



**Board of Riley County
Commissioners
Regular Meeting
Agenda
September 01, 2022**

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

Cindy Kabriel
785-565-6200

Commission Chambers

9:00 AM

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

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

[District 1 – John Ford, Member](#)

9:00 AM

Call to Order

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Business Meeting

3. Resolution Vacation a Portion of Julie Ln.
4. Access to Property Agreement - Assessment
5. Retail Dealer's 2022 Cereal Malt Beverages License for David & Danielle Tegtmeier (Liquid Art Winery)
6. Reappoint Larry Weigel to the Big Lakes Developmental Center Advisory Board and approve a Resolution

Review Minutes

7. Board of Riley County Commissioners - Regular Meeting - Aug 29, 2022 8:30 AM

Review Tentative Agenda

8. Tentative Agenda

Press Conference Topics

9. Discuss Press Conference

9:30 AM

Rich Vargo, County Clerk

10. Request to Fill - Part-time HR Clerical Assistant

9:35 AM

David Adams, EMS/Ambulance Director

11. Construction Manager at Risk Request for Proposal
12. Building Project Update

10:00 AM

Amanda Webb, Planning/Special Projects Director

13. Planning & Development - Staff Update

10:15 AM **Clancy Holeman, Counselor/Director of Administrative Services**

14. Administrative Work Session

10:35 AM **Rich Vargo, County Clerk**

15. 2023 Budget-Finalize for Publication

Adjournment

Announcements

Riley County Offices will be closed Monday, September 5th due to the observance of the Labor Day holiday.

The Board of County Commissioners will not be in session on Monday, September 5th.

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
Resolution

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

RESOLUTION

FROM: John Ellermann, P.E. Public Works Director
MEETING: September 1, 2022
SUBJECT: Resolution Vacation a Portion of Julie Ln.
PRESENTER: John Ellermann

BACKGROUND

On August 11, 2022 a public hearing was held for the consideration of vacating a portion of Julie Ln. At that meeting the Board passed a motion approving the vacation.

DISCUSSION

By signing the attached resolution, the vacation process is comes to an end.

FISCAL IMPACT

N/A

RECOMMENDATION(S)

Staff recommends signing the resolution.

POSSIBLE MOTION(S)

Move to approve signing the resolution for vacating a portion of Julie Ln.

Move to deny signing the resolution for vacating a portion of Julie Ln

Move to modify the resolution for vacating a portion of Julie Ln

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- Resolution Vacating Julie Ln_090122 (DOC)

RESOLUTION NO. 090122-____**RESOLUTION PROVIDING FOR AN ORDER VACATING A PORTION OF
JULIE LANE IN RILEY COUNTY, KANSAS****BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF RILEY COUNTY,
KANSAS:**

1. That at the regular meeting of the Board of Commissioners of the County of Riley, Kansas, begun and held at 110 Courthouse Plaza, in the City of Manhattan, in said County of Riley, Kansas, on the 14th day of July, 2022, said Board did propose, pursuant to K.S.A. 68-102a, the vacation of a certain road in Riley County, Kansas.
2. That notice has been given pursuant to K.S.A. 68-102a by publication and by mailing a notice to each adjoining landowner of such road at the address where such landowner's tax statement is sent, by certified mail, of the proposed vacation of such road.
3. That a public hearing was held at the regular meeting of the Board of Commissioners of the County of Riley, Kansas, begun and held at 110 Courthouse Plaza, in the City of Manhattan, in said County of Riley, Kansas, on the 11th day of August, 2022, regarding the vacation of such road in Riley County, Kansas.
4. That all parties have been given a hearing and an opportunity to claim damages.
5. That the road described as follows is of no public utility by reason of neglect, nonuse, and inconvenience, or from other cause or causes such road has become practically impassable and the necessity for such road as a public utility does not justify the expenditures of the necessary funds to repair such road or put the same in condition for public travel. Therefore said road should be and hereby is vacated as a public road in the County of Riley, Kansas; that said road shall be vacated on the records in the office of the County Surveyor and from thence forth said road shall no longer be considered to be public highways; that the County Surveyor

shall issue his order to the Trustees of the respective townships in which said road is located, directing them to cause the same to be vacated for public travel at the time and in the manner indicated by him:

Part of Julie Lane. Said road beginning at the Northwest Corner of Lot 16 of "Flint Hills Valley Addition", an addition in Riley County, Kansas; thence along the West line of said "Flint Hills Valley Addition" North 60.00 feet (North being an assumed bearing); thence West 226.31 feet to the West line of the "CCOM LLC" tract as described on Page 866 in Book 705 at the Riley County Register of Deeds; thence along the West line of said "CCOM LLC" tract S. 00 17'30" E. 60.00 feet; thence East 225.53 feet to the point of Beginning, containing 0.31 acres.

