



**Board of Riley County
Commissioners
Regular Meeting
Agenda
August 24, 2023**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

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

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

[District 1 – John Ford, Vice Chair](#)

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Business Meeting

3. Solid Waste Fees
4. Order Assigning Partition Fence Responsibility
5. Action on Mobile Device Reimbursement Form
6. Sign Riley County Employee Action Form(s)
7. Approve payroll/accounts payables (when completed)

Review Minutes

8. Board of Riley County Commissioners - Regular Meeting - Aug 21, 2023 8:30 AM

Review Tentative Agenda

9. Tentative Agenda

Press Conference Topics

10. Discuss Press Conference

9:00 AM

Barry Wilkerson, County Attorney

11. Staff update

9:15 AM

Clancy Holeman, Counselor/Director of Administrative Services

12. Administrative Work Session

9:35 AM

Brittany Phillips, Budget & Finance Officer

13. Budget Discussion

- 9:50 AM Shelly Williams, Community Corrections Director**
14. Monthly Staff Update
15. KDOC FY23 Adult Services Year-End Outcome Report
16. KDOC FY23 Juvenile Services Year-End Outcome Report
- 10:05 AM Vivienne Leyva, PIO**
17. August 2023 Communications Update
- 10:20 AM Bob Isaac, Planner**
18. Replat Lot 4 of Terra Heights Addition No. 2 and an unplatted vacated portion of the south right-of-way of Tuttle Cove Road, into two lots.
- 10:35 AM John Ellermann, Public Works Director/County Engineer**
19. Tecumseh Booster Station Easement
- 10:50 AM Julie Gibbs, Health Department Director**
20. Funding for Community Health Educator Position
- 11:10 AM John Ellermann, Public Works Director/County Engineer**
21. Walters Drive - Resolution Restricting Left Turn Movements

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.



PUBLIC WORKS
Funding

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

COMMISSION AGENDA REPORT

FROM: Evan McMillan, Assistant County Engineer

MEETING: August 24, 2023

SUBJECT: Solid Waste Fees

PRESENTER: Evan McMillan, Assistant County Engineer

BACKGROUND

The Solid Waste budget is made up solely of funds generated at the Solid Waste Facility mainly from gate fees and some farm income. The last time the fees charged at the Solid Waste Facility were increased was 2020. At the time, the charge for Municipal Solid Waste (MSW) was increased \$5.00/ton from \$50.00 to \$55.00 with a minimum charge of \$13.75. The increase prior to this was in 2015 when the cost was raised \$2.00 from \$48.00/ton with a \$12.50 minimum.

DISCUSSION

On August 17, 2023, the County entered into an agreement with N.R. Hamm Quarry, Inc. to operate the Riley County Transfer Station for the County.

In order to provide sufficient funds to pay the compensation of the Operator and to pay other related costs at the Solid Waste Facility, staff feels an increase in the fee for MSW and White Goods to \$64.00/ton with a \$16.00 minimum charge would be adequate to meet the needs at the Solid Waste Facility.

Additionally, staff recommends increasing the following fees:

- Small Tires (Passenger car, trailer, etc.)- \$4.50
- Medium Tire (Truck, skid steer, etc.)- \$9.00
- Large tire (Semi truck, tractor, etc.)- \$18.00
- Tractor/Tracks tires - \$30.00
- \$5.00 additional fee for mounted tire

- Commercial Brush- \$12.00/ton with a \$6.00 minimum charge
- Freon Removal on refrigeration and air conditioning units-\$15.00
- Sale of compost- \$25.00/ton with \$12.50 minimum charge

FISCAL IMPACT

There would no cost to the County. Cost to customers would increase \$9.00 per ton or \$2.25 minimum charge for MSW. Tire disposal and other fees would increase to the amounts listed above.

RECOMMENDATION(S)

Staff recommends increasing the cost for disposal of MSW and White Goods to \$64.00/ton with a \$16.00 minimum charge and increasing the cost of tire disposal and other fees to:

- Small Tires (Passenger car, trailer, etc.)- \$4.50
- Medium Tire (Truck, skid steer, etc.)- \$9.00
- Large tire (Semi truck, tractor, etc.)- \$18.00
- Tractor/Tracks tires - \$30.00
- \$5.00 additional fee for mounted tire
- Commercial Brush- \$12.00/ton with a \$6.00 minimum charge
- Freon Removal on refrigeration and air conditioning units-\$15.00
- Sale of compost- \$25.00/ton with \$12.50 minimum charge

Effective October 1, 2023.

POSSIBLE MOTION(S)

Move, effective October 1, 2023, to increase the Solid Waste Facility disposal fees for Municipal Solid Waste and White Goods to \$64.00/ton with a \$16.00 minimum charge and the cost of tire disposal and other fees to:

- Small Tires (Passenger car, trailer, etc.)- \$4.50
- Medium Tire (Truck, skid steer, etc.)- \$9.00
- Large tire (Semi truck, tractor, etc.)- \$18.00
- Tractor/Tracks tires - \$30.00
- \$5.00 additional fee for mounted tire
- Commercial Brush- \$12.00/ton with a \$6.00 minimum charge
- Freon Removal on refrigeration and air conditioning units-\$15.00
- Sale of compost- \$25.00/ton with \$12.50 minimum charge

Enclosures:

- 082423_Resolution Establishing Certain Fees to be Assessed to Users of the Riley County Solid Waste Facility (PDF)

RESOLUTION NO. 082423-__**A RESOLUTION ESTABLISHING CERTAIN FEES TO BE ASSESSED TO USERS OF THE RILEY COUNTY SOLID WASTE FACILITY**

WHEREAS, the Board of Commissioners of Riley County, Kansas (the “County”), is empowered by K.S.A. 2014 Supp. 65-3410 to establish fees for the storage, collection, transportation, processing, and disposal of solid waste; and,

WHEREAS, on the 17th day of August 2023, the County entered into an agreement (the “Agreement”) with N.R. Hamm Quarry, Inc. (“Operator”) to operate the Riley County Transfer Station (“Transfer Station”) for the County; and

WHEREAS, the County will collect all user fees at the Transfer Station gatehouse; and,

WHEREAS, it is hereby found to be in the best interest of the County, in order to provide sufficient funds to pay the compensation of the Operator and to pay other related costs at the Solid Waste Facility, to raise the current rate of \$55.00 per ton of MSW to \$64.00 with a \$16.00 minimum charge and the disposal fees for Commercial Brush \$12.00 with a \$6.00 minimum, CFC \$15.00, Compost Out \$25.00 with \$12.50 minimum, Small Tires \$4.50, Medium Tires \$9.00, Large Tires \$18.00, Tires Tractor/Tracks \$30.00, \$5.00 additional for mounted tires.

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

The rate to be charged to users of the Solid Waste Facility for the disposal of Municipal Solid Waste and white goods are hereby established to be \$64.00 with a \$16.00 minimum charge and the disposal fees for Commercial Brush \$12.00 with a \$6.00 minimum, CFC \$15.00, Compost Out \$25.00 with \$12.50 minimum, Small Tires \$4.50, Medium Tires \$9.00, Large Tires \$18.00, Tires Tractor/Tracks \$30.00, with \$5.00 additional fee for mounted tires effective October 1, 2023.

ADOPTED this 24th day of August 2023.

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

Kathryn Focke, Chairperson

John Ford, Vice-Chairperson

Greg McKinley, Member

ATTEST:

Rich Vargo, Riley County Clerk



**COUNTY
COUNSELOR/ADMINISTRATIVE
SERVICES**
Fence View Order

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 24, 2023
SUBJECT: Order Assigning Partition Fence Responsibility
PRESENTER: Clancy Holeman

POSSIBLE MOTION(S)

Move to approve

Enclosures:

- Order Assigning Partition Fence Responsibility (PDF)

ORDER ASSIGNING PARTITION FENCE RESPONSIBILITY

WHEREAS, on July 13, 2023, pursuant to a written request made May 2, 2023, by Craig Hopkins, Thomas Hopkins, and Marshall Corbin, landowners, and a separate written request made July 12, 2023, by Janet Pralle, landowner, the Riley County Commissioners, in their capacity as fence viewers, viewed the partition fence line between the real property of Craig Hopkins, Thomas Hopkins and Marshall Corbin (hereinafter, parcel "A") and the real property of Janet Pralle (hereinafter, parcel "B"); and

WHEREAS, attached hereto and incorporated by reference is "Exhibit 1," an aerial photo showing the relative locations of parcels "A," "B" and the partition fence line between the two parcels; and

WHEREAS, parcel "A" (Hopkins, Hopkins and Corbin) is located generally east of the farthest west line of the above-described partition fence, such line running north from Indian Hills Road, then such fence line runs to the east, and the legal description for the relevant portion of parcel "A" is contained within a deed filed with the Riley County Register of Deeds at Book 889, Page 5846, as:

A tract of land in the West Half of the Northwest Quarter of Section 26, Township 6 South, Range 6 East of the Sixth Principal Meridian, Riley County, Kansas as follows:

Beginning at a point that is S 00°01'23" E 1327.29 feet from the Northwest Corner of the Northwest Quarter of said Section 26, said point being the Northwest Corner of the South Half of the West Half of the Northwest Quarter of said Section 26;

thence S 89°29'30" E 1320.09 feet to the East Line of West Half of the Northwest Quarter of said Section 26;

thence S 00°05'11" E 1327.29 feet to the Southeast Corner of the West Half of the Northwest Quarter of said Section 26;

thence N 89°29'30" W 1321.56 feet to the Southwest Corner of the Northwest Quarter of said Section 26;

thence N 00°01'23" W 1327.28 feet to the point of beginning, containing 40.20 acres.

WHEREAS, parcel “B” (Janet Pralle) is located generally west and north of both the above-described courses of the above-described partition fence and the legal description for the relevant portion of parcel “B” is contained within a deed filed with the Riley County Register of Deeds at Book 889, Page 5846, as:

The West Half of the Northwest Quarter of Section 26, and the East Half of the northeast Quarter of Section 27, all in Township 6 South, Range 6 East of the 6th P.M., excepting a strip described as follows: Commencing at the Northwest corner of said Southeast Quarter of said Northeast Quarter, thence South along the West line of said tract 45 rods, thence East 3 5/9 rods, thence North 45 rods, thence West 3 5/9 rods to the point of beginning, Riley County, Kansas, subject to road easement to the United States of America as recorded in Book 289 at Page 433 in the Office of the Register of Deeds, Riley County, Kansas, and subject to easements, restrictions and rights-of-way both visible and of record.

LESS

A tract of land in the West Half of the Northwest Quarter of Section 26, Township 6 South, Range 6 East of the Sixth Principal Meridian, Riley County, Kansas as follows:

Beginning at a point that is S 00°01'23" E 1327.29 feet from the Northwest Corner of the Northwest Quarter of said Section 26, said point being the Northwest Corner of the South Half of the West Half of the Northwest Quarter of said Section 26;
thence S 89°29'30" E 1320.09 feet to the East Line of West Half of the Northwest Quarter of said Section 26;
thence S 00°05'11" E 1327.29 feet to the Southeast Corner of the West Half of the Northwest Quarter of said Section 26,
thence N 89°29'30" W 1321.56 feet to the Southwest Corner of the Northwest Quarter of said Section 26;
thence N 00°01'23" W 1327.28 feet to the point of beginning, containing 40.20 acres.

WHEREAS, reasonable notice of this view was given to the owners of parcels “A” and “B” prior to a July 13, 2023, viewing, and the parties were given an opportunity to present their respective positions on site at that proceeding before the fence viewers; and

WHEREAS, the owner of parcel “B” began and completed her construction of an electrified fence one day before the July 13, 2023, viewing and faxed her request for a view to counsel for the fence viewers July 12, 2023; and

WHEREAS, during the July 13, 2023, proceeding on site by the fence viewers, the owners of parcels “A” and “B” disagreed between themselves about the need for the partition fence by the owners of parcel “A” and their discussion raised the possibility of multiple future contractual claims by the parties; and

WHEREAS, none of the potential contractual claims of the parties are addressed or resolved by this Order because they are not within the statutory authority of the fence viewers; and

Attachment: Order Assigning Partition Fence Responsibility (13687 : Fence View Order)

WHEREAS, K.S.A. 29-304 authorizes the fence viewers, to assign to each adjoining landowner(s) an equal share or part of a partition fence that each is to keep up and maintain in good repair; and

WHEREAS, K.S.A. 29-307 authorizes the fence viewers to assign between adjoining landowners the costs of constructing a partition fence if one of those landowners has “voluntarily” constructed the “entire fence”.

NOW, THEREFORE, THE BOARD OF COUNTY COMMISSIONERS OF RILEY COUNTY, KANSAS, SITTING AS FENCE VIEWERS PURSUANT TO K.S.A. 29-304, hereby find as follows:

1. That the owners of parcel “A” began and completed construction of the partition fence viewed July 13, 2023, before their request for that fence view was submitted on May 2, 2023.
2. That the assignment of responsibility for the upkeep, maintenance and repair of the partition fence line described above shall be as follows:
 - a. The owners of parcel “A,” currently Craig Hopkins, Thomas Hopkins and Marshall Corbin, are hereby assigned responsibility for the upkeep, maintenance and repair of that course of the partition fence running east from the fence’s corner post, and which assigned course includes the gate; and
 - b. The owner of parcel “B,” Janet Pralle, is hereby assigned responsibility for the upkeep, maintenance and repair of the remaining one-half of the entire length of such partition fence running south from the corner post toward Indian Hills Road.
 - c. No assignment of maintenance responsibility or cost for the electrified fence is made by this Order, since its construction was completed long after the partition fence was completed, and no cost information was submitted in the application for a view of that fence.
3. That the owners of “Parcel A” have, as provided by K.S.A. 29-307, “voluntarily” constructed the entire partition fence and paid for its total construction cost; and the owner of “Parcel B” “shall pay for so much as may be assigned...” by the fence viewers.
4. That the total construction cost of the partition fence described above is \$13,632.39.
5. That the total construction cost of the partition fence described above divided in equal shares between the parties is \$6,816.195, and that the owners of parcel “A” have already paid the total cost of the construction of such fence, and they shall be reimbursed by the owner of parcel “B” for ½ of that total cost. Such reimbursement shall be paid by the owner of parcel “B” in the amount of \$6,816.195.
6. That the partition fence described above shall be maintained and kept in at least as good a condition and state of repair as is required by Kansas law.

This Assignment shall be recorded by the Register of Deeds of Riley County, Kansas, pursuant to K.S.A. 29-304.

Costs

1. Pursuant to K.S.A. 29-203, costs of \$7.50 for each fence viewer, total costs of \$22.50, shall be borne by the landowners who requested the viewing, Craig Hopkins, Thomas Hopkins and Corbin Marshall.
2. This Assignment shall be recorded by the Register of Deeds of Riley County, Kansas. The cost of that filing shall be paid one-half by the current owners of parcel "A" and one-half by the current owner of parcel "B."

ORDERED this 24th day of August 2023.

**BOARD RILEY COUNTY COMMISSIONERS,
SITTING AS FENCE VIEWERS, pursuant to
K.S.A. 29-201**

Kathryn Focke, Chairwoman

John Ford, Vice-Chairman

Greg McKinley, Member

ATTEST:

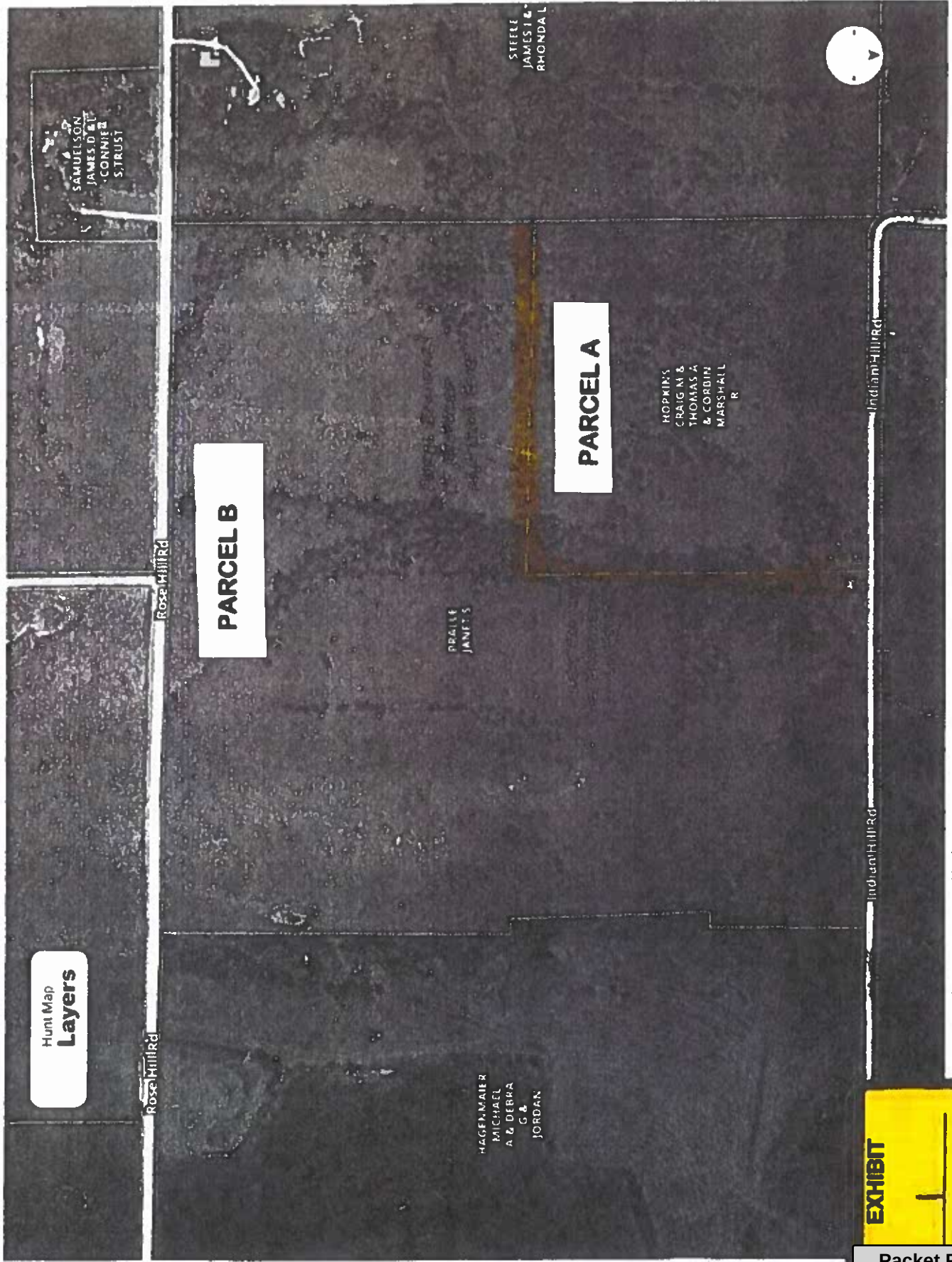
(seal)

Rich Vargo, Riley County Clerk

Attachment: Order Assigning Partition Fence Responsibility (13687 : Fence View Order)

onXmaps Wm App

9/30/22 9:49 AM



Hunt Map
Layers

EXHIBIT

hunt/map?ref=main-nav#15.35/39.503693/-96.730202

Attachment: Order Assigning Partition Fence Responsibility (13687 : Fence View Order)



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 24, 2023

SUBJECT: Action on Mobile Device Reimbursement Form

PRESENTER: Elizabeth Ward, Human Resource Manager

POSSIBLE MOTION(S)

Move to approve the Mobile Device Reimbursement Form(s).

Move to deny the Mobile Device Reimbursement Form(s).

Move to table the Mobile Device Reimbursement Form(s).

