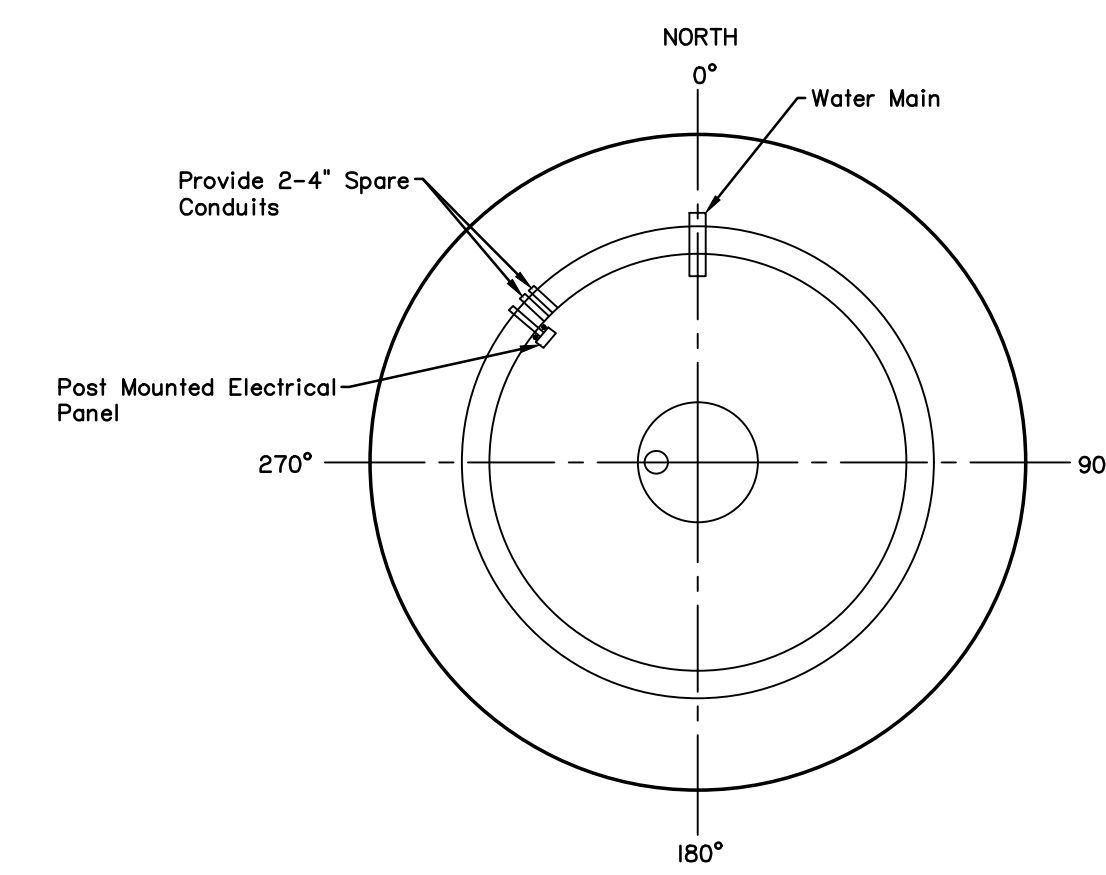


ELEVATION

Notes: The design of the concrete foundation shall be the responsibility of the Contractor and shall be designed in accordance with the Project Specifications and Geotechnical Engineering Recommendations.