6. That no damages or compensation shall be awarded to any person or persons in consequence of the vacation of said road described in paragraph 5 for the reason that no owner or owners, or their agents or guardians, having been duly notified of the applications and proceedings by which their property is sought to be appropriated or damaged, has filed a written application for such damages as provided by K.S.A. 68-106, but that such persons may file a written application for such damages within twelve (12) months after the date of adoption of this Resolution.

7. This Resolution and Order shall be recorded in the Office of the Register of Deeds of Riley County, Kansas, upon its adoption by the Board of Commissioners of Riley County, Kansas.

Adopted this 1st day of September, 2022.

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

Chairman

Member

Member

ATTEST:

RICH VARGO, Riley County Clerk

Attachment: Resolution Vacating Julie Ln_090122 (12392 : Julie Ln Vacation Resolution)



**COUNTY
COUNSELOR/ADMINISTRATIVE
SERVICES**
Agreement

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

COMMISSION AGENDA REPORT

FROM: Clancy Holeman, Riley County Counselor
MEETING: September 1, 2022
SUBJECT: Access to Property Agreement - Assessment
PRESENTER: Clancy Holeman

POSSIBLE MOTION(S)

Move to approve

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- KDHE Request for Access 320 Chenango St (PDF)
- KDHE Request for Access 800 Elliot St (PDF)

ACCESS TO PROPERTY AGREEMENT - ASSESSMENT

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

(Property Owner(s))

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

The SE 1/4 of Section 17, Township 10 S, Range 8, Riley County, Kansas.

And / Or

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

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

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

Property Owner

Date

Property Owner

Date

Contact Phone Number

Contact Email Address

KANSAS DEPARTMENT OF HEALTH AND ENVIRONMENT

Joseph Dom
Assessment & Restoration Section Chief

Date

Scope of Work

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

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

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

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

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

785-537-6330

10. Either party may terminate this agreement upon 30 days written notice to the other party.
11. If monitoring wells are installed, KDHE will only need access to sample those wells twice each year, and Property Owner may terminate such access for sampling. Property Owner may require KDHE to plug and abandon such wells, restoring the surface to its condition prior to installation of such wells.

BOARD OF COMMISSIONERS
OF RILEY COUNTY, KANSAS

Greg McKinley, Chair

Kathryn G. Focke, Vice-Chair

John Ford, Member

Property Owner

(Seal)

ATTEST:

Rich Vargo, Riley County Clerk

KANSAS DEPARTMENT OF HEALTH AND ENVIRONMENT

Joseph Dom
Assessment & Restoration Section Chief

Date

ACCESS TO PROPERTY AGREEMENT - ASSESSMENT

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(Property Owner(s))

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

The SE 1/4 of Section 17, Township 10 S, Range 8, Riley County, Kansas.

And / Or

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

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

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

Property Owner

Date

Property Owner

Date

Contact Phone Number

Contact Email Address

KANSAS DEPARTMENT OF HEALTH AND ENVIRONMENT

Joseph Dom
Assessment & Restoration Section Chief

Date

Attachment: KDHE Request for Access 800 Elliot St (12398 : Access to Property Agreement)

Scope of Work

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

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

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

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11. If monitoring wells are installed, KDHE will only need access to sample those wells twice each year, and Property Owner may terminate such access for sampling. Property Owner may require KDHE to plug and abandon such wells, restoring the surface to its condition prior to installation of such wells.

BOARD OF COMMISSIONERS
OF RILEY COUNTY, KANSAS

Greg McKinley, Chair

Kathryn G. Focke, Vice-Chair

John Ford, Member

Property Owner

(Seal)

ATTEST:

Rich Vargo, Riley County Clerk

KANSAS DEPARTMENT OF HEALTH AND ENVIRONMENT

Joseph Dom
Assessment & Restoration Section Chief

Date



COUNTY CLERK & ELECTIONS
License

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

COMMISSION AGENDA REPORT

FROM: Annaliese Trout, Account Clerk/License

MEETING: September 1, 2022

SUBJECT: Retail Dealer's 2022 Cereal Malt Beverages License for David & Danielle Tegtmeier (Liquid Art Winery)

PRESENTER: Rich Vargo, County Clerk

POSSIBLE MOTION(S)

Move to sign a Retail Dealer's 2022 Cereal Malt Beverages License for David & Danielle Tegtmeier (Liquid Art Winery), 1745 Wildcat Creek Road, Manhattan, Kansas 66503.