Enclosures:

- P&D- B Hamill (PDF)

Mobile Device Reimbursement Request Form

Employee Name: Ben Hamill
 Job Title: Environmental Health Tech Department: Planning & Development
 Cell Phone Number: 316-217-4663
 Reimbursement Amount: ☐ \$25 ☐ \$40 ☒ \$65 Data Enabled (BOCC approval needed)

Employee Certification and Signature: I certify my position will require the use of my portable communication device that the county is reimbursing me for my expense. I will promptly report any changes in the level of those business use expenses to my Supervisor. I further certify that I have read, understood, and intend to comply with Riley County's Portable Mobile Device Policy.

Employee Signature: *Ben Hamill* Date: 8/21/23

Supervisory Certification and Signature: I certify the requested reimbursement is needed for this employee, to cover work-related expenditures due to cell phone use, or other, as described above.

Supervisor Signature: *Quana Webb* Date: 8/21/2023

BOCC Designation: ☐ Approved ☐ Denied

BOCC Chair Signature: _____ Date: _____

Payroll Use Only

Start Date: _____

Terminate Current Monthly Allowance effective: _____

Updated March 2023



COUNTY CLERK & ELECTIONS
Personnel

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

COMMISSION AGENDA REPORT

FROM: Elizabeth Ward, Human Resources Director

MEETING: August 24, 2023

SUBJECT: Sign Riley County Employee Action Form(s)

PRESENTER: Elizabeth Ward, Human Resources Director

Enclosures:

- 2023-08 Appraiser D-_Moulier (DOCX)
- Starks green sheet (PDF)

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Daniel Moulrier**Status Change Date:** 8/28/2023**Status Change:** New Hire**Date of Hire:** 8/28/2023**Seniority:** 0 Month(s)**Position:** Appraiser II- Residential**Position Type:** Full-Time**Pay Range:** Range 8**Pay Type:** Hourly**Base Rate:** \$22.98**Annualized Pay:** \$47,798.40**Funds Codes:** 1-County General, 22-Appraiser**Supervisor:** Danny Williams**Department Head:** Anna Burson

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2023-08 Appraiser D- Moulrier (13683 : Employee Action Form (Green Sheet))

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Logan Starks**Status Change Date:** 07/20/2023**Status Change:** Separation**Date of Hire:** 05/23/2023**Seniority:** 0 Years, 1 Month(s)**Position:** Seasonal Laborers**Position Type:** Seasonal**Pay Range:** SSNL**Pay Type:** Hourly**Base Rate:** \$14.00**Annualized Pay:** \$29,120**Funds Codes:** 1- County General**Supervisor:** David Willis**Department Head:** John Ellermann

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: Starks green sheet (13683 : Employee Action Form (Green Sheet))



**Board of Riley County
Commissioners
Regular Meeting
Minutes
August 21, 2023**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

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

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

[District 1 – John Ford, Vice Chair](#)

8:30 AM

Call to Order

Attendee Name	Title	Status	Arrived
John Ford	County Commissioner	Present	8:30 AM
Kathryn Focke	County Commissioner	Present	8:30 AM
Greg McKinley	County Commissioner	Present	8:30 AM
Cindy Kabriel	Senior Administrative Assistant	Present	8:30 AM
Clancy Holeman	Counselor/Director of Administrative Services	Present	8:33 AM
Brittany Phillips	Budget and Finance Officer	Present	8:30 AM
Anna Burson	County Appraiser	Present	8:30 AM
Laurie Harrison	Emergency Management Coordinator	Present	8:30 AM
Elizabeth Ward	Human Resource Director	Present	8:33 AM
David Adams	EMS/Ambulance Director	Present	8:58 AM
John Ellermann	Public Works Director/County Engineer	Present	9:15 AM
Gregg Eyestone	Extension Agent	Present	9:30 AM

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Focke's Comments:

Thursday morning, I attended the Good Morning Manhattan breakfast before the BOCC meeting.

After our meeting I met with Brian Foster at his office to go over some drawings they had done for the potential property location in Keats.

Later that afternoon, the Joint City/County/County Meeting was held at the BOCC Chambers. The main agenda item was concerning the opioid/fentanyl grant that Asia Sampson is working under. The grant will end at the end of August and the group discussed how she might be funded through the end of the year. Educational programs have been held in four high schools in the region and other presentations have been made to other agencies, including a film shown at AMC Theaters.

Jenni Ebert gave her experiences when her son, Jayson, died of an apparent fentanyl overdose.

The group requested more information from the health department and the task force that just started having meetings.

The weekend was spent watering and keeping cool with the intense heat. Sunday, several of us went to Hanover for lunch.

Ford's Comments:

Thursday afternoon I met with Julie Gibbs for the Health Department and David Adams from Riley County EMS to discuss several items including putting together some data and information on local trends on fentanyl usage and the need for Narcan local and current work on the "One Pill Can Kill" campaign amongst other things.

Thursday afternoon I attended the August City/County/County meeting here in the BOCC Chambers. Had a very good discussion with members from the City of Manhattan and Pottawatomie County on the substance abuse challenges and our area's obvious need for intervention on the fentanyl and opioid crisis. Sounds like we should be able to keep our Health Educator Asia Sampson in her position on for some time longer to work the new Substance Abuse Task Force and other local partners to hopefully help with these challenges. Heard from parent Jenni Ebert.

Friday morning, I attended to Ribbon Cutting and Grand Opening Ceremony at the new Stormont Vail facility up on the campus of Kansas State University. This event was very well attended by the community. We had the opportunity to hear from several different people including members of the Stormont Vail Board, President and CEO of Stormont Vail, Robert Kenagy, and Dr David Rosowsky, Vice President of Research at K-State. K-State and Stormont Vail are working on a health care research collaboration project that will begin shortly as well. Had the chance to talk to a lot of people from the

community and have several meetings to schedule from that dialog as well. This is a wonderful and amazing addition for the health and well-being of the region moving forward as well.

Saturday morning, I attended the monthly Riley County Republican Coffee Talk at DoughBro. Reid Petty from Congressman Mann's office was the guest speaker for the event. We heard from several local officials, and I spoke and gave an update on what we are working on here in Riley County. We also discussed the topic of property tax and elections in more depth and got on update on municipal elections and upcoming events throughout the fall as well.

McKinley's Comments:

Thursday afternoon I attended the Joint City/County/County meeting. It was a very well attended meeting. Asia Sampson gave an update what she has done in her role with the county educating kids and adults about the dangers of drugs and specifically fentanyl. We also heard some tough testimony from Jenni Ebert. I learned a lot more about the fentanyl problem. The health department has formed a Substance Abuse Task Force with area cities and counties to work on these problems. The grant for Asia's position runs out at the end of August and efforts are being made to continue funding.

The weekend was spent finding ways to stay cool.

Holeman asked the Board to add an executive session to the end of the meeting.

Move to add an executive session to the end of the meeting.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	John Ford, County Commissioner
SECONDER:	Greg McKinley, County Commissioner
AYES:	Ford, Focke, McKinley

Business Meeting

3. 2023 Emergency Management Performance Grant Application

Move to approve signing the FFY 2023 EMPG application cover form.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	John Ford, County Commissioner
SECONDER:	Greg McKinley, County Commissioner

AYES:	Ford, Focke, McKinley
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4. Sign Riley County Employee Action Form(s)

The Board of County Commissioners signed Riley County Employee Action Forms for the following:

- Jennifer Sturges, a new hire, as an As Needed Temporary Election Worker, in the Clerk/Election Department, at a Range TEMP.
- Nathaniel Davis, a new hire, as an As Needed Volunteer Firefighter Stipend, in the Riley County Fire District #1 Department, at a Range TASND.

Review Minutes

5. Board of Riley County Commissioners - Regular Meeting - Aug 17, 2023 9:00 AM

Move to approve the minutes.

RESULT:	ACCEPTED AS AMENDED [UNANIMOUS]
MOVER:	John Ford, County Commissioner
SECONDER:	Greg McKinley, County Commissioner
AYES:	Ford, Focke, McKinley

Review Tentative Agenda

6. Tentative Agenda

Press Conference Topics

7. Discuss Press Conference

9:00 AM

Brittany Phillips, Budget and Finance Officer

8. Budget Review

Phillips said staff discovered there was an expenditure that was doubled up in the Riley County Rural Fire District #1 budget. Phillips

said the mill levy rate will be reduced with the reduction of the doubled expense.

Move to approve the recommendation to approve the reduction of the mill rate from 8.914 to 7.737 for the Riley County Fire District #1.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	John Ford, County Commissioner
SECONDER:	Greg McKinley, County Commissioner
AYES:	Ford, Focke, McKinley

McKinley said he asked for the revenue income to be looked at and brought back to the commission.

McKinley asked that the revenue income be adjusted to a higher amount in the budget so they can lower the mil levy.

McKinley asked for it to be looked at it and for staff to bring it back Thursday.

9:15 AM David Adams, EMS/Ambulance Director

9. Staff Update

Adams presented an EMS/Ambulance Department update.

9:30 AM Press Conference

10. Upcoming garden programs - Gregg Eyestone (3 minutes)

Eyestone said the cool season grass maintenance program will be held Saturday, August 26th at Blueville Nursery at 10:00 a.m.

Eyestone said the fall master gardener training class will begin on September 1st from 9:00 a.m. - 4:00 p.m. Eyestone said the program includes eight classes.

9:35 AM Clancy Holeman, Counselor/Director of Administrative Services

11. Administrative Work Session

12. Pending County Projects County Counselor

Holeman presented an update on the pending county projects list.

9:45 AM

John Ellermann, Public Works Director/County Engineer

13. Request to Exchange Federal Funds

Ellermann presented a request to exchange federal funds.

Move to approve the Chairman sign the Request to Exchange Federal Funds under the Federal-Aid Fund Exchange Master Agreement with the State of Kansas and to deposit the funds in CIP for use on a future transportation related project.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	John Ford, County Commissioner
SECONDER:	Greg McKinley, County Commissioner
AYES:	Ford, Focke, McKinley

9:50 AM

Evan McMillan, Assistant County Engineer

14. Riley County Transfer Station Rate Increase

McMillan discussed the payment options at the transfer station and the costs associated with each option.

Ford asked for better options to be looked at and brought back.

McMillan presented the Riley County Transfer Station rate increase.

Move to approve the transfer station rate be increased to \$64.00 per ton.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	John Ford, County Commissioner
SECONDER:	Greg McKinley, County Commissioner
AYES:	Ford, Focke, McKinley

10:10 AM

Executive Session

Move the County Commission, including Chairwoman Focke, Vice Chairman Ford, and Commissioner McKinley, recess into executive session on a performance matter of non-elected personnel, to protect

the privacy of the employee, an exception to the Kansas Open Meetings Act, with Clancy Holeman, Riley County Counselor, attorney for the commission, and Elizabeth Ward, Human Resource Director, the open meeting to resume in the County Commission Chambers at 10:30 a.m.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	John Ford, County Commissioner
SECONDER:	Greg McKinley, County Commissioner
AYES:	Ford, Focke, McKinley

10:30 AM

Move the Board of County Commissioners come out of executive session.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	John Ford, County Commissioner
SECONDER:	Greg McKinley, County Commissioner
AYES:	Ford, Focke, McKinley

Move the record reflect action shall be taken consistent with the consensus reached in executive session.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	John Ford, County Commissioner
SECONDER:	Greg McKinley, County Commissioner
AYES:	Ford, Focke, McKinley

10:35 AM

Adjournment

Move to adjourn.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	John Ford, County Commissioner
SECONDER:	Greg McKinley, County Commissioner
AYES:	Ford, Focke, McKinley

12:00 PM

Law Enforcement Agency Meeting

15. Law Board Meeting Agenda

Minutes Acceptance: Minutes of Aug 21, 2023 8:30 AM (Review Minutes)



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
August 28, 2023**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

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

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

[District 1 – John Ford, Vice Chair](#)

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

1. National Senior Center Month Proclamation

Review Minutes

Press Conference Topics

Review Tentative Agenda

9:00 AM

Robbin Cole, Pawnee Mental Health Services Director

2. Pawnee Mental Health Services update

9:15 AM

Brittany Phillips, Budget and Finance Officer

3. 2024 Riley County RNR Hearing

9:20 AM

Brittany Phillips, Budget and Finance Officer

4. 2024 Riley County Fire District #1 RNR Hearing

9:25 AM

Brittany Phillips, Budget and Finance Officer

5. 2024 Riley County Public Hearing

9:30 AM

Press Conference

6. Presentation of National Senior Center Month Proclamation - Kathryn Focke (3-5 minutes)
7. Presentation of retirement plaque to Jill Seaton - Kathryn Focke (3 minutes)

9:40 AM

Amanda Webb, Planning/Special Projects Director

Attachment: 08-28-23 tentative agenda (12865 : Tentative Agenda)

8. Comprehensive Plan update

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

9. Administrative Work Session

10:30 AM **Bob Isaac, Planner**

10. Public Hearing for a request to rezone and final plat for Bent Tree Unit
4

10:50 AM **Julie Gibbs, Health Department Director**

11. Out of State Travel Request

11:00 AM **Shelly Williams, Community Corrections Director**

12. Carryover Budgets

12:00 PM **Intergovernmental Luncheon**

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: 08-28-23 tentative agenda (12865 : Tentative Agenda)



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
August 31, 2023**

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

Cindy Kabriel
785-565-6200

**City Hall, 108 W. Randolph, Randolph,
Kansas**

6:00 PM

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

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

[District 1 – John Ford, Vice Chair](#)

6:00 PM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

Review Minutes

Review Tentative Agenda

Press Conference Topics

6:30 PM

Clancy Holeman, Counselor/Director of Administrative Services

1. Administrative Work Session

6:50 PM

Brian Peete, RCPD Director

2. RCPD update

7:05 PM

Russel Stukey, Emergency Management Director

3. Firefighter and storm spotter recruitment
4. Staff update

7:20 PM

Bruce Zimmer, Randolph City Mayor

5. City of Randolph update

Adjournment

Announcements

Riley County Offices will be closed Monday, September 4th due to the observance of the Labor Day holiday.

Attachment: 08-31-23 tentative agenda (12865 : Tentative Agenda)

The Board of County Commissioners will not be in session on Monday, September 4th.

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
Budget

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

COMMISSION AGENDA REPORT

FROM: Brittany Phillips, Budget & Finance Officer

MEETING: August 24, 2023

SUBJECT: Budget Discussion

PRESENTER: Brittany Phillips, Budget & Finance Officer

BACKGROUND

For the 2024 Budget investment interest was originally budgeted at \$925,000. It was asked to re-evaluate the investment interest.

DISCUSSION

Shilo began working on the projected numbers back in March when we began the budget process. Investment income is hard to predict a true final number, because there's no true way to predict what the economy will do in a year. The total investment interest is dependent on cash balances. If we have huge expenditures that significantly lower our balances, this projected investment income may not be the case.

FISCAL IMPACT

Originally, \$925,000 was projected. This is the number that was used in the budget document. However, with cash balances being relatively high, we are projecting interest at approximately 3.5%, it puts us around \$2,000,000 in investment interest income. This would also be a reduction of mills by 1.36, which is a reduction of \$1,075,000.00 in ad valorem taxes. The total mills for the budget was published at 41.312 and this increase in revenue would put it at 39.956.

RECOMMENDATION(S)

It is the recommendation of staff that commissioners advise staff to increase the investment income to \$2,000,000.

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:

- 2024 Budget Development WS (PDF)
- Finalized 2024 County1 - With Changes (PDF)

2024 Budget Development Worksheet

13.a

	DEPARTMENT	2022 Actual Contractual Services, Commodities & Capital	2022 Actual Personnel Services (includes mid- year incentive)	2022 Actual Total	Contractual Services, Commodities & Capital	Personnel Services (Includes STEP & COLA)	2023 Budgeted Total	Contractual Services, Commodities & Capital	2024 Proposed Personnel Services (Includes STEP)	2024 Proposed Budget Total	Percent change of 3 C's
1	Administrative Services	31,384	588,252	619,636	47,925	755,078	803,003	51,795	777,904	829,699	8.08%
2	Ambulance	389,426	3,657,998	4,047,424	348,225	5,045,640	5,393,865	337,850	5,516,808	5,854,658	-2.98%
3	Appraiser	154,886	1,411,575	1,566,461	163,329	1,715,126	1,878,455	176,334	1,794,882	1,971,216	7.96%
4	Attorney	191,041	1,915,058	2,106,099	210,764	2,318,535	2,529,299	219,337	2,637,550	2,856,887	4.07%
5	Clerk	56,457	988,136	1,044,592	95,950	1,227,042	1,322,992	109,300	1,331,625	1,440,925	13.91%
6	Commissioners	42,699	182,671	225,371	51,540	224,770	276,310	53,040	243,219	296,259	2.91%
7	Coroner	78,266	0	78,266	117,000	0	117,000	132,000	0	132,000	12.82%
8	District Court	178,536	0	178,536	177,000	0	177,000	185,080	0	185,080	4.56%
9	Elections	229,070	374,910	603,980	216,500	515,894	732,394	317,400	633,143	950,543	46.61%
10	Emergency Management	37,011	229,668	266,679	58,795	252,517	311,312	54,850	230,191	285,041	-6.71%
11	Fair	102,041	0	102,041	110,500	0	110,500	110,500	0	110,500	0.00%
12	General Services	1,457,908	128,583	1,586,491	4,344,650	87,883	4,432,533	5,544,595	141,612	5,686,207	27.62%
13	Information Systems/GIS	848,250	746,698	1,594,949	770,660	982,412	1,753,072	923,160	959,086	1,882,246	19.79%
14	Insurance	612,900	0	612,900	811,218	0	811,218	887,340	0	887,340	9.38%
15	Juvenile Detention	83,881	0	83,881	101,650	0	101,650	112,000	0	112,000	10.18%
16	Museum	11,431	356,078	367,509	16,725	449,747	466,472	15,261	482,405	497,666	-8.75%
17	Noxious Weed	197,923	491,247	689,170	243,330	590,667	833,997	253,330	641,373	894,703	4.11%
18	Planning & Development	55,465	560,238	615,702	60,002	647,390	707,392	62,298	681,858	744,156	3.83%
19	Register of Deeds	51,416	394,115	445,531	59,125	478,228	537,353	50,875	523,284	574,159	-13.95%
20	Public Works	3,210,073	4,293,866	7,503,938	4,008,900	5,089,747	9,098,647	4,302,550	5,515,491	9,818,041	7.32%
21	Treasurer	53,168	853,060	906,228	55,330	1,331,515	1,386,845	59,080	1,418,419	1,477,499	6.78%
22	Juvenile Supervision fees	0	0	0	1,400	0	1,400	1,400	0	1,400	0.00%
23	Transfer to Health Dept. Fund	1,154,526	0	1,154,526	1,269,979	0	1,269,979	1,665,647	0	1,665,647	31.16%
24	Transfer to Landfill Close	30,000	0	30,000	30,000	0	30,000	30,000	0	30,000	0.00%
25	Transfer-Economic Dev.	185,500	0	185,500	182,475	0	182,475	107,100	0	107,100	-41.31%
26	Transfer - Capital Improvement	2,369,805	0	2,369,805	1,786,668	0	1,786,668	5,509,446	0	5,509,446	208.36%
27	Non-Appropriated	580,000	0	580,000	580,000	0	580,000	580,000	0	580,000	0.00%
28	Cost of COLA	0	0	0	0	0	0	0	0	0	0.00%
SUBTOTAL:		\$12,393,065	\$17,172,153	\$29,565,218	\$15,919,640	\$21,712,191	\$37,631,831	\$21,851,568	\$23,528,850	\$45,380,418	37.26%

Appropriations:

