



**Board of Riley County
Commissioners
Regular Meeting
Agenda
August 02, 2021**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Chair](#)

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Business Meeting

3. A Resolution Amending Fairmont Heights Sewer Benefit District Resolution No 072621-30
4. Letter in Support of Konza Prairie Community Health Center's (Konza) Service Area Competition Grant Application
5. Action on Portable Communication Device Allowance Form(s)
6. Sign Riley County Personnel Action Form(s)

Review Minutes

7. Board of Riley County Commissioners - Regular Meeting - Jul 26, 2021 8:30 AM

Review Tentative Agenda

8. Tentative Agenda

Press Conference Topics

9. Discuss Press Conference

9:00 AM

Craig Cox, Deputy County Counselor

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

9:20 AM

Bob Isaac, Planner

12. Public Hearing to Consider a Special Use Authorization to allow for the construction and operation of a 750-KW commercial solar energy conversion system.

9:30 AM**Press Conference**

13. Presentation of Riley County Fire District Volunteer Retirement Plaque to Don Nelson - John Ford (3-5 minutes)
14. RCPD update - Captain Greg Steere (3-5 minutes)
15. Public Notice - Alvin Perez (1-2 minutes)
16. USD 383 Primary Election - Rich Vargo (1-2 minutes)

9:50 AM**Elizabeth Ward, Human Resource Manager**

17. Personnel Manual Update

10:00 AM**Russel Stukey, Emergency Management Director**

18. Present Monthly Staff time report

10:15 AM**Tami Robison, Budget and Finance Officer**

19. 2022 Budget Work Session

10:35 AM**Barry Wilkerson, Attorney**

20. Request to fill open position - Office Assistant II

10:45 AM**John Ellermann, Public Works Director/County Engineer**

21. Draft Sales Tax Presentation
22. City of Manhattan Water Booster Station Project

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
COUNSELOR/ADMINISTRATIVE
SERVICES**
Project Update

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

COMMISSION AGENDA REPORT

FROM: Jana Chingway, Senior Legal Assistant

MEETING: August 2, 2021

SUBJECT: A Resolution Amending Fairmont Heights Sewer Benefit District
Resolution No 072621-30

PRESENTER: Craig D. Cox, Deputy County Counselor

DISCUSSION

The amendments made to the Fairmont Heights Sewer Benefit District Resolution were adding the legal descriptions for each property, as requested by the Register of Deeds office and clarifying the assessment method as per owner, not per lot, resulting in listing the cost of the assessment as "\$.00" for the three vacant lots that did not to receive the improvements within the district.

RECOMMENDATION

Counsel recommends that the Board approve the Resolution as written.

Enclosures:

- RESOLUTION NO 080221- (DOCX)

RESOLUTION NO. 080221-

AMENDING RESOLUTION NO. 072621-30'S EXHIBIT A, BOOK 887, PAGE 517 LEVYING AND ASSESSING SPECIAL ASSESSMENTS ON CERTAIN LOTS, PIECES AND PARCELS OF LAND LIABLE FOR SUCH SPECIAL ASSESSMENTS TO PAY A PORTION OF THE COSTS OF IMPROVEMENTS IN THE FAIRMONT HEIGHTS SEWER BENEFIT DISTRICT IN RILEY COUNTY, KANSAS, AS AUTHORIZED BY RESOLUTION NO. 051517-24 OF THE COUNTY; AND PROVIDING FOR THE COLLECTION OF SUCH SPECIAL ASSESSMENTS, TO INCLUDE LEGAL DESCRIPTIONS FOR EACH PROPERTY AND CLARIFY THE ASSESSMENT METHOD AS PER OWNER, NOT PER LOT.

WHEREAS, the Board of County Commissioners of Riley County, Kansas has authorized construction of certain sanitary sewer improvements in Fairmont Heights Sewer Benefit District, consisting of a gravity sewer collection system (the "Improvements") all as provided in Resolution No. 051517-24 as amended by Resolution No. 091020-43 of the County (the "Authorizing Resolution"); and

WHEREAS, the construction of the Improvements is complete and the final costs of the Improvements have been determined and it is now necessary to provide for the levy of special assessments upon property in Fairmont Heights Sewer Benefit District (the "District") all as provided by K.S.A. 19-27a01 *et seq.* (the "Act");

THEREFORE, IT IS RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF RILEY COUNTY, KANSAS:

SECTION 1. The total costs of the Improvements authorized by the Authorizing Resolution is \$606,511.00. A portion of the total costs of the Improvements will be paid from proceeds of a USDA Rural Development Grant and from other available funds of the County, leaving costs of \$319,000 to be paid from special assessments levied in the District.

SECTION 2. The method of assessing the costs of the Improvements to benefitted property in the District is per owner with equal shares of such costs to be paid by each benefitted property in the District.

SECTION 3. Special assessments to pay the costs of such Improvements are levied and assessed against the lots, pieces and parcels of land as described in *Exhibit A* to this Resolution, which is incorporated by this reference, and in the amounts set forth on *Exhibit A* following the description of each lot, piece or parcel of land.

SECTION 4. The amounts so levied and assessed shall be due and payable from and after the date of publication of this Resolution; and the County Clerk shall notify the owners of the affected properties of the amounts of their assessments, that unless the assessments are paid within fifteen (15) days from the date of publication of this Resolution, bonds will be issued therefor and such assessments will be levied concurrently with general taxes and be payable in forty (40) annual installments.

SECTION 5. The County Clerk shall levy, in the same manner and at the same time as other taxes are certified, for a period of forty (40) years, all of the assessments which have not been paid within fifteen (15) days after the publication of this Resolution, together with interest on such amount thereof at a rate not exceeding the maximum rate as prescribed by the laws of the State of Kansas; and such amounts shall be placed on the tax rolls and collected as other taxes are collected, the levy for each year being a portion of the principal amount of the assessment plus one (1) year's interest on the amount remaining unpaid.

SECTION 6. This Resolution shall take effect and be in force from and after its publication once in the official county newspaper.

ADOPTED by the Board of County Commissioners of Riley County, Kansas, on _____, 2021.

**BOARD OF COUNTY COMMISSIONERS
OF RILEY COUNTY, KANSAS**

John Ford, Chairman

Greg McKinley, Vice-Chair

Kathryn G. Focke, Member

ATTEST:

Rich Vargo
Riley County Clerk

(SEAL)

Owner 1	Owner 2	Trust	Property Address	Legal Description	Assessment Amount
Ortega, Sabra, n/k/a Amend			817 Rannells Rd	FAIRMONT HEIGHTS, Lot 8.	\$12,269.23
Clark, Brenda			713 Deibler Pl	FAIRMONT HEIGHTS #2, Lot 23.	\$12,269.23
Colbert, Vaughn Pelfrey, Roxanne Anderson, Deanna			631 Rannells Rd	FAIRMONT HEIGHTS, Lot 1.	\$12,269.23
Cragg, Linda			7 Messenger Rd	S20, T10, R08E, BEG INTER W LI MESSENGER RD & S LI RANNELS RD, TH S5', SW74.29', S50.72', SW108', N176.3', E113. 5' TO POB.	\$12,269.23
Dodd, Richard	Dodd, Yvonne	Trustee of the Richard and Yvonne Dodd Trust	801 Rannells Rd	FAIRMONT HEIGHTS, Lot 6.	\$12,269.23
Dorsett, Tamara	Dorsett, William		0000 Zeandale Rd	S20 , T10 , R08E , BEG 163' W SW COR INTER RANNEL L RD & MESSENGER ST TH S212.96' , W54.37', N234.35', E50' TO POB.	\$0.00
Dorsett, Tamara	Dorsett, William		40 Zeandale Rd 800 Rannells Rd, Apt. A & B	S20, T10, R08E, BEG 399' E, NW COR, NE4, SEC TH S234.35', SWLY 106', N165', E37.5', N111.4', E60' to POB.	\$12,269.23
Duke, Brian			721 Deibler Pl	FAIRMONT HEIGHTS, Lot 18.	\$12,269.23
Bridgers, James R.	Bridgers, Jamie N.		701 Deibler Pl	FAIRMONT HGTS #2, Lot 22.	\$12,269.23
Flores, Enrique	Flores, Barbra		809 Rannells Rd	FAIRMONT HEIGHTS, Lot 7.	\$12,269.23
Hamilton, Scott T.	Sabrena A. Stalnaker		60 Zeandale Rd	S20, T10, R08E, BEG 113.5'W SW COR INTER RANNE LLS RD & MESSENGER ST TH S176.3', W54.37', N203.2', E50' TO POB.	\$12,269.23
McCulloch, Eve S.			721 Rannells Rd	FAIRMONT HEIGHTS, Lot 4.	\$12,269.23
Henderson, David	Henderson, Tressa		729 Deibler Pl	FAIRMONT HGTS #2, Lot 25 & 26, ACRES 2.2, SECTION 17 TOWNSHIP 10 RANGE 08E.	\$12,269.23
Hilgenkamp , Paul	Hilgenkamp, Christi	Trustee of the Hilgenkamp Family Trust	722 Deibler Pl	FAIRMONT HEIGHTS, Lot 11.	\$12,269.23
Kreiser, Deborah			727 Rannells Rd	FAIRMONT HEIGHTS, Lot 5.	\$12,269.23
Lombardi, Vincent	Lombardi, Amy		615 Rannells Rd	S17, T10, R08E, ACRES 1.9, BEG SW COR LT1 FAIRMONT HEIGHT S TH NW210', NLY360', NE230', SLY 439' TO POB FORMERLY PT VAC BL K M FAIRMONT.	\$12,269.23
McClatchey, Merrill	McClatchey, Connie		743 Deibler Pl	FAIRMONT HEIGHTS Lot 10, & BEG NE COR Lot 10 TH W100', N40', E100', S40', TO POB.	\$12,269.23
Nelson, Dorothy			510 Deibler Pl	FAIRMONT HEIGHTS, Lot 14.	\$12,269.23
Schirer, Daniel			717 & 719 Deibler Pl	FAIRMONT HEIGHTS, Lot 17 Plat.	\$12,269.23
Schnittker, Martin	Schnittker, June		706 Rannells Rd	S17, T10, R08E, ACRES 1.13, BEG NE COR NW4, TH S171.6', NW38 6.18', E339.02' TO POB & PT SEC 17 BEG SE COR SW4, TH W339.02', NW124.03', E472.54', S30' TO POB.	\$12,269.23

Attachment: RESOLUTION NO 080221- (11017 : Amending Resolution for Fairmont Heights)

Shelton Trust, Donald	Mary Shelton	Trustee of the Donald R. Shelton Trust	8 Messenger Rd	S20, T10, R08E, BEG INTER E LI MESSENGER RD & N LI K-18, TH NW92.34', N24.87', E290', SW295' TO POB.	\$12,269.23
Smith, Terry	Smith, Debra		11 Messenger Rd	FAIRMONT HEIGHTS, Lot 9.	\$12,269.23
Tessendorf, Donald D.	Tessendorf, Carolyn R.		000 Zeandale Rd	S20, T10, R08E, BEG 264' E & 106.9' S OF NW CO R NE4 SEC, TH E37.5, S165', SWLY 40', N185' TO POB Lot Width: 040.0 Lot Depth: 185.0.	\$0.00
Tessendorf, Donald D.	Tessendorf, Carolyn R.		722 Rannells Rd	S20, T10, R08E, ACRES 1.61, BEG 400'W E LI MESSENGER ST ALG SEC LI, TH S301.88', W38', NW26 2.38', N171.6', E TO POB & BEG 400 'W E LI MESSENGER ST ALG SEC TH SW 264', N30', E 266.64', TO POB.	\$12,269.23
Tessendorf, Steven			728 Rannells Rd	S20, T10, R08E, BEG 323'W E LI MESSENGER ST AL G SEC LI TH S109.6', W75', N106. 9', E75', TO POB.	\$12,269.23
Trudo, Ronald	Trudo, Rhonda		Rannells Rd	FAIRMONT HEIGHTS, Lot LTS 2 & 13, SECTION 17 TOWNSHIP 10 RANGE 08E.	\$0.00
Trudo, Ronald	Trudo, Rhonda		711 Rannells Rd	FAIRMONT HEIGHTS, Lots 3 & 12, SECTION 17 TOWNSHIP 10 RANGE 08E.	\$12,269.23
Weiser, Randall	Weiser, Adena		160 Zeandale	BEG 1386' W & 93' N SE COR SEC 17 TH SW30', S10', SW37', W15', N53 0', SE355', S345' TO POB.	\$12,269.23
Wright, Kelly	Wright, Tonya		725 Deibler Pl	FAIRMONT HGTS #2, Lot 24.	\$12,269.23

Exhibit A



**COUNTY
COUNSELOR/ADMINISTRATIVE
SERVICES**
Letter of Support

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

COMMISSION AGENDA REPORT

FROM: Clancy Holeman, Riley County Counselor

MEETING: August 2, 2021

SUBJECT: Letter in Support of Konza Prairie Community Health Center's (Konza) Service Area Competition Grant Application

PRESENTER: Clancy Holeman

POSSIBLE MOTION(S)

Move to approve

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- Lee Wolf LTR (DOC)



BOARD OF COMMISSIONERS

115 N. 4th Street, 1st Floor
 Manhattan, Kansas 66502
 Phone: 785-565-6844
 Fax: 785-565-6847
 Email: bocc@rileycountyks.gov

August 2, 2021

Mr. Lee Wolf
 Chief Executive Officer
 Konza Prairie Community Health Center
 361 Grant Ave
 Junction City, KS 66441

Re: Konza Prairie Community Health Center's (Konza) Service Area Competition Grant Application

Dear Lee:

The Riley County Commission, serving as the Riley County Board of Health, is pleased to provide this letter in support of Konza Prairie Community Health Center's (Konza) Service Area Competition grant application to continue the provision of essential healthcare services in Riley County. As a key community partner in the response effort for COVID-19, it has never been clearer, our community is well-served by its ability to access services from a community health center.

While our community is healthy, access to healthcare remains a concern, specifically dental, and behavioral health services. You have advised us Riley County has been identified as a Primary Care Health Provider Shortage Area (HPSA) and Dental HPSA. Further, you explain that, according to the Robert Wood Johnson Foundation, the ratio of healthcare providers in Riley County is 1,470:1. You point out Konza has grown from 2 employees at the Geary County Health Department to now over 100 employees with 3 locations. This Board believes our community needs Konza as a critical community partner in addressing access to primary health care and assisting Riley County with its COVID-19 response challenges.

Sincerely,

BOARD OF COMMISSIONERS OF
 RILEY COUNTY, KANSAS

John Ford, Chairman

Greg McKinley, Vice-Chairman

Kathryn G. Focke, Member

Attachment: Lee Wolf LTR (11013 : Konza Prairie Community Health Center)



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 Resource Manager

MEETING: August 2, 2021

SUBJECT: Action on Portable Communication Device Allowance Form(s)

PRESENTER: Elizabeth Ward, Human Resource Manager

POSSIBLE MOTION(S)

Move to approve the Portable Communication Device Allowance Form(s).

Move to deny the Portable Communication Device Allowance Form(s).

Move to table the Portable Communication Device Allowance Form(s).

Enclosures:

- S german Portable Comm Device Allowance 2021-07 (PDF)

PORTABLE COMMUNICATION DEVICE ALLOWANCE FORM

EMPLOYEE CERTIFICATION: I have read and understand the requirements stated above and agree to adhere to them. I will fully cooperate with the County in making its response to any open record request directed to my personal portable communication device. I will immediately advise the County Counselor of any electronic or written open record request I receive which is directed to my personal portable communication device.

Please indicate if you wish to continue with existing phone number as currently issued by the county.

YES ☐ NO ☐ If, yes, please list the phone number: _____

Portable Communication Device Allowance Plan: ☐ \$25 ☐ \$40 ☒ \$65 Data Enabled

☐ Authorized to use personal portable communication device for business use reimbursed at a rate of \$.25/minute.

Name of Authorized User: Skylar German
(Please print)

Skylar German
Signature of Authorized User

7-27-21
Date

Phone # 816-912-8847

Department Head Approval: [Signature]

Board of County Commission Approved Data Enabled Portable Communication Device

Signature of Chairman Date

Note: Please keep a copy of this certificate for your records and send the original to the County Human Resource Manager.

