



**Board of Riley County
Commissioners
Regular Meeting
Agenda
August 04, 2022**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

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

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

[District 1 – John Ford, Member](#)

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Business Meeting

3. Sign a Tax Roll Correction
4. Sign Riley County Personnel Action Form(s)

Review Minutes

5. Board of Riley County Commissioners - Regular Meeting - Aug 1, 2022 8:30 AM

Review Tentative Agenda

6. Tentative Agenda

Press Conference Topics

7. Discuss Press Conference

9:00 AM

Clancy Holeman, Counselor/Director of Administrative Services

8. Administrative Work Session
9. KDHE Request for Access to County-Owned Parcels Contamination Assessments

9:15 AM

Michael Boller, Noxious Weed Director

10. Staff Update

9:30 AM

Anna Burson, Appraiser

11. Appraiser's Office Update
12. Riley county Appraiser's Office Request to go out for bid

10:00 AM Amanda Webb, Planning/Special Projects Director

13. Planning & Development - Staff Update

Adjournment

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



COUNTY CLERK & ELECTIONS
Tax Roll Correction

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

COMMISSION AGENDA REPORT

FROM: Lori Muir, Real Estate Specialist

MEETING: August 4, 2022

SUBJECT: Sign a Tax Roll Correction

PRESENTER: Rich Vargo, County Clerk

POSSIBLE MOTION(S)

Move to approve the Tax Roll Correction.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- image24712 (PDF)



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 4, 2022

SUBJECT: Sign Riley County Personnel Action Form(s)

PRESENTER: Elizabeth Ward, Human Resource Manager

Enclosures:

- 2022-08 N Stark(green) (PDF)
- 2022-08 D Dogan(green) (PDF)
- 2022-08 D Schroller(green) (PDF)

RILEY COUNTY PERSONNEL ACTION FORM

☐ Add	Supervisor: Brevia Spencer	Fill Request Date: 7-28-2022
☒ Change	Dept Head: Julie Gibbs	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

Stark	Nanette		
Name: Last	First	Middle	Home Phone

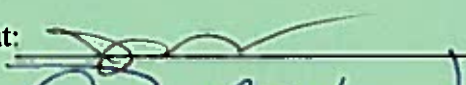
Address: Street	City	State	Zip

MCH Home Visitor	HD	0030-000423
Position Title	Department	Fund

8-10-22	☒ Exempt	☐ Non-Exempt		☒ Yes	☐ No
Effective Date	Exempt	Non-Exempt	Ending Date For Temporary	Is this a budgeted position?	

M	2	\$	☐ Hour	\$ 1,948.32	☒ Bi-weekly	☐ 40	☐
Grade/Step				Pay Rate		Hours Per Workweek	

Approvals:

Department:  Date: 7-28-22

Personnel:  8/1/2022

BOCC

Chairman: _____

Member: _____

Member: _____

RILEY COUNTY PERSONNEL ACTION FORM

☐ Add	Supervisor: Susan Boller	Fill Request Date: 8/1/2022
☒ Change	Dept Head: Rich Varco	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

Dogan	Duru		
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Name: Last First Middle Home Phone

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Address: Street City State Zip

Election Assistant	Clerk/Elections	0001-000019
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Position Title Department Fund

8/10/2022	☐	☒		☒ Yes	☐ No
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Effective Date Exempt Non-Exempt Ending Date For Temporary Is this a budgeted position?

D	1	\$15.17	☒ Hour	\$	☐ Bi-weekly	☐ 40	☐
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Grade/Step Pay Rate Hours Per Workweek

Approvals:

Department:

Date: 8-1-22

Personnel:

8/2/22

BOCC

Chairman:

Member:

Member:

RILEY COUNTY PERSONNEL ACTION FORM

☐ Add	Supervisor:	Fill Request Date: 7-29-2022
☒ Change	Dept Head: Corv Meyer	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

Schroller	Derick		
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Name: Last First Middle Home Phone

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Address: Street City State Zip

Info Tech Specialist	IT	00001-00029
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Position Title Department Fund

8/8/2022	☐	☒		☒ Yes	☐ No
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Effective Date Exempt Non-Exempt Ending Date For Temporary Is this a budgeted position?

M	1	\$23.53	☒ Hour	\$	☐ Bi-weekly	☒ 40	☐
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Grade/Step Pay Rate Hours Per Workweek

Approvals:

Department: Corv Meyer Date: 8-1-2022

Personnel: Erin McCard 8/2/22

BOCC

Chairman: _____

Member: _____

Member: _____



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
August 08, 2022**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

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

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

[District 1 – John Ford, 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

Alvin Perez, PW Operations and Fleet Manager

2. Bid opening for 2022 steel materials for bridge replacement

9:30 AM

Press Conference

3. Residential annual review, what property owners should know - Anna Burson (1-2 minutes)
4. Supreme Court's decision in Johnson County case - Anna Burson (1-2 minutes)
5. Commercial income & expense questionnaires mailed - Anna Burson (1-2 minutes)
6. Revenue Neutral Rate Mailings to ALL Riley County Taxpayers - Rich Vargo (2-3 minutes)

9:55 AM

Jared Tremblay, Interim MPO Director

7. MPO update

10:10 AM

John Ellermann, Public Works Director/County Engineer

Attachment: 08-08-22 tentative agenda (11686 : Tentative Agenda)

8. Project update

10:25 AM Russel Stukey, Emergency Management Director

9. Staff update

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

10. Administrative Work Session

11:00 AM Katharine Hensler, Museum Director

11. Staff update

12:00 PM County Officials Luncheon

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 9, 2022 (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.



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
August 11, 2022**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

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

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

[District 1 – John Ford, Member](#)

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

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

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Clancy Holeman, Counselor/Director of Administrative Services

4. Administrative Work Session

9:20 AM

John Ellermann, Public Works Director/County Engineer

5. Public hearing for Julie Lane road vacation

9:30 AM

Shilo Heger, Treasurer

6. Monthly Revenue Reports

9:45 AM

Jason Smith, Manhattan Area Chamber of Commerce

7. Economic development update

10:00 AM

Kevin Larson, Riley County Council on Aging

8. Riley County Council on Aging update

10:30 AM

Budget and Planning Committee - Budget and Finance Officer

9. Monthly Cash Flow Reports

Attachment: 08-11-22 tentative agenda (11686 : 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: 08-11-22 tentative agenda (11686 : Tentative Agenda)



**COUNTY
COUNSELOR/ADMINISTRATIVE
SERVICES**
Agreement

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 4, 2022

SUBJECT: KDHE Request for Access to County-Owned Parcels Contamination Assessments

PRESENTER: Clancy Holeman

BACKGROUND

I've attached for the Board's review and signature separate KDHE requests for access to two county-owned parcels within Fairmont Park.

One parcel is at Elliott St. Attached is the KDHE June 16, 2022, letter, with its "Request for Access" to this location, along with an associated "Access to Property Agreement-Assessment," and that property's "Scope of Work," along with an aerial of the site this office generated through GIS. (Attachment A)

The second parcel is at 320 Chenango St. Attached is the KDHE June 16, 2022, letter, with its "Request for Access" to his location, along with an associated "Access to Property Agreement-Assessment," and that property's "Scope of Work," along with an aerial of the site this office generated through GIS. (Attachment B)

DISCUSSION

Public Works Director John Ellermann and I recently had a zoom conversation with the same KDHE staff member directing this effort. He signed the KDHE letters of June 16, 2022, within Attachments A and B.

That KDHE staff member gave us the KDHE rationale for this access. It is to identify the location of a long-existing "plume" of contamination within Fairmont Park. That plume has been subject to this same type of on-going evaluations by KDHE for several past years. The level

of the contaminating chemicals within that plume have generally decreased over time. It is possible that after these evaluations and scopes of work are completed, and KDHE tests the two sites for a couple of years, no further tests may be necessary within that area.

The purpose of these evaluations is **not** to identify the source of the contamination (and therefore potential liability for remediation of such contamination.) KDHE has already made a determination that the source of this plume cannot be identified. There is supposition only that it “may” have been from a dry-cleaning operation (long ago closed) in the area. But that is supposition only. This supposition is based upon on the type of chemical contamination which KDHE has identified within the plume.