29	Big Lakes Developmental	217,260	0	217,260	217,260	0	217,260	228,123	0	228,123	5.00%
30	Animal Shelter / Contractual	60,000	0	60,000	60,000	0	60,000	0	0	0	-100.00%
31	Council on Aging	275,000	0	275,000	275,000	0	275,000	275,000	0	275,000	0.00%
32	ATA Bus	100,000	0	100,000	100,000	0	100,000	105,000	0	105,000	5.00%
33	Small Cities	0	0	0	160,000	0	160,000	190,000	0	190,000	18.75%
34	Emergency Shelter	11,000	0	11,000	11,000	0	11,000	11,000	0	11,000	0.00%
35	Extension	599,645	0	599,645	635,600	0	635,600	667,380	0	667,380	5.00%
36	Pawnee Mental Health	300,000	0	300,000	300,000	0	300,000	300,000	0	300,000	0.00%
37	Riley Cty Genealogical Soc.	3,500	0	3,500	3,500	0	3,500	3,500	0	3,500	0.00%
38	Riley County Conservation	55,136	0	55,136	55,136	0	55,136	55,136	0	55,136	0.00%
39	Riley Co Community Corrections	7,081	0	7,081	59,602	0	59,602	87,324	0	87,324	46.51%
40	Be Able	0	0	0	0	0	0	0	0	0	0.00%
41	Farm & Food Council	0	0	0	0	0	0	0	0	0	0.00%
42	Sunflower Children's Collective	0	0	0	0	0	0	0	0	0	0.00%
SUBTOTAL:		\$1,628,622	\$0	\$1,628,622	\$1,877,098	\$0	\$1,877,098	\$1,922,463	\$0	\$1,922,463	2.42%

GENERAL TOTAL:		\$14,021,687	\$17,172,153	\$31,193,840	\$17,796,738	\$21,712,191	\$39,508,929	\$23,774,031	\$23,528,850	\$47,302,881	3.54%
43	Bond & Interest	451,382	0	451,382	545,592	0	545,592	478,856	0	478,856	-12.23%
44	County Building	294,997	0	294,997	393,000	0	393,000	430,000	0	430,000	9.41%
45	RCPD	4,906,051	0	4,906,051	5,300,016	0	5,300,016	5,745,592	0	5,745,592	8.41%
SUBTOTAL:		\$5,652,430	\$0	\$5,652,430	\$6,238,608	\$0	\$6,238,608	\$6,654,448	\$0	\$6,654,448	6.67%
TOTAL:		\$19,674,117	\$17,172,153	\$36,846,270	\$24,035,346	\$21,712,191	\$45,747,537	\$30,428,479	\$23,528,850	\$53,957,329	
46	Capital Improvement	1,722,497	0	1,722,497	7,094,212	0	7,094,212	8,246,449	0	8,246,449	16.24%
47	Economic Development	121,578	0	121,578	282,275	0	282,275	251,218	0	251,218	-11.00%

Attachment: 2024 Budget Development WS (13680 : Budget Discussion)

2024 BUDGET DEVELOPMENT WORKSHEET**13.a****BUDGETED REVENUE**

COUNTY TREASURER	2023 BUDGET	2024 BUDGET
Motor Vehicle Tax	2,448,103	2,403,703
Recreational Vehicle Tax	22,716	23,583
16/20M Vehicle Tax	20,050	18,063
Commercial Vehicle Fees	96,756	101,580
Special City & County Highway Fund	1,105,011	1,105,011
Investment Income	100,000	2,000,000
Sales Tax	1,800,000	2,000,000
Intangible Tax (Clerk's Office)	195,087	199,608
Vehicle Rental Excise Tax	25,467	54,201
Interest on Taxes	300,000	300,000
Watercraft	9,248	18,846
SUBTOTAL:	\$ 6,122,438	\$ 8,224,595

DEPARTMENT FEES & OTHER

Unencumb. Cash Bal.-General	8,331,212	9,810,500
Unencumb. Bal.-County Building	107,018	104,663
Unencumb. - Bond & Interest	212,111	86,669
Unencumb. - RCPD	241,235	0
Bond & Interest Special Assessment	133,570	86,651
Recording Fees - ROD	300,000	300,000
21st Judicial Dist Case Receipts-DC	45,000	40,000
Payment in Lieu of Taxes (PILT) Program/Fed Grant	40,000	40,000
Franchise Fees	35,000	35,000
Ambulance Fees	1,325,165	1,624,951
Fees-Attorney (Diversion)	56,000	60,000
<i>Fees-Clerk</i>	3,000	3,000
<i>Fees-Elections</i>	5,000	12,000
<i>Fees-Fair</i>	20,000	20,000
<i>Grant - Emergency Management</i>	4,500	85,907
<i>Fees-Noxious Weed</i>	120,000	110,000
<i>Fees-Public Works/Parks</i>	480,000	480,000
<i>Fees-Planning & Development</i>	38,000	38,000
<i>Fees-Juvenile Supervision</i>	500	500
<i>Fees-Appraiser</i>	17,000	18,000
<i>Fees- Treasurer</i>	8,000	8,000
<i>Fees - Register of Deeds</i>	25,000	25,000
Heritage Trust	25,000	25,000
Transfer from MV to General	300,000	300,000
Transfers from Economic Development to B&I	52,153	52,153
Transfer from CIP to Bond & Interest	185,600	182,100
SUBTOTAL	\$ 12,110,064	\$ 13,548,094

Unencum-
bered
Ending
Cash

These revenues go into the "licenses, fees, permits" line in St. Gen. Fund revenue budget.

BUDGETED EXPENDITURES

	2023	2024	% chg
General	\$ 39,508,929	\$ 46,722,881	18.26%
Bond & Interest	545,592	478,856	-12.23%
County Building	393,000	430,000	9.41%
RCPD Fund	5,300,016	5,745,592	8.41%
TOTAL EXPENDITURES	\$ 45,747,537	\$ 53,377,329	
(Budget)Value of a MILL =	720,822	792,782	

MINUS

TOTAL REVENUE	18,232,502	21,772,689
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EQUALS

AMT. AD VALOREM TAX REQUIRED	\$ 27,515,034	\$ 31,676,447
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TOTAL MILLS NEEDED	42.211	39.956
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Mill levy diff. from previous budget year	(0.062)	(2.255)
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Revenue Neutral Mill Rate (29317322.76720,822) 38.379

Revenue Neutral \$\$ \$ 30,426,513

Overage on Neutral Mill Rate 1.577

Overage on RNR Tax Rate \$ 1,249,934

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

Assessed valuation

2021B-Bond Refunding Konza Water Amount - final 2028

2017-Bonding Refunding -Facilities/Bridge Proj CIP - final 2025

TOTAL REVENUE	\$ 18,232,502	\$ 21,772,689
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Attachment: 2024 Budget Development WS (13680 : Budget Discussion)

Riley County, Kansas
2024 Budget
Economic Development Fund
Fund 146

	2022	2023	2024
BEGINNING CASH BALANCE	<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>
Fund Balance	\$ 117,718	\$ 181,640	\$ 94,118
TOTAL BEGINNING CASH BALANCE	\$ 117,718	\$ 181,640	\$ 94,118
REVENUE			
603 Transfer from General Fund	\$ 185,500	\$ 182,475	\$ 157,100
TOTAL REVENUE	\$ 185,500	\$ 182,475	\$ 157,100
TOTAL RESOURCES AVAILABLE	\$ 303,218	\$ 364,115	\$ 251,218
EXPENDITURES			
604 Transfer to Bond & Interest Fund	\$ 43,925	\$ 52,153	\$ 52,153
4990 Other Capital Outlay	77,653	230,122	199,065
TOTAL EXPENDITURES	\$ 121,578	\$ 282,275	\$ 251,218
TOTAL ENDING FUND BALANCE	\$ 181,640	\$ 81,840	\$ -

<u>PROJECT ESTIMATES:</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>
Re-write of Riley County Zoning/Subdivision Regulation	\$ -	\$ -	
Flint Hills Veteran's Coalition	1,015	1,015	1,015
Governor's Military Council	-	-	-
Konza Water Project	43,925	52,153	52,153
Chamber of Commerce	55,000	55,000	55,000
Downtown Manhattan, Inc.	5,000	5,000	5,000
Riley Co General Eco Devo	132,850	132,850	132,850
Auto Lane Development	6,057	6,057	-
Flint Hills Regional Council (FHRC) Contribution	10,000	-	-
MPO Contribution	5,201	5,200	5,200
MATC Facilities Project (Request to be for 5 years)	-	-	-
Comprehensive plan update		25,000	-
US 24 project studies, design, engineering	50,000	-	-
TOTAL	\$ 309,048	\$ 282,275	\$ 251,218

Attachment: 2024 Budget Development WS (13680 : Budget Discussion)

The governing body of

Riley County

Detailed budget information is available at Riley County Clerk's Office and will be available at this hearing.

BUDGET SUMMARY

Proposed Budget 2024 Expenditures and Amount of 2023 Ad Valorem Tax establish the maximum limits of the 2024 budget.
Estimated Tax Rate is subject to change depending on the final assessed valuation.

[illegible]

Less: Transfers	4,161,974	4,285,325	5,294,948
Net Expenditure	45,580,145	71,357,542	86,983,795
Total Tax Levied	28,585,704	30,426,513	xxxxxxxxxxxx
Assessed Valuation	678,412,552	#####	792,782,029

Outstanding Indebtedness,			
January 1,	2021	2022	2023
G.O. Bonds	5,698,095	5,386,440	5,117,204
Revenue Bonds	0	0	0
Other	525,000	0	0
Lease Pur. Princ.	5,359,626	5,318,684	4,572,029
Total	11,582,721	10,705,124	9,689,233

*Tax rates are expressed in mills

****Revenue Neutral Rate as defined by KSA 79-2988**

Clerk



COMMUNITY CORRECTIONS
Staff Update

Shelly Williams
Community Corrections
Director
115 North 4th Street
Manhattan, KS 66502
Phone: 785-537-6380

STAFF REPORT

FROM: Shelly Williams, Director, Riley County Community Corrections

MEETING: August 24, 2023

SUBJECT: Monthly Staff Update

PRESENTER: Shelly Williams, Director, Riley County Community Corrections

See attached Powerpoint.

Enclosures:

- Monthly Staff Report August 2023 (PPTX)



Riley County Community Corrections

Monthly Update

Juvenile Intake & Assessment Services (JIAS)

- 22 Intakes in July
 - Over 55 On-Call Officer clock hours
 - 8 returned to parent/guardian
 - 4 placed with a relative
 - 3 placed in a Protective Home
 - 4 placed in an Emergency Shelter
 - 1 placed in detention
- 17 Protective Homes
 - 16 local licensed foster homes
- Hope to hire 3-4 additional On-Call Officers
- Monthly On-Call Officer Meeting August 8th

FY23 Juvenile Intake & Assessment (Riley County)	May	June	July
Juvenile Offender	5	10	9
Status Offender (MIP, MIC, Runaway, Curfew, Truancy)	0	0	0
Child-In-Need-of-Care	11	3	12
Total	16	13	21
FY23 Juvenile Intake & Assessment (Clay County)	May	June	July
Juvenile Offender	0	0	1
Status Offender (MIP, MIC, Runaway, Curfew, Truancy)	0	0	0
Child-In-Need-of-Care	0	0	0
Total	0	0	1



Juvenile Intake & Assessment Services (JIAS)

- In July...
 - Daniel Keating Foundation paid \$525 for three kids in a Protective Home for six days and provided \$100 gift card to Wal-Mart for essential items.
 - Westview Community Church also provided three gender and age-specific clothing care bags.



Youth Court Immediate Intervention Program (YCIIP or IIP)

FY23 Youth Court IIP (Riley County)	May	June	July
Juvenile Offenders	36	36	41
Required Jurors	5	5	19
Volunteer Jurors	4	3	5
MDT Referrals	1	0	3
Total	46	44	68
FY23 Youth Court IIP (Clay County)	May	June	July
Juvenile Offenders	1	1	6
Required Jurors	0	0	3
Volunteer Jurors	0	0	0
MDT Referrals	0	0	0
Total	1	1	9

- 3 Youth Court Sessions held in July
 - 10 new juvenile offenders
 - 8 Riley County
 - 2 Clay County



Juvenile Intensive Supervision

FY23 Juvenile Services (Riley County)	May	June	July
Juvenile Intensive Supervision	6	7	5
Juvenile Correctional Facility	0	0	0
Conditional Release	2	1	1
Courtesy Supervision Out	1	1	2
ICJ	0	0	0
Total	9	9	8
FY23 Juvenile Services (Clay County)	May	June	July
Juvenile Intensive Supervision	0	0	0
Juvenile Correctional Facility	0	0	0
Conditional Release	0	0	0
Courtesy Supervision Out	0	0	0
ICJ	0	0	0
Total	0	0	0



Adult Intensive Supervision

Caroline Peine Charitable Foundation Grant

- To-date, spent \$1,355.69 of the \$6,099.38 grant
- Assisted clients with birth certificates & IDs for employment, as well as housing and transportation assistance.

FY23 Adult Services	May	June	July
ISP	86	81	94
In Treatment	3	3	5
In Jail	30	31	23
Total	119	115	122
Absconder ADP	51	50	50



(Adult) Drug Court

- 6 team members
- 24 current participants
 - 3 graduates
 - 1 revocation
- Expanded drug testing services
 - Includes Saturday's & Sunday's.
 - BJA Grant enables us to pay OT to FTE's for approximately 15 hours a month.
 - Meet this Drug Court best-practice through staff volunteering to cover weekend shifts from 8:00 to 11:00am.
- Only spent 18.45% of the BJA Grant w/ 50% of the grant timeline October 1st.





COMMUNITY CORRECTIONS
Grant

Shelly Williams
Community Corrections
Director
115 North 4th Street
Manhattan, KS 66502
Phone: 785-537-6380

COMMISSION AGENDA REPORT

FROM: Shelly Williams, Director, Riley County Community Corrections

MEETING: August 24, 2023

SUBJECT: KDOC FY23 Adult Services Year-End Outcome Report

PRESENTER: Shelly Williams, Director, Riley County Community Corrections

BACKGROUND

Quarterly & year-end outcome reports provide updates on the progress of the agency toward our stated goals and objectives for the fiscal year. KDOC requires that the BOCC review and approve year-end outcome reports. As part of our Comprehensive Plan Grant Application we agreed to submit complete data regarding our initiatives.

DISCUSSION

On a quarterly basis, we submit a report outlining the progress of our stated goals and outcomes to the Joint Corrections Advisory Board and the Kansas Department of Corrections. We discuss progress toward meeting our objectives by providing data to indicate the degree to which the objective is being met. We also discuss any challenges that have been encountered in working toward meeting the stated objectives. We note any modifications that the agency will be making as a result of the information presented.

Following the submission of each quarterly report, the KDOC provides feedback on the progress toward meeting our objectives.

Our state fiscal year ended June 30th. Attached is our year-end outcome report for your review and approval. The review and approval of these outcome reports are due to KDOC on October 1st.

FISCAL IMPACT

N/A

RECOMMENDATION(S)

Approve our year-end outcome report.

POSSIBLE MOTION(S)

Move to approve the KDOC FY23 Adult Services Year-End Outcome Report

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- FY23 4th Quarter & Year-End Reports (DOCX)
- Auto Color0103 (PDF)

Agency	21st Judicial District (Riley County Community Corrections Adult Services)			Year-End Report		
Goal #1	Achieve or maintain a success rate of 75% or higher; or improve last fiscal year's success rate by at least 3%.					
Objective #1	Increase probation success by 3%, or to an 82.3% success rate by June 30, 2023.					
Target Date	6/30/2023			(July 1, 2022 - June 30, 2023)		
	Action Steps	Person Responsible	Timeline/Due Date	Progress	Challenges	Modifications
	Run Athena Case Closure Report monthly to track termination date & reasons.	SH	5th of every month	15 out of 22, or 68% (cases closed) were successfully this quarter 54 out of 75, or 72% (cases closed) were successfully in FY23	We decreased 3% instead of increasing 3%.	We utilized the Athena Report as recommended in 3rd Quarter's Feedback, which gave us more data and the ability to verify local data collected. We will continue to keep our own data for a few more quarters.
	Report out supervision success rate from Athena Reports to staff monthly & JCAB quarterly.	SW	Monthly & Quarterly	We will continue striving to increase the success rate.	None at this time.	None at this time.
Objective #2	Reduce the agency revocation rate by 1.7% or to a 19% or less revocation rate.					
Target Date	6/30/2023			(July 1, 2022 - June 30, 2023)		
	Action Steps	Person Responsible	Timeline/Due Date	Progress	Challenges	Modifications
	Run Athena Case Closure Report monthly to track termination date & reasons.	SH	5th of every month	7 out of 22, or 32% (cases closed) were revoked and remanded to serve their underlying sentence this quarter. 21 out of 75, or 28% (cases closed) were revoked and remanded to	Our revocation rate increased substantially this quarter and fiscal year.	We utilized the Athena Report as recommended in 3rd Quarter's Feedback, which gave us more data and the ability to verify local data. We will continue to keep our own data for a few more quarters.
	Report out revocation rates from Athena Reports to staff monthly & JCAB quarterly.	SW	Monthly & Quarterly	We will continue striving to reduce the revocation rate.	None at this time.	None at this time.
Goal #2	Reduce client's Financial Domain risk.			Year-End Report		
Objective #1	Increase client's knowledge by 10% for those successfully completing a financial literacy class by June 30, 2022.					
Target Date	6/30/2023					
	Action Steps	Person Responsible	Timeline/Due Date	Progress	Challenges	Modifications
	Research EBP financial literacy program.	SW & BB	9/30/2022	To-date, we have been unable to prioritize this goal.	Time and workload.	Re-evaluating objectives for next fiscal year.
	Run Financial Domain Risk for moderate to high risk.	SW & BB	10/31/2022	N/A	N/A	N/A
	Accept client referrals to financial literacy program.	SW & BB	11/1/2022	N/A	N/A	N/A
	Implement EBP financial literacy program.	SW & BB	12/1/2022	N/A	N/A	N/A
	Implement pre and post knowledge assessment.	SW & BB	12/1/2022	N/A	N/A	N/A
Goal #3	Increase probationer success.			Year-End Report		
Objective #1	At least 75% of clients starting a Courage to Change class will successfully complete the course.					
Target Date	6/30/2023					
	Action Steps	Person Responsible	Timeline/Due Date	Progress	Challenges	Modifications
	Run Attitude/Orientation, Emotional/Personal and Companions Domain prior to completion of current class.	SH	Prior to end of current class.	We did not hold a domain-specific journal class this quarter. However, we did hold one men's and one women's cog orientation class.	There were not enough moderate to high clients without conflicts (treatment, employment, jail) to hold a domain-specific journal class.	We will brainstorm as a team how to get enough participants for a class.
	Analysis individual moderate to high risk scores and aggregate for above domains.	BB, SH & SW	Prior to end of current class.	The Care Coordinator and ISO II evaluated risk domains for all active clients. Due to scheduling conflicts, we were unable to hold a journal specific class.		None at this time.
	Based on highest aggregate moderate to high risk domain, determine next journal class.	BB &SW	Prior to end of current class.			None at this time.
	Accept client referrals for journal class.	BB	At least quarterly.			None at this time.
	Track successful verses unsuccessful class completion.	BB	At least quarterly.	N/A	N/A	N/A

Objective #2	Reduce "current criminal thinking" by an average of 3 points on the PICS of those completing a journal class.					
Target Date	6/30/2023			(July 1, 2022 - June 30, 2023)		
	Action Steps	Person Responsible	Timeline/Due Date	Progress	Challenges	Modifications
	Administer the PICS during the first journal class.	BB	First journal class.	We did not hold a domain-specific journal class this quarter. However, we did hold one men's and one women's cog orientation class.	There were not enough moderate to high clients without conflicts (treatment, employment, jail) to hold a domain-specific journal class.	We will brainstorm as a team how to get enough participants for a class.
	Administer the PICS during the last journal class.	BB	Last journal class.	N/A	N/A	N/A
	Aggregate and average the current criminal thinking scores.	SW	At least quarterly.	N/A	N/A	N/A

FY23 Community Corrections Year-End Outcome Report Signatory Approval Form Adult Services

Judicial District: 21st Judicial District

Agency Director: Shelly Williams

Report Period: July 1, 2022 - June 30, 2023

My signature certifies that I did author this report, and assist in the compilation and analysis of the data cited therein.