Revised December 2011, Effective January 2012

Attachment: S german Portable Comm Device Allowance 2021-07 (11022 : Cell Phone Allowance Form)



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 Resource Manager

MEETING: August 2, 2021

SUBJECT: Sign Riley County Personnel Action Form(s)

PRESENTER: Elizabeth Ward, Human Resource Manager

Enclosures:

- 2021-07 L Dolehide - Contact Tracer (green) (PDF)
- 2021-07 D Hobbs Planning Compliance (green) (PDF)
- 2021-07 K Franks - Contact Tracer2 (green) (PDF)
- 2021-07 J Friedli - Med Clerk (green) (PDF)
- 2021-07 G Redden - Seasonal (green) (PDF)
- 2021-07 D Arellano - Contact Tracer (green) (PDF)
- 2021-07 S Tyra - Office Assist II (green) (PDF)
- 2021-07 J Miller - Pub Health Nurse (green) (PDF)
- 2021-07 M Highsmith - As Needed Museum Asst (green) (PDF)

RILEY COUNTY PERSONNEL ACTION FORM

☒ Add ☐ Change		Fill Request Date 07/21/2021 Employee #
☒ New Hire ☐ Step Change	☐ Rehire ☐ Status Change	☐ Transfer ☐ Demotion
☐ Promotion ☐ Other		
☐ Separation from County Service		
☒ Full Time ☐ Part Time	☐ Regular ☐ Grant Funded	☐ As-Needed ☐ Intern
☐ Seasonal ☒ Temporary		
Dolehide Lauren Name: Last First Middle Home Phone		
Address: Street City State Zip		
Covid-19 Contact Tracer		HD
Position Title		Department
		Fund
8/2/2021	☐ Exempt ☒ Non-Exempt	☐ Yes ☒ No
Effective Date	Ending Date For Temporary	Is this a budgeted position?
B 09	☒ Hour ☐ Bi-weekly	☐ 40 ☐
Grade/Step	Pay Rate	Hours Per Workweek
Comments:		
Approvals:		
Department:		Date: 7-21-21
Personnel:		7/23/21
BOCC:		
Chairman:		
Member:		
Member:		

RILEY COUNTY PERSONNEL ACTION FORM

☒ Add		Fill Request Date 7/22/2021
☐ Change		Employee #

☐ New Hire	☐ Rehire	☐ Transfer	☒ Promotion	☐ Separation from
☐ Step Change	☐ Status Change	☐ Demotion	☐ Other	County Service

☒ Full Time	☐ Regular	☐ As-Needed	☐ Seasonal
☐ Part Time	☐ Grant Funded	☐ Intern	☐ Temporary

Hobbs	Darin		
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Name: Last First Middle Home Phone

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Address: Street City State Zip

Planning Compliance Specialist	Planning & Development	0001-000024
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Position Title Department Fund

8/23/2021	☒	☐		☒ Yes	☐ No
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Effective Date Exempt Non-Exempt Ending Date For Temporary Is this a budgeted position?

P	9	\$	☐ Hour	\$ 2,500.80	☒ Bi-weekly	☒ 40	☐
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Grade/Step Pay Rate Hours Per Workweek

Approvals:

Department: Quanda Jelle Date: 7/22/2021

Personnel: Erin Ward 7/23/2021

BOCC

Chairman: _____

Member: _____

Member: _____

RILEY COUNTY PERSONNEL ACTION FORM

☐ Add		Fill Request Date 7/23/2021
☒ Change		Employee #

☐ New Hire	☐ Rehire	☐ Transfer	☐ Promotion	☒ Separation from
☐ Step Change	☐ Status Change	☐ Demotion	☐ Other	County Service

☐ Full Time	☐ Regular	☒ As-Needed	☐ Seasonal
☐ Part Time	☐ Grant Funded	☐ Intern	☒ Temporary

Franks	Kristi		
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Name: Last First Middle Home Phone

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Address: Street City State Zip

Contact Tracer	HD	0030-000400-0337
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Position Title Department Fund

7/23/2021	☐ Exempt	☒ Non-Exempt		☐ Yes	☒ No
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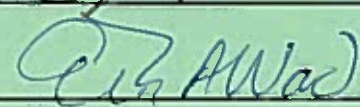
Effective Date Ending Date For Temporary Is this a budgeted position?

B	9	\$15.80	☒ Hour	\$	☐ Bi-weekly	☐ 40	☐
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Grade/Step Pay Rate Hours Per Workweek

Approvals:

Department:  Date: 7-23-21

Personnel:  7/27/21

BOCC

Chairman: _____

Member: _____

Member: _____

RILEY COUNTY PERSONNEL ACTION FORM

☒ Add		Fill Request Date: 7-23-21
☐ Change		Employee #

☒ New Hire	☐ Rehire	☐ Transfer	☐ Promotion	☐ Separation from
☐ Step Change	☐ Status Change	☐ Demotion	☐ Other	County Service

☐ Full Time	☐ Regular	☐ As-Needed	☐ Seasonal
☒ Part Time	☒ Grant Funded	☐ Intern	☐ Temporary

Friedli	Janet		
Name: Last	First	Middle	Home Phone

Address: Street	City	State	Zip

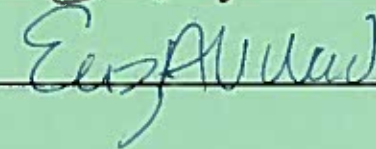
Medical Clerk	Health Department	0030-000400-0349
Position Title	Department	Fund

8/2/2021	☐ Exempt	☒ Non-Exempt		☐ Yes	☒ No
Effective Date	Exempt	Non-Exempt	Ending Date For Temporary	Is this a budgeted position?	

G	1	\$15.74	☒ Hour	\$	☐ Bi-weekly	☐ 40	☒ 10
Grade/Step		Pay Rate				Hours Per Workweek	

Approvals:

Department:  Date: 7-23-21

Personnel:  7/27/21

BOCC

Chairman: _____

Member: _____

Member: _____

RILEY COUNTY PERSONNEL ACTION FORM

☐ Add	Fill Request Date 07/22/2021
☒ Change	Employee # 2716

☐ New Hire	☐ Rehire	☐ Transfer	☐ Promotion	☒ Separation from
☐ Step Change	☐ Status Change	☐ Demotion	☐ Other	County Service

☐ Full Time	☐ Regular	☐ As-Needed	☒ Seasonal
☐ Part Time	☐ Grant Funded	☐ Intern	☐ Temporary

Redden	Garrett		
Name: Last	First	Middle	Home Phone

Address: Street	City	State	Zip

Seasonal Laborer	Public Works/Parks Division	001-40-81
Position Title	Department	Fund

07/22/2021	☐ Exempt	☒ Non-Exempt	Ending Date For Temporary	☒ Yes	☐ No
Effective Date	Exempt	Non-Exempt	Ending Date For Temporary	Is this a budgeted position?	

A	1	\$11.74	☒ Hour	\$	☐ Bi-weekly	☐ 40	☒ 30 hours
Grade/Step		Pay Rate				Hours Per Workweek	

Comments:

Resigned position - Seasonal Laborer

Approvals:

Department:

Date:

Personnel:

BOCC:

Chairman:

Member:

Member:

RILEY COUNTY PERSONNEL ACTION FORM

☒ Add		Fill Request Date: 7/27/2021
☐ Change		Employee #

☒ New Hire	☐ Rehire	☐ Transfer	☐ Promotion	☐ Separation from
☐ Step Change	☐ Status Change	☐ Demotion	☐ Other	County Service

☐ Full Time	☐ Regular	☐ As-Needed	☐ Seasonal
☐ Part Time	☒ Grant Funded	☐ Intern	☒ Temporary

Arellano	Dianna		
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Name: Last First Middle Home Phone

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Address: Street City State Zip

Covid-19 Contact Tracer	Health Department	00030-00400-0337
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Position Title Department Fund

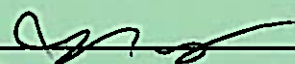
8/2/2021	☐	☒		☐ Yes	☐ No
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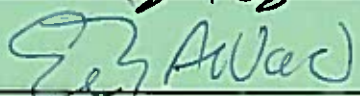
Effective Date Exempt Non-Exempt Ending Date For Temporary Is this a budgeted position?

B	9	\$15.80	☒ Hour	\$	☐ Bi-weekly	☐ 40	☐
---	---	---------	--	----	------------------------------------	-----------------------------	--------------------------

Grade/Step Pay Rate Hours Per Workweek

Approvals:

Department:  Date: 7-27-21

Personnel:  7/27/21

BOCC

Chairman: _____

Member: _____

Member: _____

RILEY COUNTY PERSONNEL ACTION FORM

☐ Add		Fill Request Date:
☒ Change		Employee #

☐ New Hire	☐ Rehire	☐ Transfer	☐ Promotion	☒ Separation from
☐ Step Change	☐ Status Change	☐ Demotion	☐ Other	County Service

☒ Full Time	☐ Regular	☐ As-Needed	☐ Seasonal
☐ Part Time	☐ Grant Funded	☐ Intern	☐ Temporary

Tyra	Samantha		
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Name: Last First Middle Home Phone

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Address: Street City State Zip

Office Assistant II	Attorney	001-000001
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Position Title Department Fund

8/6/2021	☐	☒		☒ Yes	☐ No
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Effective Date Exempt Non-Exempt Ending Date For Temporary Is this a budgeted position?

E	4	\$15.78	☒ Hour	\$	☐ Bi-weekly	☒ 40	☐
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Grade/Step Pay Rate Hours Per Workweek

Approvals:

Department:  Date: 7-27-2021

Personnel:  7/28/21

BOCC

Chairman: _____

Member: _____

Member: _____

RILEY COUNTY PERSONNEL ACTION FORM

☐ Add		Fill Request Date: 7-27-2021
☒ Change		Employee #

☐ New Hire	☐ Rehire	☐ Transfer	☐ Promotion	☒ Separation from
☐ Step Change	☐ Status Change	☐ Demotion	☐ Other	County Service

☒ Full Time	☒ Regular	☐ As-Needed	☐ Seasonal
☐ Part Time	☐ Grant Funded	☐ Intern	☐ Temporary

Miller	Julie		
Name: Last	First	Middle	Home Phone

Address: Street	City	State	Zip

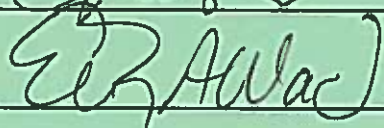
Public Health Nurse	Health Department	00030-000445
Position Title	Department	Fund

7/30/2021	☒ Exempt	☐ Non-Exempt		☒ Yes	☐ No
Effective Date			Ending Date For Temporary	Is this a budgeted position?	

S	04	\$	☐ Hour	\$ 2,498.59	☒ Bi-weekly	☒ 40	☐
Grade/Step				Pay Rate		Hours Per Workweek	

Approvals:

Department:  Date: 7-27-21

Personnel:  7/28/21

BOCC

Chairman: _____

Member: _____

Member: _____

RILEY COUNTY PERSONNEL ACTION FORM

☒ Add		Fill Request Date: 7-27-2021
☐ Change		Employee #

☒ New Hire	☐ Rehire	☐ Transfer	☐ Promotion	☐ Separation from
☐ Step Change	☐ Status Change	☐ Demotion	☐ Other	County Service

☐ Full Time	☐ Regular	☒ As-Needed	☐ Seasonal
☐ Part Time	☐ Grant Funded	☐ Intern	☐ Temporary

Highsmith	Melanie		
Name: Last	First	Middle	Home Phone

Address: Street	City	State	Zip

As Needed Museum Asst	Museum	0001-000017
Position Title	Department	Fund

8/17/2021	☐ Exempt	☒ Non-Exempt		☒ Yes	☐ No
Effective Date	Exempt	Non-Exempt	Ending Date For Temporary	Is this a budgeted position?	

Temp	3	\$11.11	☒ Hour	\$	☐ Bi-weekly	☐ 40	☒ 14
Grade/Step		Pay Rate				Hours Per Workweek	

Approvals:

Department: D. Cheryl Oselleis Date: 7/29/2021

Personnel: Ken A. Ward 7/29/2021

BOCC

Chairman: _____

Member: _____

Member: _____



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
August 05, 2021**

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

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Gary Rosewicz, Assistant County Engineer

1. Bid opening for asbestos removal from First Christian Church project

9:15 AM

Michael Boller, Noxious Weed Director

2. Staff update

9:30 AM

Greg McHenry, Appraiser

3. Staff update

9:55 AM

Break

10:00 AM

Amanda Smeller, Planning/Special Projects Director

4. Staff update

10:15 AM

Clancy Holeman, Counselor/Director of Administrative Services

5. Administrative Work Session

10:30 AM

Ron Fehr, Manhattan City Manager

6. Manhattan City General Update

Attachment: 08-05-21 tentative agenda (10483 : Tentative Agenda)

Adjournment

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

Attachment: 08-05-21 tentative agenda (10483 : Tentative Agenda)



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
August 09, 2021**

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

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Rich Vargo, County Clerk

1. Year to date budget and expenditure reports

9:15 AM

John Ellermann, Public Works Director/County Engineer

2. Project update

9:30 AM

Press Conference

3. USD 383 Primary Election - Rich Vargo (1-2 minutes)

10:00 AM

Greg Vahrenberg, Raymond James & Associates

4. Refunding Bond Resolution

10:40 AM

Clancy Holeman, Counselor/Director of Administrative Services

5. Administrative Work Session

11:00 AM

Cheryl Collins, Museum Director

6. Staff update

12:00 PM

County Officials Luncheon

Attachment: 08-09-21 tentative agenda (10483 : Tentative Agenda)

Adjournment**Announcements**

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

A commissioner will be on In Focus live at 9:05 a.m. Tuesday, August 10, 2021 (GM).

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: 08-09-21 tentative agenda (10483 : Tentative Agenda)



**COUNTY
COUNSELOR/ADMINISTRATIVE
SERVICES**
Staff Update

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

COMMISSION AGENDA REPORT

FROM: Jana Chingway, Senior Legal Assistant

MEETING: August 2, 2021

SUBJECT: Pending County Projects County Counselor

PRESENTER: Clancy Holeman, Riley County Counselor

Enclosures:

- Final Commission List 08.02.2021 (DOC)

PENDING COUNTY PROJECTS ▪ August 2, 2021
Submitted by Clancy Holeman, Riley County Counselor
Changes from previous meetings are shown in italics.

NOTE: The below is not intended to be a comprehensive list of all “pending” departmental projects underway. Instead, it represents an ongoing snapshot of the current status of selected pending projects which have either consumed significant staff time; involve county issues of widespread significance, or which have been added to this list by the BOCC.

COMMISSION LIST

Matters Reviewed Since Last Project List Submitted:

1. Finalize draft of Fairmont Heights Sewer Benefit District Service Agreement and provide to City of Manhattan staff for review. Receive returned Agreement from City. Solicit and receive input from staff working group. Schedule county working group meeting for Friday, July 6, 2018.
2. Relay potential claim information to liability insurer.
3. Email and phone exchange with outside consulting engineer to finalize Engineering Agreement with Riley County for Fairmont Heights Sewer Benefit District; Draft CAR for final version and arrange for consulting engineer to provide originals for signature by BOCC July 5th.
4. Respond to working group inquiry about potential signage on private road. Review staff working group responses on same issue.
5. Update draft indemnity agreement for 2018 County Fair and transmit to Extension Director for review and further update. Communicate with Extension Director, then insurance company representative, for revision of certificate of insurance to provide coverage on appropriate dates. Provide agreement to Extension for circulation and signatures.
6. “Dark Store” Commercial Real Property Appraisal Theory: A local working group composed of two members of our state legislative delegation and staff from Riley County, the City of Manhattan and Pottawatomie County is scheduled to meet initially July 11, 2018. The goal is to develop legislation to address this “hypothetical” appraisal theory which, on commercial properties, represents potentially huge reductions in the property tax base for local governmental entities, a resulting shift of that tax liability to residential properties, along with local government exposure to refunds with interest from the counties’ general funds.

Staff and Departmental Meetings Attended Since Last Project List Submitted:

1. Discussion of Health Department electronic medical records and potential transition to vendor selected by consortium of regional health departments. Initial conversation on multiple issues. Staff discussion scheduled for Friday, July 6th, 2018.
2. Review Agenda items for BOCC public meeting of July 5, 2018.
3. Public Works--Carson Mobile Home Park Sewer Benefit District—sewer system improvement KDHE loan application. Met with Public Works and Budget and Finance on April 26, 2018. Conference call made to KDHE. I will provide draft of revised KDHE form contract and cover letter to Public Works week of May 7, 2018. Public Works submitted on May 10, 2018 its proposed changes to the KDHE form contract.
4. Emergency Management—Fort Riley meeting on development of tower site lease agreement held April 25, 2018. Fort will develop memorandum for Bank confirming the Fort supports this project “in principle.” All other details will remain to be worked out. Our joint theory is this memo will help financing institution go forward with closing on the loan for the entire project, even if the tower lease

with Fort Riley cannot be executed before that closing—because of the need for Corps. of Engineers’ development of a lease agreement for the use of Fort Riley’s radio tower site. Significant time expended during week of May 7, 2018 in order to finalize concepts for our tower lease agreements, including 1½ hour telephone conference May 9, 2018, with bond counsel, lawyer for financing institution and Fire Chief. Final proposed tower lease agreements were distributed.