KDHE’s evaluations are intended to safeguard the health of those with drinking water wells in the area.

FISCAL IMPACT

There is no fiscal impact to Riley County.

RECOMMENDATION(S)

Authorize John Ellerman, Public Works Director, to sign each “Access to Property Agreement-Assessment” presented.

POSSIBLE MOTION(S)

- A. “I move the Board authorize John Ellermann, Public Works Director, to sign the document on behalf of the Board of Riley County Commissioners, as presented.”
- B. “I move the Board authorize John Ellermann, Public Works Director, to sign the document on behalf of the Board of Riley County Commissioners, with the following changes... .”
- C. “I move the Board **not** authorize signature of the document presented.

Enclosures:

- Attachment A (PDF)
- Attachment B (PDF)

Division of Environment
Curtis State Office Building
1000 SW Jackson St., Suite 410
Topeka, KS 66612-1367



Phone: 785-296-1660
Fax: 785-559-4261
www.kdheks.gov

Lee A. Norman, M.D., Secretary

Laura Kelly, Governor

cc: Board
John
Clancy
9.a

June 16th, 2022

Board of Commissioners of Riley County
110 Courthouse Pl
Manhattan, KS 66502-0125

Re: Request for Access, Konza Valley RWD 1, Kansas
KDHE Project Code: C5-081-72323

Dear Board of Commissioners,

The Kansas Department of Health and Environment (KDHE) Orphan Sites Program is requesting access to your property located at 800 Elliott street, in Manhattan, Kansas for assessment of contamination attributed to historical operations at the nearby Konza Valley RWD 1 site. The investigation is being conducted and funded by KDHE Orphan Sites Program to verify and characterize the extent of tetrachloroethylene (PCE) contamination in soil and groundwater. KDHE requests your permission to access the property for site assessment activities, including installation of monitoring wells. Monitoring well installations usually consist of borings, typically involving the use of a hollow-stem auger drill rig to install permanent monitoring wells for longer periods of monitoring. Monitoring wells are completed with a flush-mount well cover installed in a concrete pad to allow snow removal and traffic through the area. The property owners will be consulted for approval of the number of monitoring wells and all monitoring well locations prior to installation.

I have enclosed for your signature an "Access to Property Agreement – Assessment" for your property. If you find this access agreement acceptable, please sign both copies and return within 15 days, if possible, to my attention. A self-addressed envelope is enclosed for your convenience. If you can, please provide a contact phone number. Should you have any questions or concerns regarding this access agreement or the project in general you may contact me by phone at (785) 296-1665 or by email at carlos.andrade@ks.gov. Your assistance in this matter would be greatly appreciated.

Sincerely,

Carlos Andrade
Orphan Sites Program
Bureau of Environmental Remediation

Enclosure: Copies of Consent Agreement (2)
Scope of Work
Self-addressed envelope

cc: Kathleen Bleach → File → Konza Valley Site; C5-081-72323 (1.0)

Attachment: Attachment A (12335 : KDHE Request for Access)

ACCESS TO PROPERTY AGREEMENT - ASSESSMENT

Kansas Department of Health and Environment (hereinafter referred to as "KDHE") hereby enters into the following Access to Property Agreement with Riley County Board of Commissioners

(Property Owner(s))

(hereinafter referred to as "Owner") regarding access to subject property more specifically described as:

The _____ of Section _____, Township _____ S, Range _____, _____ County, Kansas.

And / Or

With an address of 800 Elliott St, Manhattan Kansas.
(Street Address) (City)

The terms of this Access to Property Agreement are as follows:

1. The Owner of the above described property grants access to KDHE, its employees, agents, assigns, or contractors for the terms and conditions of the work set forth below.
2. The KDHE, its employees, agents, assigns, or contractors shall conduct assessments and/or subsurface investigation work on the subject property which may include reviewing information, inspecting the premises, examining and gathering data, boring and/or drilling holes, collecting soil, water, and air samples, and other actions related to environmental investigations which are determined by KDHE to be necessary (See attached Scope of Work).
3. KDHE assures the owner that prior to termination of this Access to Property Agreement, all materials and equipment shall be removed from the subject property and the property restored, as nearly as reasonable possible, to the condition it was in at the time this Access to Property Agreement was executed.
4. KDHE, its employees, agents, assigns, or contractors shall comply with all city, county, state, and federal laws, statutes, regulations, and ordinances that may effect or pertain to the environmental activities conducted on the subject property.
5. Other than the activities specified above, no further access to or use of the subject property shall be permitted except upon written consent of the parties, which consent shall not be unreasonably withheld.
6. By signing this Access to Property Agreement, KDHE hereby represents and warrants that its contractor have adequate insurance or other financial assurances to protect and safeguard the Owner and personal and real property in accordance with the terms of this Access to Property Agreement.
7. KDHE will be solely responsible for the proper disposal of all investigative derived wastes created during KDHE's assessment and/or investigation activities.
8. KDHE will not be liable for any act or omission of its employees, agents, assigns, or contractors beyond that liability granted by the Kansas Tort Claims Act, K.S.A. 75-6101 et seq.
9. The parties signing below warrant that they have authority to enter into the Access to Property Agreement. The owner specifically warrants that s/he is owner in fee simple of the subject property.

Property Owner

Date

Property Owner

Date

Contact Phone Number

Contact Email Address

KANSAS DEPARTMENT OF HEALTH AND ENVIRONMENT

Joseph Dom
Assessment & Restoration Section Chief

Date

Scope of Work

Assessment of Contamination: The Kansas Department of Health and Environment (KDHE) Orphan Sites Program will assess soil contamination associated with the Former Empire Fuel and Gas Company site, located at 800 Elliott St in Manhattan, Kansas. Assessment activities may include, but not be limited to collection of soil and groundwater samples using direct-push technology, existing monitoring wells, and monitoring well installation.

Direct-push rigs typically advance 2 1/4-inch rods, driven by a hydraulic percussive hammer, to the desired depth below ground surface for collection of samples for laboratory analysis. Direct-push borings are typically abandoned immediately after use with a high-solids bentonite clay, and the surface restored with material similar to the surface at that location (e.g., asphalt, concrete, soil).

Auger borings typically involve use of a hollow-stem auger drill rig to install permanent monitoring wells for longer periods of monitoring. Monitoring wells are completed with a flush-mount well cover installed in a concrete pad to allow snow removal and traffic through the area. The property owners will be consulted for approval of the number of monitoring wells and all monitoring well locations prior to installation.

KDHE will coordinate scheduling of all field activities with the property owner and will keep the property owners updated on the results of any activities at the site.

Please provide a good contact phone number and KDHE will notify you prior to conducting fieldwork.

800 Elliott St



7/18/2022

Division of Environment
Curtis State Office Building
1000 SW Jackson St., Suite 410
Topeka, KS 66612-1367



Phone: 785-296-1660
Fax: 785-559-4261
www.kdheks.gov

Lee A. Norman, M.D., Secretary

Laura Kelly, Governor

cc: BOA
John
Clancy
9.b

June 16th, 2022

Board of Commissioners of Riley County
110 Courthouse Pl
Manhattan, KS 66502-0125

**Re: Request for Access, Konza Valley RWD 1, Kansas
KDHE Project Code: C5-081-72323**

Dear Board of Commissioners,

The Kansas Department of Health and Environment (KDHE) Orphan Sites Program is requesting access to your property located at 320 Chenango St., in Manhattan, Kansas for assessment of contamination attributed to historical operations at the nearby Konza Valley RWD 1 site. The investigation is being conducted and funded by KDHE Orphan Sites Program to verify and characterize the extent of tetrachloroethylene (PCE) contamination in soil and groundwater. KDHE requests your permission to access the property for site assessment activities, including installation of monitoring wells. Monitoring well installations usually consist of borings, typically involving the use of a hollow-stem auger drill rig to install permanent monitoring wells for longer periods of monitoring. Monitoring wells are completed with a flush-mount well cover installed in a concrete pad to allow snow removal and traffic through the area. The property owners will be consulted for approval of the number of monitoring wells and all monitoring well locations prior to installation.