Shelly Williams

Signature

Date

8/22/23

My signature certifies that the Community Corrections Advisory Board/Governing Board reviewed the Year-End Report of Outcomes for Fiscal Year 2023 and agreed with the findings and discussion therein.

Linda Inlow Terry

Advisory/Governing Board Chairperson

08.22.2023

Date

Address: 1221 Thurston Street, Manhattan, KS 66502

Phone: 785-539-8763

Fax:

E-mail: linda@tryufm.org

My signature certifies that the Board of County Commissioners reviewed the Year-End Report of Outcomes for Fiscal Year 2023 and agreed with the findings and discussion therein.

Board of County Commissioners Chairperson (Host County only)

Date

Address: 115 North 4th Street, 1st Floor, BOCC Chambers, Manhattan, KS 66502

Phone: 785-565-6213

Fax:

E-mail: kfocke@rileycountyks.gov

Attachment: Auto Color0103 (13684 : KDOC FY23 Adult Services Year-End Outcome Report)



COMMUNITY CORRECTIONS
Grant

Shelly Williams
Community Corrections
Director
115 North 4th Street
Manhattan, KS 66502
Phone: 785-537-6380

COMMISSION AGENDA REPORT

FROM: Shelly Williams, Director, Riley County Community Corrections

MEETING: August 24, 2023

SUBJECT: KDOC FY23 Juvenile Services Year-End Outcome Report

PRESENTER: Shelly Williams, Director, Riley County Community Corrections

BACKGROUND

Quarterly & year-end outcome reports provide updates on the progress of the agency toward our stated goals and objectives for the fiscal year. KDOC requires that the BOCC review and approve year-end outcome reports. As part of our Comprehensive Plan Grant Application we agreed to submit complete data regarding our initiatives.

DISCUSSION

On a quarterly basis, we submit a report outlining the progress of our stated goals and outcomes to the Joint Corrections Advisory Board and the Kansas Department of Corrections. We discuss progress toward meeting our objectives by providing data to indicate the degree to which the objective is being met. We also discuss any challenges that have been encountered in working toward meeting the stated objectives. We note any modifications that the agency will be making as a result of the information presented.

Following the submission of each quarterly report, the KDOC provides feedback on the progress toward meeting our objectives.

Our state fiscal year ended June 30th. Attached is our year-end outcome report for your review and approval. The review and approval of these outcome reports are due to KDOC on October 1st.

FISCAL IMPACT

N/A

RECOMMENDATION(S)

Approve our year-end outcome report.

POSSIBLE MOTION(S)

Move to approve the KDOC FY23 Juvenile Services Year-End Outcome Report

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- FY23 4th Quarter & Year-End Report (DOCX)
- Auto Color0104 (PDF)

Agency		Riley County Community Corrections Juvenile Services		Year-End Report		
Goal #1		Increase probationer success				
Objective #1		Increase probationer success by 3% or to a 53% or higher success rate by June 30, 2023.				
Target Date		6/23/2023				
	Action Steps	Person Responsible	Timeline/Due Date	Progress	Challenges	Modifications
	Run Athena Case Closure Report monthly to track termination date & reasons.	SH	5th of every month	1 out of 2, or 50% of closed cases closed successfully during this reporting period. 3 out of 4, or 75% of closed cases closed successfully this fiscal year.	None at this time.	None at this time.
	Report out supervision success rate from Athena Reports to staff monthly & JCAB quarterly.	SW	Monthly & Quarterly	Will report out during August team and July JCAB meetings.	None at this time.	None at this time.
Objective #2		Increase the number of completed program hours in accordance w/ their YLS risk level by 2% or to an 87% completion rate by June 30, 2023.		Year-End Report		
Target Date		6/23/2023		(July 1, 2022 - June 30, 2023)		
	Action Steps	Person Responsible	Timeline/Due Date	Progress	Challenges	Modifications
	Run Athena Program Hours Report monthly to track program completion hours	SH	5th of every month	The JISO tracked individual program completion hours in client files, however did not track them collectively. Therefore, aggregated data is not available to report out.	Establishing an efficient system for tracking both individual and agency-wide program completion hours has been a big challenge. It is frustrating that a place to track program hours was not built into the new case management database.	The JISO borrowed and has begun using a tracking sheet from the 8th Judicial District as of July 1st.
	Report out program completion hours from Athena report to staff & JCAB quarterly.	SW	Monthly & Quarterly	See above answer.		
Goal #2		Increase YCIIP participant success		Year-End Report		
Objective #1		Increase YCIIP participant success by 3% or to an 83% or higher success				
Target Date		6/23/2023				
	Action Steps	Person Responsible	Timeline/Due Date	Progress	Challenges	Modifications
	Run YCIIP database Case Closure Report monthly to track termination date & reasons.	SH	5th of every month	17 out of 17, or 100% of program completions this quarter were successful 66 out of 69, or 96% of program completions this fiscal year were successful	Tracking data locally without being able to compare it to a state-wide database is limiting.	None at this time.
	Report out YCIIP participant success rate from Athena Reports to staff monthly & JCAB quarterly.	SW	Monthly & Quarterly	Will report out during August team and July JCAB meetings.	See above answer.	None at this time.

FY23 Community Corrections Year-End Outcome Report Signatory Approval Form Juvenile Services

Judicial District: 21st Judicial District
 Agency Director: Shelly Williams
 Report Period: July 1, 2022 - June 30, 2023

My signature certifies that I did author this report, and assist in the compilation and analysis of the data cited therein.


 Signature _____ Date 8/22/23

My signature certifies that the Community Corrections Advisory Board/Governing Board reviewed the Year-End Report of Outcomes for Fiscal Year 2023 and agreed with the findings and discussion therein.


 Advisory/Governing Board Chairperson _____ Date 08.22.2023

Address: 1221 Thurston Street, Manhattan, KS 66502

Phone: 785-539-8763

Fax:

E-mail: linda@tryufm.org

My signature certifies that the Board of County Commissioners reviewed the Year-End Report of Outcomes for Fiscal Year 2023 and agreed with the findings and discussion therein.

 Board of County Commissioners Chairperson (Host County only) Date

Address: 115 North 4th Street, 1st Floor, BOCC Chambers, Manhattan, KS 66502

Phone: 785-565-6213

Fax:

E-mail: kfocke@rileycountyks.gov



COUNTY CLERK & ELECTIONS
Staff Update

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

STAFF REPORT

FROM: Vivienne Leyve, Public Information Officer

MEETING: August 24, 2023

SUBJECT: August 2023 Communications Update

PRESENTER: Vivienne Leyva, Public Information Officer

Flint Hills Regional Leadership Program 2023-24
 Planning and Development Director Amanda Webb is joining the 2023-24 class. This year, the Manhattan/Riley County presentation will take place December 14. The itinerary for the day focuses on entrepreneurship and economic development.

Public Safety Information

So far in August, Riley County has shared more public safety messages than typical, including information about the excessive heat warning, the dangers of fentanyl and opioid use, immunization and illness reminders, canine parvovirus and the Fairmont Park Dog Park temporary closure, as well as severe storms.

To ensure the public always receives timely information related to safety, I have been working with the Flint Hills Public Information Officers group to develop processes and procedures for a backup PIO in case I am unavailable. The hope is that I can also step in serve as a backup for other organizations during a large-scale emergency, as I did in 2020 during the COVID-19 pandemic. We will work with administrative staff in both organizations as well as Emergency Services Director Russel Stuke to make those plans.

Policies and Procedures

I am also hoping to develop and update county policies relating to communication and social media use. Several people contribute to social media messages, as it is important to formalize those procedures and provide guidelines for public communication efforts.

Brand Narrative Statement and Civic Engagement Ideas - Brainstorming Request

Defining the character of the Riley County community as well as Riley County as an organization, helps me communicate effectively and makes sure the information I share is in line with your intentions. In the past, I've shared the concepts of "helpful + wholesome + accurate" which I use to inform communication choices. Organizations sometimes create a brand narrative to accompany their logo and style guidelines.

I would like to develop a brand narrative statement based on the points of the Vision 2025 Comprehensive Plan as well as the existing Riley County Strategic Plan Goals. It will not be used externally but will simply serve as an aid in my communication efforts at this point. This will also serve as an exercise, so I can practice this type of work in preparation for the coming updates to both plans.

Enclosures:



PLANNING & DEVELOPMENT
Public Hearing

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

RESOLUTION

FROM: Bob Isaac, Planner

MEETING: August 24, 2023

SUBJECT: Replat Lot 4 of Terra Heights Addition No. 2 and an unplatted vacated portion of the south right-of-way of Tuttle Cove Road, into two lots.

PRESENTER: Bob Isaac, Planner

BACKGROUND

See staff report.

DISCUSSION

See staff report.

FISCAL IMPACT

None is anticipated

ALTERNATIVES

- . Approve the measure
- . Deny the measure
- . Modify or develop alternatives if other concerns or factors arise
- . Schedule work session to discuss issue further

RECOMMENDATION(S)

On August 14, 2023, the Riley County Planning Board approved the Final Plat of Terra Heights Addition No. 6, making a finding that the proposed request is consistent with the Riley County Land Development Regulations and the Sanitary Code.

STAFF RECOMMENDATIONS:

Staff recommends that the Board of County Commissioners acknowledge the approved Final Plat of Terra Heights Addition No. 6, accepting any easements, rights-of-way or licenses, as shown to be dedicated on the Final Plat

POSSIBLE MOTION(S)**ACTION NEEDED FOR PLAT:**

A. Motion to approve Resolution 082423-_____ acknowledging the approved Final Plat of Terra Heights Addition No. 6 and accept any easements, rights-of-way or licenses, as shown to be dedicated on the Final Plat, as it was determined that all the requirements of the Riley County Land Development Regulations and the Sanitary Code have been met.

Or

B. Motion to sign Resolution 082423-_____ denying acceptance of any rights-of-way, easements, licenses as shown to be dedicated on the Final Plat of Terra Heights Addition No. 6, as it was determined that all the requirements of the Riley County Land Development Regulations or the Sanitary Code have not been met.

ATTACHMENT(S):

- Staff report
- Maps
- Excerpt of Planning Board minutes

Enclosures:

- Staff Report (PDF)
- RCPB Minutes (PDF)
- Short-Rental Opposition Brandenburg, Blasi, Frisbie (PDF)
- Short-Rental Opposition Anderson (PDF)
- Resolution (PDF)



PLANNING & DEVELOPMENT

STAFF REPORT

Replat

PETITION: #23-041

APPLICANT: Rick and Jennifer Cox
27 Meadow Lane
Hesston, KS. 67062

PROPERTY OWNERS: Ricky L. and Jennifer Cox
27 Meadow Lane
Hesston, KS. 67062

REQUEST: Replat Lot 4 of Terra Heights Addition No. 2 and an unplatted vacated portion of the south right-of-way of Tuttle Cove Road, into two lots.

SIZE OF TRACT: The subject site is approximately 1.55 acres.

LOCATION: Generally located at the southeast corner of the intersection of Tuttle Cove Road and Thompson Road; Section 14, Township 9 South, Range 7 East; Grant Township.

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



BACKGROUND: The subject property was platted as Lot 4 of Terra Heights Addition No. 2 in September 1960. The property was later rezoned residential via the County Zoning Conversion Process of 1974. Most recently, on June 26, 2023, the Board of Commissioners of Riley County vacated a portion of the south right-of-way of Tuttle Cove Road that abutted the north property line of the aforementioned lot (Res. #062623-33). Typically, the newly vacated right-of-way would revert back to the property that abuts it, but in this case, the right-of-way was established prior to the original plat for the purposes of a State highway bypass (K-13); thus, the right-of-way was never dedicated as part of the plat. Consequently, the newly vacated portion of right-of-way stands as an independent tract. The applicant wishes to replat the newly vacated right-of-way together with Lot 4 of Terra Heights Addition No. 2 into two lots. There is no request or requirement to rezone the property as part of this action.

DESCRIPTION:

Physical site characteristics: The general character of the area is a mix of hilly, suburban-sized lots developed with single family residences.

General character of the area: The general character of the area is suburban residential.

SUITABILITY OF ZONING:

Zoning History: The property was originally zoned A-1 (Single Family Residential) during the 1974 County Zoning Conversion Process (Pet. #11). The A-1 (Single Family Residential) zoning district was renamed SF-1 (Single Family Residential) in May of 2012. The SF-1 (Single Family Residential) zoning district was renamed SF-2 (Single Family Residential) upon the adoption of the Riley County Land Development Regulations January 1, 2022.

Current Zoning: The subject property is currently zoned SF-2 (Single Family Residential). There are no variances, special uses or conditional uses associated with the site.

SURROUNDING ZONING/LAND USE		
	ADJACENT ZONING	LAND USE
NORTH	SF-2 (Single Family Residential)	Residential
SOUTH	SF-2 (Single Family Residential)	Residential
EAST	SF-2 (Single Family Residential)	Residential
WEST	SF-1 (Single Family Residential)	Residential

POTENTIAL IMPACT:

Public Facilities and Services:

Streets and bridges: Proposed Lot 1 abuts and has direct access to Thompson Road; a two-lane, gravel road maintained by the county. Proposed Lot 2 abuts and has direct access to Terra Heights Drive, a two-lane, paved road maintained by the county.

Water and sewer: Proposed Lot 1 will be served by rural water and connect to Terra Heights Sewer District. Proposed Lot 2 is already served by rural water and connected to Terra Heights Sewer District.

Fire: Riley County Fire District #1 will continue to serve the site. The nearest County Fire Station is the Tuttle Creek Fire Station located at 4120 Hwy 13. The subject site is located within five road miles of a fire station.

Effect on public facilities and services: It is not anticipated that the proposed replat will have a negative impact on public facilities and/or services.

COMMENTS AND CONCERNS:

ENVIRONMENTAL HEALTH: Both of the proposed lots will connect to rural water and to the Terra Heights Sewer District; thus, the request is in compliance with the Riley County Sanitary Code.

COUNTY ENGINEER: The County Engineer and Public Works have reviewed the request and reported that Public Works approves of this replat.

EMERGENCY MANAGEMENT: Riley County Emergency Management has reviewed the request and reported that RCFD#1 has no concerns with the proposed replat.

TOWNSHIP TRUSTEE: The Grant Township Trustee was sent a development review memo; no response has been received.

RILEY COUNTY PLANNING BOARD:

On August 14, 2023, the Riley County Planning Board approved the Final Plat of Terra Heights Addition Unit 6, making a finding that the proposed request is consistent with the Riley County Land Development Regulations and the Sanitary Code.

STAFF RECOMMENDATIONS:

Staff recommends that the Board of County Commissioners acknowledge the approved Final Plat of Terra Heights Addition Unit 6, accepting any easements, rights-of-way or licenses, as shown to be dedicated on the Final Plat.

ACTION NEEDED FOR PLAT:

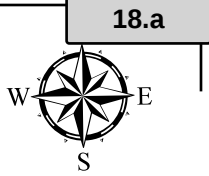
A. Motion to approve Resolution 082423-_____ acknowledging the approved Final Plat of Terra Heights Addition Unit 6 and accept any easements, rights-of-way or licenses, as shown to be dedicated on the Final Plat, as it was determined that all the requirements of the Riley County Land Development Regulations and the Sanitary Code have been met.

Or

B. Motion to sign Resolution 082423-_____ denying acceptance of any rights-of-way, easements, licenses as shown to be dedicated on the Terra Heights Addition Unit 6, as it was determined that all the requirements of the Riley County Land Development Regulations or the Sanitary Code have not been met.

ATTACHMENTS:

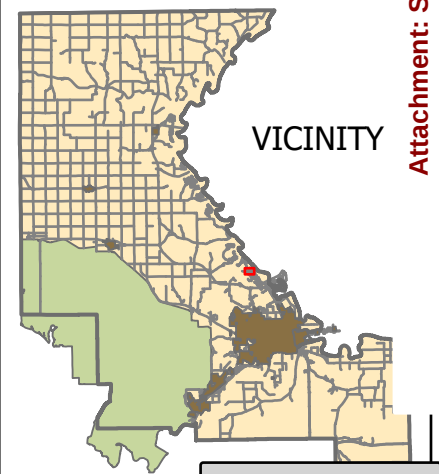
- Vicinity/site map
- Surrounding zoning map
- Fire Station map
- Final Plat map

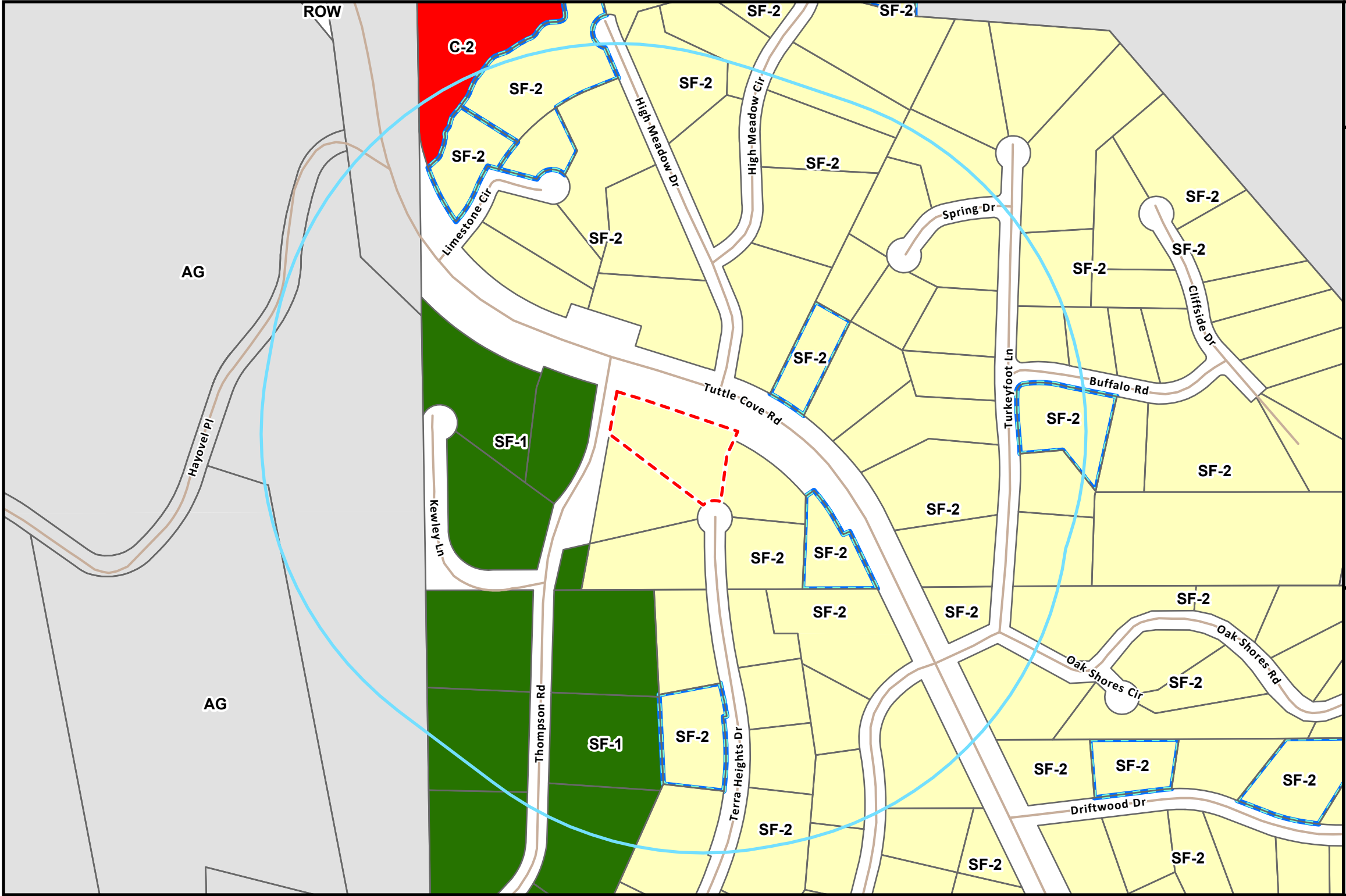


VICINITY AND SITE

Cox
#23-041
Replat
Terra Heights Addition #6
14-9-7

1000' Buffer
Site





SURROUNDING ZONING

Cox
#23-041
Replat
Terra Heights Addition #6
14-9-7

1000' Buffer
Site

- AG Agricultural
- AG-R AG/Residential
- C-1 General Business
- C-2 Highway Business
- Fort Riley
- I-1 Light Industrial
- I-2 Heavy Industrial
- MF Multi-Family
- MHP Manufactured Home Park
- PUD Planned Unit Development
- SF-1 Single Family
- SF-2 Single Family
- SF-3 Single Family
- TF Two-Family
- U University
- Special Zoning