Valleywood ROW Obstructions: Letter mailed giving the party placing obstructions in the township road ROW 15 days to remove or it will be removed by County Engineer, pursuant to statute. Deadline for removal of obstructions close of business, May 3, 2018.

Firing Range: Response due from landowner by May 10, 2018. Contacted by different counsel for landowner. Toured range with counsel for land owner.

Countywide Emergency Radio Communications System Upgrade: Established contact with federal legislative delegation members—requesting information on any available federal funding to help defray portion of total project cost—since NBAF labs and associated facilities will benefit from interoperability of improved emergency radio communications ability.

BOCC v. Archer: On April 4, 2018 District Court denied Archer’s motion to sanction me for alleged misconduct, at the close of his evidence over two days. The District did so when we made a motion for judgment as a matter of law, based upon our theory we had no reason to provide evidence, given the nature of Defendant’s evidence. We have provided a Supreme Court Rule 170 demand that Defendant’s counsel sign our journal entry or it will be submitted to the Court for consideration. Defendant’s Supreme Court Rule deadline to provide us with any objections to that journal entry was close of business, Thursday, April 26, 2018. When no response was received by opposing counsel, our journal entry was submitted to the Court pursuant to the foregoing Supreme Court Rule, un-signed by Defendant’s counsel. It was approved and signed by the Judge. That final journal entry has now been filed in the case.

Household Hazardous Waste: I provided the BOCC for signature Monday, December 12th the resolution necessary to add Marion County as a member of the Regional HHW Program. The Board signed that document. Director Dennis Peterson will offer that resolution as a template to the other 10 current members of the Program. Each one of them is required to pass a similar resolution in order to allow Marion County membership. Once all those resolutions are passed, the most recent version of the underlying interlocal agreement must be submitted to the Attorney General for review and approval. I’ve discussed with Dennis the fact that we will need to have each signing county provide proof of their resolution adoption and publication before submitting the interlocal agreement to the Attorney General. That office no longer has copies in its files of the original interlocal agreement this current agreement amends. That’s because they were disposed of according to the Attorney General’s record retention schedule. Weeks of April 3, 10, 2017: Drafting cover letter to A.G. to accompany documents from various counties showing interlocal ready for approval. I anticipate completing this cover letter and transmitting the agreements for review in July, 2018.



PLANNING & DEVELOPMENT
Public Hearing

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

COMMISSION AGENDA REPORT

FROM: Bob Isaac

MEETING: August 2, 2021

SUBJECT: Public Hearing to Consider a Special Use Authorization to allow for the construction and operation of a 750-KW commercial solar energy conversion system.

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 Monday July 12, 2021, the Riley County Planning Board unanimously forwarded a recommendation of approval of the request to the Board of County Commissioners, subject to the following conditions:

1. All drives and parking areas shall consist of and continue to be maintained with all-weather surfacing, such as crushed stone or gravel.
2. No portion of the site shall be used for the storage of equipment, vehicles, materials or supplies except during construction.
3. Prior to commencing operations, a Decommissioning/Site Reclamation Plan, along with an instrument of financial surety in the amount of \$50,000-\$250,000, shall be submitted to and approved by the Riley County Board of Zoning Appeals.

Staff recommends the Board of County Commissioners approve the request for a Special Use Authorization to allow for the construction and operation of a 750-KW commercial solar energy conversion system, subject to the conditions provided by the Riley County Planning Board.

POSSIBLE MOTION(S)

ACTION NEEDED:

- A. Motion to approve Resolution 080221-_____ approving the request for a Special Use Authorization to allow for the construction and operation of a 750-KW commercial solar energy conversion system, as it has been determined that it is in general conformance with the comprehensive plan and meets the requirements of the Riley County Zoning Regulations.

Or

- B. Motion to sign Resolution 080221-_____ denying the request for a Special Use Authorization to allow for the construction and operation of a 750-KW commercial solar energy conversion system, as it has been determined that it does not meet the requirements of the Riley County Zoning Regulations.

ATTACHMENT(S):

- Staff report
- Maps
- Excerpt of Planning Board minutes

Enclosures:

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



PLANNING & DEVELOPMENT

STAFF REPORT

Special Use Permit

PETITION: #21-0047 Special Use Permit

APPLICANT: Bluestem Electric Cooperative, Inc.
PO Box 5
Wamego, KS 66547

PROPERTY OWNER: Bryce & Amy Larson Trust
16821 Green Randolph Rd
Green, KS 67447

REPRESENTATIVE: Michael Morton, General Manager
Bluestem Electric Cooperative, Inc.
PO Box 5
Wamego, KS 66547

REQUEST: A Special Use to allow for the construction and operation of a 750-KW commercial solar energy conversion system.

SIZE OF TRACT: The subject site is approximately 7.4 acres.

LOCATION: Generally located approximately 575 feet south of Barton Road and 681 feet west of Cavalry Road; Section 13, Township 8 South, Range 4 East; Bala Township.



BACKGROUND: Bluestem is a member of Kansas Electric Power Cooperatives, Inc. (KEPCo) who supplies power to sixteen (16) distribution cooperatives primarily located in the eastern 2/3 of Kansas. Twelve members of KEPCo have joined together with Today's Power, Inc., of North Little Rock, Arkansas to install 22 solar farms (commercial solar energy conversion systems) within the KEPCo system in Kansas. Once all 22 solar farms are completed, 80,000 homes will be powered by the 20 Megawatts (MW) of capacity the farms will produce.

According to the applicant, Bluestem plans to install a 1 MW solar farm in Pottawatomie County and a 750-kW solar farm in Riley County for the benefit of the Bluestem members. The Riley County site will be located on approximately 7.7 acres currently owned by Mr. and Mrs. Bryce Larson (see site plan). Currently, Bluestem has a 1-MW diesel peaking generator located at the Leonardville Substation, which sits on the northwest corner of Highway 24 and Highway 82 junction. Bluestem

plans to move this generator to a different substation once the solar farm is online and generating. All power produced by the solar farm will be distributed directly to the members of Bluestem served by the Leonardville and Clay Center Substations. The applicant asserted that none of the power generated by the solar



farm will be leaving the area served by these substations and that a majority of the solar power generated will be consumed by Bluestem members who reside in Riley County.

DESCRIPTION:

Physical site characteristics: The subject site is a relatively flat portion of a tree-less pasture, located several hundred feet from a public road. The site consists primarily of native grasses.

General character of the area: The general character of the area is agricultural/pasture and natural prairie/open space.

ZONING:

Zoning History: The proposed property is currently zoned "AG" (Agricultural District) and has been since at least 1974 (countywide zoning conversion process). There are no special uses, variances or other conditional uses associated with the property.

POTENTIAL IMPACT:

A site plan and an accompanying site plan (see attached) describes the site, proposed improvements and the anticipated impacts of the project.

Public facilities and services:

Access and Traffic: The subject site has direct ingress/egress to Barton Road, a two-lane, paved road, owned and maintained by the State, via a travel easement. No additional entrances are

being proposed with this request. The County Engineer has reviewed the request and determined no additional improvements to Barton Road are being proposed as a result of the development, although the applicant will need to obtain an entrance permit. Following construction of the proposed solar farm, it is anticipated that traffic will be limited to maintenance personnel.

Water and sewer: It is proposed the subject site will not require water or sewer services.

Fire: Riley County Fire District #1 will serve the site. The nearest County Fire Station is the Leonardville Fire Station (Station 6) located at 108 W. Barton Road, in the City of Leonardville. The subject site is located within 5-road miles of a fire station.

Stormwater Drainage: According to the applicant, the solar farm's proposed location will require limited site grading. The perimeter of the site, like cooperative substations, would be surrounded by a 6-foot chain link fence with three-strand barb wire for security. The ground underneath the panels will be reclaimed with native seeds, preserving the natural landscape and prosperity of the region, thus, the resulting runoff rate from the site will be negligible.

Effect on public facilities and services: The 750-kW solar farm located in Riley County will consist of 2,600 tier one solar modules. These are light-absorbing modules that produce little or no glare. Six string inverters convert direct current (DC) to alternating current (AC) or “usable electricity”. On-site, a one step-up transformer will be installed. There will be no nighttime lighting onsite. There are no anticipated negative impacts on public facilities and/or services.

COMMENTS AND CONCERNS:

ENVIRONMENTAL HEALTH: The Environmental Health Specialist has reviewed the request and stated that the subject site is in compliance with the Sanitary Code.

COUNTY ENGINEER: The County Engineer has reviewed the request and reported no concerns at this time.

EMERGENCY MANAGEMENT: The Director of Emergency Management has not reviewed the request.

TOWNSHIP OFFICER: Bala Township was sent a Development Review memo; they have not responded.

RILEY COUNTY PLANING BOARD:

On Monday July 12, 2021, 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 is in general conformance with the comprehensive plan and meets the requirements of the Riley County Zoning Regulations.

STAFF RECOMMENDATIONS: Staff recommends the Board of County Commissioners approve the request for a Special Use Authorization to allow for the construction and operation of a 750-KW commercial solar energy conversion system, base on the following findings:

- Once the solar farm is online and generating power, it will replace the current 1-MW diesel peaking generator located at the Leonardville Substation;
- None of the power generated by the solar farm will be leaving the area served by these substations and that a majority of the solar power generated will be consumed by Bluestem members who reside in Riley County; and
- There are no anticipated negative impacts on public facilities and/or services.

Staff recommends that the requested Special Use be approved with the following conditions:

1. All drives and parking areas shall consist of and continue to be maintained with all-weather surfacing, such as crushed stone or gravel.
2. No portion of the site shall be used for the storage of equipment, vehicles, materials or supplies except during construction.
3. Prior to commencing operations, a Decommissioning/Site Reclamation Plan, along with an instrument of financial surety in the amount of \$50,000-\$250,000, shall be submitted to and approved by the Riley County Board of Zoning Appeals.

POSSIBLE MOTION(S)

ACTION NEEDED:

- A. Motion to approve Resolution 080221-_____ approving the request for a Special Use Authorization to allow for the construction and operation of a 750-KW commercial solar energy conversion system, as it has been determined that it is in general conformance with the comprehensive plan and meets the requirements of the Riley County Zoning Regulations.

Or

- B. Motion to sign Resolution 080221-_____ denying the request for a Special Use Authorization to allow for the construction and operation of a 750-KW commercial solar energy conversion system, as it has been determined that it does not meet the requirements of the Riley County Zoning Regulations.

ATTACHMENTS:

- Vicinity/site map
- Surrounding zoning map
- Attachment "A" (applicant)
- Site plan
- Decommissioning/Reclamation Plan

Prepared by: Bob Isaac, Planner
July 13, 2021



VICINITY AND SITE

Bluestem Electric Cooperative Inc

#21-0047
Special Use

To allow for the construction and
operation of a 750-kW commercial so
farm

13-8-4

 1000' Buffer
 Site





SURROUNDING ZONING

Bluestem Electric Cooperative Inc

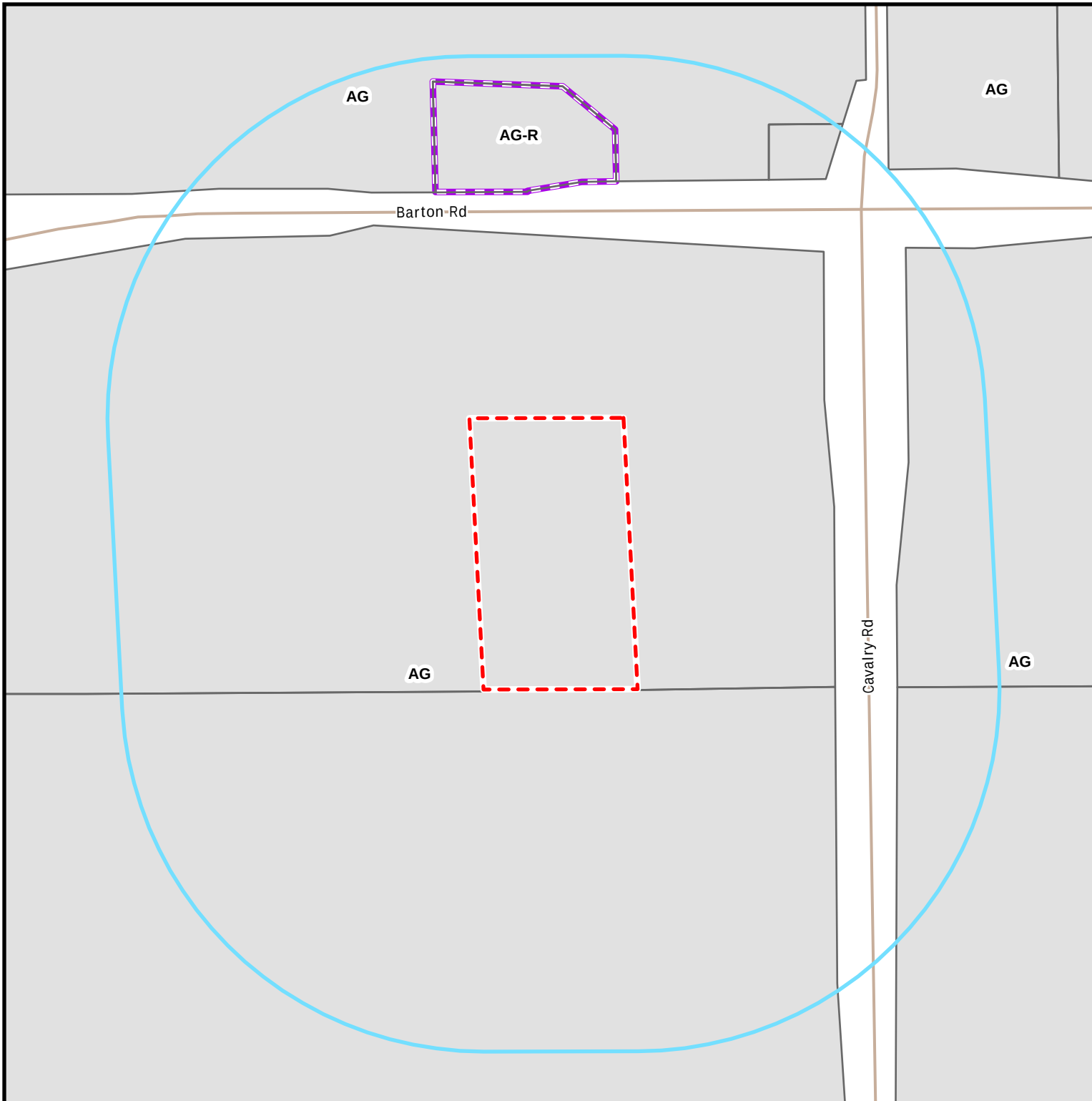
#21-0047
Special Use

To allow for the construction and
operation of a 750-kW commercial so
farm

13-8-4

 1000' Buffer
 Site

-  AG Agricultural
-  AG-R AG/Residential
-  B-1 Two Family Residential
-  B-2 Multiple Family Residential
-  B-3 Mobile Home Park
-  C-3 General Business
-  C-4 Highway Business
-  D-1 Industrial Park
-  D-2 Light Industrial
-  D-3 Heavy Industrial
-  Fort Riley
-  N-1 Noise Hazard
-  PUD Planned Unit Development
-  SF-1 Single Family Residential
-  SF-2 Single Family Residential
-  SF-3 Single Family Residential
-  SF-4 Single Family Residential
-  SF-5 Single Family Residential
-  U University
-  Special Zoning:
-  Conditional Use
-  Special Use
-  Variance