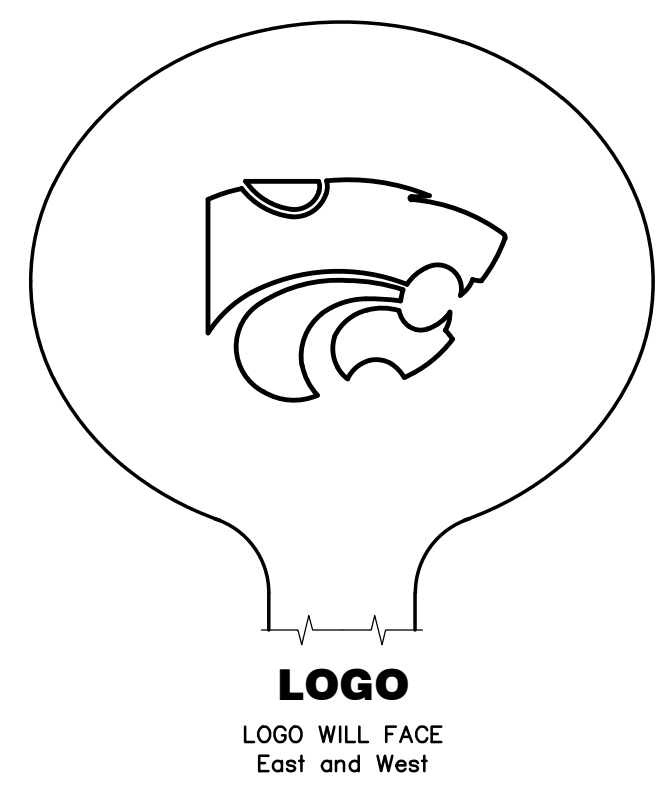
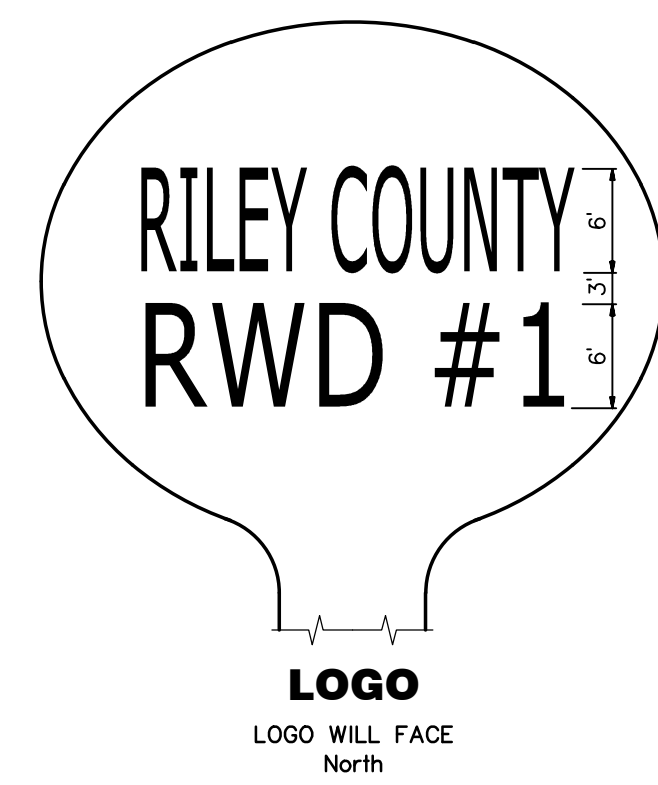
GENERAL NOTES

- 1. Diameter of support bell and dimensions of foundation shall be determined by the tank contractor based upon the specified soil bearing and related recommendations in the geotechnical engineering report.
- 2. When ladder height requires, a ladder safety device meeting OSHA standards shall be provided.
- 3. Opening in ringwall shall provide clearance for flanged pipe. Opening shall be a nominal one inch larger than flange diameter. Do Not grout or caulk around pipe.