FIRE STATIONS

Cox

#23-041
Replat

Terra Heights Addition #6

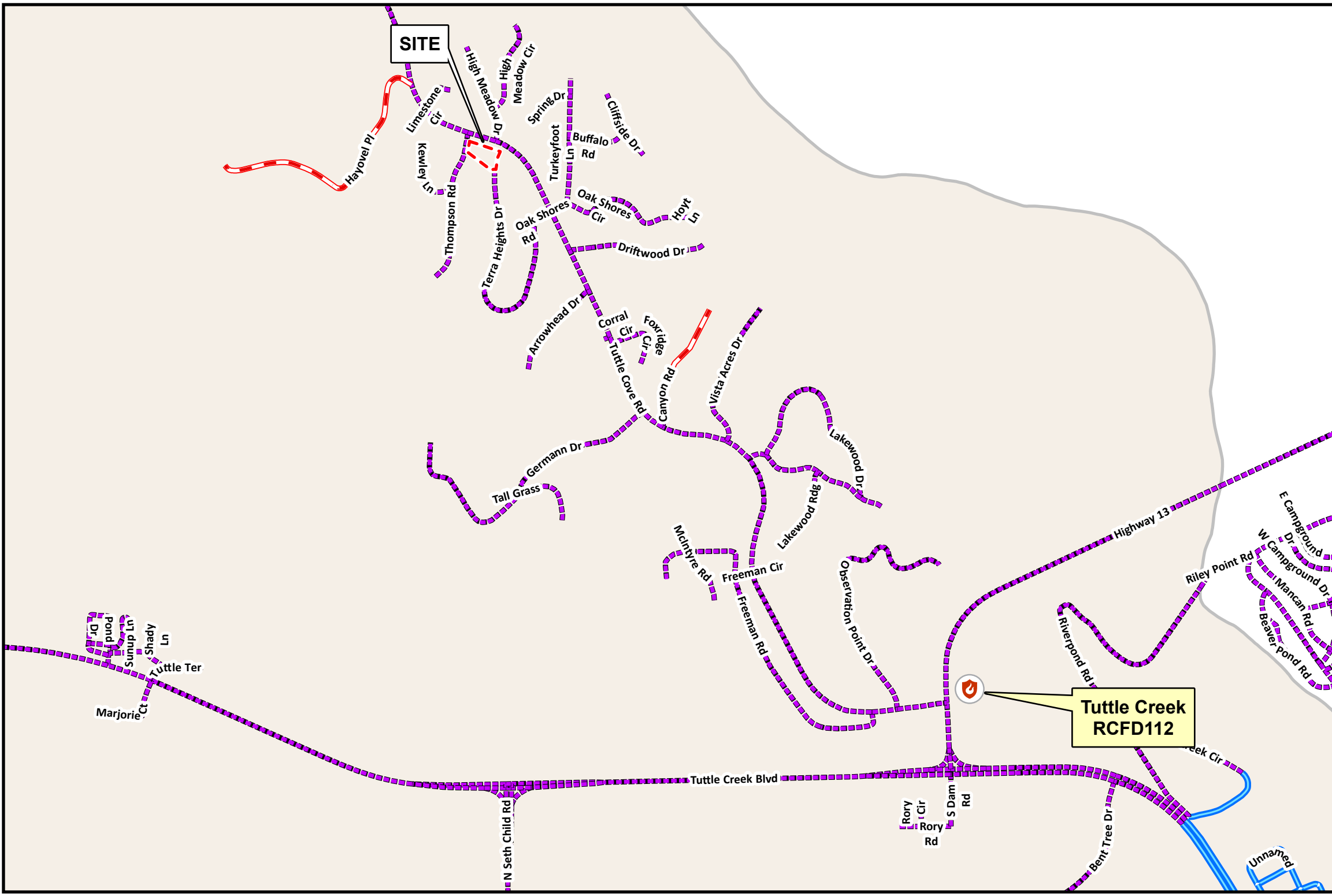
14-9-7

 Fire Stations

ISO Rating

-  5 (within 1000' of a hydrant)
-  6 (within 5 road miles of 6 fire station)
-  10 (outside 5 road miles)
-  OR road is not paved/gravel

Attachment: Staff Report (082423-43 : Terra Heights Addition No. 6)



DESCRIPTION:

Lot Four (4), Terra Heights Addition, No. 2, Riley County, Kansas,

And a tract of land in the right of way of Tuttle Cove Road, adjoining Lot 4, Terra Heights Addition, No. 2, in the North Half of the Southwest Quarter of Section 14, Township 9 South, Range 7 East of the Sixth Principal Meridian, Riley County, Kansas described as follows:

Beginning at the Northeast Corner of the said Lot 4, Terra Heights Addition, No. 2, Riley County, Kansas; thence
Along the Southerly right of way line of Tuttle Cove Road the following 3 courses,

Course 1: On a curve to the left with a radius of 556.20 feet, an arc distance of 82.93 feet, chord being N 63°39'48" W 82.86 feet,
Course 2: N 71°24'23" W 193.80 feet,
Course 3: N 19°34'30" W 74.72 feet to a Northwesterly Corner of said Lot 4; thence
S 69°01'36" E 287.47 feet; thence
S 28°15'34" W 75.00 feet to the point of beginning, containing 19,839 square feet
Tim Sloan, PLS 783, May 9, 2023.

Subject to easements and restrictions of record.

OWNER'S CERTIFICATE

STATE OF KANSAS)
COUNTY OF RILEY) SS

This is to certify that the undersigned is/are the owner(s) of the land hereon described on this plat, and that said owner(s) has/have caused the same to be surveyed and subdivided as indicated thereon, for the uses and purposes herein set forth, and does hereby acknowledge and adopt the same under style and title indicated.

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

Given under my hand at _____, Kansas this ____ day of _____, 2023.

RICKY L. COX

JENNIFER COX

NOTARY CERTIFICATE

STATE OF KANSAS)
COUNTY OF RILEY) SS

BE IT REMEMBERED, that on this _____ day of _____ A.D. 2023, before me, the undersigned, a notary public in and for the County and State aforesaid, came

RICKY L. COX & JENNIFER COX, HUSBAND AND WIFE

personally known to me to be the same persons who executed the foregoing Owner's Certificate, and duly acknowledged their execution of the same.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my notarial seal on the day and year last above written.

Notary Public

My appointment expires: _____

CERTIFICATE OF THE COUNTY COMMISSION

STATE OF KANSAS)
COUNTY OF RILEY) SS

Approved this _____ day of _____, 2023.

Board of Commissioners, Riley County, Kansas.

Chairperson

Commissioner

Commissioner

Attest: County Clerk

CERTIFICATE OF THE REGISTER OF DEEDS

STATE OF KANSAS)
COUNTY OF RILEY) SS

This instrument was filed for record on the _____ day of _____ A.D. 2023, at _____ o'clock ____ M. and duly recorded in Book _____ on Page _____.

Register of Deeds

Deputy

RILEY COUNTY PLAT REVIEW SURVEYOR SIGNATURE BLOCK

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

Approved: _____

License Number: _____

Date: _____

APPROVAL OF COUNTY OFFICERS

STATE OF KANSAS)
COUNTY OF RILEY) SS

County Engineer

County Counselor

Director of Riley County Planning and Development

RILEY COUNTY
PLANNING BOARD CERTIFICATE

STATE OF KANSAS)
COUNTY OF RILEY) SS

Approved this _____ day of _____ A.D. 2023.

Riley County Planning Board.

Chairperson

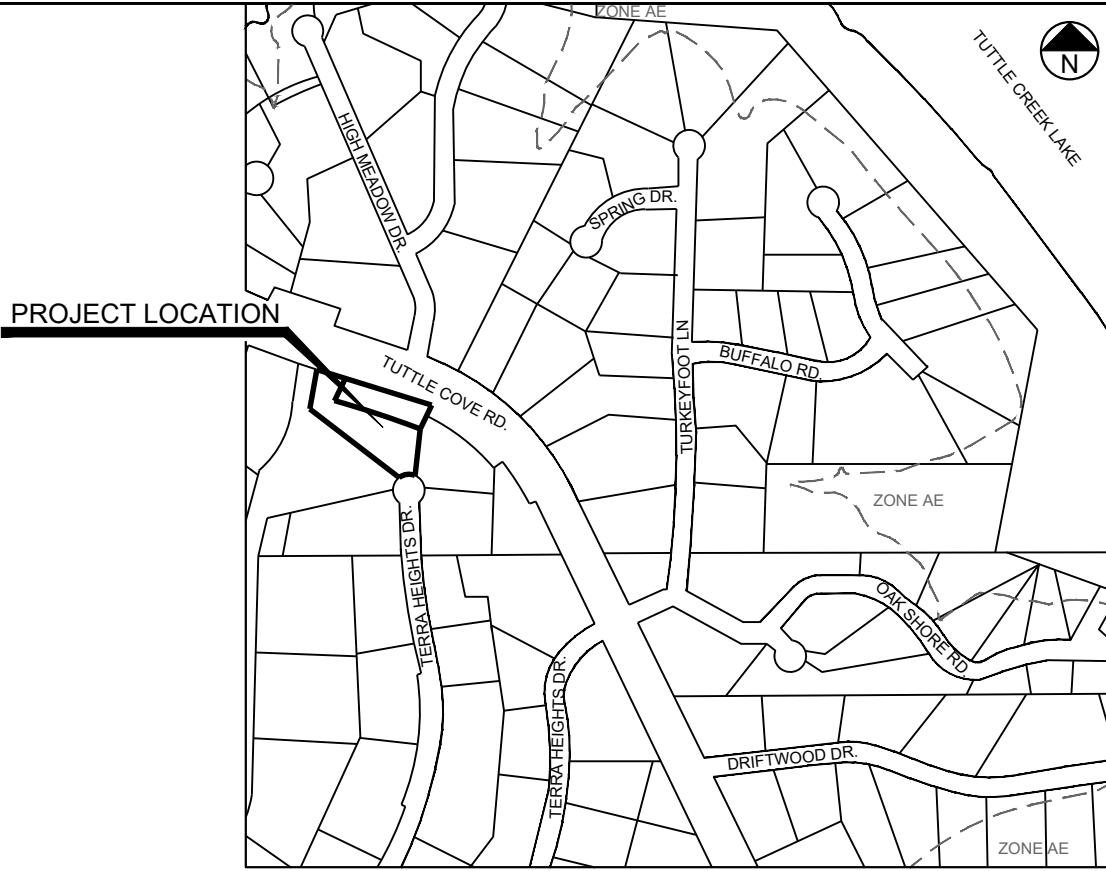
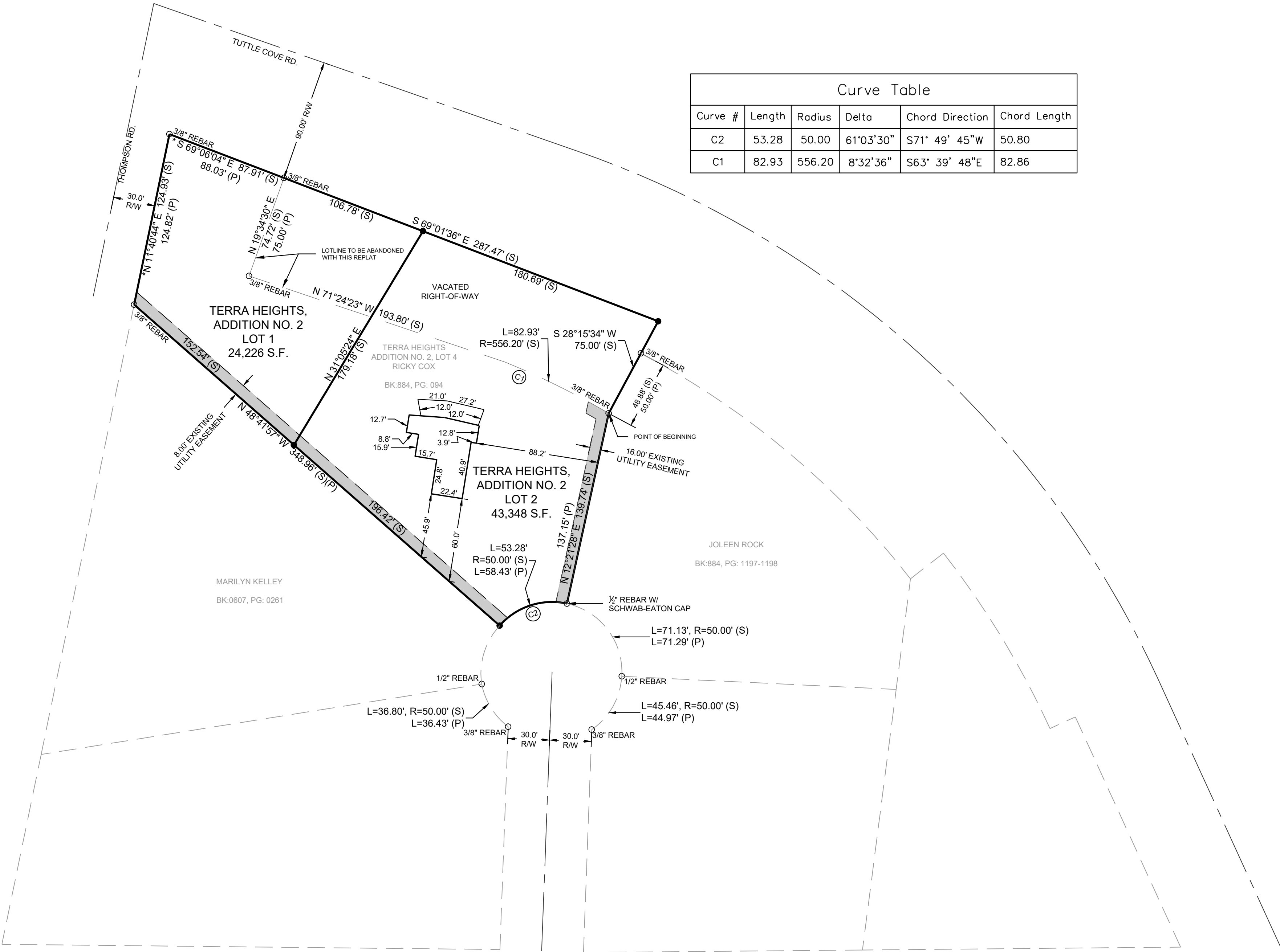
Member

Member

Member

Member

Curve Table					
Curve #	Length	Radius	Delta	Chord Direction	Chord Length
C2	53.28	50.00	61°03'30"	S71° 49' 45"W	50.80
C1	82.93	556.20	8°32'36"	S63° 39' 48"E	82.86



VICINITY MAP
(NOT TO SCALE)

Notes:
No easements, restrictions, reservations, setbacks, or other matter of record, if any, affecting the title of this property are shown, except as platted, as per agreement with the landowner.

No gaps or overlaps exist.

There are no lines of possession that affect this survey.

Parent tract is recorded in Book 884, Page 094, Register of Deeds Office, Riley County, Kansas.

All lots shall be subject to the Functional Classification of Roads and Setback Standards of Section 6.6.D of the Riley County Land Development Regulations..

Zoning: "SF-2" (Single Family Residential)

Floodplain Note:
Flood Plain: Flood Zone X, an area determined to be outside the 0.2% annual chance floodplain, FEMA FIRM (Flood Insurance Rate Map) Community Panel Number 20161C0263G, effective date, March 16, 2015.

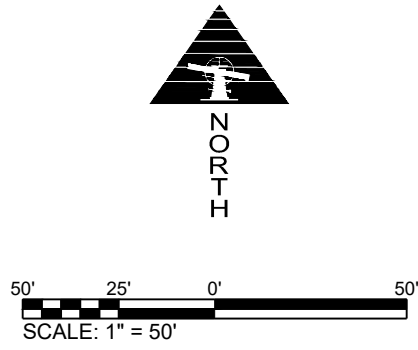
Utility Notes:
Any utility company that locates facilities in any easement shall have the right to prune, remove, eradicate, cut and clear away any trees, limbs, vines and brush on the utility easement now or at any future time and prune and clear away any tree limbs, vines, and brush on lands adjacent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

Riley County Note:
All lots shall be in compliance with the Riley County Sanitary Code.

If an entrance pipe is required, the minimum size shall be calculated in accordance with the Riley County Standards for Roadway Design in Platted Subdivisions. In no case, shall the diameter of the pipe be less than 15 inches.

All new driveways shall be subject to the Riley County Driveway Standards.

LEGEND	
○	Monument Found (Noted).
○	Origin: Original Plat of Terra Heights Addition, No. 2
●	1/2"x24" Rebar w/CLS66 Cap Set
•	Assumed Bearing
(P)	Plat Dimension
(S)	Surveyed Dimension



Final Plat
**TERRA HEIGHTS,
ADDITION NO. 6**
A Replat of Lot 4, Terra Heights,
Addition No. 2, Riley County, Kansas

**SMH
CONSULTANTS**

Civil Engineering • Land Surveying • Landscape Architecture
www.smhconsultants.com

Manhattan, KS - HQ P: (785) 776-0541 • Dodge City, KS P: (620) 255-1952
Kansas City P: (913) 444-9615 • Colorado Springs, CO P: (719) 428-8677

Drawn By:RJC Project #2304-0153 TDS #93

JUNE 2023

EXCERPT OF MINUTES

RILEY COUNTY PLANNING BOARD

August 14, 2023

Page 1

Cox – Replat

Chairman Wienck opened the public hearing at the request of the Rick and Jennifer Cox, petitioners, and Ricky L. Cox, owner, to replat Lot 4 of Terra Heights Addition No 2 and an unplatted vacated portion of the south right-of-way of Tuttle Cove Road, into two lots, located in Grant Township, Section 14, Township 9 South, Range 7 East, in Riley County, Kansas.