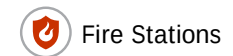
FIRE STATIONS

Bluestem Electric Cooperative Inc

#21-0047
Special Use

To allow for the construction and
operation of a 750-kW commercial so
farm

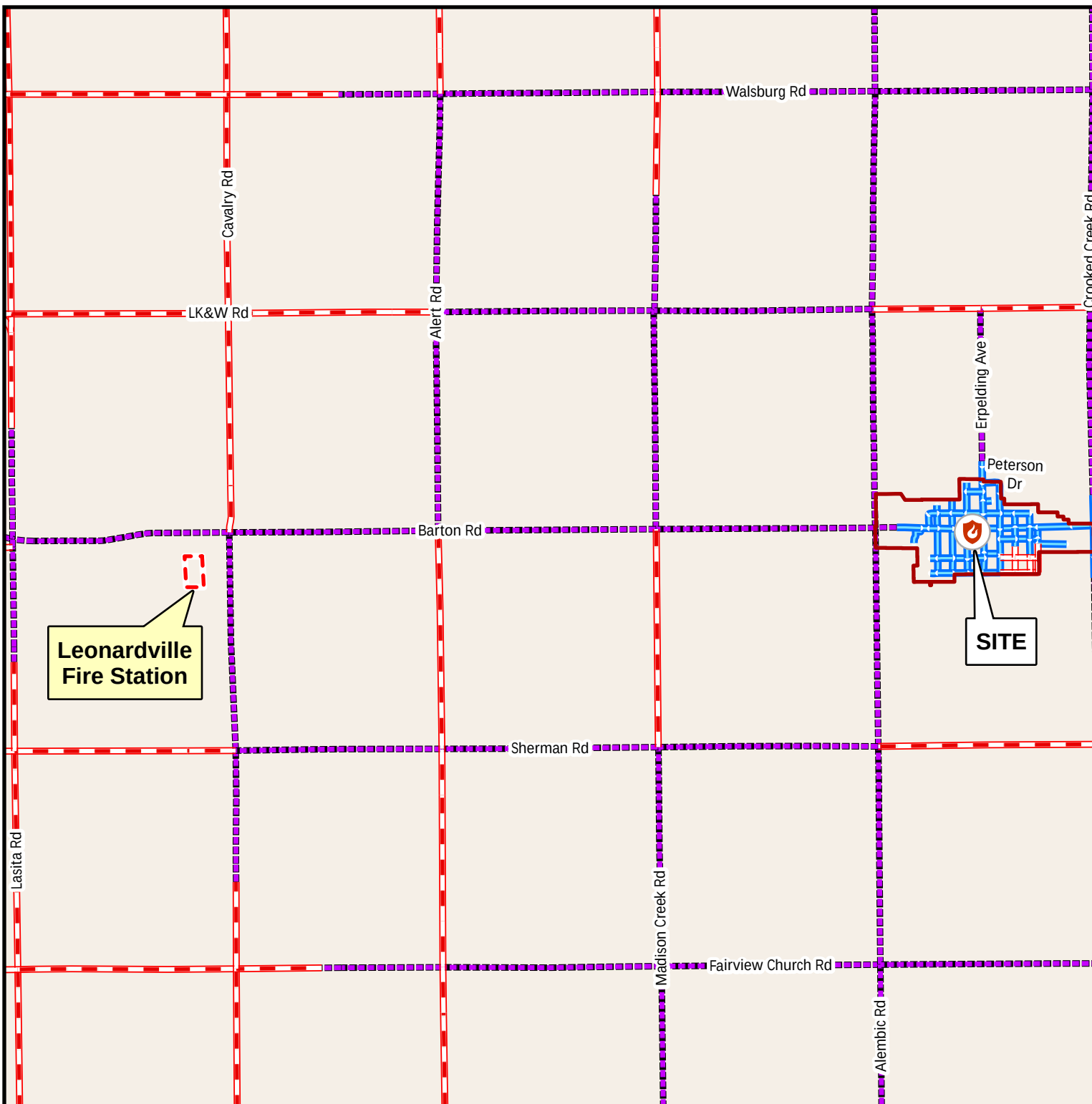
13-8-4



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 (11008 : Special Use for Commercial Solar Energy Conversion System)

Attachment "A"

Bluestem Electric Cooperative, Inc. (Bluestem) is requesting a Special Use permit in order to construct a 750-kW solar farm in Riley County near the junction of Highway 24 and Highway 82. This attachment is to clarify the reason for the request.

Bluestem is an electric distribution cooperative located in north central Kansas. Our headquarters is located at 1000 South Wind Drive in Wamego, Kansas. Bluestem is a member owned and non-profit utility serving the electric needs of our members. Bluestem currently serves approximately 5,375 members and with 2,870 miles of energized line in eleven (11) counties.

Bluestem is a member of Kansas Electric Power Cooperatives, Inc. (KEPCo) who supplies power to sixteen (16) distribution cooperatives primarily located in the eastern 2/3 of Kansas. Twelve members of KEPCo have joined together with Today's Power, Inc., of North Little Rock, Arkansas to install 22 solar farms within the KEPCo system in Kansas. Once all 22 solar farms are completed, 80,000 homes will be powered by the 20 Megawatts (MW) of capacity the farms will produce.

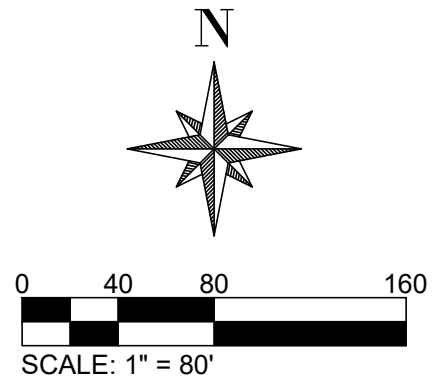
Bluestem is always looking for ways to stabilize power cost for our members and have an opportunity to enter into a purchase power agreement with Today's Power, Inc. With this opportunity, Bluestem plans to install a 1 MW solar farm in Pottawatomie County and a 750-kW solar farm in Riley County for the benefit of the Bluestem members. The Riley County site will be located on approximately 7.7 acres currently owned by Mr. and Mrs. Bryce Larson. This property is shown within the enclosed documentation. Currently, Bluestem has a 1-MW diesel peaking generator located at the Leonardville Substation which sits on the northwest corner of Highway 24 and Highway 82 junction. Bluestem plans to move this generator to a different substation once the solar farm is online and generating. All power produced by the solar farm will be distributed directly to the members of Bluestem served by the Leonardville and Clay Center Substations. It should be noted that none of the power generated by the solar farm will be leaving the area served by these substations. A majority of the solar power generated will be consumed by Bluestem members who reside in Riley County.

Site Specific Information

The 750-kW solar farm located in Riley County will consist of 2,600 tier one solar modules. These are light-absorbing modules that produce little or no glare. Six string inverters convert direct current (DC) to alternating current (AC) or "usable electricity." On-site, a one step-up transformer will be installed. No nighttime lighting will be onsite.

The solar farm's proposed location will require limited site grading. The perimeter of the site, like cooperative substations, would be surrounded by a 6-foot chain link fence with three-strand barb wire. The ground underneath the panels will be revitalized with native seeds, preserving the natural landscape and prosperity of the region. Today's Power will collaborate with KDOT to obtain the required permits for the entrance road. The gravel-paved entrance road will lead up to the concrete transformer pad.

Throughout the construction phase, there will be restricted traffic, including up to ten material deliveries via regular semi-trucks, passenger trucks on-site for up to six weeks, and potentially two long-term passenger vehicles each month.



PROJECT SPECIFICATIONS	
TOTAL DC POWER (Wdc @ STC)	1,063,125
TOTAL AC POWER (Wac)	750,000
DC/AC RATIO	1.4175
MAXIMUM DC SYSTEM VOLTAGE	1500Vdc
INVERTER QTY/SIZE	(6) 125kWac
PV MODULE STRING LENGTH	25
TOTAL STRING QUANTITY	105
TOTAL MODULE QUANTITY	2,625
MODULE MAKE/WATTAGE	HT72-156M(V)/405W
MODULE RACKING STRUCTURE	SINGLE AXIS TRACKER

PRELIMINARY
DRAFT

REVISIONS		
NO.	DATE	DESCRIPTION
0	5/13/2021	PRELIMINARY SITE PLAN

PROJECT

LEONARDVILLE SOLAR
BARTON RD
MANHATTAN, KANSAS 66502

SHEET NAME

PRELIMINARY
SITE PLAN

SHEET NUMBER

EX-1

SHEET SIZE

22"x34"

REVISION

0

Bluestem Electric Cooperative, Inc., Wamego, Kansas
Decommissioning/Reclamation Plan
June 23, 2021

The following information describes the Decommissioning/Reclamation plan associated with the 750-kW Solar Farm in Riley County near the junction of Highway 24 and Highway 82.

Bluestem Electric Cooperative, Inc., (Bluestem) has entered into a contract with Today's Power, Inc., of Little Rock, Arkansas to install and maintain a 750-kW solar farm as noted above. The purchase power agreement length is initially for 25 years with the ability to extend five additional years twice for a total of 35 years. The lease on the solar farm property will include a year for construction at the beginning and a year at the conclusion of the contract for decommissioning and reclamation. The total lease is not expected to exceed 37 years.

Should Bluestem determine to terminate the production of electric energy from the solar field listed above at any time up to and including the expiration date of the purchase power agreement, the following process shall be followed:

1. Bluestem shall remove the entire solar system from the existing property except for those underground system support structures and electric/wiring components that are more than two feet below ground level.
2. Bluestem shall leave the property in neat and clean order.
3. Bluestem shall complete said removal of the entire solar system listed in #1 above with reasonable speed following the termination of production of electric energy and, in all cases, within one year from the expiration date at a cost that is borne solely by Bluestem.
4. Bluestem shall return the property to its original condition.

In addition, Bluestem Electric Cooperative, Inc., shall purchase a surety bond to cover the decommissioning and reclamation plan ranging in the amount \$50,000 to \$250,000, to assure that the land within the solar field lease legal description, is returned to its original condition. The surety bond shall be held by Riley County Planning & Development or other Riley County designated department for the duration of the solar farm lease.

EXCERPT OF MINUTES RILEY COUNTY PLANNING BOARD

July 12, 2021

Page 1

Bluestem Electric Cooperative, Inc. – Special Use Authorization

Chairman Taul opened the public hearing to consider the request of Bluestem Electric Cooperative, Inc., petitioner and Bryce & Amy Larson Trust, owners, for a **Special Use Authorization** to allow for the construction and operation of a 750-KW commercial solar farm for a tract of land in Bala Township, Section 13, Township 8 South, Range 4 East, in Riley County, Kansas.

Bob Isaac presented the request stating the applicant is requesting a special use authorization for the construction and operation of a 750-KW commercial solar farm. He said according to the applicant, Bluestem has plans to install the solar farm in Riley County for the benefit of the Bluestem members. Mr. Isaac said the subject site is approximately 7.7 acres of a 71.13-acre parent tract, owned by Mr. and Mrs. Bryce Larson.

Mr. Isaac explained Bluestem has a 1-MW diesel peaking generator located at the Leonardville Substation, which sits on the northwest corner of Highway 24 and Highway 82 junction. He said Bluestem plans to move this generator to a different substation once the solar farm is online and generating. Mr. Isaac stated all power produced by the solar farm will be distributed directly to the members of Bluestem served by the Leonardville and Clay Center Substations. The applicant asserted that none of the power generated by the solar farm will be leaving the area served by these substations and that a majority of the solar power generated will be consumed by Bluestem members who reside in Riley County.

Mr. Isaac explained the solar energy conversion system will consist of several single axis sun tracking solar panels that follow the sun over the course of a day, moving from east to west. He said these are light-absorbing modules that produce little or no glare.

Mr. Isaac said the 750-kW solar farm located in Riley County will consist of 2,600 tier one solar modules. These are light-absorbing modules that produce little or no glare.

Staff recommended that the Planning Board forward a recommendation of approval of the request to the Board of County Commissioners. Staff recommendation is based on the following findings:

- Once the solar farm is online and generating power, it will replace the current 1-MW diesel peaking generator located at the Leonardville Substation;
- None of the power generated by the solar farm will be leaving the area served by these substations and that a majority of the solar power generated will be consumed by Bluestem members who reside in Riley County; and
- There are no anticipated negative impacts on public facilities and/or services.

Staff recommended that the requested Special Use be approved with the following conditions:

1. All drives and parking areas shall consist of and continue to be maintained with all-weather surfacing, such as crushed stone or gravel.
2. No portion of the site shall be used for the storage of equipment, vehicles, materials or supplies except during construction.

3. Prior to commencing operations, a Decommissioning/Site Reclamation Plan, along with an instrument of financial surety in the amount of \$50,000-\$250,000, shall be submitted to and approved by the Riley County Board of Zoning Appeals.

Joe Gelroth asked about how many homes would be served by the 750-KW solar farm. He also asked if there are any other solar farms located in Riley County.

Mr. Isaac replied as far as commercial, this is the first solar farm to be located within Riley County.

Chairman Taul asked if the applicant wanted to speak.

Mike Morton, General Manager for Bluestem Electric Cooperative, stated he is excited to join in with 12 other cooperatives in Kansas that are installing solar farms. He said Bluestem is also installing a solar farm in Pottawatomie County.

Mr. Morton said 750-KW solar farm will serve approximately 700 to 800 homes. He said it all depends on usage per home. He said it will serve a lot of the homes coming off the Leonardville substation, plus some homes coming off the Clay Center substation. He said the original plan was to put a 1-MW system in Riley County; however, they have to review the load year round. He said they can't generate more electricity than what the field will put out onto the lines, otherwise it tries to push it back through the substation and back up onto the grid. He stated they are not allowed to push it back to the grid and that is why it is 100% used by the members of the cooperative.

Mr. Morton said they are excited about the opportunity and hopes it will help keep rates stable. He said they are entering into a time of inflation and interest rates will increase. He said the existing diesel generator will be moved to another substation to be used for peaking. Mr. Morton said the generators are used during the summer time when the power supplier indicates it a peak day, they can control their dollars which are eventually passed onto our members. He said when they look at these projects it is not for Bluestem's pocket but the pockets of the members.

John Wienck asked how the power from the grid gets to the substation.

Mr. Morton said they will build an overhead line. He said they looked into locating the lines underground but the terrain would not allow it.

Diane Hoobler asked how many panels will be this solar farm.

Mr. Morton said around 2,600 panels.

Nathan Larson asked how well the solar panels work on cloudy days.

Mr. Morton said not very well when it is cold and cloudy. He said the solar panels are designed to help control the peak during the summer months of June, July, August and September. He explained the generator runs only during the peak days during the summer. The solar farm will run year around at a reasonable price to the members.

Diane Hoobler asked if Bluestem has future plans for more solar farms.

Mr. Morton said at this time, just the two solar farms, because they are limited by their power contracts on how much they can put into place. He said these will bring Bluestem to about 300-KW, which is almost maximum.

Nathan Larson asked when will the solar farm be up and running.

Mr. Morton said hopefully by April 2022.

Chairman Taul opened the public hearing.

There were no proponents or opponents.

Diane Hoobler moved to close the public hearing. John Wienck seconded. Carried 5-0.

John Wienck moved to forward a recommendation of approval to the Board of Commissioners of Riley County for a Special Use Authorization to allow for the construction and operation of a 750-KW commercial solar farm in Zone “AG” (Agricultural District). Joe Gelroth seconded. Carried 5-0.

Mr. Isaac announced that the Board of County Commissioners will hear the request on August 2, 2021, at 9:20 am, in the County Commission Chambers.

RESOLUTION NO. 080221-

**RESOLUTION AMENDING THE ZONING MAP OF RILEY COUNTY
CONCERNING THE USE OF CERTAIN REAL ESTATE
LOCATED IN BALA TOWNSHIP**

SPECIAL USE AUTHORIZATION

WHEREAS, pursuant to the provision of Section 22 of the Zoning Regulations of Riley County, Kansas, Bluestem Electric Cooperative, Inc., petitioner, and Bryce & Amy Larson Trust, property owners, have made application that an exception be granted to the Zoning Regulations of Riley County, Kansas, 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 12, 2021;

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 Special Use Permit, has been filed with the County Clerk of Riley County, Kansas, and all information presented has been carefully considered by the Board of Commissioners of Riley County, Kansas.

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

Section 1. That the facts set forth in the Planner's staff report and the recommendation of the Riley County Planning Board filed in the office of the Planning and Development Department have been 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. All drives and parking areas shall consist of and continue to be maintained with all-weather surfacing, such as crushed stone or gravel.

2. No portion of the site shall be used for the storage of equipment, vehicles, materials or supplies except during construction.
3. Prior to commencing operations, a Decommissioning/Site Reclamation Plan, along with an instrument of financial surety in the amount of \$50,000-\$250,000, shall be submitted to and approved by the Riley County Board of Zoning Appeals.

Section 2. A Special Use Authorization to allow for the construction and operation of a 750-KW commercial solar energy system (solar farm) on the following described real estate in Riley County, Kansas:

A tract of land located in a portion of the North Half of the Northeast Quarter of Section 13, Township 8 South, Range 4 East of the 6th P.M., Riley County, Kansas, being more particularly described as written by Rodney R. Zinn, May 6, 2021: Commencing at the Northeast corner of Section 13; thence S 89°56'22" W, along the North line of the Northeast Quarter, a distance of 734.30 feet; thence S 03°00'41" E, a distance of 574.65 feet to the Point of Beginning; thence continuing S 03°00'41" E, a distance of 750.60 feet to the South line of the North Half of the Northeast Quarter; thence S 89°52'50" W, along said South line, a distance of 425.80 feet; thence N 03°00'41" W, a distance of 750.60 feet; thence N 89°52'50" E, a distance of 425.80 feet to the Point of Beginning. Containing 7.328 acres.