Move to deny

Enclosures:

- Cereal Malt Beverage License Liquid Arts Winery (PDF)

The board of county commissioners in any county shall not issue a license without giving the clerk of the township board in the township where the applicant desires to locate, written notice by registered mail, of the filing of such application.

NOTICE TO TOWNSHIP BOARD

State of Kansas, Riley County, ss.

To the Township Clerk, Wildcat Township, in said County:

This is to notify the members of your Township Board that application has been filed with the County Commissioners by David & Danielle Tegtmeier

for a license to sell cereal malt beverages at retail in said Township, at Liquid Art Winery

1745 Wildcat Rd, Manhattan, KS 66503

(Location as stated in application)

such sales* _____ to be broken case lots.

The Township Board may within ten (10) days file advisory recommendations as to the granting of such license and such advisory recommendations shall be considered by said Board of County Commissioners before such license is issued—K.S.A. 41-2702.

Done by the Board of County Commissioners, this 1st day of September 20 22

Attest:

Chairman.

County Clerk.

(SEAL)

*If sales are in original and unbroken case lots, insert the word "not" before "to be in broken case lots."

Attachment: Cereal Malt Beverage License Liquid Arts Winery (12391 : Retail Dealer's 2022 Cereal Malt Beverages License)

KEEP THIS LICENSE POSTED CONSPICUOUSLY AT ALL TIMES

Fee, \$ 125

RETAIL

No. 5

DEALER'S

2022

LICENSE

TO ALL WHOM IT MAY CONCERN:

License is hereby granted to David & Danielle Tegtmeier (Liquid Art Winery) to sell at retail

CEREAL MALT BEVERAGES

Consumption on Premises

(State if for consumption on the premises, or for sale in original and unopened containers and not for consumption on the premises.)

at 1745 Wildcat Creek Rd Manhattan, KS 66503

(Give exact location, with street number, if any.)

in the Township of Wildcat in Riley County, Kansas,
Application therefor, on file in the office of the County Clerk of said County, having been approved by the governing body of said Township, as provided by the Laws of Kansas, and the regulations of the Board of County Commissioners.

This License will expire December 31, 2022, unless sooner revoked, is not transferable, nor will any refund of the fee be allowed thereon.

Done by the Board of County Commissioners of Riley County, Kansas,

(SEAL)

this 1st day of September, 2022

Attest: _____

County Clerk

Chairman

Form B-374



COUNTY CLERK & ELECTIONS
Boards

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

RESOLUTION

FROM: Cindy Kabriel, Administrative Assistant II

MEETING: September 1, 2022

SUBJECT: Reappoint Larry Weigel to the Big Lakes Developmental Center
Advisory Board and approve a Resolution

PRESENTER: Rich Vargo, County Clerk

POSSIBLE MOTION(S)

Move to reappoint Larry Weigel to the Big Lakes Developmental Center Advisory Board and approve "Resolution No. 090122- , A Resolution reappointing a representative to the Big Lakes Developmental Center Advisory Board."

Move to deny

Enclosures:

- 09-01-22 Larry Weigel BLDC (PDF)



BOARD OF COMMISSIONERS

115 N. 4th Street, 1st Floor
Manhattan, Kansas 6650
Phone: 785-565-684
Fax: 785-565-684
E-mail: bocc@rileycountyks.go

September 1, 2022

Larry Weigel
1809 Kingwood Drive
Manhattan, KS 66502

Dear Larry:

This is to confirm your appointment to the Big Lakes Developmental Center Advisory Board. We greatly appreciate your willingness to serve on this Council/Board and know that the Big Lakes Developmental Center Advisory Board will benefit from your contribution. Your term appointment is through November 1, 2025.

Sincerely,

Riley County Board of County Commissioners

Chairman

Member

Member

RESOLUTION NO. 090122-**A RESOLUTION APPOINTING A REPRESENTATIVE TO THE BIG LAKES DEVELOPMENTAL CENTER ADVISORY BOARD**

WHEREAS, Riley County has three positions on the Big Lakes Developmental Center Advisory Board, and

WHEREAS, one position is open and Larry Weigel is eligible to be reappointed and has indicated his willingness to serve another term; and

WHEREAS, the Board of Commissioners of Riley County, Kansas, desire to appoint him to a three year term.