Bob Isaac presented the request. He explained the applicants wish to build an additional house. Mr. Isaac stated the Board of Commissioners of Riley County recently vacated a portion of the south right-of-way of Tuttle Cove Road that abutted the north property line of Lot 4. He explained that, typically, the newly vacated right-of-way would revert back to the property that abuts it, but in this case, the right-of-way was established prior to the original plat for the purposes of a state highway bypass (K-13); thus, the right-of-way was never dedicated as part of the plat. He explained the newly vacated portion of right-of-way stands as an independent tract under the ownership of the applicants. Mr. Isaac explained that the newly vacated right-of-way and Lot 4 of Terra Heights Addition No. 2 would need to be combined prior to the subdividing of the lot (via replat).

Staff recommended that the Planning Board approve the Final Plat of Terra Heights Addition No. 6, as it was determined that it met the minimum requirements of the Riley County Land Development Regulations and the Sanitary Code.

Diane Hoobler asked if they are wanting to build a house.

Mr. Isaac affirmed.

Nathan Larson if the new lot will be flat or a hill side.

Bob Isaac replied it is a hill side and will require a lot of earth work to be done.

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

Rick Cox stated he and his wife Jennifer have resided in Hesston, Kansas for the last twenty years. He said both are graduates of Kansas State University and have three sons attending. Mr. Cox said the new house would be their personal house.

Diane Hoobler verified that the property owner would have a residence on each lot and would one be rented.

Mr. Cox stated the current residence is an Airbnb (short-term rental).

Chairman Wienck verified access to the newly created lot will be off Thompson Road.

Mr. Cox affirmed.

Chairman Wienck asked if there were any proponents within a 1000' feet.

Tim Fairbanks stated he lives at 5405 Terra Heights Drive and that he and his wife closed on the property June 1, 2023. He stated he didn't know he was moving next to a hotel but a residential property in the country.

Attachment: RCPB Minutes (082423-43 : Terra Heights Addition No. 6)

Chairman Wienck asked Mr. Fairbanks if he was for or against the request.

Mr. Fairbanks stated he was against the request.

Chairman Wienck asked again for any proponents. There were none.

Chairman Wienck asked if there any opponents within 1000' feet.

Mr. Fairbanks stated he just moved in 10 days ago. He said that weekend he stood in his driveway looking at seven cars along the Cox's driveway and in the yard. He asked what is to stop the Cox's from building another Airbnb on the other lot. He said this is not what he expected. He said he feels like the Airbnb will bring down his property value and be a nuisance.

Dale Blasi stated he and his wife Roxann have lived at 5312 Terra Heights Drive since 2015 and said it's a long-established residential neighborhood. Mr. Blasi said he echoes Mr. Fairbank's sentiments on the volume of traffic. He said coming into Terra Heights, houses 1, 2, 4 and 6, there are four families with children ages high school to toddlers. He mentions that because of the volume of traffic on the weekends. He said that, in the last three months, he has contacted the police department regarding one particular speeder with a Missouri (license) plate. He said he subsequently contacted Mrs. Cox with his concerns about the people who want to be there to have a good time don't know the neighborhood. He asked what's to say the new residence won't be turned into an Airbnb.

Joe Gelroth asked Mr. Blasi to go to the map and show what he is referencing as houses 1, 2, 4 and 6.

Chairman Wienck asked about the slope of Terra Heights Drive.

Robert L. Brandenburg said he and his wife, Marian live at 5247 Terra Heights Drive. He said his driveway is where the hill drops off steeply. He stated he stands in opposition of the replatting request for the following reasons:

- Increased traffic: the road is maintained by the residences not the county.
- Airbnb not being managed.
- Extra burden on water and sewer.

Paul Frisbie, 5313 Terra Heights Drive, said he hopes the Cox's build a house for themselves, and they will welcome them to the neighborhood. He asked what the right-of-way was used for. He asked if there has been a feasibility study done on the sewer or water for additional hookups. He said he is against the request.

Bob Isaac stated the 1000' notification is for public hearings, which is required by law for rezonings. He said what you see here is a courtesy as this request is a replat. He said as far as the Terra Heights sewer and rural water capacities; it was determined and confirmed that both have capacity for future housing.

Mr. Isaac stated he understands the neighbors are very passionate about the short-term rental but that is not why we are here tonight. He explained that the short-term rental is licensed through Planning and Development and is a permitted use in the residential zoning district. Mr. Isaac reminded the board that they are reviewing a request to replat, whether or not it meets the subdivision regulations or not.

Joe Gelroth mentioned the abandoned right-of-way.

Mr. Isaac explained the applicants contacted the county engineer about vacating the right-of-way.

Robert L. Brandenburg asked if the survey done on the sewer was for normal residential use or significantly higher use. He said there were 10 vehicles parked at the one home.

Bob Isaac stated there are improvement districts and even on-site systems that go from a normal single-family residence to Airbnb's. He explained that the size of an onsite wastewater system is designed based on the number of bedrooms.

Chairman Wienck replied we are not here tonight to discuss the Airbnb but for a replat for an additional house.

Mr. Isaac stated he would like to touch on the topic of additional traffic. He agreed that the Airbnb may generate traffic, but Terra Heights Drive is a public right-of-way and people have a right to drive on it, whether they are from the neighborhood or not.

Chairman Wienck said it should be noted that there are a lot of unhappy neighbors concerning this Airbnb.

Diane Hoobler said there is an Airbnb near her and that there needs to be notification to property owners within the area.

Mr. Isaac replied notification to property owners is already being done by Planning and Development.

Marian Brandenburg, 5247 Terra Heights Drive stated she is strongly opposed to the request to replat.

Dennis Winter, 5221 Terra Heights Drive asked why don't the Cox's exit their new property from Thompson Drive and we would all be fine.

Chairman Wienck replied, the new lot will be accessed from Thompson Road.

Diane Hoobler said he wants the Airbnb to exit onto Thompson Road.

Mr. Winter said if they would agree to exit on Thompson Road, it would eliminate all the additional traffic on Terra Heights.

Mr. Isaac stated per the subdivision regulations, each lot must abut and directly access a public road. He said once the lots are split, they will be unable to share a driveway. He said Lot 1 will access Thompson Road and Lot 2 will access Terra Heights Drive.

Joe Gelroth moved to close the public hearing. Diane Hoobler seconded. Carried 5-0.

Diane Hoobler moved to approve the request to replat Lot 4 of Terra Heights Addition No 2 and an unplatted vacated portion of the south right-of-way of Tuttle Cove Road, into two lots, to be known as Terra Heights Addition No. 6, for reasons stated in the staff report.

Joe Gelroth seconded. Carried 5-0.

Mr. Isaac announced that the Board of County Commissioners would hear the request on August 24, 2023, at 10:20 am, in the County Commission Chambers.

DATED: 14 August 2023

TO: Riley County Board of Commissioners

FROM: Single Family Dwelling Residents on Terra Heights Drive (see signatures below).

SUBJECT: Opposition To Allowance of Private Commercial Enterprises Establishing Businesses For Profit Anywhere Along Terra Heights Drive Zoned As Residential.

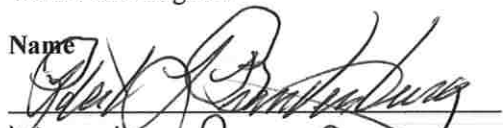
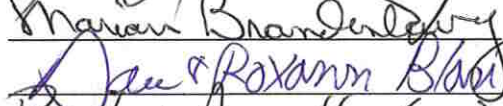
Dear Commissioners,

We, the undersigned, hereby affix our signatures, along with our single family dwelling addresses, to this Petition of Opposition against the commercialization of our Terra Heights neighborhood by any person, persons, or organizations seeking to establish commercial businesses within our Terra Heights residentially zoned neighborhood. This petition is specifically directed towards the establishment of any Bed and Breakfast enterprises of a direct or "Air B&B" nature.

Points of Consideration:

1. Both children and adults walk and play along the Terra Heights Drive road. Foot traffic along the road has already been observed to be more hazardous because not all people visiting the Terra Heights neighborhood adhere to the residential speed limit.
2. An additional burden and cost will result from the wear and tear to the paved road surface caused by the significantly increased amount of traffic. The road surface is maintained by the residents of the neighborhood. No compensation has been offered to date by the entrepreneurs wishing to establish Bed & Breakfasts in our Terra Heights neighborhood.
3. An additional burden and potential cost resulting from expanded sewer requirements should be determined before any B&B enterprises are sanctioned by the County.
4. A final point to be made is that Property Values will diminish if commercial enterprises are allowed to be established within the Terra Heights neighborhood.

We the Undersigned:

Name	Terra Heights Drive Address
	5247 TERRA HEIGHTS
Marion Brandenburg	5247 Terra Heights Dr
	5312 Terra Heights Dr
Paul & Annette Frisbie	5313 Terra Heights Dr.
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

10-Aug-23

Planning Board

August 14, 2023

7:30 pm

5400 Terra Heights Drive

Owners: Jeffrey Anderson

Robin Anderson

Dear County Commissioner and Riley County Planning and Development Environmental Health Board:

As owners of the neighboring property, 5400 Terra Heights Dr., we are petitioning against the rezoning or splitting of the property at 5410 Terra Heights Dr.

The current Airbnb that exists at the said location constantly generates an abundance of noise, partying, live music, and continual rotation of outsiders, through what used to be a quiet tucked-away neighborhood. This brings constant traffic, and high speeds down a single route to this location. The constant turnover of Airbnb guests also brings the threat of crime to this area. Adding a second Airbnb to this already overactive location doubles the introduction of crime, high speeds, traffic, and unwanted congestion to a closed-off cul-de-sac. Parking has already become an issue when more than a couple of vehicles arrive. Adding watercraft to the mix of a host of vehicles only blocks the limited space available, making the cul-de-sac a large parking area.

We as homeowners, who have planned our retirement years in this neighborhood and must currently deal with this situation; hope that the Board considers all of the concerns and the potential onboarding of larger issues. We are also asking for you, Planning Board, to imagine for one moment that this was on your street. Around your grandchildren, if this was your retirement setting. Is this what you would want to experience on a personal year-round basis?

Thank you for your consideration,

Mr. and Mrs. Jeffrey Anderson

Attachment: Short-Rental Opposition Anderson (082423-43 : Terra Heights Addition No. 6)

RESOLUTION NO. 082423-**A RESOLUTION APPROVING THE TERRA HEIGHTS ADDITION NO. 6 PLAT AND
ACCEPTING THE STREET RIGHTS OF WAY, EASEMENTS AND LICENSES AS
SHOWN TO BE DEDICATED ON SAID PLAT**

WHEREAS, the Board of Commissioners of Riley County, Kansas, has been presented for approval of the Terra Heights Addition No. 6; and

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

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

WHEREAS, the Riley County Planning Board, after appropriate notice, conducted a public hearing on August 14, 2023; and

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

WHEREAS, all required signatures have been obtained.

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

That the Terra Heights Addition No. 6 plat is hereby approved, and the Board of Commissioners of Riley County, Kansas hereby accepts all street rights of way, easements and licenses, as dedicated thereon.

ADOPTED this 24th day of August, 2023

BOARD OF COMMISSIONERS
OF RILEY COUNTY, KANSAS

Kathryn Focke, Chair

John Ford, Vice Chair

Greg McKinley, Member

ATTEST:

Rich Vargo, Riley County Clerk

Attachment: Resolution (082423-43 : Terra Heights Addition No. 6)



PUBLIC WORKS
Easement

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

COMMISSION AGENDA REPORT

FROM: John Ellermann, PE, Public Works Director

MEETING: August 24, 2023

SUBJECT: Tecumseh Booster Station Easement

PRESENTER: John Ellermann

BACKGROUND

The City of Manhattan operates a water booster station at the corner of Tecumseh Rd. and Charles Little Rd. They are currently working on a project to upgrade the booster station, including a back-up generator. The best location for the generator is on the North side of the building. A picture of the location is included in your packet.

DISCUSSION

The City is asking for a permanent easement on the North side of the booster station building to locate the new generator. The easement will not interfere with the Counties new EMS facility.

FISCAL IMPACT

There is no fiscal impact by allowing the easement.

RECOMMENDATION(S)

Staff recommends allowing the permanent easement.

POSSIBLE MOTION(S)

Move to approve a permanent easement to the City for the Tecumseh Rd Water Booster Station.

Move to deny a permanent easement to the City for the Tecumseh Rd Water Booster Station.

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- Tecumseh Booster Station Generator }WA2021}Riley County Grant of Easement to the City (002) (PDF)
- V_EXH1_02102047-Exhibit (PDF)
- V_EXH1_021-02047_2010 Tecumseh Road_Description (PDF)
- Tecumseh Booster Stie (DOCX)

GRANT OF EASEMENT

NOW ON THIS ____ DAY OF _____, 2023. The BOARD OF RILEY COUNTY COMMISSIONERS, Riley County, Kansas (“Grantor”) does hereby grant and convey unto the CITY OF MANHATTAN, KANSAS, a municipal corporation, its successors, and assigns (“Grantee”) the right and easement (the “Easement”) to install, maintain, repair and operate such equipment that Grantee deems necessary to facilitate the operation of Grantee’s pump station located on the real estate adjacent to the Easement location.

The Easement shall be permanent and shall be located on, over, through and under the real property owned by Grantor and described as:

All that part of an unplatted tract of land, lying in the Southeast Quarter of Section 12, Township 10 South, Range 7 East, in the City of Manhattan, Riley County, Kansas, and being more particularly described as follows:

COMMENCING at the Southeast Corner of said Southeast Quarter; thence North 00 degrees 52 minutes 54 seconds West (Bearing based on NAD-83 Kansas North Zone State Plane Datum), on the East line of said section, a distance of 619.98 feet to a point; thence North 89 degrees 50 minutes 00 seconds West, departing said East line, a distance of 804.69 feet to the North right of way line of Tecumseh Road, as now established, said point also being the Northwest corner of a tract of land owned by the City of Manhattan, as described in Deed Book 254, Page 340, being the POINT OF BEGINNING; thence South 87 degrees 29 minutes 51 seconds West, on said North right of way line, a distance of 27.52 feet; thence North 54 degrees 18 minutes 10 seconds East, departing said North right of way line, a distance of 173.21 feet to a point on the West line of Charles Little Road, as now established; thence South 00 degrees 52 minutes 54 seconds East, on said West right of way line, a distance of 18.27 feet to the Northeast corner of said tract owned by the City of Manhattan; thence South 54 degrees 18 minutes 10 seconds West, departing said West right of way line and along the Northerly line of said city tract, a distance of 138.95 feet to the POINT OF BEGINNING, containing 2,334 square feet or 0.0536 acres, more or less.

This Grant shall be in consideration of the mutual cooperation of the governmental entities that are the parties herein and no monetary compensation shall be required or necessary.

IN WITNESS WHEREOF, the said Grantor hereunto sets its hand, the day and year first above written.

THE BOARD OF RILEY COUNTY COMMISSIONERS

By: _____

Katheryn Focke, Chairwoman

Attachment: Tecumseh Booster Station Generator }WA2021}Riley County Grant of Easement to the City (002) (13678 : Easement)

STATE OF KANSAS)

) SS:

COUNTY OF RILEY)

BE IT REMEMBERED, that on this _____ day of _____, 2023, before me, the undersigned, a Notary in and for the County and State aforesaid, came _____, Chairman of the Board of Riley County Commissioners and who is personally known to me to be the same person, who executed the foregoing instrument of writing, and duly acknowledged the execution of the same on behalf of said Board.

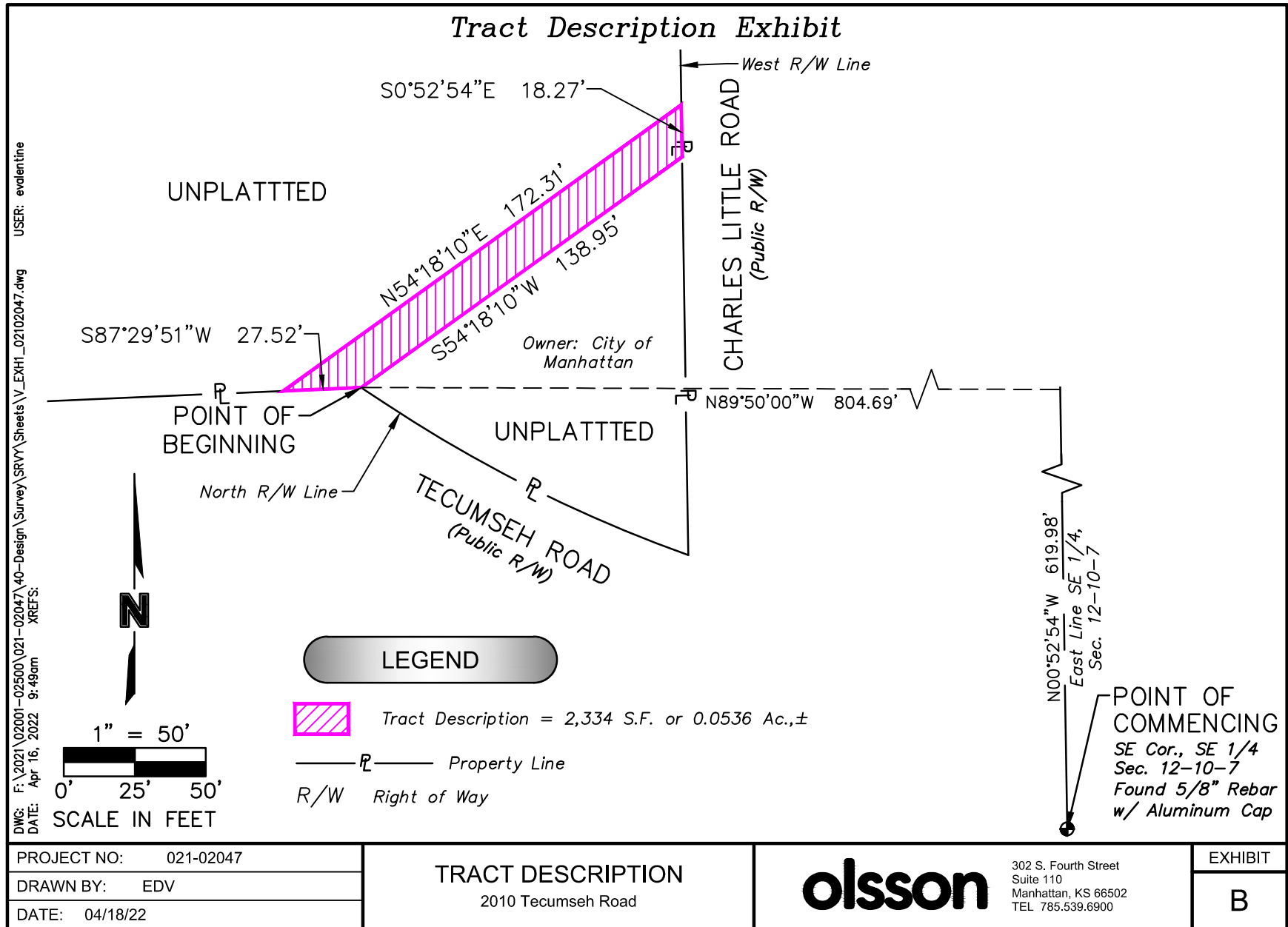
IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my Notarial seal on the day and year last above written.