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Sincerely,

Carlos Andrade
Orphan Sites Program
Bureau of Environmental Remediation

Enclosure: Copies of Consent Agreement (2)
Scope of Work
Self-addressed envelope

cc: Kathleen Bleach → File → Konza Valley Site; C5-081-72323 (1.0)

Attachment B

ACCESS TO PROPERTY AGREEMENT - ASSESSMENT

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(Property Owner(s))

(hereinafter referred to as "Owner") regarding access to subject property more specifically described as:

The _____ of Section _____, Township _____ S, Range _____, _____ County, Kansas.

And / Or

With an address of 320 Chenango St, Manhattan Kansas.
(Street Address) (City)

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1. The Owner of the above described property grants access to KDHE, its employees, agents, assigns, or contractors for the terms and conditions of the work set forth below.
2. The KDHE, its employees, agents, assigns, or contractors shall conduct assessments and/or subsurface investigation work on the subject property which may include reviewing information, inspecting the premises, examining and gathering data, boring and/or drilling holes, collecting soil, water, and air samples, and other actions related to environmental investigations which are determined by KDHE to be necessary (See attached Scope of Work).
3. KDHE assures the owner that prior to termination of this Access to Property Agreement, all materials and equipment shall be removed from the subject property and the property restored, as nearly as reasonable possible, to the condition it was in at the time this Access to Property Agreement was executed.
4. KDHE, its employees, agents, assigns, or contractors shall comply with all city, county, state, and federal laws, statutes, regulations, and ordinances that may effect or pertain to the environmental activities conducted on the subject property.
5. Other than the activities specified above, no further access to or use of the subject property shall be permitted except upon written consent of the parties, which consent shall not be unreasonably withheld.
6. By signing this Access to Property Agreement, KDHE hereby represents and warrants that its contractor have adequate insurance or other financial assurances to protect and safeguard the Owner and personal and real property in accordance with the terms of this Access to Property Agreement.
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9. The parties signing below warrant that they have authority to enter into the Access to Property Agreement. The owner specifically warrants that s/he is owner in fee simple of the subject property.

Property Owner

Date

Property Owner

Date

Contact Phone Number

Contact Email Address

KANSAS DEPARTMENT OF HEALTH AND ENVIRONMENT

Joseph Dom
Assessment & Restoration Section Chief

Date

Attachment: Attachment B (12335 : KDHE Request for Access)

Scope of Work

Assessment of Contamination: The Kansas Department of Health and Environment (KDHE) Orphan Sites Program will assess soil contamination associated with the Former Empire Fuel and Gas Company site, located at 320 Chenango St in Manhattan, Kansas. Assessment activities may include, but not be limited to collection of soil and groundwater samples using direct-push technology, existing monitoring wells, and monitoring well installation.

Direct-push rigs typically advance 2 1/4-inch rods, driven by a hydraulic percussive hammer, to the desired depth below ground surface for collection of samples for laboratory analysis. Direct-push borings are typically abandoned immediately after use with a high-solids bentonite clay, and the surface restored with material similar to the surface at that location (e.g., asphalt, concrete, soil).

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KDHE will coordinate scheduling of all field activities with the property owner and will keep the property owners updated on the results of any activities at the site.

Please provide a good contact phone number and KDHE will notify you prior to conducting fieldwork.

320 Chenango St



Attachment B

Z118/2022



NOXIOUS WEED/HHW
Staff Update

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

STAFF REPORT

FROM: Michael Boller, Director Riley County Noxious Weed

MEETING: August 4, 2022

SUBJECT: Staff Update

PRESENTER: Michael Boller, Director Riley County Noxious Weed

Enclosures:

- 8-4-2022 Staff Report (DOC)

Riley County Noxious Weed/HHW Department
Michael Boller, Director
August 4, 2022

Staff Report

Noxious Weed/Mowing:

- Spot spraying for noxious weeds on county roads and contracted townships is nearly complete with more scheduled for month of August as weather permits.
- KDOT spraying for noxious weeds will continue during August and spraying for Sericea Lespedeza continues throughout the month.
- The second round of mowing on county roads is 75% complete with a goal of being complete by end of August which will be ahead of schedule. Crews have been able to mow both paved and gravel roads the second round with only two operational tractors. This has been assisted with utilizing 10 hour shifts.
- Maintaining lagoon ponds will start this month with mowing on both the Deep Creek lagoon and Terra Heights Lagoon.
- Currently still in the process of getting equipment back on-line from the storm. It has been a slow but steady process.

HHW:

- Next HHW collection at Howie's Recycling is Saturday, August 13, 2022 from 8:00am to 12:00 noon. No business waste will be accepted at this event nor will large loads of material (Truck Loads). For further details please refer to HHW Website.
- The Riley County HHW Facility has recycled latex paint to give away. We have one gallon and 5 gallon containers available. Our office is open Monday – Friday from 7:30am to 4:00pm for assistance. Including over lunch.
- Clean Harbors clean out occurred July 12th and next schedule clean out in September.

Other:

Noxious Weed Department assisted with County Clerk Office with deployment of PPE and election equipment for the election.



COUNTY APPRAISER'S OFFICE
Report

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

STAFF REPORT

FROM: Appraiser's Office

MEETING: August 4, 2022

SUBJECT: Appraiser's Office Update

PRESENTER: Anna Burson

Enclosures:

- 8-5-22 Appraiser's Office Commission Meeting update (DOCX)
- August 2022 BOTA No Change (PDF)

Appraiser's Office Report

BOCC

August 5th, 2022

- **Personal property-**
 - We are currently working on abates and escapes in preparing for the October Certification. New property is being added for 2023.
 - Continuing to work thru our Agricultural annual review.
 - Working through the 2nd quarter watercraft listing and reconciling the data
 - We conducted interviews for the Appraiser I Personal Property position at the beginning of July, and have additional interviews scheduled for the first week of August.
- **Residential-**
 - This month we had our server migration which presented challenges with various systems. Most issues have been resolved
 - The staff is currently verifying sales and working on annual review. We requested a variance in our annual review process to improve efficiency and safety without sacrificing quality, utilizing resources we already have. With the increased sales volume and anticipated continual growth, we want to ensure we are meeting all statutory deadlines. The variance was approved on July 14th being in place for a short time has already made a positive impact on the completion of this project at 14% complete in June I'm happy to report residential alone is now at 59%. This process will likely be utilized every year.
 - **Public Statement on the Residential annual review process to be released on August 8th:** *"We are updating our Real Estate records as part of the maintenance process for continuing reappraisal as mandated by Kansas law. Any homesite needing review as of July 14th will receive a questionnaire in the mail. To assist us with our process and ensure the most updated and accurate information on the property we are asking property owners to fill out the enclosed green card and drop it in the mail. If you see our Riley County vehicle out taking pictures from the car, do not be alarmed as this is part of the process. In addition, some properties may still need an onsite inspection. Please contact our office with any questions or concerns."*
 - As of 7/29/22 we have had 922 sales. of which 779 are residential properties that is an increase of 145 residential properties since the last update. The total permits for 2022 are 206 up 43 from last month.
 - The county Median ratio is currently 0.88 and the median Sale Price is \$215,000.
 - We have also begun Residential land analysis and will continue through the month of August.

Attachment: 8-5-22 Appraiser's Office Commission Meeting update (12326 : Appraiser's Office Update)

- **Commercial-**

- Commercial property was not part of the variance request. Every commercial property that was due for annual review this year is or will be physically inspected. We are at 99% complete on commercial.
- AJ's Pizzeria small claims was completed July 22nd and we are waiting on the results.
- I have included a spreadsheet of the Commercial BOTA appeals docketed and waiting to be scheduled. Again, there are 23 different properties appealing multiple tax years which puts the total BOTA cases at 65 waiting to be heard. No new BOTA cases to report.

- **Public statement regarding the Supreme Court's decision on Johnson County for August 8th press conference:**

"Though it remains to be seen how it will impact Riley County's current cases, the Supreme Court's decision in the Johnson County "Wal-Mart" case is a positive result. The Supreme Court's decision overrules the "Prieb" case. We believe this decision now requires BOTA to consider all credible evidence of fair market value, including build to suit leases. The Dark Store argument is not over, but we remain optimistic and continue to do our best to ensure all appraised values are accurate and the resulting tax burden is fair."