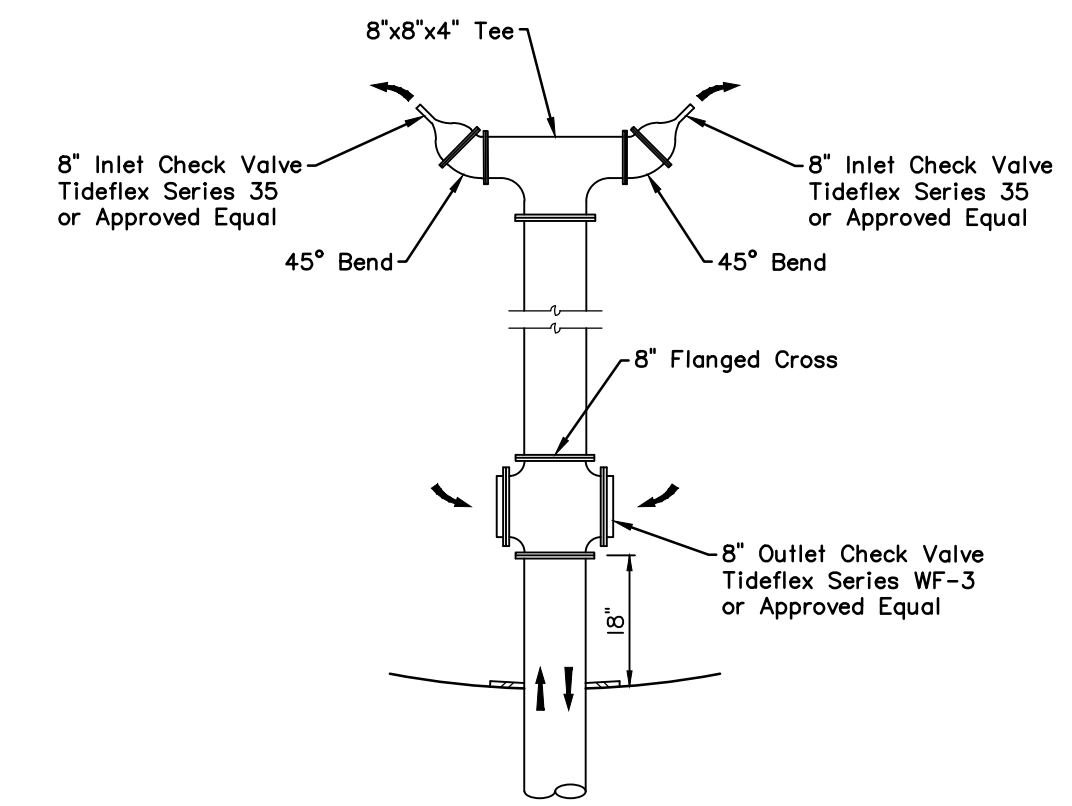


ORIENTATION PLAN

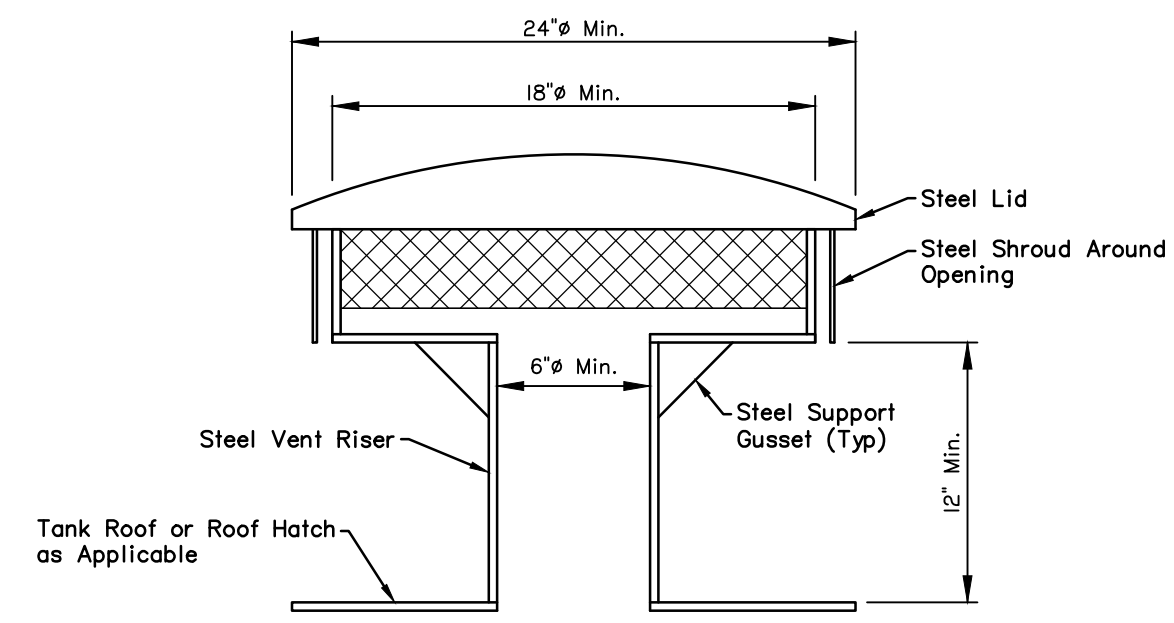
AZIMUTH	DESCRIPTION
0°	NORTH ARROW
0°	SIGN/LOGO
0°	WATER MAIN
90°	SIGN/LOGO
135°	OVERFLOW
270°	PEDESTAL DOOR
270°	SIGN/LOGO
315°	ELECTRIC ENTRANCE, ELECTRIC PANEL AND CONTROL WIRE