(seal)

Notary Public

(printed name)

My commission expires _____



Attachment: V_EXH1_02102047-Exhibit (13678 : Easement)

Exhibit "A"
(Page 1 of 1)

Tract 1 - Project No. 021-02047
Manhattan KS Water Treatment Plant
April 18, 2022
V_EXH1_02102047
Owner: Riley County, Kansas

Tract Description:

All that part of an unplatted tract of land, lying in the Southeast Quarter of Section 12, Township 10 South, Range 7 East, in the City of Manhattan, Riley County, Kansas, being described by Gregory Chad Weller, Kansas PLS-1417, of Olsson KSLC-114, on April 18, 2022, as follows and being more particularly described as follows:

COMMENCING at the Southeast Corner of said Southeast Quarter;

thence North 00 degrees 52 minutes 54 seconds West (Bearing based on NAD-83 Kansas North Zone State Plane Datum), on the East line of said section, a distance of 619.98 feet to a point;

thence North 89 degrees 50 minutes 00 seconds West, departing said East line, a distance of 804.69 feet to the North right of way line of Tecumseh Road, as now established, said point also being the Northwest corner of a tract of land owned by the City of Manhattan, as described in Deed Book 254, Page 340, being the POINT OF BEGINNING;

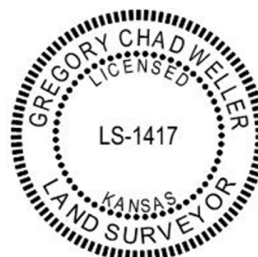
thence South 87 degrees 29 minutes 51 seconds West, on said North right of way line, a distance of 27.52 feet;

thence North 54 degrees 18 minutes 10 seconds East, departing said North right of way line, a distance of 173.21 feet to a point on the West line of Charles Little Road, as now established;

thence South 00 degrees 52 minutes 54 seconds East, on said West right of way line, a distance of 18.27 feet to the Northeast corner of said tract owned by the City of Manhattan;

thence South 54 degrees 18 minutes 10 seconds West, departing said West right of way line and along the Northerly line of said city tract, a distance of 138.95 feet to the POINT OF BEGINNING, containing 2,334 square feet or 0.0536 acres, more or less.

(As depicted on Exhibit "B", attached and incorporated herein).



Olsson, Inc.
302 South Fourth Street,
Suite 110
Manhattan, KS

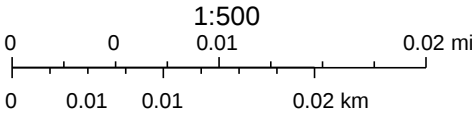
(785) 539-6900

Attachment: V_EXH1_021-02047_2010 Tecumseh Road_Description (13678 : Easement)

Letter ANSI A Landscape



8/18/2023





HEALTH DEPARTMENT
Personnel

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

COMMISSION AGENDA REPORT

FROM: Julie Gibbs

MEETING: August 24, 2023

SUBJECT: Funding for Community Health Educator Position

PRESENTER: Julie Gibbs

BACKGROUND

The Overdose Data to Action Grant work began in December 2022. At that time, Asia Sampson was hired on as a part time Community Health Educator for the Wildcat Region. Her work included delivering presentations on opioid prevention education to high school students in the tri-county region. She also attended conferences, webinars, monthly update meetings with the 3 LHD directors, and occasional interviews. She also delivered some presentations to other community members. She was able to deliver presentations to 798 students in five different schools in the region, and reached over 1,000 people with her discussions and presentations. This work has proven to be very important and much needed in our area, as we continue to see opioid use on the rise not only in our area, but nationally as well. Along with this, the data is showing that our accidental deaths due to fentanyl poisoning is on the rise as well. It is important to let everyone know the dangers of this drug and that “one pill can kill”. This has become a preventable public health issue.

Due to the magnitude of the issue, it is important for us to continue the important work of prevention. A Substance Use Task Force was formed and had it’s first meeting on Wednesday, August 9. There were 14 individuals in attendance and a decent representation from many sectors of the community. The meeting started with a recap of Asia’s work, under the OD2A grant, and highlighted the importance of continuing this prevention work. The discussion started with listing others that should be at the table. The discussion went on to identify next steps, which included a letter to stakeholders, asking for additional opioid settlement funds to continue this prevention work. The current members include those in the table below. We are still seeking representation from Geary County Health Department, Konza Community Health

Center, Via Christi, Fort Riley, Be Able, and Manhattan Area Risk Prevention Coalition.

Jenni Ebert	Surviving Mother
Julie Gibbs	RCHD Director
Cheryl Grice	KSU
Kari Humes	USD 383
Alexus Dunaway	RCHD WIC
Brian Peete	RCPD Director
Barry Wilkinson	County Attorney
Shelly Williams	Community Corrections
Eric Martin	Pawnee Health Services
Josh Gerring	Riley County EMS
Kristen Dolf	City of Manhattan
Windy Nicholson	KSU Health Center
Vivienne Leyva	PIO Riley County
Leslie Campbell	PCHD Director

DISCUSSION

This grant ends on August 31, 2023, therefore we would like to request funding to continue with the prevention education work with a part time Community Health Educator through December 2023. This will allow us time to discuss, as a task force, the future plans and what funding we might need to fulfill those plans.

During the time of September through December 2023, Asia will continue to work in the schools, presenting prevention education. The funding we are requesting will pay her salary at part time (20 hours per week). She will also lead the task force meetings and assist with efforts of the task force.

Her deliverables will include (but may not be limited to):

- Chair monthly Substance Use Task Force meetings
 - one meeting each month
 - develop subcommittees (determined by task force members)
- Collaborate with schools and after school organizations in the Wildcat Region
 - set up regular zoom meetings with representatives from schools and after school programs
- Present prevention education in the schools within the Wildcat Region
 - at least 10 hours/week delivering presentations
 - goal is to reach every school in each district December 2024
- Meet regularly with the LHD directors to report and brainstorm
 - meet monthly, in person with the directors
 - share documents and records such as task force minutes, numbers, goals

Asia will continue her work in the high schools and her efforts will be guided by goals set by the task force, with supervision from the RCHD Director. She will continue to report her work monthly to the director and the task force. By November 1, 2023, based on outcomes from Asia's work, data in the region, and feedback from the task force members, we will have a clear future plan to present to the BOCC, along with the funding needs.

FISCAL IMPACT

RECOMMENDATION(S)

I recommend the BOH approve funding for a part time Community Health Educator from September 2023 through December 2023.

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:

- Approved Uses (PDF)
- OPIOID Funds - Community Health Educator Funding (PDF)
- Community Health Educator position description (PDF)
- Community Health Educator PAF (DOCX)

EXHIBIT E**List of Opioid Remediation Uses****Schedule A
Core Strategies**

States and Qualifying Block Grantees shall choose from among the abatement strategies listed in Schedule B. However, priority shall be given to the following core abatement strategies (“*Core Strategies*”).¹⁴

- A. **NALOXONE OR OTHER FDA-APPROVED DRUG TO REVERSE OPIOID OVERDOSES**
 - 1. Expand training for first responders, schools, community support groups and families; and
 - 2. Increase distribution to individuals who are uninsured or whose insurance does not cover the needed service.
- B. **MEDICATION-ASSISTED TREATMENT (“MAT”) DISTRIBUTION AND OTHER OPIOID-RELATED TREATMENT**
 - 1. Increase distribution of MAT to individuals who are uninsured or whose insurance does not cover the needed service;
 - 2. Provide education to school-based and youth-focused programs that discourage or prevent misuse;
 - 3. Provide MAT education and awareness training to healthcare providers, EMTs, law enforcement, and other first responders; and
 - 4. Provide treatment and recovery support services such as residential and inpatient treatment, intensive outpatient treatment, outpatient therapy or counseling, and recovery housing that allow or integrate medication and with other support services.

¹⁴ As used in this Schedule A, words like “expand,” “fund,” “provide” or the like shall not indicate a preference for new or existing programs.

C. PREGNANT & POSTPARTUM WOMEN

1. Expand Screening, Brief Intervention, and Referral to Treatment (“*SBIRT*”) services to non-Medicaid eligible or uninsured pregnant women;
2. Expand comprehensive evidence-based treatment and recovery services, including MAT, for women with co-occurring Opioid Use Disorder (“*OD*”) and other Substance Use Disorder (“*SUD*”) Mental Health disorders for uninsured individuals for up to 12 months postpartum; and
3. Provide comprehensive wrap-around services to individuals with *OD*, including housing, transportation, job placement/training, and childcare.

D. EXPANDING TREATMENT FOR NEONATAL ABSTINENCE SYNDROME (“*NAS*”)

1. Expand comprehensive evidence-based and recovery support for *NAS* babies;
2. Expand services for better continuum of care with infant-need dyad; and
3. Expand long-term treatment and services for medical monitoring of *NAS* babies and their families.

E. EXPANSION OF WARM HAND-OFF PROGRAMS AND RECOVERY SERVICES

1. Expand services such as navigators and on-call teams to begin MAT in hospital emergency departments;
2. Expand warm hand-off services to transition to recovery services;
3. Broaden scope of recovery services to include co-occurring *SUD* or mental health conditions;
4. Provide comprehensive wrap-around services to individuals in recovery, including housing, transportation, job placement/training, and childcare; and
5. Hire additional social workers or other behavioral health workers to facilitate expansions above.

F. TREATMENT FOR INCARCERATED POPULATION

1. Provide evidence-based treatment and recovery support, including MAT for persons with OUD and co-occurring SUD/MH disorders within and transitioning out of the criminal justice system; and
2. Increase funding for jails to provide treatment to inmates with OUD.

G. PREVENTION PROGRAMS

1. Funding for media campaigns to prevent opioid use (similar to the FDA's "Real Cost" campaign to prevent youth from misusing tobacco);
2. Funding for evidence-based prevention programs in schools;
3. Funding for medical provider education and outreach regarding best prescribing practices for opioids consistent with the 2016 CDC guidelines, including providers at hospitals (academic detailing);
4. Funding for community drug disposal programs; and
5. Funding and training for first responders to participate in pre-arrest diversion programs, post-overdose response teams, or similar strategies that connect at-risk individuals to behavioral health services and supports.

H. EXPANDING SYRINGE SERVICE PROGRAMS

1. Provide comprehensive syringe services programs with more wrap-around services, including linkage to OUD treatment, access to sterile syringes and linkage to care and treatment of infectious diseases.

I. EVIDENCE-BASED DATA COLLECTION AND RESEARCH ANALYZING THE EFFECTIVENESS OF THE ABATEMENT STRATEGIES WITHIN THE STATE

Schedule B Approved Uses

Support treatment of Opioid Use Disorder (OUD) and any co-occurring Substance Use Disorder or Mental Health (SUD/MH) conditions through evidence-based or evidence-informed programs or strategies that may include, but are not limited to, the following:

PART ONE: TREATMENT

A. TREAT OPIOID USE DISORDER (OUD)

Support treatment of Opioid Use Disorder (“OUD”) and any co-occurring Substance Use Disorder or Mental Health (“SUD/MH”) conditions through evidence-based or evidence-informed programs or strategies that may include, but are not limited to, those that:¹⁵

1. Expand availability of treatment for OUD and any co-occurring SUD/MH conditions, including all forms of Medication-Assisted Treatment (“MAT”) approved by the U.S. Food and Drug Administration.
2. Support and reimburse evidence-based services that adhere to the American Society of Addiction Medicine (“ASAM”) continuum of care for OUD and any co-occurring SUD/MH conditions.
3. Expand telehealth to increase access to treatment for OUD and any co-occurring SUD/MH conditions, including MAT, as well as counseling, psychiatric support, and other treatment and recovery support services.
4. Improve oversight of Opioid Treatment Programs (“OTPs”) to assure evidence-based or evidence-informed practices such as adequate methadone dosing and low threshold approaches to treatment.
5. Support mobile intervention, treatment, and recovery services, offered by qualified professionals and service providers, such as peer recovery coaches, for persons with OUD and any co-occurring SUD/MH conditions and for persons who have experienced an opioid overdose.
6. Provide treatment of trauma for individuals with OUD (e.g., violence, sexual assault, human trafficking, or adverse childhood experiences) and family members (e.g., surviving family members after an overdose or overdose fatality), and training of health care personnel to identify and address such trauma.
7. Support evidence-based withdrawal management services for people with OUD and any co-occurring mental health conditions.

¹⁵ As used in this Schedule B, words like “expand,” “fund,” “provide” or the like shall not indicate a preference for new or existing programs.

8. Provide training on MAT for health care providers, first responders, students, or other supporting professionals, such as peer recovery coaches or recovery outreach specialists, including telementoring to assist community-based providers in rural or underserved areas.
9. Support workforce development for addiction professionals who work with persons with OUD and any co-occurring SUD/MH conditions.
10. Offer fellowships for addiction medicine specialists for direct patient care, instructors, and clinical research for treatments.
11. Offer scholarships and supports for behavioral health practitioners or workers involved in addressing OUD and any co-occurring SUD/MH or mental health conditions, including, but not limited to, training, scholarships, fellowships, loan repayment programs, or other incentives for providers to work in rural or underserved areas.
12. Provide funding and training for clinicians to obtain a waiver under the federal Drug Addiction Treatment Act of 2000 ("*DATA 2000*") to prescribe MAT for OUD, and provide technical assistance and professional support to clinicians who have obtained a DATA 2000 waiver.
13. Disseminate of web-based training curricula, such as the American Academy of Addiction Psychiatry's Provider Clinical Support Service–Opioids web-based training curriculum and motivational interviewing.
14. Develop and disseminate new curricula, such as the American Academy of Addiction Psychiatry's Provider Clinical Support Service for Medication–Assisted Treatment.

B. SUPPORT PEOPLE IN TREATMENT AND RECOVERY

Support people in recovery from OUD and any co-occurring SUD/MH conditions through evidence-based or evidence-informed programs or strategies that may include, but are not limited to, the programs or strategies that:

1. Provide comprehensive wrap-around services to individuals with OUD and any co-occurring SUD/MH conditions, including housing, transportation, education, job placement, job training, or childcare.
2. Provide the full continuum of care of treatment and recovery services for OUD and any co-occurring SUD/MH conditions, including supportive housing, peer support services and counseling, community navigators, case management, and connections to community-based services.
3. Provide counseling, peer-support, recovery case management and residential treatment with access to medications for those who need it to persons with OUD and any co-occurring SUD/MH conditions.

4. Provide access to housing for people with OUD and any co-occurring SUD/MH conditions, including supportive housing, recovery housing, housing assistance programs, training for housing providers, or recovery housing programs that allow or integrate FDA-approved medication with other support services.
5. Provide community support services, including social and legal services, to assist in deinstitutionalizing persons with OUD and any co-occurring SUD/MH conditions.
6. Support or expand peer-recovery centers, which may include support groups, social events, computer access, or other services for persons with OUD and any co-occurring SUD/MH conditions.
7. Provide or support transportation to treatment or recovery programs or services for persons with OUD and any co-occurring SUD/MH conditions.
8. Provide employment training or educational services for persons in treatment for or recovery from OUD and any co-occurring SUD/MH conditions.
9. Identify successful recovery programs such as physician, pilot, and college recovery programs, and provide support and technical assistance to increase the number and capacity of high-quality programs to help those in recovery.
10. Engage non-profits, faith-based communities, and community coalitions to support people in treatment and recovery and to support family members in their efforts to support the person with OUD in the family.
11. Provide training and development of procedures for government staff to appropriately interact and provide social and other services to individuals with or in recovery from OUD, including reducing stigma.
12. Support stigma reduction efforts regarding treatment and support for persons with OUD, including reducing the stigma on effective treatment.
13. Create or support culturally appropriate services and programs for persons with OUD and any co-occurring SUD/MH conditions, including new Americans.
14. Create and/or support recovery high schools.
15. Hire or train behavioral health workers to provide or expand any of the services or supports listed above.

C. CONNECT PEOPLE WHO NEED HELP TO THE HELP THEY NEED
(CONNECTIONS TO CARE)

Provide connections to care for people who have—or are at risk of developing—OUD and any co-occurring SUD/MH conditions through evidence-based or evidence-informed programs or strategies that may include, but are not limited to, those that:

1. Ensure that health care providers are screening for OUD and other risk factors and know how to appropriately counsel and treat (or refer if necessary) a patient for OUD treatment.
2. Fund SBIRT programs to reduce the transition from use to disorders, including SBIRT services to pregnant women who are uninsured or not eligible for Medicaid.
3. Provide training and long-term implementation of SBIRT in key systems (health, schools, colleges, criminal justice, and probation), with a focus on youth and young adults when transition from misuse to opioid disorder is common.
4. Purchase automated versions of SBIRT and support ongoing costs of the technology.
5. Expand services such as navigators and on-call teams to begin MAT in hospital emergency departments.
6. Provide training for emergency room personnel treating opioid overdose patients on post-discharge planning, including community referrals for MAT, recovery case management or support services.
7. Support hospital programs that transition persons with OUD and any co-occurring SUD/MH conditions, or persons who have experienced an opioid overdose, into clinically appropriate follow-up care through a bridge clinic or similar approach.
8. Support crisis stabilization centers that serve as an alternative to hospital emergency departments for persons with OUD and any co-occurring SUD/MH conditions or persons that have experienced an opioid overdose.
9. Support the work of Emergency Medical Systems, including peer support specialists, to connect individuals to treatment or other appropriate services following an opioid overdose or other opioid-related adverse event.
10. Provide funding for peer support specialists or recovery coaches in emergency departments, detox facilities, recovery centers, recovery housing, or similar settings; offer services, supports, or connections to care to persons with OUD and any co-occurring SUD/MH conditions or to persons who have experienced an opioid overdose.
11. Expand warm hand-off services to transition to recovery services.
12. Create or support school-based contacts that parents can engage with to seek immediate treatment services for their child; and support prevention, intervention, treatment, and recovery programs focused on young people.
13. Develop and support best practices on addressing OUD in the workplace.

14. Support assistance programs for health care providers with OUD.
15. Engage non-profits and the faith community as a system to support outreach for treatment.
16. Support centralized call centers that provide information and connections to appropriate services and supports for persons with OUD and any co-occurring SUD/MH conditions.

D. ADDRESS THE NEEDS OF CRIMINAL JUSTICE-INVOLVED PERSONS

Address the needs of persons with OUD and any co-occurring SUD/MH conditions who are involved in, are at risk of becoming involved in, or are transitioning out of the criminal justice system through evidence-based or evidence-informed programs or strategies that may include, but are not limited to, those that:

1. Support pre-arrest or pre-arraignment diversion and deflection strategies for persons with OUD and any co-occurring SUD/MH conditions, including established strategies such as:
 1. Self-referral strategies such as the Angel Programs or the Police Assisted Addiction Recovery Initiative (“PAARF”);
 2. Active outreach strategies such as the Drug Abuse Response Team (“DART”) model;
 3. “Naloxone Plus” strategies, which work to ensure that individuals who have received naloxone to reverse the effects of an overdose are then linked to treatment programs or other appropriate services;
 4. Officer prevention strategies, such as the Law Enforcement Assisted Diversion (“LEAD”) model;
 5. Officer intervention strategies such as the Leon County, Florida Adult Civil Citation Network or the Chicago Westside Narcotics Diversion to Treatment Initiative; or
 6. Co-responder and/or alternative responder models to address OUD-related 911 calls with greater SUD expertise.
2. Support pre-trial services that connect individuals with OUD and any co-occurring SUD/MH conditions to evidence-informed treatment, including MAT, and related services.
3. Support treatment and recovery courts that provide evidence-based options for persons with OUD and any co-occurring SUD/MH conditions.

4. Provide evidence-informed treatment, including MAT, recovery support, harm reduction, or other appropriate services to individuals with OUD and any co-occurring SUD/MH conditions who are incarcerated in jail or prison.
5. Provide evidence-informed treatment, including MAT, recovery support, harm reduction, or other appropriate services to individuals with OUD and any co-occurring SUD/MH conditions who are leaving jail or prison or have recently left jail or prison, are on probation or parole, are under community corrections supervision, or are in re-entry programs or facilities.
6. Support critical time interventions (“CTT”), particularly for individuals living with dual-diagnosis OUD/serious mental illness, and services for individuals who face immediate risks and service needs and risks upon release from correctional settings.
7. Provide training on best practices for addressing the needs of criminal justice-involved persons with OUD and any co-occurring SUD/MH conditions to law enforcement, correctional, or judicial personnel or to providers of treatment, recovery, harm reduction, case management, or other services offered in connection with any of the strategies described in this section.