- **Public statement on I&E Questionnaires mailed out August 2nd:**

The annual Income and expense questionnaires were mailed out on August 2nd for commercial property. These questionnaires are an effort to collect rent, vacancy, and expense data. This information is completely confidential and is not used to value your individual property but instead used to calibrate our valuation models. They are a vital piece in determining typical rents, expenses, and vacancies found in the local market. Please fill them out and return them to our office by September 2nd.

- **Summary of other work-**

- Reduced the budget 12% explaining the potential dark store implications and expenses of pending dark store cases.
- Working with our PIO officer Vivienne on the best way to keep the public informed of changes and things they could expect moving forward.
- I am pleased to inform you we received notification on 8/1/22 that the Riley County Appraiser met the statistical performance standards established for both commercial/ industrial and residential classes of property for 2021. A letter will be going out on August 3rd.
- Working with John Ellerman on the going out for bid process to obtain a vehicle replacement.

QUICK REF	DOCKET #	BUSINESS NAME	APPLICANT	STATUS	TAX YEAR
R9273	2020-6179-PR	IHOP	?	Not Scheduled	2019
R16065	2020-442-PR	CENTRAL NATIONAL BANK	?	Not Scheduled	2019
R9273	2020-6180-EQ	IHOP	Joseph Casas, Tax Value Specialists	Not Scheduled	2020
R21281	2020-1525-EQ	HOME DEPOT	Scott Beeler/Lathrop & Gage	Not Scheduled	2020
R16065	2020-1523-EQ	CENTRAL NATIONAL BANK	?	Not Scheduled	2020
R15610	2020-1749-EQ	WESTLOOP SHOPPING CENTER	?	Not Scheduled	2020
R9850	2020-1509-EQ	HY-VEE	?	Not Scheduled	2020
R9845	2020-1714-EQ	A&W/NOODLES/ETC	?	Not Scheduled	2020
R9857	2020-1713-EQ	BED BATH & BEYOND	?	Not Scheduled	2020
R302812	2020-1715-EQ	(VACANT was PAUL MITCHELL SALON)	?	Not Scheduled	2020
R9855	2021-285-PR	McALISTER'S	?	Not Scheduled	2020
R9846	2020-1099-EQ	PARKING LOT (WALGREENS)	Linda Terrill	Not Scheduled	2020
R9847	2020-1097-EQ	WALGREENS (BLUEMONT)	Linda Terrill	Not Scheduled	2020
R9848	2020-1098-EQ	PARKING LOT (WALGREENS)	Linda Terrill	Not Scheduled	2020
R16204	2020-915-EQ	WALGREENS (ANDERSON)	Linda Terrill	Not Scheduled	2020
R21288	2020-914-EQ	TARGET	Linda Terrill	Not Scheduled	2020
R12229	2021-336-PR	HILTON GARDEN INN	?	Not Scheduled	2020
R12120	2021-420-PR	PARKING LOT (HOUSTON ST)	J.W. Chatam & Associates	Not Scheduled	2020
R12121	2021-419-PR	MID TOWN PLAZA	J.W. Chatam & Associates	Not Scheduled	2020
R12158	2021-418-PR	ICON (HOUSTON SREETT BALLROOM)	J.W. Chatam & Associates	Not Scheduled	2020
R11572	2021-383-PR	PARKWOOD INN & SUITES	Linda Terrill	Not Scheduled	2020
R21281	2021-2023-EQ	HOME DEPOT	Scot Beeler/Lathrop & Gage	Not Scheduled	2021
R9846	2021-1437-EQ	PARKING LOT (WALGREENS)	Linda Terrill	Not Scheduled	2021
R9847	2021-1435-EQ	WALGREENS (BLUEMONT)	Linda Terrill	Not Scheduled	2021
R9848	2021-1436-EQ	PARKING LOT (WALGREENS)	Linda Terrill	Not Scheduled	2021
R11572	2021-1438-EQ	PARKWOOD INN & SUITES	Linda Terrill	Not Scheduled	2021
R16204	2021-1439-EQ	WALGREENS (ANDERSON)	Linda Terrill	Not Scheduled	2021
R21288	2021-1440-EQ	TARGET	Linda Terrill	Not Scheduled	2021
R10629	2021-1662-EQ	HOLIDAY INN CAMPUS	Scott Breer	Not Scheduled	2021
R12236	2021-2065-EQ	HOLIDAY INN EXPRESS	Scott Breer	Not Scheduled	2021
R15610	2021-1660-EQ	WESTLOOP SHOPPING CENTER	Schendt	Not Scheduled	2021
R16065	2021-3483-EQ	CENTRAL NATIONAL BANK	Newell/Chatam	Not Scheduled	2021
R20575	2021-3484-EQ	GENESIS	Newell/Chatam	Not Scheduled	2021
R9850	2021-3394-EQ	HY-VEE	Blake Newell/Chatam	Not Scheduled	2021
R12120	2021-3485-EQ	PARKING LOT (HOUSTON ST)	Newell/Chatam	Not Scheduled	2021
R12121	2021-3486-EQ	MID TOWN PLAZA	Newell/Chatam	Not Scheduled	2021
R9273	2021-1105-EQ	IHOP	?	Not Scheduled	2021
R9845	2021-5574-EQ	A&W/NOODLES/ETC	?	Not Scheduled	2021
R9855	2021-5575-EQ	McALISTER'S	?	Not Scheduled	2021
R9857	2021-2046-EQ	BED BATH & BEYOND	?	Not Scheduled	2021
R302812	2021-5576-EQ	(VACANT was PAUL MITCHELL SALON)	?	Not Scheduled	2021
R10250	2021-1615-EQ	COURTYARD BY MARRIOTT	?	Not Scheduled	2021
R12229	2021-1398-PR	HILTON GARDEN INN	?	Not Scheduled	2021
R6092	2022-1383-EQ	Colonial Gardens Office	Flanagan & Bilton	Not Scheduled	2022
R6096	2022-1382-EQ	Colonial Gardens MHP	Flanagan & Bilton	Not Scheduled	2022
R6104	2022-1384-EQ	Colonial Gardens Vacant	Flanagan & Bilton	Not Scheduled	2022
R6098	2022-679-EQ	Country Meadows Residences	Matt Cantese	Not Scheduled	2022
R21281	2022-1355-EQ	Home Depot	Lathrop & Gage/Scott Beeler	Not Scheduled	2022
R9850	2022-1279-EQ	Hy-Vee	J. W. Chatam & Assoc.	Not Scheduled	2022
R15647	2022-12-78-EQ	Mhttn Surgical Hospital	J. W. Chatam & Assoc.	Not Scheduled	2022
R20575	2022-1277-EQ	Genesis	J. W. Chatam & Assoc.	Not Scheduled	2022
R16065	2022-1276-EQ	Central National Bank	J. W. Chatam & Assoc.	Not Scheduled	2022
R9846	2022-2165-EQ	PARKING LOT (WALGREENS)	Property Tax Law-Linda Terrill	Not Scheduled	2022
R9847	2022-2164-EQ	WALGREENS (BLUEMONT)	Property Tax Law-Linda Terrill	Not Scheduled	2022
R9848	2022-2166-EQ	PARKING LOT (WALGREENS)	Property Tax Law-Linda Terrill	Not Scheduled	2022
R16204	2022-2155-EQ	WALGREENS (ANDERSON)	Property Tax Law-Linda Terrill	Not Scheduled	2022
R21288	2022-2157-EQ	TARGET	Property Tax Law-Linda Terrill	Not Scheduled	2022
R9845	2022-1386-EQ	A&W/NOODLES/ETC	?	Not Scheduled	2022
R9855	2022-1387-EQ	McALISTER'S	?	Not Scheduled	2022
R9857	2022-1385-EQ	BED BATH & BEYOND	?	Not Scheduled	2022
R302812	2022-1388-EQ	(VACANT was PAUL MITCHELL SALON)	?	Not Scheduled	2022
R10250	2022-2176-EQ	COURTYARD BY MARRIOTT	?	Not Scheduled	2022
R10629	2022-2163-EQ	HOLIDAY INN CAMPUS	?	Not Scheduled	2022
R15610	2022-2172-EQ	WESTLOOP SHOPPING CENTER	?	Not Scheduled	2022
R15647	2022-1278-EQ	MHTTN SURGICAL HOSPITAL	?	Not Scheduled	2022

Attachment: August 2022 BOTA No Change (12326 : Appraiser's Office Update)



COUNTY APPRAISER'S OFFICE
Bid

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

COMMISSION AGENDA REPORT

FROM: Anna Burson Riley County Appraiser
MEETING: August 4, 2022
SUBJECT: Riley county Appraiser's Office Request to go out for bid
PRESENTER: Anna Burson

POSSIBLE MOTION(S)

Move to approve Riley County Appraiser's Office going out for bid on vehicle replacement.