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 2nd day of August, 2021

BOARD OF COMMISSIONERS
OF RILEY COUNTY, KANSAS

John Ford, Chair

Greg McKinley, Vice Chair

Kathryn G. Focke, Member

ATTEST:

Rich Vargo, Riley County Clerk



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 Resource Manager

MEETING: August 2, 2021

SUBJECT: Personnel Manual Update

PRESENTER: Elizabeth Ward

BACKGROUND

Riley County Employee Manual was last updated in 2012. There have been numerous resolutions to the policy since then, but the whole document has not been revised or combined since this date.

Best practice is to update the published manual annually

DISCUSSION

Several options exist to updating personnel policies

- a) All internal - HR driven with counselor and Dept. Head input.
 - a. Generally, this is calendared over a year long period with regular work sessions and time dedicated to research and writing
- b) Templates
 - a. Several on-line templates exist for personnel manuals. Most can be modified to meet an organization's needs. Some are interactive
- c) Software applications
 - a. Interactive applications that can be specified to the state regulations
 - b. More specific to individual organizations needs
 - c. Still completely reliant on internal resources
- d) Also a current push to move away from a manual and have separate policies to cover each area of concern
 - a. Pros - is more easily updated
 - b. Cons - more difficult for employees to refer to policies when housed separately

Over the last several months I have researched various options, and taken several training sessions, listened to information pieces, researched options and spoken with other counties, the city, KCAMP and KAC, as well as Clancy and Rich.

In July, the Department Heads concurred that our best option is to contract a professional organization to review current policies and draft an updated manual.

Charlson Wilson - Riley County's local insurance broker, has a partnership with East Coast Risk Management which completes approximately 100 new policy manuals annually, including municipalities, counties and private industry. They also provide compliance updates throughout the year to those organizations, for an additional fee.

I met with one of the employment lawyers in Mid-May to overview the service offered:

- Review all current personnel manuals, and draft a new manual with a best-practice format
 - 60-80 pages max
 - All federal and state law compliance
 - Clear/concise policy - no processes, no extra emotional description etc.
- Provide a draft within 6 weeks
- Our Department Head team would review and edit for however long we need, and send back our revisions
- Their employment lawyer would review our changes to ensure legally compliant

Process:

- Provide all current personnel policies from each dept.
- 60-90 minute call with department heads
- Manual draft review
- Edits and review by employment lawyer
- Final draft

East Coast Risk Management will suggest a format that is well laid out with a table of contents, including but not limited to best practices, compliance with federal and state laws and including a social media policy.

If approved the finished manual should be presented to the commissioners before the end of the year for formal approval.

FISCAL IMPACT

One-time flat fee of \$2,500

RECOMMENDATION(S)

I, with the support of the Department Heads, recommend we contract the Personnel Policy Manual updates to Keystone who will take our current policies, create clear and concise format with best practices and legal compliance, which we will then review, edit and ultimately approve for your consideration.

POSSIBLE MOTION(S)

Move to approve contracting East Coast Rusk Management to update our Personnel Policies, formatting into a best standard and complying with applicable laws.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:



EMERGENCY MANAGEMENT
Staff Update

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

STAFF REPORT

FROM: Russel Stukey
MEETING: August 2, 2021
SUBJECT: Present Monthly Staff time report
PRESENTER: Russel Stukey

Enclosures:

- 7, 2021 July staff time (DOCX)



Monthly staff time report to BOCC,

July departmental staff have been involved in the following items:

911

- Working with Riley Co. radio user group, Ka-Comm, L3 Harris and Councilor Holeman to finish up radio system. We were able to complete that acceptance agreement for the commission to sign
- 911 Working group monthly meeting

Fire

- Both new Deputy Chiefs are working out well and have been able to hit the ground running
- Attended several department head meetings
- Participated in several evening sessions of county fire training
- Attended budget review meeting with BOCC
- Working with Anderson Knight Architects for fire station construction projects
- Continue to accept and process applications for volunteer firefighters
- Dealing with staff and volunteer personnel issues
- Working with new City of Riley Fire Chief Robert Echols answering questions he has since he is new to the position
- Working with GIS and Konza trail staff to update maps to make them more useful when emergencies occur on the Konza property
- Having discussions about renumbering RCFD fire stations
- Working with RC EMS on medical first responder program
- Located a "Free" forestry truck, this will be acquired to replace one of the 50 year old trucks
- Assisted with a former Ogden Firefighters funeral
- Constantly getting new volunteer Firefighters and see others leave
- Staff is working with HR to get volunteer firefighter applications online
- Working with HR to update policy manual
- Had a minor flooding event on Wildcat Creek
- Attended Manhattan FD officers meeting and introduced our two new Deputy Chiefs
- Had a power outage on the 27th, while the power was out I walked this building and the 1st and 2nd floor of the COB checking EXIT and egress lights. I found several that weren't working and have turned them into building maintenance

Emergency Management

- Attend monthly KEMA meeting in Emporia, Riley County will host the monthly meeting in August
- Monitored severe weather moving through the area
- Worked with Laurie on updating severe weather and EOC operations procedures
- Started preliminary planning work on storage building for EM equipment
- Put together a list of data for EOC, EM, Dispatch building
- Presided over KS Emergency Management Assoc. board meeting

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

115 N. 4th Street
Manhattan, Kansas 66501
Phone: 785-537-6331
Fax: 785-537-6331
www.rileycountyks.gov

- Baldwin is working with departments to update their Emergency Action Guides (EAG's)
- Participated in Riley County "training" day committee meetings
- Worked with RCPD by providing the Mobile Command Post for a suicidal subject
- Met with KSU students and professor doing a Emergency Management research project
- Working with Training Day committee, need a head count for training day seating and lunches for CPE building
- Mobile command post was being used by RCPD for a training exercise and was involved in a minor accident/fender bender. Then a couple of hours later the battery compartment caught on fire and did significant damage to the unit. We are working with the county shop and the insurance agency to get the unit back into service
- Laurie and Baldwin Participated in a sheltering exercise with Ft. Riley

Russel Stuke, Emergency Services Director

Attachment: 7, 2021 July staff time (11020 : Staff Time)



COUNTY CLERK & ELECTIONS
Budget

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

MEMORANDUM

FROM: Tami Robison, Budget & Finance Officer

MEETING: August 2, 2021

SUBJECT: 2022 Budget Work Session

PRESENTER: Tami Robison, Budget & Finance Officer

Presenting the attached memo and 2022 Budget Developmental Worksheet and reviewing the hearing process.

Enclosures:

- August 2 proposal to cut (PDF)
- 2022 proposal Budget Development WS for 08022021 (PDF)



CLERK'S OFFICE

Tami Robison

Budget & Finance Officer

110 Courthouse Plaza

Manhattan, Kansas 66502-0109

Phone: 785-537-6359

Fax: 785-537-6394

E-mail: trobison@rileycountyks.gov

To: Board of County Commissioners
 From: Tami Robison; Budget & Finance Officer
 Re: 2022 Budget Work Session
 Date: August 2, 2021

During this work session, the 2022 Budget Development Worksheet will be presented for further review and discussion.

The 2022 Budget Development Worksheet is a two page document. The first page is expenditures consisting of the 2020 Actual Expenditures, 2021 Budget and 2022 Requested Budget for all mill levied funds: General, Bond & Interest, County Building and RCPD funds. The second page, left side column is revenues for the same mill levied funds. The right side is the equation of mill levied fund expenditures of \$48,844,005 less mill levied fund revenues of \$20,055,901 equaling required ad valorem tax plus RCPD calculated delinquency of \$62,066 totaling \$28,850,170. The value of a mill, \$677,488 is provided as well as the mill levy of 42.584 to fund the 2022 proposed budget. This is a 0.299 mill increase from the 2021 budgeted mill levy and is more than the calculated Revenue Neutral Rate.

The transfer from General Fund to CIP consists of \$819,805 for the annual radio project lease, annual hardware refresh reserve, annual motor grader lease payment and the payment transferred annually from CIP to Bond and Interest for the Facilities & Bridge Projects in the 2017 Refunding G.O. Bond. The remaining \$1,750,000 requested is for future requested & approved CIP projects.

With requests made to date and excluding the ARP funding which is both a budgeted revenue and expense, total general fund expenditures have decreased by \$161,654. The three C's make up a decrease of \$678,667, personnel increased \$487,013 and appropriation requests increased \$30,000 due to ATA bus. Largely due to the adjustment of wages for incoming Department Heads replacing long-term employees and the health insurance moratorium, wages did not increase the full calculated percentage for STEP and COLA.

By making the adjustments below, RCPD reflects a 4.14% increase in their budgeted expenditure request while the County general fund budgeted expenditure request decreases by 0.45% when the ARPA funds are excluded.

Attachment: August 2 proposal to cut (11001 : 2022 Budget Work Session)



CLERK'S OFFICE

19.a

Tami Robison
Budget & Finance Officer
110 Courthouse Plaza
Manhattan, Kansas 66502-0109
Phone: 785-537-6359
Fax: 785-537-6394
E-mail: trobison@rileycountyks.gov

General Fund departments – Voluntary changes

Register of Deeds decrease \$700
Fair decrease \$450
District Court decrease \$5,000
Ambulance decrease \$28,450
Emergency Management decrease \$8,000
Elections decrease \$4,000
Clerk decrease \$7,300
Treasurer decrease \$9,000
Admin Services decrease \$900
Museum decrease \$275
IT decrease \$31,258
Planning & Development decrease \$20,000
PW decrease \$145,500
General-General (due to flat indigent attorney adjustment) decrease \$23,801
Economic Development transfer (due to level appropriation request change) decrease \$14,500
Appropriations (due to level appropriation request change) decrease \$58,378
BOCC wages (from 2021 mid-year decrease exclusion) decrease \$2,121
Budget Stabilization exclusion \$250,000
CIP transfer decrease \$1,150,000
Eco Devo transfer decrease \$100,000
Increase in budgeted sales tax revenue \$100,000
Increase in beg unencumbered cash-general (Fairmont transfer adj from Disaster fund) \$92,500
Increase in beg unencumbered cash-CARES funds for Receptionist salary \$38,713

Total voluntary budgeted expenditure decreases \$1,859,633

Total voluntary budgeted revenue increases \$100,000

Total beginning cash adjustment increase \$131,213

Actual factors to general fund mill increase after changes:

Excluding ARP funding, budgeted revenue decrease \$509,401
Wage increase (STEP & COLA) \$487,013
IT-Open.Gov contract, Aerial flight, tech equipment increases \$177,000
Attorney-Odyssey software, Lexis Nexis subscription cost increases \$32,000
Clerk-SB13 mailings \$18,500 increase
Elections-print/postage/supply cost for advance voters, election equip maintenance increase \$91,000
PW-fuel/lubricant, asphalt & bridge construction cost increases \$165,000
Liability/Work Comp/Auto/Property Insurance-5% increase from 2021 expected costs \$57,000
Gen-Gen-wage study, utility costs increase \$53,000
ATA Bus increase \$30,000
Other departments and transfer decreases netted (\$1,302,336)

Total actual factors of mill increase \$317,578

Estimated adjustments not captured in mill increase of general fund:

--Unable to increase mill by capturing value of new improvements (\$8,179,197), taxes not collectible due to Revenue Neutral taxation \$289,331

--Estimated revenue loss in general fund from 2020 affecting 2021 and 2022 budget/actuals based on average growth factor of 6.95% from 3 years prior to COVID \$618,263

Uncaptured New Improvements	\$ 289,331
Estimated Revenue Loss 2020	<u>\$ 618,263</u>
	\$ 907,594

Mill Equivalent	1.340
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Attachment: August 2 proposal to cut (11001 : 2022 Budget Work Session)

2022 Budget Development Worksheet

19.b

Attachment: 2022 proposal Budget Development WS for 08022021 (11001 : 2022 Budget Work Session)

	2020 Actual Contractual Services, Commodities & Capital	2020 Actual Personnel Services (Includes STEP/COLA)	2020 Actual Total	2021 Budgeted Contractual Services, Commodities & Capital	2021 Budgeted Personnel Services	2021 Budgeted Total	2022 Proposed Contractual Services, Commodities & Capital	2022 Proposed Personnel Services (Includes STEP)	2022 Proposed Budget Total	Percent change of 3 C's	
1 Administrative Services	43,737	552,410	596,147	55,771	571,718	627,489	44,358	597,372	641,730	-20.46%	1
2 Ambulance	312,240	3,197,221	3,509,461	354,275	3,320,095	3,674,370	325,825	3,486,746	3,812,571	-8.03%	2
3 Appraiser	170,009	1,507,244	1,677,253	148,555	1,520,484	1,669,039	148,515	1,565,293	1,713,808	-0.03%	3
4 Attorney	153,929	1,843,172	1,997,101	181,795	1,945,280	2,127,075	221,966	1,996,479	2,218,445	22.10%	4
5 Clerk	36,145	871,730	907,875	67,250	888,435	955,685	87,500	994,610	1,082,110	30.11%	5
6 Commissioners	36,110	175,196	211,306	47,480	191,721	239,201	47,480	196,995	244,475	0.00%	6
7 Coroner	99,571	0	99,571	107,000	0	107,000	107,000	0	107,000	0.00%	7
8 District Court	169,470	0	169,470	168,175	0	168,175	174,330	0	174,330	3.66%	8
9 Elections	232,610	366,800	599,410	186,300	395,435	581,735	277,650	419,128	696,778	49.03%	9
10 Emergency Management	63,221	229,429	292,650	53,282	212,184	265,466	53,450	215,284	268,734	0.32%	10
11 Fair	97,921	0	97,921	102,400	0	102,400	102,400	0	102,400	0.00%	11
12 General Services	1,068,438	157,430	1,225,868	4,267,550	117,620	4,385,170	11,522,898	87,863	11,610,761	1.08%	12 *
13 Information Systems/GIS	840,769	855,524	1,696,293	679,832	940,016	1,619,848	856,732	881,874	1,738,606	26.02%	13
14 Insurance	590,446	0	590,446	681,849	0	681,849	739,289	0	739,289	8.42%	14
15 Juvenile Detention	85,358	0	85,358	95,000	0	95,000	95,000	0	95,000	0.00%	15
16 Museum	11,361	414,130	425,491	15,215	413,100	428,315	15,215	434,909	450,124	0.00%	16
17 Noxious Weed	199,541	503,728	703,269	216,210	468,464	684,674	221,210	486,404	707,614	2.31%	17
18 Planning & Development	46,699	557,830	604,529	53,345	539,484	592,829	57,795	538,658	596,453	8.34%	18
19 Register of Deeds	49,917	440,882	490,799	55,210	460,743	515,953	58,410	406,404	464,814	5.80%	19
20 Public Works	3,345,196	4,381,988	7,727,184	3,474,600	4,627,295	8,101,895	3,645,750	4,584,676	8,230,426	4.93%	20
21 Treasurer	53,341	806,594	859,935	51,080	825,616	876,696	51,280	857,058	908,338	0.39%	21
22 Juvenile Supervision fees	540	0	540	1,794	0	1,794	1,318	0	1,318	-26.53%	22
23 Transfer to Health Dept. Fund	1,154,526	0	1,154,526	1,154,526	0	1,154,526	1,154,526	0	1,154,526	0.00%	23
24 Transfer to Landfill Close	30,000	0	30,000	30,000	0	30,000	30,000	0	30,000	0.00%	24
25 Transfer-Economic Dev.	300,000	0	300,000	300,000	0	300,000	185,500	0	185,500	-38.17%	25
26 Transfer-Benefit District	15,067	0	15,067	0	0	0	0	0	0	0.00%	26
27 Transfer-Disaster Fund	6,501	0	6,501	0	0	0	0	0	0	0.00%	27
28 Transfer - Capital Improvement	3,766,936	0	3,766,936	3,716,027	0	3,716,027	2,569,805	0	2,569,805	-30.85%	28
29 Non-Appropriated	0	0	0	580,000	0	580,000	580,000	0	580,000		29
30 COST OF COLA	0	0	0	0	0	0	0	174,950	174,950		30
SUBTOTAL:	\$12,979,599	\$16,861,308	\$29,840,907	\$16,844,521	\$17,437,690	\$34,282,211	\$23,375,202	\$17,924,703	\$41,299,905	-4.03%	
										-678,667	
Appropriations:										41,299,905	
31 Big Lakes Developmental	217,260	0	217,260	217,260	0	217,260	217,260	0	217,260	0.00%	31
32 Animal Shelter / Contractual	60,000	0	60,000	60,000	0	60,000	60,000	0	60,000	0.00%	32
33 Council on Aging	275,000	0	275,000	275,000	0	275,000	275,000	0	275,000	0.00%	33
34 ATA Bus	50,000	0	50,000	70,000	0	70,000	100,000	0	100,000	42.86%	34
35 Emergency Shelter	11,000	0	11,000	11,000	0	11,000	11,000	0	11,000	0.00%	35
36 Extension	599,645	0	599,645	599,645	0	599,645	599,645	0	599,645	0.00%	36
37 Pawnee Mental Health	300,000	0	300,000	300,000	0	300,000	300,000	0	300,000	0.00%	37
38 Riley Cty Genealogical Soc.	3,500	0	3,500	3,500	0	3,500	3,500	0	3,500	0.00%	38
39 Riley County Conservation	55,136	0	55,136	55,136	0	55,136	55,136	0	55,136	0.00%	39
40 Riley Co Community Corrections	7,081	0	7,081	7,081	0	7,081	7,081	0	7,081	0.00%	40
SUBTOTAL:	\$1,578,622	\$0	\$1,578,622	\$1,598,622	\$0	\$1,598,622	\$1,628,622	\$0	\$1,628,622	1.88%	
										\$30,000	
GENERAL TOTAL:	\$14,558,221	\$16,861,308	\$31,419,529	\$18,443,143	\$17,437,690	\$35,880,833	\$25,003,824	\$17,924,703	\$42,928,527	-0.45%	
										-161,654	
41 Bond & Interest	527,092	0	527,092	598,752	0	598,752	615,303	0	615,303	2.76%	41
42 County Building	392,814	0	392,814	393,000	0	393,000	393,000	0	393,000	0.00%	42
43 RCPD	5,393,492	0	5,393,492	4,712,215	0	4,712,215	4,907,175	0	4,907,175	4.14%	43
SUBTOTAL:	\$6,313,398	\$0	\$6,313,398	\$5,703,967	\$0	\$5,703,967	\$5,915,478	\$0	\$5,915,478		
TOTAL:	\$20,871,619	\$16,861,308	\$37,732,927	\$24,147,110	\$17,437,690	\$41,584,800	\$30,919,302	\$17,924,703	\$48,844,005		
44 Capital Improvement	5,406,963	0	5,406,963	9,070,167	0	9,070,167	7,754,156	0	7,754,156	-14.51%	44
45 Economic Development	306,816	0	306,816	401,322	0	401,322	309,048	0	309,048	-22.99%	45