E. ADDRESS THE NEEDS OF PREGNANT OR PARENTING WOMEN AND THEIR FAMILIES, INCLUDING BABIES WITH NEONATAL ABSTINENCE SYNDROME

Address the needs of pregnant or parenting women with OUD and any co-occurring SUD/MH conditions, and the needs of their families, including babies with neonatal abstinence syndrome (“NAS”), through evidence-based or evidence-informed programs or strategies that may include, but are not limited to, those that:

1. Support evidence-based or evidence-informed treatment, including MAT, recovery services and supports, and prevention services for pregnant women—or women who could become pregnant—who have OUD and any co-occurring SUD/MH conditions, and other measures to educate and provide support to families affected by Neonatal Abstinence Syndrome.
2. Expand comprehensive evidence-based treatment and recovery services, including MAT, for uninsured women with OUD and any co-occurring SUD/MH conditions for up to 12 months postpartum.
3. Provide training for obstetricians or other healthcare personnel who work with pregnant women and their families regarding treatment of OUD and any co-occurring SUD/MH conditions.
4. Expand comprehensive evidence-based treatment and recovery support for NAS babies; expand services for better continuum of care with infant-need dyad; and expand long-term treatment and services for medical monitoring of NAS babies and their families.

5. Provide training to health care providers who work with pregnant or parenting women on best practices for compliance with federal requirements that children born with NAS get referred to appropriate services and receive a plan of safe care.
6. Provide child and family supports for parenting women with OUD and any co-occurring SUD/MH conditions.
7. Provide enhanced family support and child care services for parents with OUD and any co-occurring SUD/MH conditions.
8. Provide enhanced support for children and family members suffering trauma as a result of addiction in the family; and offer trauma-informed behavioral health treatment for adverse childhood events.
9. Offer home-based wrap-around services to persons with OUD and any co-occurring SUD/MH conditions, including, but not limited to, parent skills training.
10. Provide support for Children's Services—Fund additional positions and services, including supportive housing and other residential services, relating to children being removed from the home and/or placed in foster care due to custodial opioid use.

PART TWO: PREVENTION

F. **PREVENT OVER-PRESCRIBING AND ENSURE APPROPRIATE PRESCRIBING AND DISPENSING OF OPIOIDS**

Support efforts to prevent over-prescribing and ensure appropriate prescribing and dispensing of opioids through evidence-based or evidence-informed programs or strategies that may include, but are not limited to, the following:

1. Funding medical provider education and outreach regarding best prescribing practices for opioids consistent with the Guidelines for Prescribing Opioids for Chronic Pain from the U.S. Centers for Disease Control and Prevention, including providers at hospitals (academic detailing).
2. Training for health care providers regarding safe and responsible opioid prescribing, dosing, and tapering patients off opioids.
3. Continuing Medical Education (CME) on appropriate prescribing of opioids.
4. Providing Support for non-opioid pain treatment alternatives, including training providers to offer or refer to multi-modal, evidence-informed treatment of pain.
5. Supporting enhancements or improvements to Prescription Drug Monitoring Programs ("PDMPs"), including, but not limited to, improvements that:

1. Increase the number of prescribers using PDMPs;
2. Improve point-of-care decision-making by increasing the quantity, quality, or format of data available to prescribers using PDMPs, by improving the interface that prescribers use to access PDMP data, or both; or
3. Enable states to use PDMP data in support of surveillance or intervention strategies, including MAT referrals and follow-up for individuals identified within PDMP data as likely to experience OUD in a manner that complies with all relevant privacy and security laws and rules.
6. Ensuring PDMPs incorporate available overdose/naloxone deployment data, including the United States Department of Transportation's Emergency Medical Technician overdose database in a manner that complies with all relevant privacy and security laws and rules.
7. Increasing electronic prescribing to prevent diversion or forgery.
8. Educating dispensers on appropriate opioid dispensing.

G. PREVENT MISUSE OF OPIOIDS

Support efforts to discourage or prevent misuse of opioids through evidence-based or evidence-informed programs or strategies that may include, but are not limited to, the following:

1. Funding media campaigns to prevent opioid misuse.
2. Corrective advertising or affirmative public education campaigns based on evidence.
3. Public education relating to drug disposal.
4. Drug take-back disposal or destruction programs.
5. Funding community anti-drug coalitions that engage in drug prevention efforts.
6. Supporting community coalitions in implementing evidence-informed prevention, such as reduced social access and physical access, stigma reduction—including staffing, educational campaigns, support for people in treatment or recovery, or training of coalitions in evidence-informed implementation, including the Strategic Prevention Framework developed by the U.S. Substance Abuse and Mental Health Services Administration (“SAMHSA”).
7. Engaging non-profits and faith-based communities as systems to support prevention.

8. Funding evidence-based prevention programs in schools or evidence-informed school and community education programs and campaigns for students, families, school employees, school athletic programs, parent-teacher and student associations, and others.
9. School-based or youth-focused programs or strategies that have demonstrated effectiveness in preventing drug misuse and seem likely to be effective in preventing the uptake and use of opioids.
10. Create or support community-based education or intervention services for families, youth, and adolescents at risk for OUD and any co-occurring SUD/MH conditions.
11. Support evidence-informed programs or curricula to address mental health needs of young people who may be at risk of misusing opioids or other drugs, including emotional modulation and resilience skills.
12. Support greater access to mental health services and supports for young people, including services and supports provided by school nurses, behavioral health workers or other school staff, to address mental health needs in young people that (when not properly addressed) increase the risk of opioid or another drug misuse.

H. PREVENT OVERDOSE DEATHS AND OTHER HARMS (HARM REDUCTION)

Support efforts to prevent or reduce overdose deaths or other opioid-related harms through evidence-based or evidence-informed programs or strategies that may include, but are not limited to, the following:

1. Increased availability and distribution of naloxone and other drugs that treat overdoses for first responders, overdose patients, individuals with OUD and their friends and family members, schools, community navigators and outreach workers, persons being released from jail or prison, or other members of the general public.
2. Public health entities providing free naloxone to anyone in the community.
3. Training and education regarding naloxone and other drugs that treat overdoses for first responders, overdose patients, patients taking opioids, families, schools, community support groups, and other members of the general public.
4. Enabling school nurses and other school staff to respond to opioid overdoses, and provide them with naloxone, training, and support.
5. Expanding, improving, or developing data tracking software and applications for overdoses/naloxone revivals.
6. Public education relating to emergency responses to overdoses.

7. Public education relating to immunity and Good Samaritan laws.
8. Educating first responders regarding the existence and operation of immunity and Good Samaritan laws.
9. Syringe service programs and other evidence-informed programs to reduce harms associated with intravenous drug use, including supplies, staffing, space, peer support services, referrals to treatment, fentanyl checking, connections to care, and the full range of harm reduction and treatment services provided by these programs.
10. Expanding access to testing and treatment for infectious diseases such as HIV and Hepatitis C resulting from intravenous opioid use.
11. Supporting mobile units that offer or provide referrals to harm reduction services, treatment, recovery supports, health care, or other appropriate services to persons that use opioids or persons with OUD and any co-occurring SUD/MH conditions.
12. Providing training in harm reduction strategies to health care providers, students, peer recovery coaches, recovery outreach specialists, or other professionals that provide care to persons who use opioids or persons with OUD and any co-occurring SUD/MH conditions.
13. Supporting screening for fentanyl in routine clinical toxicology testing.

PART THREE: OTHER STRATEGIES

I. FIRST RESPONDERS

In addition to items in section C, D and H relating to first responders, support the following:

1. Education of law enforcement or other first responders regarding appropriate practices and precautions when dealing with fentanyl or other drugs.
2. Provision of wellness and support services for first responders and others who experience secondary trauma associated with opioid-related emergency events.

J. LEADERSHIP, PLANNING AND COORDINATION

Support efforts to provide leadership, planning, coordination, facilitations, training and technical assistance to abate the opioid epidemic through activities, programs, or strategies that may include, but are not limited to, the following:

1. Statewide, regional, local or community regional planning to identify root causes of addiction and overdose, goals for reducing harms related to the opioid epidemic, and areas and populations with the greatest needs for treatment

intervention services, and to support training and technical assistance and other strategies to abate the opioid epidemic described in this opioid abatement strategy list.

2. A dashboard to (a) share reports, recommendations, or plans to spend opioid settlement funds; (b) to show how opioid settlement funds have been spent; (c) to report program or strategy outcomes; or (d) to track, share or visualize key opioid- or health-related indicators and supports as identified through collaborative statewide, regional, local or community processes.
3. Invest in infrastructure or staffing at government or not-for-profit agencies to support collaborative, cross-system coordination with the purpose of preventing overprescribing, opioid misuse, or opioid overdoses, treating those with OUD and any co-occurring SUD/MH conditions, supporting them in treatment or recovery, connecting them to care, or implementing other strategies to abate the opioid epidemic described in this opioid abatement strategy list.
4. Provide resources to staff government oversight and management of opioid abatement programs.

K. TRAINING

In addition to the training referred to throughout this document, support training to abate the opioid epidemic through activities, programs, or strategies that may include, but are not limited to, those that:

1. Provide funding for staff training or networking programs and services to improve the capability of government, community, and not-for-profit entities to abate the opioid crisis.
2. Support infrastructure and staffing for collaborative cross-system coordination to prevent opioid misuse, prevent overdoses, and treat those with OUD and any co-occurring SUD/MH conditions, or implement other strategies to abate the opioid epidemic described in this opioid abatement strategy list (e.g., health care, primary care, pharmacies, PDMPs, etc.).

L. RESEARCH

Support opioid abatement research that may include, but is not limited to, the following:

1. Monitoring, surveillance, data collection and evaluation of programs and strategies described in this opioid abatement strategy list.
2. Research non-opioid treatment of chronic pain.
3. Research on improved service delivery for modalities such as SBIRT that demonstrate promising but mixed results in populations vulnerable to opioid use disorders.

4. Research on novel harm reduction and prevention efforts such as the provision of fentanyl test strips.
5. Research on innovative supply-side enforcement efforts such as improved detection of mail-based delivery of synthetic opioids.
6. Expanded research on swift/certain/fair models to reduce and deter opioid misuse within criminal justice populations that build upon promising approaches used to address other substances (*e.g.*, Hawaii HOPE and Dakota 24/7).
7. Epidemiological surveillance of OUD-related behaviors in critical populations, including individuals entering the criminal justice system, including, but not limited to approaches modeled on the Arrestee Drug Abuse Monitoring (“ADAM”) system.
8. Qualitative and quantitative research regarding public health risks and harm reduction opportunities within illicit drug markets, including surveys of market participants who sell or distribute illicit opioids.
9. Geospatial analysis of access barriers to MAT and their association with treatment engagement and treatment outcomes.

Municipality	Population	Amount for 2023	Notes	Total Request Amount 2023
City of Manhattan	53,829	\$ 16,556.66		\$ 41,229.71
Riley County	18,130	\$ 5,576.40	Total Riley County - City of Manhattan	
Wamego	4,841	\$ 1,488.99		
Pottawatomie County	20,507	\$ 6,307.52	Total Pottawatomie County - Wamego	
Junction City	22,932	\$ 7,053.40		
Geary County	13,807	\$ 4,246.74	Total Geary County - Junction City	
Total	134,046	\$ 41,229.71		

Salary & Benefits	\$ 6,229.71	
Marketing	\$ 10,000.00	Allows \$2,500 per month on ads
Rental	\$ 19,200.00	AMC for 4 showings
Supplies	\$ 800.00	Materials for showings
Travel	\$2,000	Travel between counties and conferences
Incentives	\$3,000	Gift Cards
Total	\$ 41,229.71	

RILEY COUNTY, KANSAS JOB DESCRIPTION

Job Title:	COMMUNITY HEALTH EDUCATOR		
Department:	Health Department	Division:	Admin
Reports To:	ADMINISTRATOR		
Pay Grade:	4	Status:	Part Time – Temp Sept 1 to Dec 22, 2023
FLSA Status:	Non-Exempt		

POSITION SUMMARY: The Community Health Educator is responsible for opioid prevention education in the Wildcat Region (to include Pottawatomie County, Geary County, and Riley County), with priority target population as those considered underserved and at higher risk of being affected by opioid misuse. Works closely with the 3 health departments and schools in the region to improve access to education and prevention methods. Improves access to prevention methods and acts as a bridge between community members and key service providers, assisting community members in education opportunities and trainings. The Health Educator must communicate in a culturally appropriate manner.

ESSENTIAL FUNCTIONS:

- Participate in developing or strengthening overdose prevention strategies
 - a. Serve as an additional point of contact for key service providers, hospitals, health department and school staff, and community members.
 - b. Assist in coordinating team meetings to discuss new prevention strategies for reaching the most vulnerable community members, along with the use of integrated referral intake system (IRIS).
 - c. Participate in zoom meetings related to the project.
 - d. Assist with implementation and conducting of trainings and presentations in the schools and in MCH program with pregnant moms.
 - e. Identify and teach age appropriate and drug specific prevention curriculum.
 - f. Develop and implement a local resource list for substance use disorder treatment.
 - g. As needed, work with and collaborate with Health Department staff and external partners for establishing additional prevention strategies within your community
- Implement policies and programs
 - a. Implementing policies and programs in settings to facilitate linkage to recovery-oriented systems of care for substance use disorder with risk of overdose.
- Engage community leadership and community leaders and organizations.
 - a. Develop professional relationships with community leaders and organizations
 - b. Maintain inventory of prevention strategies, educational presentations, and trainings by providing presentations on evidence-based overdose prevention, intervention, and harm reduction strategies.
- Other duties as assigned

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

Bilingual employee may take a medical interpreter skills test to interpret between a client with LEP and an English-speaking employee.

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

Updated Aug 2023

Experience: 1 year health education experience required. 1 year experience working or living in a multicultural setting required. 1 year experience in community health work or health navigator preferred. 1 year experience in a public health department or healthcare setting preferred.

Skills: Proficiency in English required and a language other than English preferred. Ability to provide timely constructive feedback that is clear and direct; ability to describe the impact of actions and check for understanding. Ability to establish an effective, professional, and positive relationship with clients. Ability to recognize and reinforce developmental efforts, progress, and improvements. Cultural competence and respect for opinions of others with a strong commitment to diversity. Ability to work with conflicting individuals or groups. Ability to work effectively with minimal supervision. Ability to stay focused on tasks despite distractions and interruptions. Ability to prioritize to ensure that deadlines are met.

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

Actively listens Comprehends written and oral information and direction and takes appropriate action. Adapts to the needs of most audiences to ensure his/her message is understood.

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

May have to work outside of normal work hours and use of personal vehicle may be required.

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

Employee is required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk and hear from both ears; smell. Must regularly lift and/or move up to 25 pounds. Vision abilities required by this job include close vision, distance vision, color vision, peripheral vision depth perception, and ability to adjust focus.

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

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

Employee will need to wear personal protective equipment to protect themselves and others from COVID-19.

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

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

RILEY COUNTY POSITION ACTION FORM

Requisition Approval Process

Submitted by Ashley Martinek on 08/22/2023 at 03:38 PM

Internal Position Details (not displayed on job posting)

Company Riley County, KS	Position Template COMMUNITY HEALTH EDUCATOR [COMMUNITY HEALTH EDU]	Work Location Health Department/EMS
Job ID 1907533	Salary \$17.34-\$18.94	Supervisor Position No
Pay Grade RANGE 4 [RANGE 4]	EEO Class Administrative Support Workers [5]	Workers Compensation 8832 [8832]
Cost Center 1 Health Department [30]	Cost Center 2 HD-General [400]	Cost Center 3 --
1 Job Slot COMMUNI-1		

Supervisor: Julie Gibbs

Department Head: Julie Gibbs

☒ No changes to Position or Budget

☒ Position Description attached

Total annual hours: 240

☐ Budgeted

☐ New or updated position description

☒ New request for budget (details attached)

Salary: \$4,545.60

Budget for Benefits: \$347.74

Total proposed annual budget: \$4,893.34

Additional Position Comments: _____

BoCC Chairwoman _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____



PUBLIC WORKS
Regulations

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

COMMISSION AGENDA REPORT

FROM: John Ellermann, PE, Public Works Director

MEETING: August 24, 2023

SUBJECT: Walters Drive - Resolution Restricting Left Turn Movements

PRESENTER: John Ellermann

BACKGROUND

The City of Manhattan has determined the intersection of Walters Drive and Tuttle Creek Boulevard (TCB) is an area where left hand turning movements from Walters Drive to TCB was difficult during peak hours. Upon the City's Public Works Department review of the intersection and accident history, they noticed during peak AM and PM hours was when a combination of high volumes on TCB and the middle school generated traffic significantly increased crashes.

Over a 5 year span the Walters Drive and TCB intersection had 23 crashes occur and 17 of those crashes occurred during the AM peak (7 AM to 9AM) and the PM peak (3 PM to 6 PM).

The bridge on what is known as the Kirkwood Extension was built for the purpose of diverting left hand turn traffic from Walters Drive on to Marlatt Ave for that left turn movement on to TCB.

DISCUSSION

The City has passed an ordinance eliminating the left turn movement at this intersection during the peak hours. A sign has been installed; however, they are having difficulty enforcing it because the intersection is in the County. They are asking the Board to adopt a resolution preventing left turn movements from Walters Drive to TCB to help prevent crashes at this intersection.

FISCAL IMPACT

The City has already installed the sign and will continue to maintain it. Therefore, there is no

fiscal impact to the County.

RECOMMENDATION(S)

It is recommended the Board of County Commissioners pass the resolution eliminating the left turn movement from Walters Drive onto Southbound TCB during peak AM and PM hours of 7-9 AM and 3-6 PM as described in the attached resolution.

POSSIBLE MOTION(S)

Move to approve the resolution to eliminated left had turning movements from Walters Drive to Tuttle Creek Boulevard between the hours of 7-9 AM and 3-6 PM.

Move to deny the resolution to eliminated left had turning movements from Walters Drive to Tuttle Creek Boulevard between the hours of 7-9 AM and 3-6 PM.

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- Left Turn Resolution (PDF)
- map (DOCX)

RESOLUTION NUMBER 082423-

A resolution changing restricting left turn movements on to Tuttle Creek Boulevard (US-24) from Walters Drive in Riley County, Kansas.

WHEREAS, pursuant to the provisions of K.S.A. 8-2001 *et seq.*, the Board of County Commissioners of Riley County, Kansas may adopt traffic regulations in conformance with State Law.

AND WHEREAS, it is the desire of the Board of County Commissioners of Riley County, Kansas to restrict left turns movements from Walters Drive onto Tuttle Creek Boulevard at certain time of the day.

NOW, THEREFORE, the Board of County Commissioners for Riley County, Kansas, after having duly considered same, orders the following:

1. Prohibit left turn movement from Walters Drive on to Tuttle Creek Boulevard during the AM peak hours (7 AM to 9 AM) and PM peak hours (3 PM to 6 PM).
2. Violators of said traffic control shall be guilty of a traffic infraction and fined not less than \$75.00 nor more than \$250.00 per occurrence.

This resolution shall take effect upon its publication in the Manhattan Mercury, the official county newspaper.

ADOPTED and approved by the Board on this ___ day of _____, 2023

Kathryn Focke, Chairwoman

Greg McKinley

John Ford

ATTEST:

Rich Vargo, County Clerk

Attachment: Left Turn Resolution (13682 : Walters Drive - Resolution Restricting Left Turn Movements)

Letter ANSI A Landscape



8/21/2023