Move to deny Riley County Appraiser's Office going out for bid on vehicle replacement.

Move to modify Riley County Appraiser's Office going out for bid on vehicle replacement.

Move to table Riley County Appraiser's Office going out for bid on vehicle replacement.

No action required.

The Board agreed by consensus to

Enclosures:

- 2022 Appraiser's Office SUV Bid Documents (DOC)



RILEY COUNTY, KANSAS

INVITATION TO BID

Riley County is accepting bids for the purchase of the following items:

- Option 1: One (1) – New 2022 or Newer SUV**
Option 2: One (1) – 2020 or Newer, low miles SUV

Sealed bids will be received by the Board of County Commissioners at the office of the County Clerk, 110 Courthouse Plaza, Manhattan, Kansas until 5:00 p.m. Friday, September 9th 2022 and publicly opened in the Commissioner office at 10:00 a.m. Monday September 12th, 2022.

Bid Forms, Specifications, and other Contract Documents may be obtained at the Riley County Appraiser's office located at 110 Courthouse Plaza, Manhattan, KS 66502. Phone 785-537-6310.

Copies of the Bid Forms, Specifications, and other Contract Documents are on file and available for public inspection at the Office of the County Clerk located in the Riley County Office Building, 110 Courthouse Plaza, Manhattan, KS 66502.

The Riley County Board of Commissioners reserves the right to reject any and all Bids, to waive informalities in considering Bids and to accept the Bid which, in the Board's opinion, is in the best interest of Riley County.

By County Clerk

Rich Vargo

Date

INSTRUCTIONS TO BIDDERS EQUIPMENT

It is the intent of Riley County to purchase one (1) New 2022 or Newer SUV or one (1)-2020 or newer, low miles SUV.

Option 1: One (1) – New 2022 or newer SUV complying with the specifications for a Midsize Sport Utility/Crossover Vehicle with an engine size of 6-cylinder, automatic transmission, all or 4-wheel drive including cruise control, tilt steering wheel, traction control, power windows and locks, rear window defroster, 7 passenger capacity, rear AC and heat, full-size spare tire and wheel, DC power outlet, rear vision camera, and MyLink radio with Bluetooth. Three (3) sets of keys.

Option 2: One (1) – 2020 or newer, low miles, SUV complying with the specifications for a Midsize Sport Utility/Crossover Vehicle with an engine size of 6-cylinder, automatic transmission, all or 4-wheel drive including cruise control, tilt steering wheel, traction control, power windows and locks, rear window defroster, 7 passenger capacity, rear AC and heat, full-size spare tire and wheel, DC power outlet, rear vision camera, and MyLink radio with Bluetooth. Three (3) sets of keys.

Pending acceptance by the Board of County Commissioners, billing statements shall be addressed to the Riley County Appraiser's Office, 110 Courthouse Plaza, Manhattan, Kansas 66502.

Any questions concerning the Instructions to Bidders or the Specifications can be directed to Anna Burson, County Appraiser, 110 Courthouse Plaza, Manhattan, Kansas 66502.
Phone 785-537-6310.

All proposals must be submitted on the form provided in a sealed envelope plainly marked BID PROPOSAL – ONE 2022 OR NEWER SUV and delivered to the office of the County Clerk, 110 Courthouse Plaza, Manhattan, Kansas 66502. Bids received after the time specified in the Notice to Bidders will be returned unopened.

EXCEPTIONS to the specifications set forth in these documents must be indicated on the proposal form. Bidders shall show unit price, net amount and total bid price, less federal excise tax and city and state sales tax, F.O. B., Manhattan, Kansas. Riley County is tax exempt. Bidders shall specify the estimated date of delivery. By signing the proposal, the bidder agrees to allow disclosure to the public, the amount bid for furnishing each item.

COMPLETE DESCRIPTIVE LITERATURE DESCRIBING SERIES OR MODEL OFFERED SHALL BE SUBMITTED WITH BID PROPOSAL.

General Requirements: All basic components are to be shipped fully assembled ready for use or operation. Equipment offered must be new, of current model under standard production by the manufacturer.

Warranty: The bidder agrees, if his/her proposal is accepted, to guarantee the design, material, and workmanship of the complete vehicle and to repair or replace free of charge, F.O.B., Manhattan, Kansas, any parts that fail to meet this guarantee. The bidder also agrees to provide full-coverage warranty on the engine and transmission. The supplier shall furnish properly executed service and warranty policies.

THE SUCCESSFUL BIDDER SHALL FURNISH AN OPERATOR'S MANUAL AND A DETAILED REPAIR MANUAL FOR EACH MODEL/UNIT BID SUCCESSFULLY.

NOTICE TO BIDDERS

Notice is hereby given that bids for the purchase of one (1) 2022 or Newer SUV, will be received by the Board of County Commissioners, Riley County, Kansas, at the office of the County Clerk, 110 Courthouse Plaza, Manhattan, Kansas 66502, until 5:00 p.m. Friday, September 9th and publicly opened in the Commissioner office at 10:00 a.m Monday September 12th 2022.

PROPOSAL

This is a proposal of _____, _____
(Company Name) (Address)

for the following described items:

OPTION 1: ONE (1) – NEW 2022 OR NEWER SUV

Vehicle Year, Make & Model: _____

Estimated Delivery Date: _____

Bid Amount: _____

OPTION 2: ONE (1) – 2020 OR NEWER, LOW MILES SUV

Vehicle Year, Make & Model: _____

Estimated Deilvery Date: _____

Bid Amount:

The undersigned agrees and states that he is thoroughly familiar with the requirements of this proposal, the specifications, and plans and that the same are a part of this proposal.

In compliance with the above invitation for bids, and proposal and subject to all conditions thereof, the undersigned offers, and agrees, if this bid be accepted, to furnish any or all of the items upon which prices are quoted, at the price set opposite each item, F.O.B., Manhattan, Kansas.

The undersigned agrees not to withdraw this bid for thirty (30) days after the date specified in the Notice to Bidders.

The right to reject any or all proposals and to waive technicalities is reserved by Riley County. Bids on other than this form will not be accepted.

Est. Delivery Date: _____

Bidder: _____

By: _____

(Signature of person authorized to sign this bid)

Date Signed: _____

Title: _____

ACCEPTED

Bid accepted as to Item Numbers _____

COUNTY CLERK

BOARD OF COUNTY COMMISSIONERS,
RILEY COUNTY, KANSAS

By: _____
Greg McKinley, Chairman

Attest: _____ Date: _____

Attachment: 2022 Appraiser's Office SUV Bid Documents (12330 : Appraiser's Office Request to go out for bid)

SPECIFICATIONS

SCOPE: The following specifications are to be considered as desired minimum requirements. Exceptions to the specifications may be allowed as determined by Riley County.

OPTION 1: One (1) – New 2022 or newer SUV complying with the specifications for a Midsize Sport Utility/Crossover Vehicle with 7 passenger capacity. Three (3) sets of keys.

All or 4-wheel drive midsize SUV

6-cylinder engine with direct fuel injection.

Automatic transmission

FUEL TANK: Minimum 20 gallons

HORSEPOWER: Minimum 300 @ 5500 rpm

TIRE SIZE: P225/65R18 All Season

Airbags

Standard Tire Pressure Monitoring System

HD Rear Vision Camera

Cruise Control

Tilt Steering Wheel

Traction Control

Power Windows and Power Locks

Rear Window Defroster

Rear AC and Heat

Full-size Spare Tire and Wheel

DC Power Outlet

Rear Vision Camera

MyLink Radio with Bluetooth.

Standard Convenience and Driver Confidence Package

EXTERIOR COLOR: OEM White Paint

STANDARD FEATURES: All standard equipment normally furnished by the manufacturer shall be included.