NOW THEREFORE BE IT RESOLVED by the Board of Commissioners of Riley County, Kansas, that Larry Weigel is hereby reappointed to the Big Lakes Developmental Center Advisory Board for the period from November 2, 2022 through November 1, 2025.

ADOPTED this 1st day of September, 2022.

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

CHAIR

MEMBER

MEMBER

ATTEST:

RICH VARGO
Riley County Clerk

Attachment: 09-01-22 Larry Weigel BLDC (12397 : Big Lakes Developmental Center Advisory Board Reappointment)

August 26, 2022

Riley County Commissioners
Riley County Courthouse
Manhattan, KS 66502

Dear Commissioners:

In accordance with our Bylaws, the Big Lakes Board of Directors is requesting that you re-appoint Larry Weigel to the Big Lakes Developmental Center's Board of Directors for another three-year term. His current term is due to expire in November 1, 2022.

Your continued support of our program is appreciated.

Sincerely,

A handwritten signature in black ink, appearing to read "Lori B. Feldkamp".

Lori B. Feldkamp
President and CEO

C: Larry Weigel

Attachment: 09-01-22 Larry Weigel BLDC (12397 : Big Lakes Developmental Center Advisory Board Reappointment)



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

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

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

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

[District 1 – John Ford, Member](#)

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

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

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Clancy Holeman, Counselor/Director of Administrative Services

3. Administrative Work Session

9:20 AM

John Ellermann, Public Works Director/County Engineer

4. Bid opening for University Park Water District Expansion #4 and Lakeside Heights Utilities Extension #3

9:30 AM

Shilo Heger, Treasurer

5. Monthly Revenue Reports

9:45 AM

Jason Smith, Manhattan Area Chamber of Commerce

6. Economic development update

10:00 AM

Julie Gibbs, Health Department Director

7. Staff update

10:30 AM

Health Department

8. Program update

Attachment: 09-08-22 tentative agenda (11694 : Tentative Agenda)

11:00 AM Budget and Planning Committee - Darell Edie, Budget and Finance Officer

9. Monthly Cash Flow Reports

11:20 AM Scott Carmichael, Riley County Conservation District

10. Riley County Conservation District update

11:35 AM Russel Stukey, Emergency Management Director

11. Staff update

11:50 AM Michael Boller, Noxious Weed Director

12. Staff update

Adjournment

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



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
September 12, 2022**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

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

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

[District 1 – John Ford, Member](#)

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Rich Vargo, County Clerk

1. Year to date budget and expenditure reports

9:15 AM

Darell Edie, Budget and Finance Officer

2. Budget review

9:30 AM

Press Conference

10:00 AM

Anna Burson, Appraiser

3. Bid opening for a vehicle

10:10 AM

John Ellermann, Public Works Director/County Engineer

4. Project update

10:25 AM

Anna Burson, Appraiser

5. Staff update

10:40 AM

Clancy Holeman, Counselor/Director of Administrative Services

6. Administrative Work Session

Attachment: 09-12-22 tentative agenda (11694 : Tentative Agenda)

11:00 AM Katharine Hensler, Museum Director

7. Staff update

11:30 AM Board of County Commissioners

8. Law Board application interview process

12:00 PM County Officials Luncheon

Adjournment

Announcements

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

A commissioner will be on In Focus live at 9:05 a.m. Tuesday, September 13, 2022 (KF).

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: 09-12-22 tentative agenda (11694 : Tentative Agenda)



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: September 1, 2022

SUBJECT: Request to Fill - Part-time HR Clerical Assistant

PRESENTER: Rich Vargo, County Clerk

BACKGROUND

The As-Needed HR Clerical Assistant position became vacant 8/30/2022. This position is a necessary position which aids in the ability of Human Resources, to meet the daily requirements of recruiting, records management and filing.

DISCUSSION

As described in the attached position description, the as-needed position will assist human resources with recruitment management, spreadsheets and records maintenance. This position will also assist, as needed, with answering the telephone and customer service for the clerk's office, as well as any other coverage needed throughout the clerk's office.

FISCAL IMPACT

No fiscal impact. This position is already included in the 2022 Budget.

RECOMMENDATION(S)

Recommendation is to approve the hiring process to fill the position of part-time HR clerical assistant.