Notes: Match logo's on existing water tower located at 6364 Tuttle Creek BLVD, Manhattan, KS

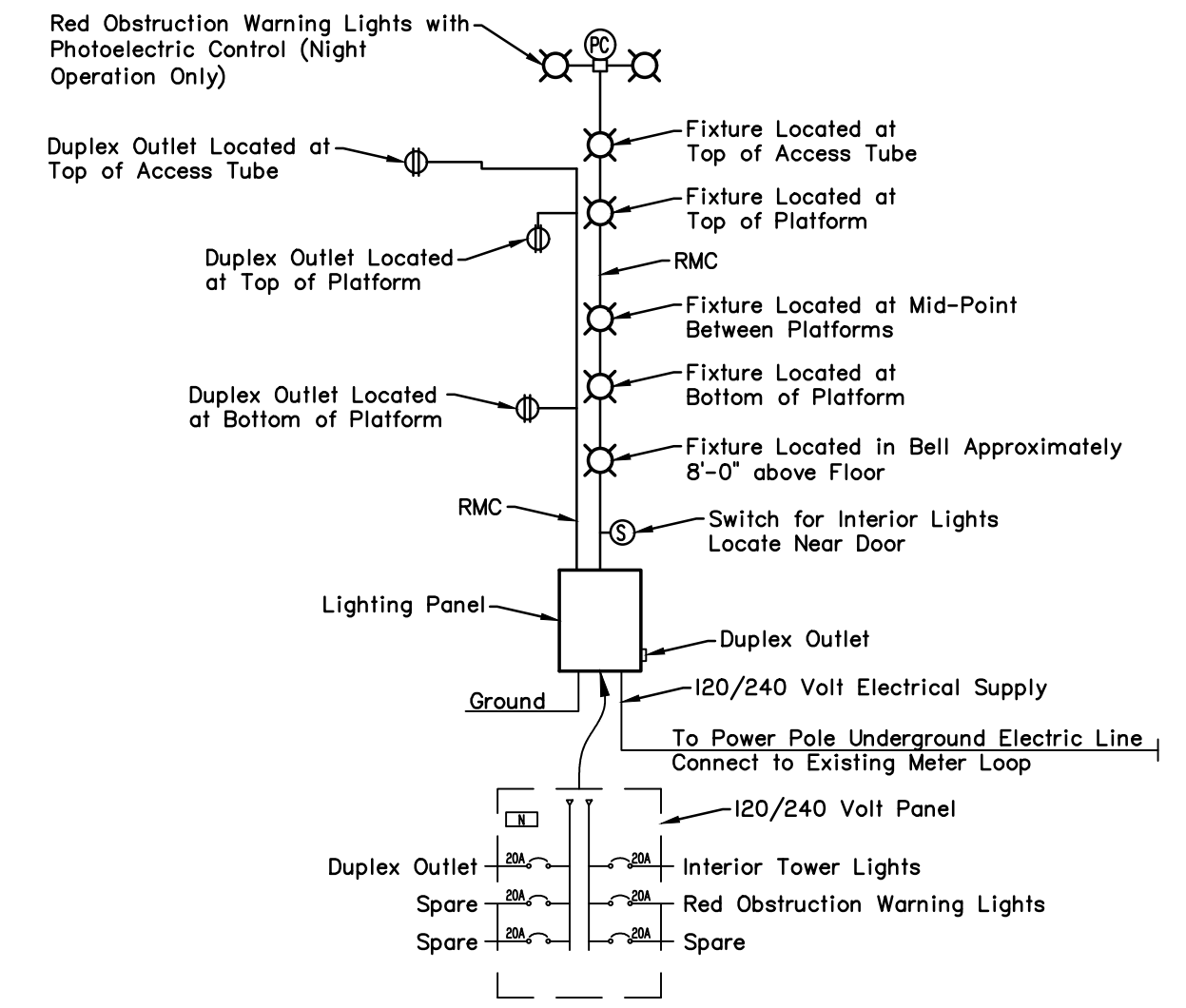


DETAIL "A"



TANK VENT DETAIL

- Note:
- 1. The Tank Vent May be Contractor's Standard Design as Long as it Complies with AWWA D 100, KDI's Minimum Standards of Design and the Project Specifications.
 - 2. The Tank Vent Shall Incorporate a pressure-vacuum relief mechanism that will allow the operation of the vent in the event that the screen become clogged or frost over.
 - 3. The Tank Vent Shall Incorporate No. 16 bronze or stainless steel mesh screen to prevent the entrance of birds, animals and insects.



ELECTRICAL SCHEMATIC

EXCERPT OF MINUTES

RILEY COUNTY PLANNING BOARD

July 8, 2024

Page 1

Riley County Rural Water District #1 – Special Use

Chairman Wienck opened the public hearing at the request of the Riley County Rural Water District #1, petitioner, and the Board of Commissioners of Riley County, owners, for a request for a Special Use Authorization to allow for the construction, operation and maintenance of a 300,000-gallon rural water district water tower for a tract of land located in Wildcat Township, Section 21, Township 9 South, Range 7 East, in Riley County, Kansas.

Mr. Isaac explained Rural Water District #1 has two towers to service its customers: a north tower, located at Tuttle Creek Shooting Park on Tuttle Creek Boulevard, and a south tower, located along Wildcat Creek Road, west of Saddle Rock Road. He said according to officials of the district, capacity has been dwindling over the past decade and is well below what is recommended by the Kansas Department of Health and Environment (KDHE). He said the District stated that they were unsuccessful in locating an appropriate site which would allow the district to use existing lines along a certain corridor, so they entered into discussions with the County Engineer and the Board of County Commissioners to locate the new tower on the Parks & Emergency Management Maintenance Facility site. He said the Board of County Commissioners agreed to grant an easement and enter into a long-term agreement with RWD #1 for the new tower, following approval of a Special Use Authorization. Mr. Isaac stated the new tower will be used in conjunction with the existing north tower (Tuttle Creek Shooting Park) while the south tower along Wildcat Creek Road will be replaced in place. He said the District's overall goal is to double the capacity for existing and future customers of the district.

Staff recommended that the Planning Board forward a recommendation of approval to the Board of Commissioners of Riley County for a Special Use Authorization to allow for the construction, operation and maintenance of a 300,000-gallon rural water district water tower, based on the following findings:

- The proposed water tower will enhance the overall reliability of the system by increasing water storage and decreasing service interruptions during periods of peak usage and emergencies.
- The proposed water tower will not pollute air, land or water, or produce dust, fumes, odors, smoke or vibration; and
- It has been determined that the request meets the requirements of the Riley County Land Development Regulations and the Riley County Sanitary Code, and is in general conformance with the goals and objectives of the Comprehensive Plan.