OPTION 2: One (1) – 2020 or newer, low miles, SUV complying with the specifications for a Midsize Sport Utility/Crossover Vehicle with 7 passenger capacity. Three (3) sets of keys.

All or 4-wheel drive midsize SUV

6-cylinder engine with direct fuel injection.

Automatic transmission

FUEL TANK: Minimum 20 gallons

HORSEPOWER: Minimum 300 @ 5500 rpm

TIRE SIZE: P225/65R18 All Season

Airbags

Standard Tire Pressure Monitoring System

HD Rear Vision Camera

Cruise Control

Tilt Steering Wheel

Traction Control

Power Windows and Power Locks

Rear Window Defroster

Rear AC and Heat

Full-size Spare Tire and Wheel

DC Power Outlet

Rear Vision Camera

MyLink Radio with Bluetooth.

Standard Convenience and Driver Confidence Package

EXTERIOR COLOR: OEM White Paint

STANDARD FEATURES: All standard equipment normally furnished by the manufacturer shall be included.

CERTIFICATION

This document is certification that _____
_____ complies with the following:

1. The contractor or supplier shall observe the provisions of the Kansas Act Against Discrimination (K.S.A. 44-1001 *et seq.*) and shall not discriminate against any person in the performance of work under the present contract because of race, color, religion, sex, disability, national origin, or ancestry unrelated to such person's ability to engage in the particular work.
2. Further, the contractor or supplier shall observe the provisions of the Kansas Age Discrimination in Employment Act (K.S.A. 44-1111 *et seq.*) and shall not discriminate against any persons 18 years of age or older for employment purposes while in the performance of work under the present contract.
3. In all solicitations or advertisements for employees, the contractor shall include the phrase "Equal Opportunity Employer," or similar phrase to be approved by the Kansas Human Rights Commission.
4. If the contractor or supplier fails to report to the Commission in accordance with the provisions of K.S.A. 44-1031, as amended, the contractor or supplier shall be deemed to have breached any present contract or agreement and it may be canceled, terminated, or suspended, in whole or in part, by Riley County.
5. If the contractor or supplier is found guilty of a violation of the Kansas Act Against Discrimination (K.S.A. 44-1001 *et seq.*) or the Kansas Age Discrimination in Employment Act (K.S.A. 44-1111 *et seq.*) under a decision or order of the Kansas Human Rights Commission which has become final, the contractor or supplier shall be deemed to have breached any present contract or agreement and it may be canceled, terminated, or suspended, in whole or in part, by Riley County.
6. The contractor or supplier shall include the provisions of Paragraphs (1) through (5), inclusively, or this Section, in every subcontract or purchase order so that such provisions will be binding upon such subcontractor or vendor.

State of Kansas
County of _____

Contractor or Supplier
By _____
Address _____

Subscribed and sworn to (or affirmed) before me this _____ day of _____, 2022,
by _____.

My appointment expires: _____

Notary Public

Attachment: 2022 Appraiser's Office SUV Bid Documents (12330 : Appraiser's Office Request to go out for bid)



PLANNING & DEVELOPMENT
Staff Update

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

STAFF REPORT

FROM: Amanda Webb, Planning Director

MEETING: August 4, 2022

SUBJECT: Planning & Development - Staff Update

PRESENTER: Amanda Webb, Planning Director

Enclosures:

- July PD Update (PDF)
- 8 - August Staff Update (PDF)



PLANNING & DEVELOPMENT ENVIRONMENTAL HEALTH

Date: August 4, 2022

To: Riley County Board of County Commissioners

From: Amanda Webb, Planning & Special Projects Director

Re: Planning & Development July Staff Update

Current Planning:

Petitions:

- The Manhattan Urban Area Planning Board (MUAPB) and the Riley County Board of County Commissioners (BOCC) heard the following in July:
 - Fleming-Weiser Addition rezone and plat
 - No Stone Unturned C-PUD amendment
- The Riley County Planning Board (RCPB) and Board of County Commissioners heard the following in July:
 - Lakeside Heights Unit Five replat
 - Payne Estates rezone and plat

Coming up in August:

- A request from Jaron Scott and Tana Gerber for a front yard setback variance (RCPB).
- A request by Dennis and Carolyn Hoard for a rezone and plat (RCPB, BOCC).
- A request by Skyway Crossing for a rezone and plat (MUAPB, BOCC).

Pre-application conferences:

- SAVE farm Conditional Use for classroom buildings
- Request for a Residential Use Designator-Extraneous Farmstead and plat

Budget:

- Worked with the Budget & Planning committee on 2023 budget
- Attended BOCC work sessions for 2023 budget
- Requested as-needed/EHS position for 2023 budget

Special Projects:

Battery recycling educational program:

- KDHE Solid Waste Grant ended July 31, 2022.
 - Close out paperwork due to KDHE by August 31, 2022.
- Ordered informational flyers and "reminder" stickers:
 - Many stickers placed on totes around town and distributed at community events.

- Stickers and flyers have been sent to some haulers for their inclusion in utility bills and other mailers.
- Working on a magnet to place on select county vehicles.
- Continuing outreach efforts:
 - Planning to give presentations to various civic groups.

Keats sewer benefit district:

- Staff sent a letter to a neighboring property owner for potential lagoon location
 - Awaiting response/pending follow up

Other projects:

Comprehensive Plan update:

- Requested 2023 Economic Development funds for consultant assistance (will request for 2024 as well)
- Next steps: begin public outreach; stakeholder engagement; issue consultant RFP (fall)

Fee schedule review

- Began initial review of Planning & Development fees

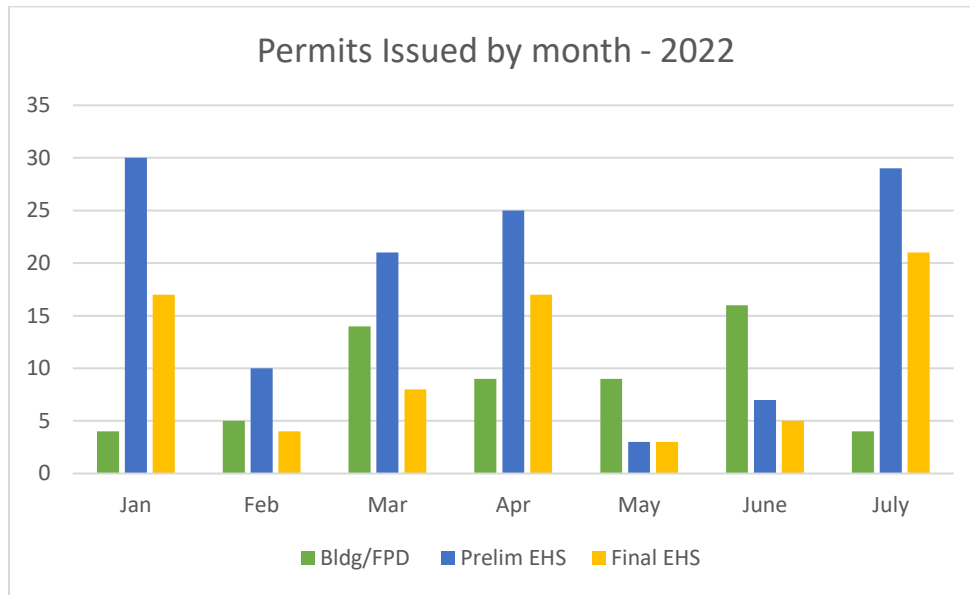
New permit software implementation

- Working with GovBuilt to tailor the system to our needs.
- Upcoming beta testing and staff training.
- Planning to go live mid-September.

*Due to necessary training and testing to implement the permit system, Planning & Development will need to temporarily close from 2 to 4 pm on August 15, 2022 and from 9 am to noon on September 16, 2022. Staff respectfully requests the BOCC allow these closures.

Also attended:

- Budget & Planning Committee meetings
- Total Compensation & Benefits Committee meetings
- Employee Day Committee meetings
- Intergovernmental luncheon
- Joint city/county meeting
- Kansas Broadband fund program webinar
- Fire/PW/PD coordination meeting – staff from Emergency Management, Public Works, and Planning & Development meet monthly to discuss overlapping projects.
- Legal check in meeting – Planning & Development staff meets with Craig Cox to discuss pending violations and other projects needing legal input/direction.
- Perry Piper, EHS, attended the National Environmental Health Association's (NEHA) annual conference virtually.