* removed ARP funds from calculation

2022 BUDGET DEVELOPMENT WORKSHEET**19.b****BUDGETED REVENUE****BUDGETED EXPENDITURES**

COUNTY TREASURER				2020 BUDGET	2021 BUDGET	2022 BUDGET		2020	2021	2022	% chg	Fund	per Fur
Motor Vehicle Tax				2,329,188	2,499,298	2,421,547	General	\$35,296,802	\$35,880,833	\$42,928,527	-0.45%	23,998,682	35.4
Recreational Vehicle Tax				20,555	22,383	22,568	Bond & Interest	657,092	598,752	615,303	2.76%	-	0.0
16/20M Vehicle Tax				20,336	20,116	21,820	County Building	383,000	393,000	393,000	0.00%	356,151	0.5
Commercial Vehicle Fees				103,790	103,657	96,835	RCPD Fund	5,136,455	4,712,215	4,907,175	4.14%	4,495,337	6.6
Special City & County Highway Fund				1,105,011	1,105,010	947,152						28,850,170	42.5
Investment Income				450,000	200,000	25,000	TOTAL EXPENDITURES	\$41,473,349	\$41,584,800	\$48,844,005			
Sales Tax				1,500,000	1,500,000	1,700,000							
Intangible Tax				206,594	199,173	243,862							
Vehicle Rental Excise Tax				39,018	42,415	27,831							
Interest on Taxes				125,000	200,000	250,000	(Budget)Value of a MILL =	657,136	669,563	677,488			
Watercraft				12,785	13,602	14,379							
SUBTOTAL:				\$ 5,912,277	\$ 5,905,654	\$ 5,770,994							
							MINUS						
DEPARTMENT FEES & OTHER							TOTAL REVENUE	13,233,688	13,355,954	20,055,901			
							EQUALS						
Unencumb. Cash Bal.-General				3,690,534	4,355,279	4,006,373							
Unencumb. Bal.-County Building	Unencum- bered Ending Cash			30,595	18,956	5,251	AMT. AD VALOREM TAX REQUIRED	\$28,297,344	\$28,312,598	\$28,850,170	Add delinquency for RCPD		
Unencumb. - Bond & Interest				167,209	161,104	196,559							
Unencumb. - RCPD				625,649	125,736	80,904	TOTAL MILLS NEEDED	43.062	42.285	42.584			
Bond & Interest Special Assessment				203,925	185,409	183,112							
Recording Fees - ROD				275,000	275,000	275,000	Mill levy diff. from previous budget year	2.145	(0.776)	0.299			
21st Judicial Dist Case Receipts-DC				45,000	45,000	45,000							
Payment in Lieu of Taxes (PILT) Program/Fed Grant				35,000	37,000	7,246,348		General	B&I	Building	RCPD	Total	
Franchise Fees				40,000	40,000	38,000	Revenue Neutral Mill Rate (28,312,598/677,488)	34.954	0.025	0.507	6.305	41.791	
Ambulance Fees				1,185,462	1,110,422	1,203,688	Revenue Neutral \$\$	\$23,681,104	\$16,723	\$343,395	\$4,271,376	\$28,312,598	
Fees-Attorney (Diversion)				50,000	52,000	55,000							
Fees-Clerk				3,500	3,500	3,000	Overage on Neutral Mill Rate	0.469	-0.025	0.019	0.330	0.793	
Fees-Elections				2,000	2,000	5,000	Revenue Neutral \$\$ Overage	\$317,578	-\$16,723	\$12,756	\$223,961	\$537,572	
Fees-Fair				30,000	30,000	20,000							
Grant - Emergency Management				0	30,000	0	One mill of taxation is equal to \$1 on each \$1,000 of assessed value.						
Fees-Noxious Weed	These revenues go into the "licenses, fees, permits" line in St. Gen. Fund revenue budget.			130,000	120,000	100,000	Assessed valuation	677,488,007					
Fees-Public Works/Parks				480,000	480,000	480,000	Value of one mill (677,488,007/1000)	\$ 677,488					
Fees-Planning & Development				33,000	35,000	35,000							
Fees-Juvenile Supervision				567	500	300							
Fees-Appraiser				14,000	14,000	15,600							
Fees- Treasurer				7,000	7,500	7,500							
Fees - Register of Deeds				20,000	20,000	20,000							
Heritage Trust				25,000	25,000	25,000							
Transfer from MV to General				0	45,527	4,177							
Transfers from Economic Development to B&I				46,025	44,975	43,925							
Transfer from CIP to Bond & Interest				181,945	186,392	190,170							
SUBTOTAL				\$ 7,321,411	\$ 7,450,300	\$ 14,284,907							
TOTAL REVENUE				\$ 13,233,688	\$ 13,355,954	\$ 20,055,901							

Attachment: 2022 proposal Budget Development WS for 08022021 (11001 : 2022 Budget Work Session)



COUNTY ATTORNEY'S OFFICE
Personnel

Barry Wilkerson
County Attorney
105 Courthouse Plaza
Manhattan, KS 66502
Phone: 785-537-6390

COMMISSION AGENDA REPORT

FROM: Barry Wilkerson, County Attorney

MEETING: August 2, 2021

SUBJECT: Request to fill open position - Office Assistant II

PRESENTER: Barry Wilkerson, County Attorney and Elizabeth Ward, HR Manager

BACKGROUND

Incumbent Office Assistant II resigned position effective 8/6/2021. Ms Tyra has served as the Office Assistant II since May 2021. The department would like to fill the position, as described in the attached position description in order to meet the responsibilities of the Riley County Attorney's Office.

FISCAL IMPACT

No fiscal impact - this position is included in the 2021 budget.

RECOMMENDATION(S)

Move to approve the request to fill the Office Assistant II.

POSSIBLE MOTION(S)

Move to approve

Move to deny

Move to modify

Move to table

Enclosures:

- 2021-07 Atty Office Assist (gold) (PDF)

20.a

Department Attorney Date 7/27/2021 Job Title Office Assistant II

☒ Full Time	☒ Regular	☐ Seasonal	☐ Grant Funded	Pay Grade <u>E</u>	Hours per ☒ Week ☐ Month	Start Date <u>ASAP</u>	☒ Non-Exempt
☐ Part Time	☐ As Needed	☐ Intern	☐ Temporary	40		End Date	☐ Exempt

TYPE OF REQUEST

(Check one box and follow instructions in box - attach new job description if applicable)

Budgeted Position Request		Non-Budgeted Position Request	
☒ Request to hire replacement-same duties ☐ Request to hire replacement-new duties	☐ Request to change budgeted hours ☐ Request to change position status	☐ Request to create a new position for current fiscal year only ☐ Request for current non-budgeted position to be included in future annual budgets	☐ Request to create a new position which will be included in future annual budgets
1. Name of former incumbent or current employee: <u>Samantha Tyra</u>	2. Effective date of promotion, transfer, termination, or change: <u>8/6/2021</u>	1. Are there current budgeted funds available to pay for this position? ☐ Yes ☐ No ☐ Grant Funded	2. Requested hours per year:
3. If requesting a change in budgeted hours, estimated change in cost per year:	4. Would the position require re-evaluation for classification and pay grade purposes? ☐ Yes ☒ No	3. Estimated cost per year (financial impact): \$	4. Would the position require evaluation for classification and pay grade purposes? ☐ Yes ☐ No
5. Has this position been "On Hold"? ☐ Yes ☒ No If yes, date placed "On Hold":	6. Any special conditions regarding this position:	5. If applicable, what is the ending date for the position?:	6. Any special conditions regarding this position:

1. Why is it necessary to fill this position or change its status? Resignation of incumbent

2. Is it possible to fill this position internally? If no, why not? Yes, if meet qualifications

For hiring purposes, briefly state necessary and/or desirable education, training, and/or certification required as well as desirable experience and/or skills:
1 yr certificate from college or tech school or 1 yr of related experience and/or training. Knowledge of Word, Full Case, Excel, & other relevant computer software.
Knowledge of criminal & civil legal system is helpful

Additional comments:

Approval by:

Department Head:

Date:

Personnel:

BOCC Chairman:

BOCC Member:

BOCC Member:

If the approved request affects current and future budget figures, a copy will go to Payroll and Budget & Finance



PUBLIC WORKS
Presentation

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

COMMISSION AGENDA REPORT

FROM: John Ellermann, Public Works Director

MEETING: August 2, 2021

SUBJECT: Draft Sales Tax Presentation

PRESENTER: John Ellermann

BACKGROUND

For almost 20 years Riley County has benefited from a ½ cent sales tax to improve the County's infrastructure. Roads have been reconstructed and many bridges and culverts replaced costing millions of dollars.

DISCUSSION

With the existing ½ cent sale tax nearing the end of its 10 years term the Board has expressed its desire to continue to use sales tax to improve the County's roads and bridges. At a recent Board meeting the Commission passed a motion to ask the voters to approve a County sales tax November.

The presentation is meant to inform voters of the projects planned to be completed using the sales tax. It will also show the benefit of sales tax over property tax.

The attached presentation is the 2nd draft for the Commission to review and comment on.

FISCAL IMPACT

It is estimated that a 0.2 cent sales tax will generate approximately the same revenue as the existing tax for County infrastructure improvements and still be able to share a portion with the smaller cities at about the same level they are currently receiving..

The revenue generated form sales tax would equal approximately 3.01 mil of property tax.

RECOMMENDATION(S)

NA

POSSIBLE MOTION(S)

No action required.

The Board agreed by consensus to

Enclosures:

- Sales Tax Renewal Presentation 2022 (COMBINED)_DRAFT (PDF)

0.2 Cent Riley County Sales Tax Proposition



Roads and Bridges

General Election November 2, 2021

Riley County Road and Bridge Advisory Board

Appointed to study Road & Bridge needs in Riley County and prioritize potential infrastructure projects for recommendation to the Riley County Commission

- Cities in Riley County
- Chamber of Commerce
- Manhattan Urban Area Planning Board
- Riley County Planning Board
- Township Officers Association
- Kansas State University
- Riley County Extension Council
- Riley County Fire District



2012 Completed Sales Tax Projects



Marlatt Ave. & Denison Ave.: Reconstruction



Anderson Road: Deficient Bridge



Peach Grove Rd. Culvert Replacement



Current ½ Cent Sales Tax Projects

	Casement Drainage Outflow	\$298,852
Culvert	W 54 th Ave	168,131
Culvert	Frog Holler	160,218
Culvert	Green Randolph Rd.	260,819
Culvert	N 52 nd Street	139,894
Culvert	Sherman Rd.	7,598
Culvert	Flat Rock Rd.*	52,707
Culvert	Vinton School Rd.	183,596
Culvert	Parallel Rd.*	51,270
Culvert	Kitten Creek Rd.*	37,341
Culvert	Peach Grove Rd.	238,350
Culvert	Union Rd.*	56,605
Bridge	S. Otter Rd.*	49,380
Bridge	W. 40 th Ave.	349,501
Bridge	Daniels Dr.	252,631

Current ½ Cent Sales Tax Projects

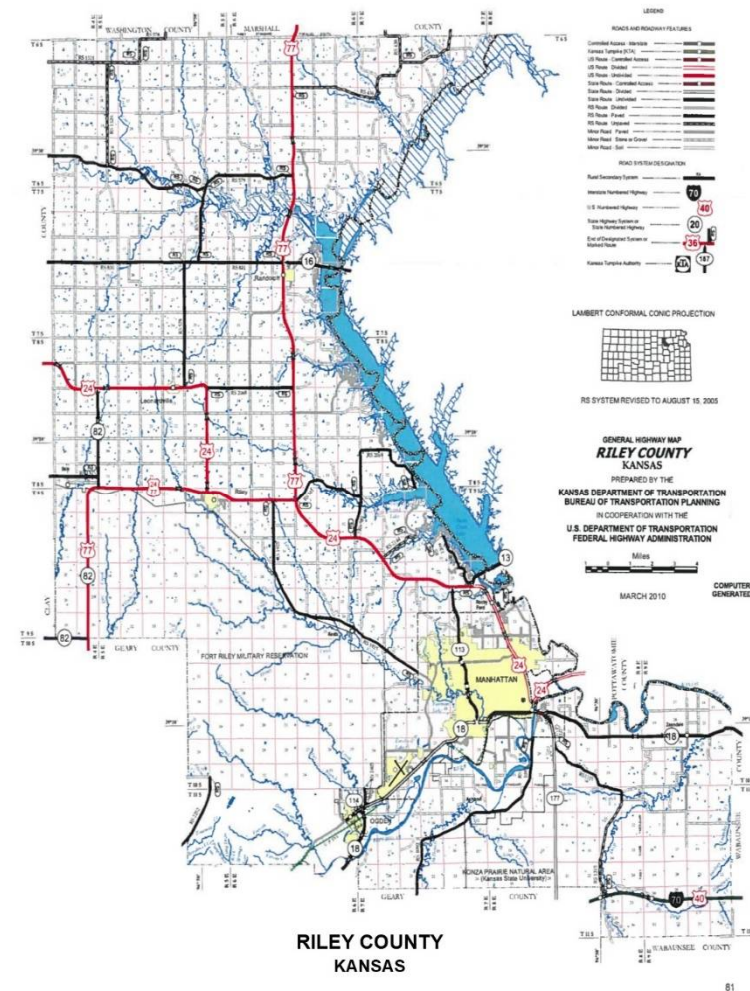
(continued)

Bridge	Green Randolph Rd.	1,092,613
Bridge	S. 32 nd Street	160,743
Bridge	Parallel Rd.	208,990
Bridge	Anderson Ave.	874,399
Bridge	Fancy Creek Rd.	1,162,129
Bridge	Rose Hill Rd.*	65,220
Bridge	Fancy Creek Rd.	1,222,128
Bridge	Stockdale Park Rd.	924,119
Bridge	Senn Rd.*	67,371
Bridge	Fancy Creek Rd.*	53,730
Bridge	W. 32 nd Ave.*	109,163
Bridge	Winkler Mills Rd.*	102,720
Reconst.	Marlatt Ave. & Denison Ave.	3,857,457
Overlays	Various Rds.	1,796,790
Total*		\$14,520,381

Road & Bridge Inventory

Riley County has...