POSSIBLE MOTION(S)

- . I move the board approve the position of Part-time HR Clerical Assistant for the Riley County Clerk's office.
- . Move to deny
- . Move to modify or develop alternative if other concerns or factor arise
- . Move to table to discuss issue further
- . Board agrees by consensus to

Enclosures:

Part-time HR clerical assistant Position Description

Enclosures:

- Part-time HR Clerical Assistant Position Description (PDF)
- 2022-08 Clerk AsNeeded HR (gold) (PDF)

RILEY COUNTY, KANSAS JOB DESCRIPTION

Job Title:	PART-TIME HUMAN RESOURCES CLERICAL ASSISTANT		
Department:	Clerk Department	Division:	Clerk's Office
Reports To:	Human Resource Manager		
Pay Grade:	TASND	Status:	Part-Time (As Needed-1000hrs)
FLSA Status:	Non-Exempt		

Position Summary: The part-time HR Assistant assists Human Resources with the functions of recruiting, records management and retention support. This position also supports the functions of the County Clerk's office

ESSENTIAL FUNCTIONS:

- Assist Human Resources with complex spreadsheets, records maintenance/retention, compliance tracking, onboarding new hires, and benefit administration.
- Coordinate day-to-day recruiting tasks
- Schedule appointments, interviews, career fairs and other tasks related to candidate sourcing.
- Assist in maintenance of employee files and form management.
- Answer telephone and relay accurate messages to facilitate communications within the office, the department, and with the general public.
- Operate office equipment to fulfill duties of computer data entry, document scanning & indexing, filing, photocopying, and facsimile communications as required.
- Greet and disseminate information to the public as instructed.
- Assist taxpayers in completing various forms.
- Assist with licenses as needed
- Ensure confidentiality and comply with personally identifiable information protection standards.
- Other duties as assigned

POSITION REQUIREMENTS:

Education: High school diploma or equivalent required. Coursework in Human Resources or Business preferred.

License(s)/Certification(s): Valid driver's license required.

Experience: Knowledge of modern office practices, business English, spelling, and math. Experience working in an office and with public, proficient in excel, Human Resource/clerical experience preferred.

Skills: Competent organizational skills and the ability to work effectively with the public, advisory boards, other agencies, and other county staff. Accurately create records and maintain records management requirements. Required to maintain confidentiality with personnel matters.

RILEY COUNTY POSITION ACTION FORM

Department Clerk Date 08/30/2022 Job Title Part Time HR-Clerical Assistant

☐ Full Time	☐ Regular	☐ Seasonal	☐ Grant Funded	Pay Grade	D	Start Date	ASAP	☒ Non-Exempt
☐ Part Time	☒ As Needed	☐ Intern	☐ Temporary	15-20	Hours per	Week	End Date	☐ Exempt

TYPE OF REQUEST

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

Budgeted Position Request		Non-Budgeted Position Request	
☒ Request to hire replacement-same duties	☐ Request to change budgeted hours	☐ Request to create a new position for current fiscal year only	☐ Request to create a new position which will be included in future annual budgets
☐ Request to hire replacement-new duties	☐ Request to change position status	☐ Request for current non-budgeted position to be included in future annual budgets	
1. Name of former incumbent or current employee: Priscilla Silva	2. Effective date of promotion, transfer, termination, or change: 8/30/2022	1. Are there current budgeted funds available to pay for this position? ☐ Yes ☐ No ☐ Grant Funded	2. Requested hours per year:
3. If requesting a change in budgeted hours, estimated change in cost per year:	4. Would the position require re-evaluation for classification and pay grade purposes? ☐ Yes ☒ No	3. Estimated cost per year (financial impact): \$	4. Would the position require evaluation for classification and pay grade purposes? ☐ Yes ☐ No
5. Has this position been "On Hold?" ☐ Yes ☒ No If yes, date placed "On Hold":	6. Any special conditions regarding this position:	5. If applicable, what is the ending date for the position?:	6. Any special conditions regarding this position:

1. Why is it necessary to fill this position or change its status? resignation of incumbent
2. Is it possible to fill this position internally? If no, why not? Entry Level Position

For hiring purposes, briefly state necessary and/or desirable education, training, and/or certification required as well as desirable experience and/or skills:
Graduation from a standard high school or G.E.D possession. Human Resource/clerical experience preferred. Ability to learn assigned tasks readily and to adhere to prescribed routines. Valid driver's license required.

Additional comments:

Approval by:

Department Head:



Date:

8-30-22
8/30/22

Personnel:

BOCC Chairman:

OCC Member:

OCC Member:



EMS/AMBULANCE
Project

David Adams
EMS/Ambulance
Director
2011 Claflin Rd
Manhattan, KS 66502
Phone: 785-539-3535

COMMISSION AGENDA REPORT

FROM: David Adams, EMS/Ambulance Director

MEETING: September 1, 2022

SUBJECT: Construction Manager at Risk Request for Proposal

PRESENTER: John Ellerman, Public Works Director

BACKGROUND

The next phase in the Riley County Public Safety Headquarters building project is the Request for Proposal (RFP) for the Construction Manager at Risk. The document before you is the RFP that will be the template companies will use to build and submit their proposals.