July 2022 permits issued:	
Building/floodplain development permit:	4
Environmental Health Permits (Preliminary Approval)	29
Environmental Health Permits (Final/Use)	21

Projects	Staff	Status	Task	Start Date	Request to Prosecute	Deadline
Long Range Planning						
Private Road Naming - Jarrod Willich	Amanda Webb & Lisa Daily	Property owner applied for a permit to build a house and will be creating a private road situation with the road entrance on another tract of land. NOPH published. Resolution filed with Register of Deeds and published in newspaper.	Completed.	6/9/2022		6/30/2022
Comprehensive Plan Update	Amanda Webb & Bob Isaac	Vision 2025 adopted in October 2009 and is need of an update. Comprehensive plan update presentations where held before the Riley County Planning Board on May 9 and before the Manhattan Urban Area Planning Board on May 16. BOCC presentation was 6/27/22.	Kick off public participation and engaging stakeholders.	11/1/2021		6/30/2025
Keats Sewer District	Amanda Webb & Perry Piper	Sam Johnson working on final PER. Committee met with USDA. Cost have risen significantly since original estimates and there are concerns with higher property owner cost. BOCC committed \$800,000 in ARPA funding. Sent letters to prospective property owners to inquire about purchasing 10 acres for a lagoon. No interest. Provided BOCC update 4/21/2022. Held working group meeting on 5/24/2022. Sent neighbor letter on 7/12/22.	Awaiting follow up from neighbor.	11/1/2014		12/31/2022
Sewer agreement for County shop area	Clancy Holeman & Craig Cox	Met with City staff to discuss report and agreement. City staff analysis reveals that the sanitary system has adequate capacity for the proposed development area.	Wait on City and County Counselors to draft agreement. Investigate water options. Update BOCC on process.	2/1/2014		TBD
NG911 - Private Road Naming	Amanda Webb & Lisa Daily	NG911 Committee met to discuss funding. Emergency Management has agreed to funding the advertising and filing fee as long as only two or three are done per year. Planning & Development has agreed to funding the postage. Committee decided to move forward with renaming a private road off Marlatt Avenue to Dodge Lane. Pre-notification letters were mailed 2/18/22. Second notification letters were mailed 3/21/22. Notice of public hearing letters mailed 5/2/22. BOCC approved 5/16/22. Completed 5/28/22. Scheduled committee meeting for 8/9/2022 to discuss S Chestnut Ln, Riley, KS.	Conduct meeting.	8/1/2015		8/9/2022
Develop Riley County - historic land use changes in Wildcat Creek Watershed	Darrin Hobbs	Information gathering from NASA complete for report. Report has been finalized. Waiting for end product.	Present report to all participating entities.	6/1/2020		12/31/2022
Regulations						
Grants						
Keats Sewer District	Amanda Webb	Sam Johnson working on final PER. Committee met with USDA. Cost have risen significantly since original estimates and there are concerns with higher property owner cost. BOCC committed \$800,000 in ARPA funding. Sent letters to prospective property owners to inquire about purchasing 10 acres for a lagoon. No interest. Provided BOCC update 4/21/2022. Held working group meeting on 5/24/2022. Sent neighbor letter on 7/12/22.	Awaiting follow up from neighbor.	TBD		12/31/2022
KDHE Solid Waste Grant	Amanda Webb	Awarded grant for battery recycling education program. Held meeting September 20th. Sticker design complete. 1000 stickers have been received. Committee met 2/24/2022. Ordered more stickers. Flyers have been completed. Grant closed 7/31/22.	Distribute flyers and stickers. Grant close out paperwork due 8/31/22.	8/1/2021		8/31/2022
Current Planning						
No Stone Unturned Foundation - PUD Amendment	Bob Isaac	Conducted MUAPB and BOCC hearings.	Publish resolution.	2/18/2022		8/1/2022
Tegtmeier/LAWE LLC - PUD Amendment	Bob Isaac	Conducted the RCPB and BOCC hearings. Resolution published. Appeal received and under review by legal.	Waiting for legal response and need to go through appeal process. Plat needs to be filed depending	3/28/2022		8/31/2022
Fleming/Weiser - Plat & Rezone	Bob Isaac	Conducted MUAPB and BOCC hearings. Need signature from County Counselor.	Contact property owners to file plat.	3/22/2022		8/5/2022
Boudoin/Gassen - Replat	Bob Isaac	Conducted RCPB and BOCC hearings. Property owners will come in the week of 8/1/2022 to sign the plat. published.	File plat.	5/3/2022		8/8/2022
Simmer - RUD-EF & Plat	Bob Isaac	Application received.	Process application. RCPB	5/16/2022		9/12/2022
Springer - Plat & Rezone	Bob Isaac	Conducted RCPB and BOCC hearings.	Publish resolution and obtain signatures.	6/3/2022		8/8/2022
Skyway Crossing - Replat & Rezone	Bob Isaac	Published NOPH.	Conduct MUAPB hearing.	6/21/2022		8/1/2022
Gerber - Variance	Bob Isaac	Published NOPH.	Conduct BZA hearing.	6/24/2022		8/8/2022
Hoard - Plat & Rezone	Bob Isaac	Published NOPH.	Conduct RCPB hearing.	6/29/2022		8/8/2022
Permits						
20-0285-OWWD Williams	Perry Piper	Preliminary construction approval for a M-35 for a 4 bedroom home was approved. An inspection of the home it was discovered the house is being built for 6 bedrooms. Letter was mailed to property owner to reduce the number of bedrooms or build a M-40 lagoon. Removed closet from 5th bedroom. Permit to use system issued 7/6/2022.	Permit closed.	11/19/2021		7/6/2022
22-0131-MRWW Tuttle	Perry Piper	Application received. Minor repair. Emailed Cat Cans, contractor still clearing trees. Repairs have been completed and permit to use system issued 7/22/2022.	Permit closed.	5/20/2022		7/22/2022
21-0146-MRWW Worrel	Perry Piper & Craig Cox	Application received and inspection completed. Spoke to property owner and mailed repair application with no response, additionally lateral field installed unlawfully. Repair application received. Met with Mrs. Worrel, she stated no Conservation money available. Told to contact USDA to see if they would qualify for low interest loan, they never. Sanitary Code Violation 21-0038.	Staff to review compliance options.	7/8/2021		8/23/2022
21-0185-ADGR Myers & Maupin (shed)	Darrin Hobbs	Inspections completed, determined a variance is required. Bob and Darrin contacted property owner. Followed up with Mr. Maupin and advised him to visit the Planner, Bob Isaac. Property owner to date has not contacted the Planner.	Send violation notice.	8/23/2021		8/31/2022
21-0228-MRWW Parker	Perry Piper	Application received and processed. Site visit has been completed.	Applicant to complete repair.	10/5/2021		8/31/2022
20-0275-NBLD Williams	Darrin Hobbs	Due to situation with lagoon, certificate of occupancy can not be issued. Permit to build was issued for a 4 bedroom home. Removed closet from 5th bedroom.	Issue certficate of occupancy.	11/19/2021		8/31/2022
22-0116-ADRM Baxter	Darrin Hobbs	Application received and processed. Site visit has been completed.	Await applicant to pump septic tank	5/3/2022		8/15/2022
22-0117-MRWW Dugan	Perry Piper	Application received. Soil profile determined either lagoon or alternative system. Property owner will need to obtain a	Await hearing and BOCC approval.	5/5/2022		8/31/2022
Swiercinsky - 4916 Lake Land Rd	Perry Piper	Requesting a variance for a holding tank.	Await hearing and BOCC approval.	5/27/2021		8/31/2022
Willich - 5051 Prairie Falls Ln	Perry Piper	Soil profile conducted. Site has soil suitable for standard system however homeowner prefers a lagoon.	Await property owner to submit request for hearing.	5/4/2022		8/31/2022
Property Maintenance Code Violations						
Kilner - Unsafe structure	Craig Cox	Judge Bosch found Kilner in contempt.	Starting August 1, he will be assessed a \$100/day fine until property is in compliance.	8/18/2016		9/1/2022