- 230 miles of roads
- 135 bridges
- 479 large culverts
- 3,700 small culverts



Infrastructure Safety Issues

- Many county roads need to be reconstructed to minimum modern design standards
- Over 13% of all county bridges and culverts are deficient and need to be replaced
- Increased traffic and heavier truck loads have accelerated road and bridge deterioration

Existing Deficiencies

- Bridge lane widths too narrow
- Poor visibility on narrow roads
- Inadequate road shoulders
- Structural inadequacies
- Obstacles near the roadway
 - bridge abutments, trees
- Sharp curves
- Steep roadside slopes
- Weight limit restrictions on bridges

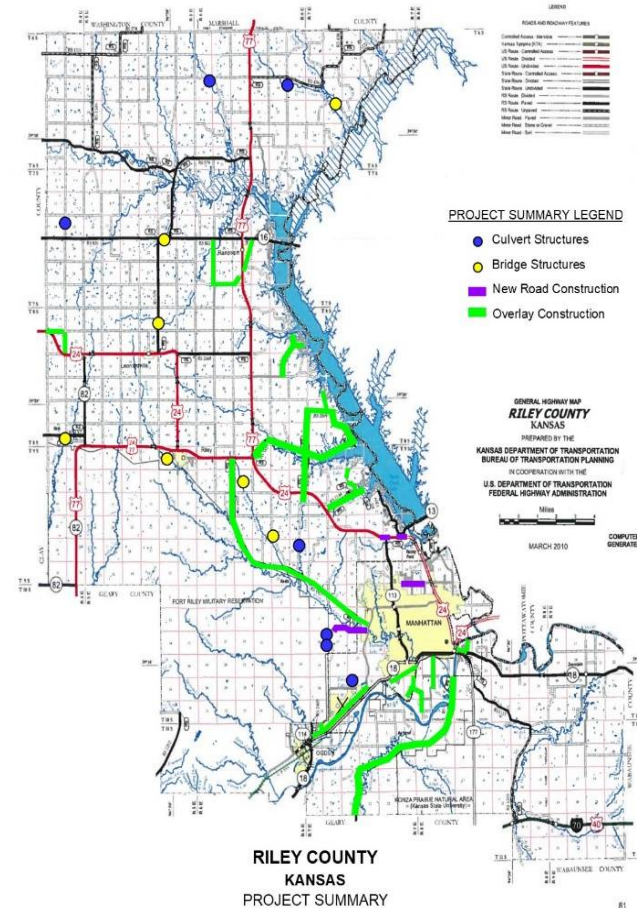
Results of Deferring Reconstruction and Replacement

- Closed roads and bridges
- Higher vehicle maintenance costs
- Reduced speed limits
- Lower weight limits on bridges
- Increased road and bridge maintenance costs
- Escalated replacement costs

Proposed Sales Tax Projects

Recommended by Riley County Road and Bridge Advisory Board

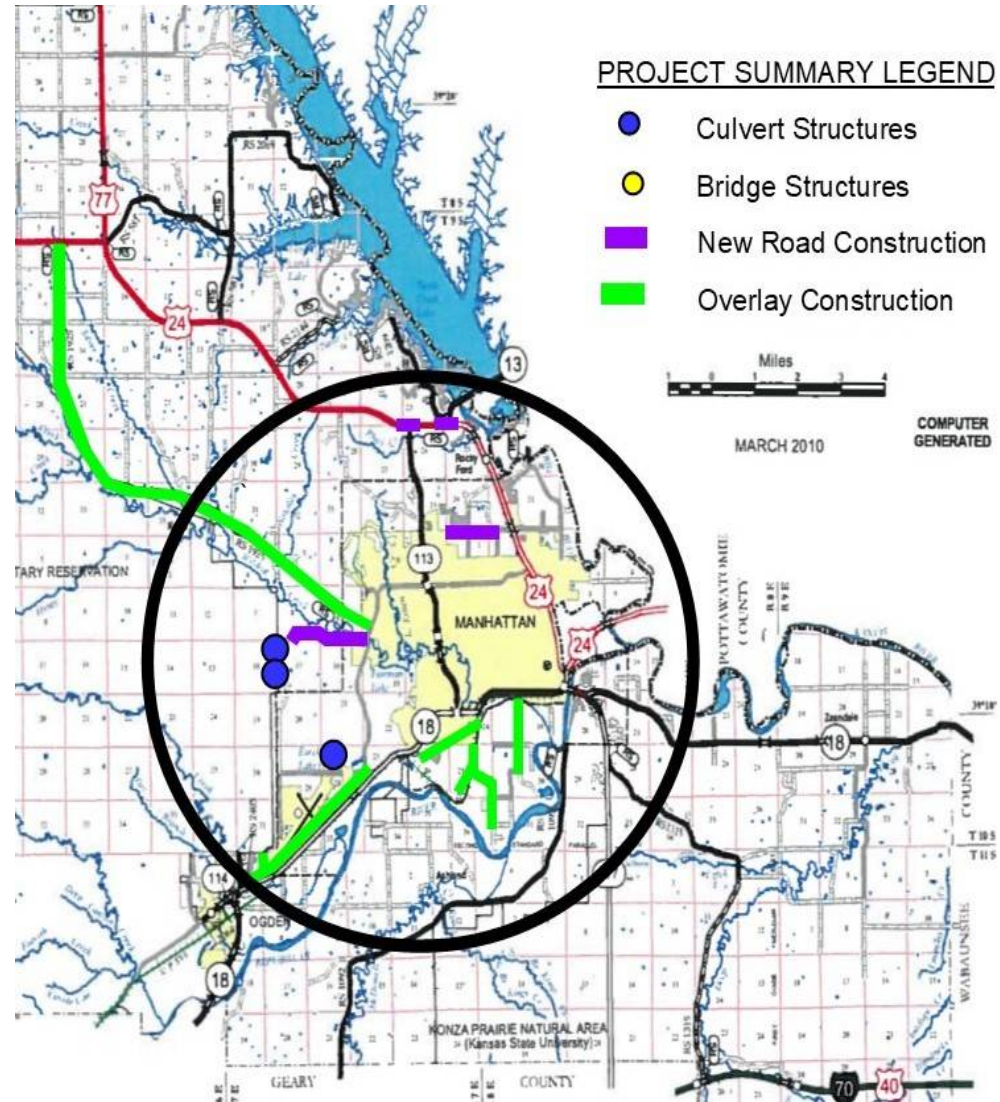
- **23 Projects Prioritized**
- **\$10 Million Total**
- Project distribution will be countywide
- \$5.7 million of the proposed projects are in the Manhattan area
- \$4.3 million of the proposed projects are in rural Riley County





Projects Proposed in the Manhattan Area

\$5.7 million

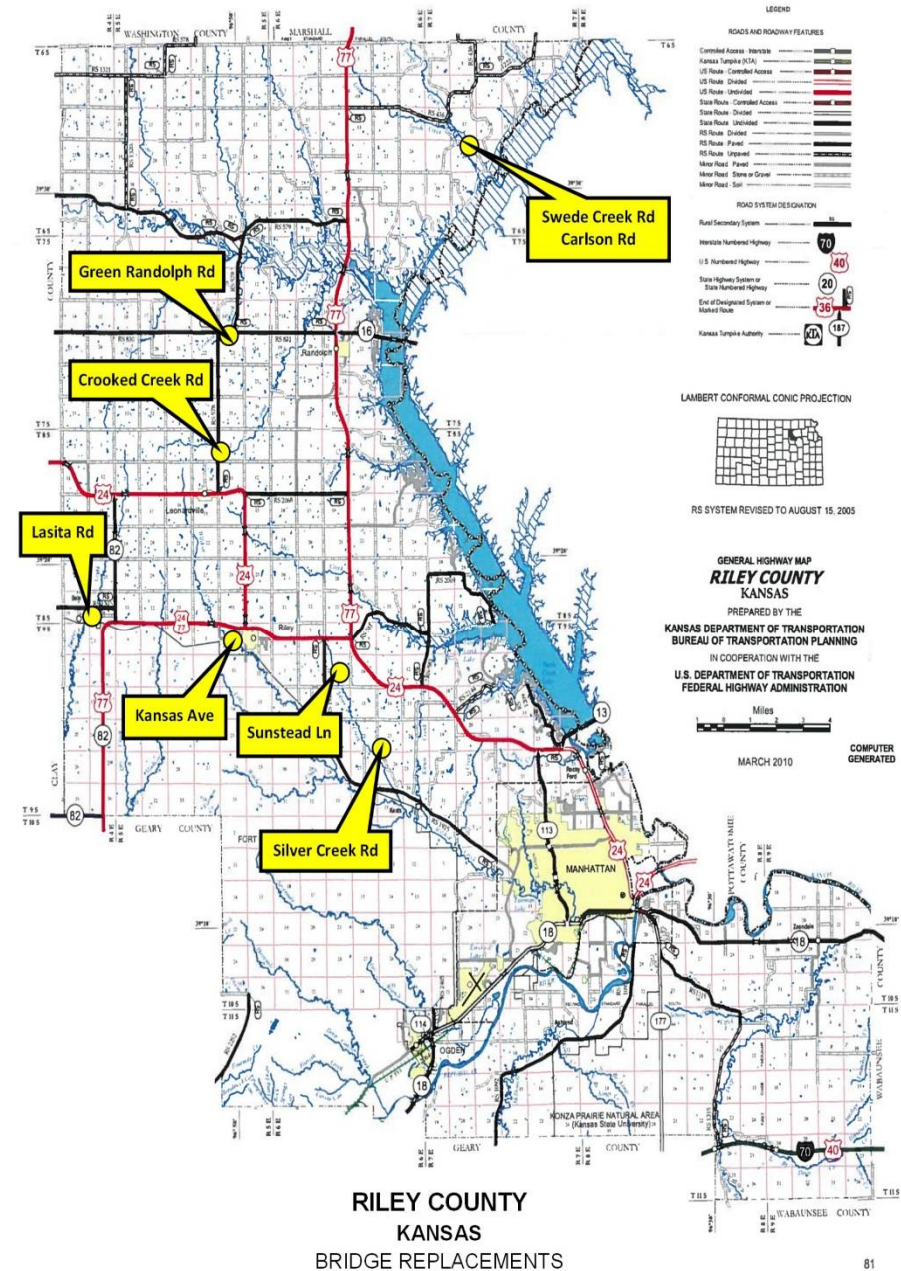


Revenue Generated for County Road and Bridge Projects

- Generates an estimated \$1.8 million in revenue annually for county projects, which is equivalent to an increase in property taxes of approximately **2.6 mils**
- Existing countywide sales tax for Roads and Jobs will end December of 2022.
- If approved in the November 2, 2021 general election the 0.2 cent proposed sales tax will replace the current combined County-City 0.5 cent sales tax.

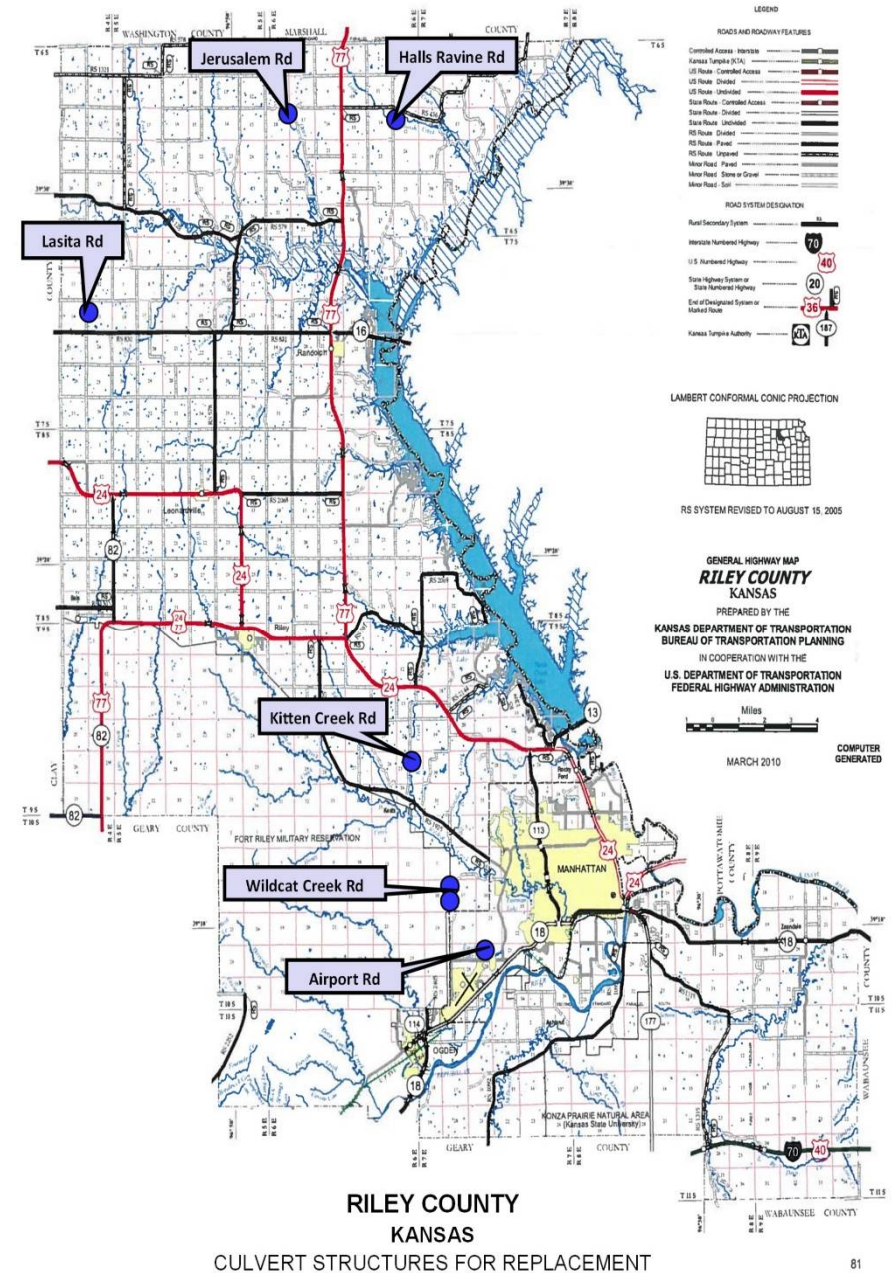
7 Proposed Bridge Replacement Projects

- Lasita Rd. Br.
- Silver Creek Rd.
- Sunstead Lane
- Carlson Rd.
- Green Randolph Rd.
- Crooked Creek Rd.
- Kansas Ave. (W. of Riley)



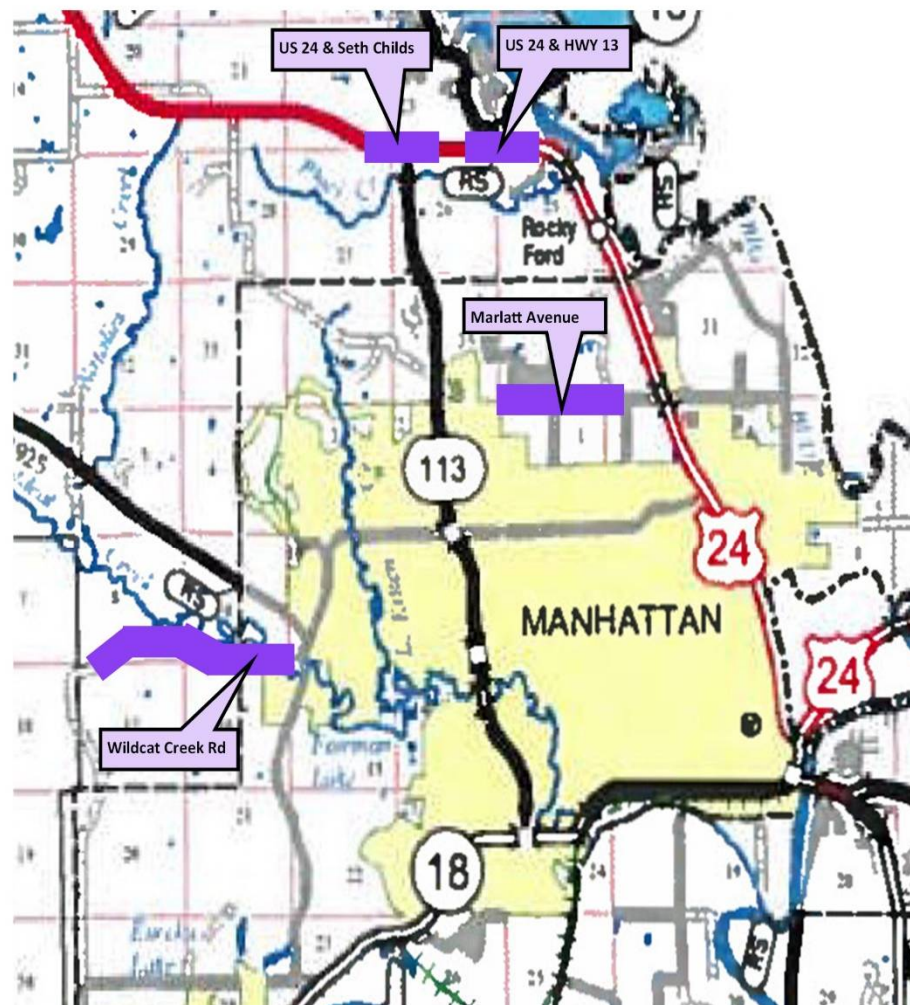
7 Proposed Culvert Replacement Projects

- Jerusalem Rd.
- Lasita Rd.
- Halls Ravine Rd.
- Airport Rd.
- Kitten Creek Rd.
- Wildcat Creek Rd.
- Wildcat Creek Rd.