DISCUSSION

This company, once hired, will assist Archimages in the design of the new Headquarters building. The document outlines various factors and conditions that must be met by whomever is selected. The document also outlines the timeline for selection along with the scoring criteria. Riley County will be represented by John Ellerman, Public Works Director, Russel Stukey, Emergency Management/RCFD #1 Director, David Adams, EMS/Ambulance Director, and Rich Vargo, Riley County Clerk. Archimages will also be assisting in this process with technical support.

FISCAL IMPACT

None for this portion of the process.

RECOMMENDATION(S)

County staff recommend approval of this document and timeline for the process.

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:

- CMAR RFP PS Headquarters (DOCX)

REQUEST FOR PROPOSALS FOR
CONSTRUCTION MANAGER AT RISK
RILEY COUNTY PUBLIC SAFETY HEADQUARTERS

September 5, 2022

Pre-proposal meeting: September 20, 2022

Proposals due: October 4, 2022

Point of contact for questions: John Ellermann, PE
Public Works Director/County Engineer
Riley County Public Works Department
6215 Tuttle Creek Blvd
Manhattan, KS 66503
785-537-6330
jellermann@rileycountyks.gov

Submit to: Rich Vargo
Riley County Clerk's Office
110 Courthouse Plaza
Manhattan, KS 66502

Attachment: CMAR RFP PS Headquarters (12394 : Construction Manager at Risk-RFP)

Introduction: The Riley County Board of Commission is seeking proposals for well qualified construction firms to provide pre-construction services and construction of a new Public Safety Headquarters Facility.

Project Delivery System: Riley County intends to enter into a contract for Construction Manager at Risk (CMAR) services with a Guaranteed Maximum Price (GMP) for the construction work required.

Project Overview: The proposed project will include new construction of a Public Safety Headquarters on a site Owned by the County. The site is south of the existing Family and Child Resource Center, on the west side of Charles Little Road in Manhattan, Kansas. The site includes existing parking that will be reconfigured to make way for the new building. The new building will include: an EMS station with ambulance bays and crew living quarters, administrative offices for Emergency Medical Services, Emergency Management and Fire District #1 Offices, Training Rooms, Emergency Operations Center, 911 Dispatch Facilities, and other related support spaces.

The project will construct a new multi-story building, approximately 17,500 square feet. Sitework will encompass approximately 3 acres and include paving demolition, new paved parking lot(s), grading, retaining wall(s), and utility connections typical for a project of this size.

Project Designer: Archimages, Inc., of Lenexa, Kansas has been engaged by the County to provide architectural and engineering (A/E) services. The A/E has started into the early phases of design for the project. Archimages will assist with County with the CMAR selection process but will not participate in the scoring or selecting the successful CMAR firm. Firms interested in submitting for this project may not contact Archimages during the selection process. All questions must be directed to the individual indicated herein.

Project Budget: The total project construction cost is estimated to be \$11 Million. Delivering the completed project within this budget is a high priority. It is important that the Owner, design team, and CMAR (collectively the “Project Team”) work cooperatively and successfully to keep the final cost of the construction within this fixed budget.

Sales Tax: The project is exempt from Kansas Sales Tax. The Owner will provide a sales tax exemption certificate to the selected CMAR.

RFP Schedule: The Owner will make every effort to adhere to the following schedule:

Issue Request for Proposal	September 5, 2022
Pre-proposal conference at [6215 Tuttle Creek Blvd, Manhattan, KS 66503]	September 20, 2022 @ 2pm
Deadline to submit questions	September 27, 2022
Deadline to submit Phase I proposals	October 4, 2022
Short listed firms announced	October 14, 2022
Interviews	October 27 or 28, 2022
Recommendation from the selection committee to the Board of County Commission	November 17, 2022

Rejection of Proposals: The Owner reserves the right, in its sole and complete discretion, to reject any and all proposals or cancel this RFP, at any time prior to the time a contract is fully executed, for any reason. The Owner is not liable for any costs the proposer (“Proposer”) incurs in preparation and submission of its Proposal, in participating in the RFP process or in anticipation of award of the contract.

Pre-proposal Conference. The Owner will hold a pre-proposal conference as specified in the RFP Schedule. Interested proposers are encouraged to attend.