Attachment: 8 - August Staff Update (12329 : Staff Update)

Projects	Staff	Status	Task	Start Date	Request to Prosecute	Deadline
21-0025 Harry Baxter - Dangerous Structure- 780 Tabor Valley Rd.	Darrin Hobbs	Property owner is aware that the building needs to be torn down. Property owner stated he would temporarily repair the structure and then remove at later date. Property owner to make temporary repairs to use structure during remodeling of principal structure.	Follow up with property owner.	4/27/2021		12/31/2022
Hermesch - Unsafe structure	Clancy Holeman	Counselor met with P&D staff for Property Maintenance Code application. Photos of property taken.	Counsel put property in 2018 tax case for 2014 & 2015 delinquent taxes.	11/24/2015		TBD
21-0088 Tuttle Terr - Inoperable vehicles/Unregistered vehicles, Mobile Homes that could be harboring rodents and animals, appliances, etc.	Darrin Hobbs	Inspection conducted and notification letter sent. Notification letter sent. No response, sent notice of violation. Due to violations, unable to issue Mobile Home Park license. Water leak has been repaired. Trash issues have been taken care of. Sent another violation notice due to trash situation.	Await response from property owner.	12/9/2021		7/31/2022
Zoning Violations						
Doyle - Illegal mobile home storage (Mobile Gardens) Violation #10-0050	Craig Cox	Staff met with Charlotte Doyle on 8.31.2021. Staff inspected septic on July 25, 2022. Septic surfacing.	Replat property and comply with zoning regulations. Replace septic system.	12/17/2010	4/17/2012	10/7/2022
Doyle - Illegal salvage at residence Violation #05-0007	Craig Cox	Counsel and staff conducted site visits on 6/25/18 and 7/20/18. Mr. Doyle removed 600 tires and 3 mobile homes. March 19, 2021 conference with Mr. Doyle. He agreed to remove vehicles from the property. Set site visit for May 4, 2021. Mr. Doyle has moved about 90% of the tires and multiple vehicles to a staging area across from his residence for a salvage company to pick up, and will continue with this method. Next site visit 08/11/2021. Staff met with Charlotte Doyle on 08/31/2021.	Schedule a site visit.	4/15/2013	5/1/2014	10/7/2022
Zeller/Thomas - Illegal sign	Craig Cox	Owner has limited signage to MHK Airport (governmental entity).	Counsel to schedule meeting with staff to discuss case status.	12/1/2011	9/27/2012	9/15/2022
Kilner - Unsafe structure	Craig Cox	Judge Bosch found Kilner in contempt.	Starting August 1, he will be assessed a \$100/day fine until property is in compliance.	8/18/2016		9/1/2022
20-0063 - Satterlee: Inoperable vehicles and campers	Darrin Hobbs	Determined to be a violation. Notification letter sent. The Notification letter was resent by me for a fresh start to make contact with the property owner. Contacted property owner on what still needs to be removed and provided an aerial map. I sent another letter to the property owner on 6/15/2022, stating that this will be turned over to legal if no progress is made.	Monitor progress.	9/27/2021		8/31/2022
20-0077 - Scott - Illegal salvage operation in residential zoning	Darrin Hobbs	Inspection completed and sent notification letter to property owner. Met with property owner on site and will be removing some items by 3/1/2021.	Per legal recommendations, starting process again with a new violation number.	12/8/2020		12/31/2022
21-0053 Myers - building without a permit	Darrin Hobbs	Inspection completed, Notification Letter and Violation Notice sent. Applications received and processed. Bob and Darrin visited with property owner on 10/27/21 to confirm a Certificate of Survey would need to be done to confirm if the "well house" is located in the building setback. Property owner indicated he wanted to seek legal counsel. 6/15/2022 I spoke with Wes Maupin today about where he was at on the variance process. I encouraged him to call and talk to Bob about the situation. He said that he has never talked to Bob. Send notice of violation for failing to apply for a variance.	Send violation notice.	7/14/2021		8/31/2022
20-0079 Miller - Illegal auto repair and salvage operation 1382 Pillsbury Dr	Darrin Hobbs	Inspection completed and sent notification letter to property owner. Property owner is making progress but no contact. Staff met with property owner and agreed to provide a plan to abate violations by 1/29/2021. Final notice of violation sent to property owner. Sent violation, final notice, property owner met with staff and agreed to provide a plan to abate the violation. No response or plan received. Per legal recommendations, starting process again with a new violation number. New notice of violation and final notice have been sent.	Awaiting response from property owner.	12/8/2020		12/31/2022
20-0087 Miller - Illegal auto repair and salvage operation 1420 Pillsbury Dr	Darrin Hobbs	Inspection completed and sent notification letter to property owner. Property owner is making progress but no contact. Staff met with property owner and agreed to provide a plan to abate violations by 1/29/2021. Final notice of violation sent to property owner. Sent violation, final notice, property owner met with staff and agreed to provide a plan to abate the violation. No response or plan received.	Per legal recommendations, starting process again with a new violation number.	12/21/2020		12/31/2022
20-0090 Fishgill LLC - Illegal auto repair and salvage operation 1312 Pillsbury Dr	Darrin Hobbs	Inspection completed and sent notification letter to property owner. Property owner wants an extension to remove tenant. Vehicles being removed. Sent notice of violation. No response.	Per legal recommendations, starting process again with a new violation number.	12/22/2020		12/31/2022
L21MHP-0004 TDJ Stables	Darrin Hobbs & Craig Cox	Renewal applications and fees received. License can't be issued until property is compliance sanitary code.	Staff evaluating sanitary compliance options.	11/20/2020		9/15/2022
21-0019 Britt - non compliance in flood hazard area/floodway	Darrin Hobbs & Craig Cox	Temporary Agreed Injunction filed with the Court. Review dates: July 15-DWS, August 15-No Rise, September 15-Riley County permit, November 1-Remove trees.	Settlement agreement filed. Darrin Hobbs to monitor for compliance, Darrin to monitor compliance and set contract date. Riley County FPD Permit issued 5/24/2022	4/6/2021		7/15/2022
21-0091 Rogers - Inoperable/Unregistered vehicle, also outside storage.	Darrin Hobbs	Inspection conducted and notification letter sent. Sent notice of violation. Owner replied and working with me.	Monitoring progress.	12/21/2021		8/31/2022
Sanitary Code Violations						
TDJ Stables - illegal repair	Perry Piper & Craig Cox	Perry inspected DIY repair.	Staff to evaluate compliance options.	4/7/2020		9/15/2022
21-0022 Moriarty/Masterson - undersized lagoon	Perry Piper & Craig Cox	Violation determined.	Counsel to send letter.	4/14/2021		7/19/2022
21-0038 Worrell - Sanitation Violation	Perry Piper & Craig Cox	Spoke to property owner and mailed repair application with no response, additionally lateral field installed unlawfully. Repair application received.	Met with Mrs. Worrel, she stated no Conservation money available. Told to contact USDA to see if they would qualify for low interest loan, they never. Legal to send compliance letter. Staff to review compliance options.	6/23/2021		8/23/2022
21-0048 Wurtz - lagoon fencing requirement not completed	Perry Piper & Craig Cox	Violation letter sent to property owner. Counsel sent a letter to property owner. Fencing deadline 8/31/2021 and seeding deadline 9/30/2021. No trespassing sign placed at entrance. Legal to schedule meeting with staff.	Staff to review compliance options.	7/9/2021		8/10/2022
22-0008 Allison	Perry Piper	Private wastewater disposal system located less than 50 feet from suction well and less than 50 feet from hand dug well. KDHE BOW, they will not grant a variance for this situation since it is new construction and the wells were present before the wastewater disposal system. The only options are to 1) Plug both wells or 2) Move the lateral line and sewer line greater than 50' from both wells. KDHE legal that property owner can keep the sewer line in current location.	Awaiting property owner to plug hand dug well.	4/15/2022		8/10/2022
22-0016 Doyle - sewage on ground	Perry Piper	Sent Emergency Order to property owner. Spoke with property owner and agreed to make repairs.	Home condemned until repairs are made.	7/22/2022		1/1/2023

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