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

Jared Brooks stated he is an engineer with Schwab-Eaton located at 5410 Ledge Stone Drive. He said he has been assisting Rural Water District #1. He explained that the district does have an existing 200,000-gallon capacity tank that serves this portion of their district which spans 85 square miles from Manhattan to Randolph. He said as of two or three years ago, there were 860 benefit units. He stated this is a very important project for the rural citizens of Riley County. He said since this original tower was built in 1985, the district has incurred over 40 years of

Attachment: RCPB Minutes (14912 : Special Use for a 300,000 Water Tower)

growth. Mr. Brooks explained you have to improve your facility use over 40 years' time to handle growth and additional growth.

There were no proponents or opponents.

Eric Peck moved to close the public hearing. Joe Gelroth seconded. Carried 5-0.

Eric Peck moved to forward a recommendation of approval of the request to the Board of County Commissioners as it was determined that it meets the minimum requirements of the Riley County Land Development Regulations and Riley County Sanitary Code. The Board recommended that the request be approved conditioned upon the following:

1. The parking area for the tower shall consist of and be maintained with all-weather surfacing.
2. No portion of the site shall be used for the storage of equipment, vehicles, materials or supplies except during construction.

Jack Platt seconded. Carried 5-0.

Mr. Isaac announced that the Board of County Commissioners would hear the request on July 25, 2024 at 9:50 am, in the County Commission Chambers.

RESOLUTION NO. 072524-**RESOLUTION AMENDING THE ZONING MAP OF RILEYCOUNTY
CONCERNING THE USE OF CERTAIN REAL ESTATE
LOCATED IN WILDCAT TOWNSHIP****SPECIAL USE AUTHORIZATION**

WHEREAS, pursuant to the provision of Section 3.16 of the Riley County Land Development Regulations, Riley County Rural Water District #1, petitioner, and Board Of Commissioners Riley County, property owner, have made application that an exception be granted to the Land Development Regulations, to permit a Special Use in the “AG” (Agricultural District) zoning district; and

WHEREAS, Riley County Planning Board, after appropriate notice, conducted a public hearing on said request on July 8, 2024;

WHEREAS, Riley County Planning Board has found that the requested Special Use will not be contrary to the public interest and that the spirit of the Land Development Regulations shall be observed, public safety and welfare secured, and substantial justice be done; and

WHEREAS, the Riley County Planning Board has found that all of the requirements have been met for this request; 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% of the total area, which is located within 1,000 feet of the boundaries of the property proposed for the Special Use, 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 COMMISSIONERS 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

Attachment: Resolution Approve (14912 : Special Use for a 300,000 Water Tower)

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.

1. The parking area for the tower shall consist of and be maintained with all-weather surfacing.
2. No portion of the site shall be used for the storage of equipment, vehicles, materials or supplies except during construction.

Section 2. A Special Use Authorization to allow for the construction, operation and maintenance of a 300,000-gallon rural water district water tower on the following described real estate in Riley County, Kansas:

A permanent and perpetual utility easement located in the Southwest One-Quarter (SW 1/4) of Section 21, 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 February 27, 2024, more particularly described as follows: Commencing at the Northwest Corner of said SW 1/4; Thence South 0°08'12" West (assumed bearing), 1042.05 feet along the West line of said SW 1/4; Thence South 89°51'48" East, 800.88 feet along a line perpendicular to the West line of said SW 1/4 to a point on the South line of the 100 feet wide electrical utility easement as described in RIGHT OF WAY EASEMENT recorded in Book 402, Page 272 in the Riley County Register of Deeds Office and the TRUE POINT OF BEGINNING; Thence South 88°45'54" East, 150.00 feet along the South line of said 100 feet wide electrical utility easement; Thence South 1°14'06" West, 150.00 feet; Thence North 88°45'54" West, 150.00 feet; Thence North 1°14'06" East, 150.00 feet to the POINT AND PLACE OF BEGINNING. Said tract contains 0.52 acres, more or less. Subject to all public roads, easements, reservation restrictions, covenants and conditions, if any, now of record.

is hereby granted by the Board of Commissioners of Riley County, Kansas, and that the Riley County Official Zoning Maps shall be changed to reflect the amendment, that the original resolution incorporating said official maps by reference is hereby amended and that said official maps 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 25th 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 Approve (14912 : Special Use for a 300,000 Water Tower)