Questions & Answers: Any questions regarding this RFP must be submitted by e-mail to John Ellermann jellermann@rileycountyks.gov no later than the date indicated on the RFP Schedule. Answers to the questions will be posted as an Addendum to the RFP.

Addenda to the RFP: If the Owner deems it necessary to revise any part of this RFP before the Proposal response date or respond to questions, the Owner shall send the Addendum to known interested parties. It is the proposer’s responsibility to periodically check the website for any added information.

Submitting Proposals: To be considered, Proposals must arrive at the Owner on or before the time and date specified in the RFP Schedule. Submit six (6) bound paper copies and one digital copy in PDF format in a sealed envelope or carton marked on the outside with the words “Riley County Public Safety Headquarters Construction Manager at Risk. The envelope or carton should be mailed or delivered to:

Rich Vargo, Riley County Clerk’s Office, 110 Courthouse Plaza, Manhattan, Kansas 66502

Any proposal received after the time described in the RFP Schedule will be marked “Received Late” and returned unopened to the firm.

Construction Manager at Risk Scope of Work

The following summary is intended to provide a general overview of the expectations of the CMAR for the project. It is not an all-inclusive list.

Preconstruction Services:

- Actively participate in all design meetings and will provide cost, schedule, and constructability input as the design is developed.
- Provide a cost estimate of the design as it stands at the time that the CMAR is engaged in the project. Update the cost estimate with each phase of design (concept, schematic, design development, construction documents).
- Provide recommendations regarding building materials, components and systems and evaluate building systems, components and materials for long term performance, life cycle cost analysis and economy.
- Provide cost control resources for the Project Team. Notify the Project Team of potential cost issues during the development of the drawings and specifications that may have an impact on the cost of the work. Work collaboratively with the Project Team to develop alternatives to keep the project estimates within the budget.
- Identify long lead time items and items that may be subject to supply chain related delays.

- Working with the A/E, develop a work plan schedule for design, permitting, and construction activities. Participate in evaluating whether separate early bid package(s) could add value to the project.
- Provide formal review and comments, schedule update, and cost estimates at 100% Design Development (“DD”) documents including evaluating costs of alternatives.
- Assist the A/E in defining alternate bid items of work.
- Provide a Guaranteed Maximum Price (“GMP”) at the conclusion of Design Development documents.
- Provide an on-line project platform for the exchange of documents and as a repository of the project documents.

Permitting:

- Assist the A/E in working with governing authorities to secure approvals and permits as needed.
- The cost of all permits will be included in the budget and paid for by the CMAR.

Bidding and Procurement:

- Provide a quality/coordination/constructability review of the documents.
- Manage the sub-contract and supplier bidding process, evaluate proposals, and interview subcontractors to assure their coverage of the scope and their qualifications for the project. Attempt to obtain a minimum of three competitive bids for each sub-trade category unless otherwise authorized by the Owner.
- If the CMAR wished to self-perform portions of the Work, the CMAR will provide a sealed bid along with other prospective subcontractors on the day and time of bidding.
- Review the results of the bidding process with the Project Team. Provide “open book” results showing the bids received. Provide recommendations to the Owner for each recommended subcontractor and supplier.

Construction Phase Services and Activities:

- Following the Owner’s approval of recommendations, the CMAR will award and administer all subcontracts and material purchases.
- Conduct weekly subcontractor meetings on site and provide a remote meeting access. The Owner and A/E may attend these meetings in person or remotely.
- Conduct bi-weekly progress meetings with the Project Team and provide remote meeting access. The Owner and A/E may attend these meetings in person or remotely. CMAR will record and distribute written meeting minutes. Maintain an on-going list of action items resulting from these meetings in an on-line format accessible to the Project Team.
- Provide regular monitoring of the actual progress versus the scheduled progress and identify any variances. Provide printed overall schedule updates at alternating bi-weekly meetings. Provide 3-4 week look ahead schedules at each meeting.
- Develop and administer a formal safety plan for the Project.
- Provide competent, experienced full-time staff, including an experienced construction field superintendent and project management team to coordinate the work, maintain the progress of the subcontractors, coordinate with ongoing activities and operations, and provide overall direction to the project during the construction phase. Establish on-site organization and levels of authority to coordinate and operate the overall plans of the construction team.