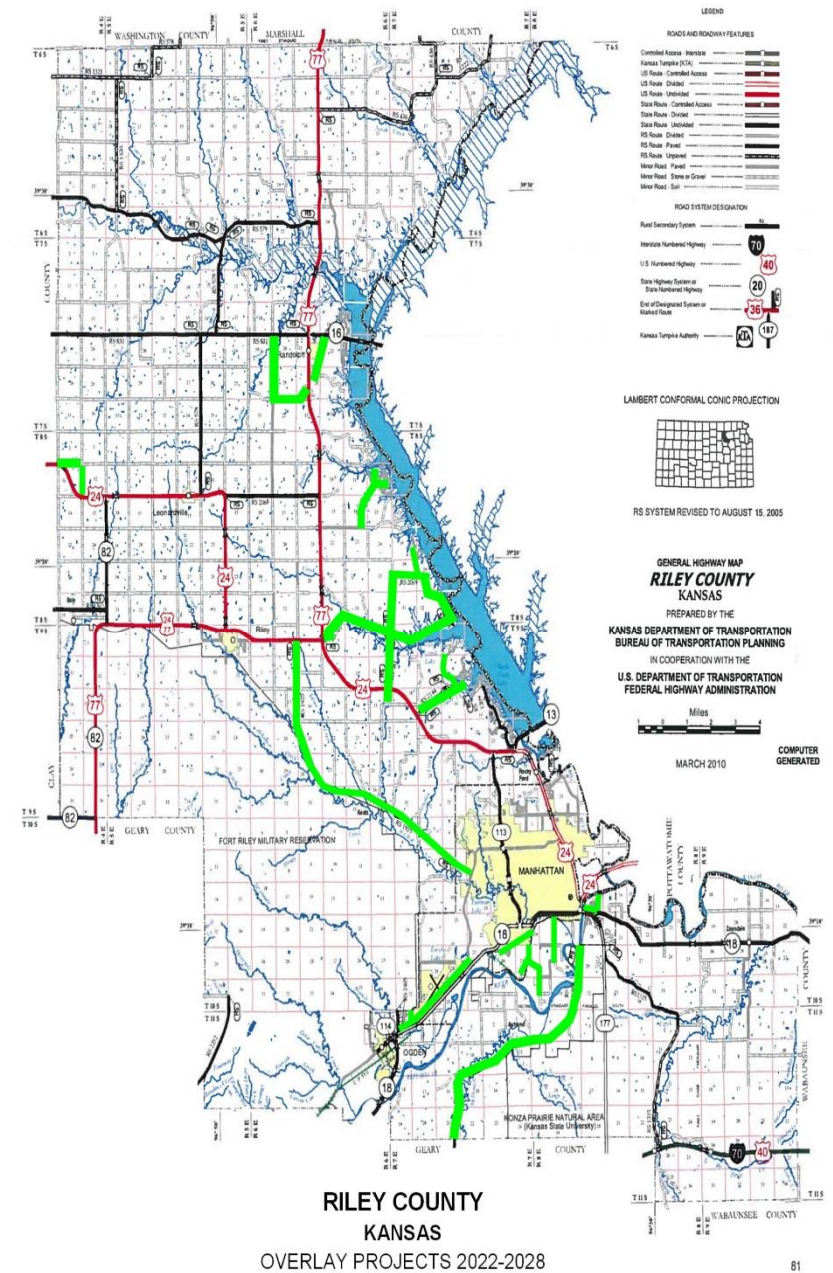
3 Proposed Road Reconstruction Projects

- Wildcat Creek Rd.
Skyway Dr. West 2.1 miles
- Marlatt Ave. (Design Only)
Denison Ave. to Browning Ave.
- K-13/US-24 Intersection
- K-113/US-24 Intersection



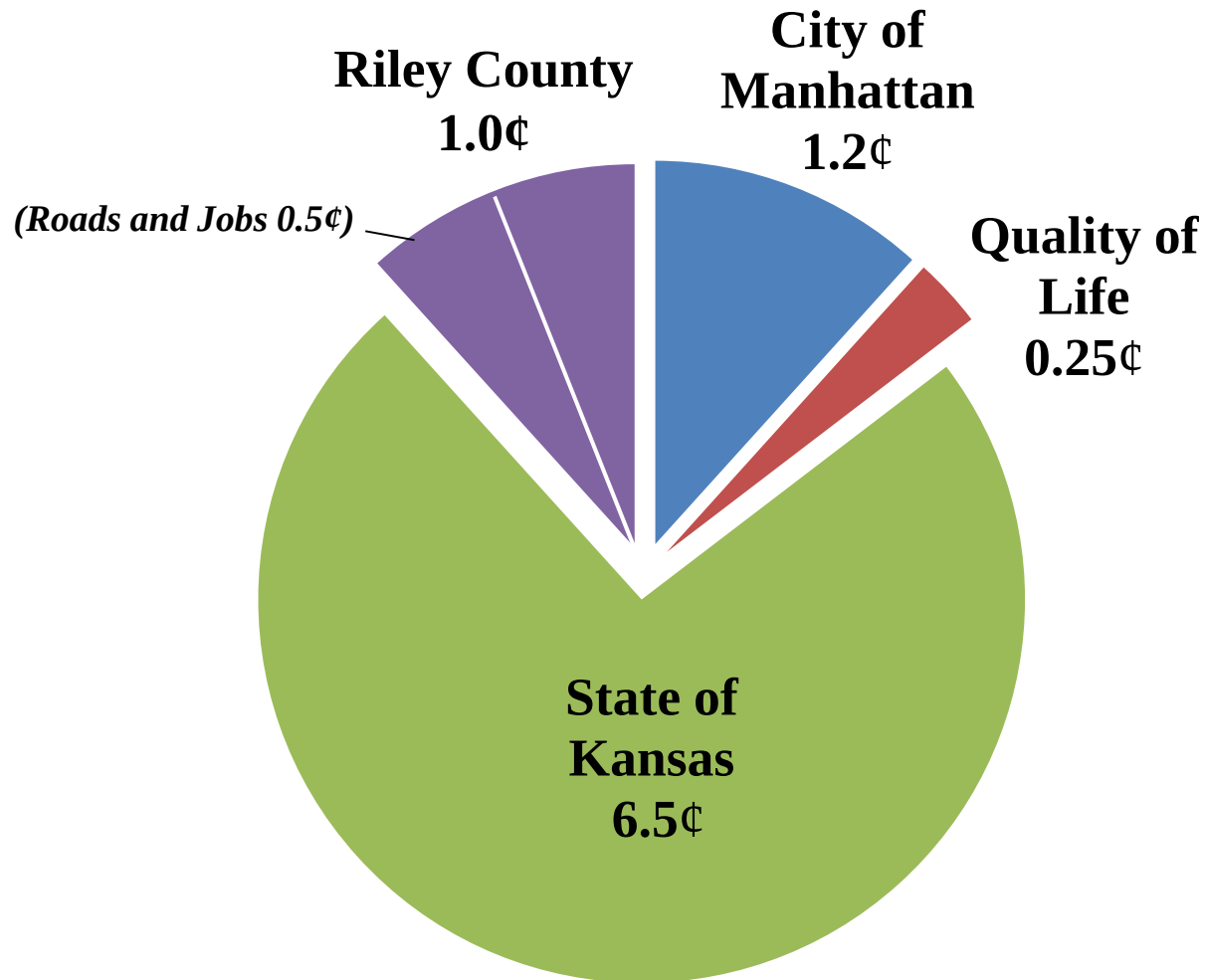
RILEY COUNTY
KANSAS
NEW ROAD CONSTRUCTION PROJECTS

5 Proposed Asphalt Overlay Projects



Sales Tax Comparison With Other Cities in Kansas

Junction City	9.750%	Overland Park	9.100%
Leavenworth	9.500%	Pratt	9.000%
Coffeyville	9.500%	Prairie Village	8.975%
Lenexa	9.350%	Manhattan	8.950%
Lawrence	9.300%	Garden City	8.950%
Bonner Springs	9.250%	Hays	8.750%
Liberal	9.250%	Abilene	8.750%
Salina	9.250%	Dodge City	8.650%
Topeka	9.150%	Hutchinson	8.600%
Kansas City	9.125%	Emporia	8.500%
Leawood	9.100%	Great Bend	8.250%
		Average	9.045%



Current Local Sales Tax Breakdown

8.95 cents on the dollar

PROPOSED ESTIMATED **0.2 CENT** SALES TAX ALLOCATIONS 2023 - 2027

Riley County	\$9,000,000
Small Cities	<u>\$1,000,000</u>
Total	\$10,000,000

(Projections based on 2021 estimated receipts)

Sales Tax vs. Property Tax

- 45% of the real estate in Riley County is exempt from property tax
- Property taxes in Riley County are paid by approximately 30,000 taxpayers
- Sales tax is paid by 130,000+ people from the Metropolitan Statistical Area - plus more than one million visitors attending football games, basketball games, cultural events, Ft. Riley, outdoor recreation, and national, regional, or state meetings and conferences annually

Sources that Generate Sales Tax

K-State Students and Parents



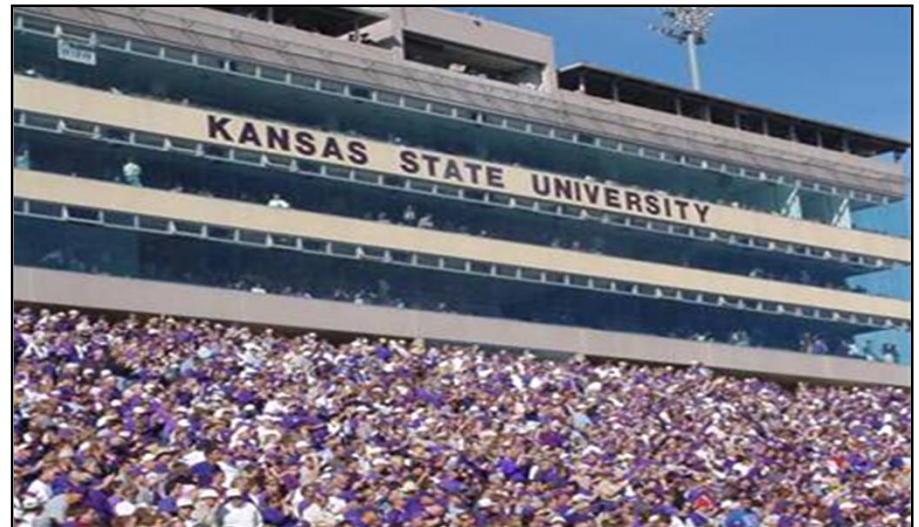
Outdoor Recreation and Events



Ft. Riley Soldiers and Families



KSU Athletic Events



Conclusion

The Riley County Commission have the option of utilizing two sources of funding:

- Property tax paid by Riley County property owners (30,000)
- Sales tax paid by people who trade in Riley County (130,000+) and over 1 million visitors annually



Sales Tax

The Riley County Commissioners will place a question for a 0.2% cent countywide sales tax for Roads and Bridges on the ballot in the November 2, 2021 general election

State of Kansas Official General Election Ballot

Riley County General 2020 November 7, 2020

NOTES:
IF YOU WANT TO VOTE BY MAIL, YOU MUST RETURN IT TO THE COUNTY CLERK AND RECEIVE A NEW BALLOT BY SET OF BALLOTS.

INSTRUCTIONS TO VOTER:
1. TO VOTE, YOU MUST MARK THE CIRCLES COMPLETELY.
2. ADD ONLY THE PERSONS PROPOSED.
3. To make a name, you must check the oval to the left of the line provided.

NATIONAL OFFICES

To vote for a person whose name is printed on the ballot, check the oval to the left of the person's name. To vote for a person whose name is not printed on the ballot, write the person's name in the blank space, if any is provided, and check the oval to the left.

For President and Vice President
Election Year

☐ Ralph Steyer Independent
Steven Lubet

☐ Howard Phillips Conservative
J. Carlos Foster

☐ Harry Browne Libertarian
Art Bower

☐ Paul Buchanan Reform
Erica Peters

☐ George W. Bush Republican
Dale Cherry

STATE OFFICES

For United States Representative
2nd District
Election Year

☐ Stanley Ritter Democratic
Gilbert

☐ Dennis Rimmer Libertarian
Dorothy

☐ Jan Ryan Republican
Lorenz

☐ NONE

For State Senator
22nd District
Election Year

☐ Lisa Brown Republican
Madeline

☐ NONE

For State Representative
60th District
Election Year

☐ Bruce Skusek Democratic
Madeline

☐ Jeff Peterson Republican
Madeline

☐ NONE

For School Board of Education
8th District
Election Year

☐ Bruce W. Wyck Republican
Dale

☐ Elaine Lynch Democratic
Dale

☐ NONE

For County Clerk
Election Year

☐ Rich Varga Republican
Madeline

☐ NONE

For County Treasurer
Election Year

☐ Elise King Republican
Madeline

☐ NONE

For Register of Deeds
Election Year

☐ M. Charlotte Staunton
Republican-Ties

☐ NONE

For County Attorney
Election Year

☐ William (Bill) E. Kennedy III
Democratic-Madeline

☐ NONE

SAMPLE BALLOT

Sample Sales Tax Question

Shall the following be adopted?

Shall a countywide retailers' sales tax in the amount of one-half of one percent (.5%) (the "Sales Tax") be levied in Riley County, Kansas (the "County"), to take effect after the County's current one-half of one percent (.5%) sales tax levied by Resolution No. 032504-10 expires December 31, 2012, with the proceeds of the Sales Tax distributed to the County and the cities located within the County as required by law and used: (i) by the County to pay the costs of developing, improving, and maintaining the system of roads, bridges and culverts located in the County; (ii) by the City of Manhattan for economic development initiatives that occur within Riley County and which benefit the City of Manhattan, Kansas, as determined and authorized by the Governing Body of the City; provided, however, such revenue may be used for economic development initiatives that occur outside of Riley County, if the Governing Body of the City determines that Riley County will benefit from such initiatives, and the Board of Riley County Commissioners agree, in writing, with such determination, and (iii) the proceeds distributed to other cities within the County to be used as those cities determine to be in their best interests, provided further that, the Sales Tax shall end December 31, 2022, all pursuant to K.S.A 12-187 et seq., as amended?

PLEASE VOTE

November 2, 2021



www.rileycountyks.gov

Questions?





PUBLIC WORKS
Project

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

COMMISSION AGENDA REPORT

FROM: John Ellermann, Public Works Director

MEETING: August 2, 2021

SUBJECT: City of Manhattan Water Booster Station Project

PRESENTER: John Ellermann

BACKGROUND

The City of Manhattan is planning upgrades to the Tecumseh-Quivira water booster station at 2010 Tecumseh Rd. Part of the upgrades include the addition of a generator to the booster station. The City has been working with Olsson & Associates on this project. In order to determine the location of the generator Olsson will need to conduct geotechnical borings on County property around the booster station. Currently the preferred location is immediately to the North of the existing structure.

DISCUSSION

Discussion items include allowing the City to conduct the geotechnical borings on County property and to grant an easement, or sell, fee simple, a small piece of property for the addition of the generator to the Tecumseh-Quivira water booster station.

FISCAL IMPACT

Fiscal Impact to County budget is minimal.

RECOMMENDATION(S)

Staff recommends allowing the City to perform the geotechnical borings and to consider selling property for the booster station project.

POSSIBLE MOTION(S)

Move to approve to allow the City's contractor to perform geotechnical borings on County property at 2010 Tecumseh Rd.

Move to deny the City's contractor to perform geotechnical borings on County property at 2010 Tecumseh Rd.

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- 2010 Tecumseh Rd (PDF)