RESOLUTION NO. 072524-**RESOLUTION DENYING CHANGING THE ZONING MAP OF RILEY COUNTY
CONCERNING THE USE OF CERTAIN REAL ESTATE
LOCATED IN WILDCAT TOWNSHIP****SPECIAL USE AUTHORIZATION**

WHEREAS, pursuant to the provision of Section 3.16 of the Riley County Land Development Regulations, Riley County Rural Water District #1, petitioner, and Board of Commissioners of Riley County, owner(s), have made application that an exception be granted to the Land Development Regulations, to permit a Special Use in the AG (Agricultural District) zoning district.

WHEREAS, Riley County Planning Board, after appropriate notice, conducted a public hearing on said request on July 8, 2024;

WHEREAS, Riley County Planning Board has found that the requested Special Use will not be contrary to the public interest and that the spirit of the zoning regulations shall be observed, public safety and welfare secured, and substantial justice be done; and

WHEREAS, the Riley County Planning Board has found that all of the requirements have been met for this request.

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;

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% of the total area, which is located within 1,000 feet of the boundaries of the property proposed for the Special Use, 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 COMMISSIONERS 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. It was determined that such application be subject to the following conditions:

1. The parking area for the tower shall consist of and be maintained with all-weather surfacing.
2. No portion of the site shall be used for the storage of equipment, vehicles, materials or supplies except during construction.

Section 2. A Special Use Authorization to allow for the construction, operation and maintenance of a 300,000-gallon rural water district water tower. on the following described real estate in Riley County, Kansas:

A permanent and perpetual utility easement located in the Southwest One-Quarter (SW 1/4) of Section 21, 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 February 27, 2024, more particularly described as follows: Commencing at the Northwest Corner of said SW 1/4; Thence South 0°08'12" West (assumed bearing), 1042.05 feet along the West line of said SW 1/4; Thence South 89°51'48" East, 800.88 feet along a line perpendicular to the West line of said SW 1/4 to a point on the South line of the 100 feet wide electrical utility easement as described in RIGHT OF WAY EASEMENT recorded in Book 402, Page 272 in the Riley County Register of Deeds Office and the TRUE POINT OF BEGINNING; Thence South 88°45'54" East, 150.00 feet along the South line of said 100 feet wide electrical utility easement; Thence South 1°14'06" West, 150.00 feet; Thence North 88°45'54" West, 150.00 feet; Thence North 1°14'06" East, 150.00 feet to the POINT AND PLACE OF BEGINNING. Said tract contains 0.52 acres, more or less. Subject to all public roads, easements, reservation restrictions, covenants and conditions, if any, now of record.

Section 3. The request was found to be inconsistent with one or more of the following criteria, as similarly set forth in Golden v. City of Overland Park, 224 K. 591, 584 P.2d 130 for rezoning:

- a. The request is compatible with the character of the neighborhood.
- b. The request is compatible with the zoning and uses of properties nearby.
- c. The subject property is not suitable for the uses allowed by the request.
- d. Removal of the current restrictions by approving the request 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 the request is not as great as the hardship imposed upon the individual landowner.
- g. The request is consistent with the recommendations of permanent or professional staff.
- h. The request conforms to the adopted comprehensive plan.
- i. The request will not detrimentally affect the conservation of the natural resources of the County.
- j. The request will result in the efficient expenditure of public funds.

- k. The request will promote the health, safety, convenience, prosperity and general welfare of the inhabitants of the County.
- l. The request is consistent with the recommendation of the Planning Board.

Section 4. Referencing the above criteria, it was determined that the request be DENIED for the following reasons:

- 1. None

Thus, the request is hereby denied by the Board of Commissioners of Riley County, Kansas, and that the Riley County Official Zoning Maps shall not be changed to reflect the proposed amendment.

DENIED this 25th 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 Deny (14912 : Special Use for a 300,000 Water Tower)