- Work cooperatively and constructively with members of the Project Team to foster positive relationships that support positive outcomes for the team members and the project.
- CMAR will be contractually obligated to not reassign key staff members to other projects without the Owner's prior written consent. Owner will have approval rights of any and all new personnel assigned to this project.
- Implement effective cost management control and tracking procedures to provide the Owner with the opportunity to make such decisions as required to keep project cost within the fixed budget.
- Implement and maintain cost control methods with "open book" sharing of cost information.
- Inform the Owner of pending cost issues promptly after identifying potential issues.
- Provide drawdown and cash flow projections for the project during construction and update quarterly and more frequently as necessary.
- Work with the Project Team to develop and implement a change management process for the project.

The Owner will provide:

- Services of a qualified 3rd party testing firm to provide soils/compaction, concrete, masonry, and code-required testing.
- Services of the A/E are contracted to the Owner.

Form of Owner – Construction Manager at Risk Agreement

The Owner intends to utilize an amended AIA Document A133-2019. This will form the basis of the Agreement between the Owner and CMAR. An amended AIA Document A201 – 2017 General Conditions of the Contract for Construction with added supplementary conditions will also be utilized.

This RFP will be superseded by the Owner/Construction Manager Agreement and its related contract documents.

Insurance and Bonding Requirements:

INSERT YOUR INSURANCE AND BONDING REQUIREMENTS HERE

Selection Process

Phase I: In Phase I, a selection team of Riley County staff will evaluate the submitted qualifications in accordance with the instructions prescribed in this Request for Proposal. A short list of qualified firms selected by the evaluation team will be invited to proceed to Phase II of the selection process and will be invited to make interview presentations and submit additional material, including cost, schedule, and fee projections. Following Phase II, the selection team will make a recommendation to the Board of County Commissioners. The Board will make the final decision on selection of the CMAR.

Phase I Submittal Requirements: Proposals should be in an 8 1/2-inch by 11-inch bound package. 11-inch by 17-inch size sheets folded into 8 1/2-inch by 11-inch size within the package are acceptable. Photos of past projects and other graphics may be provided to help illustrate qualifications. For the purposes of the page limits indicated below a page is defined as one side of one sheet of paper with no smaller than 11-point font. Printing may be single- or double-sided at the proposer's discretion. Proposers are encouraged to provide submissions that are easily readable.

1. Cover Letter (4 pages maximum): Provide the legal name and address of the firm that is being proposed to act as CMAR. Acknowledge acceptance of the terms indicated in this Request for Proposal. Indicate whether this entity performed the projects that are provided as past experience. If the past experience is that of a different legal entity, explain. Summarize your understanding of the project scope. Provide a brief overview of your firm's experience and philosophy regarding Construction Manager at Risk Services and the benefits you believe the Owner would receive from selecting your firm.
2. Document providing the following information (1 page):
 - a. Name of Firm
 - b. Address of Principal Office
 - c. Telephone No.
 - d. Form of Business Organization (corporation, partnership, etc.)
 - e. Name of parent organization and/or subsidiary organization to be involved (if any)
 - f. Year founded
 - g. Primary individual to contact with telephone and email
 - h. Claims and lawsuits. Brief narrative indicating if there are any judgements, claims, arbitrations, proceedings, or suits pending or outstanding against your organization or its officers.
3. Relevant Project Experience (maximum 10 pages): Show past experience with similar projects and with the Construction Manager at Risk delivery method. Describe a minimum of two (2), projects that are similar in size, region, and scope constructed within the past ten (10) years. Provide information on each project that will allow the Selection Committee to evaluate your work against the selection criteria noted in this RFP. Indicate for each project the following minimum information:
 - a. Name of project, location, and construction date.
 - b. Client and architect contact information. Include phone number and email address.
4. Proposed Team Experience (maximum 6 pages): Include an organization chart and resumes for the project team. Include at a minimum resume for Project Executive, Project Manager, and Jobsite Superintendent. Other key personnel to be assigned to the project may also be included at the proposer's discretion.
5. Project Approach and Management Capabilities (maximum 4 pages): Describe your organization's concept of pre-construction services and how you would intend to approach this project. Include description of tools and approach used for scheduling, management, communications, document control, safety, etc. Describe special resources or capabilities your organization could employ on the project which would enhance the value your organization would bring to the project.
6. Financial Information (maximum 5 pages): Provide a reference letter from an accredited financial institution and a statement from a surety company indicating your firm's ability to obtain a performance and payment bond in the amount of not less than \$11 Million.
7. References (maximum 1 page): Provide contact information for up to 3 individuals familiar with the work of the firm in addition to the names provided for the Relevant Project Experience.
8. Other information: (maximum 5 pages): This section is not required. At the proposer's option, additional information that may be helpful to the selection committee can be provided here.

Scoring Criteria (Phase I):

	Points
Relevant Project Experience	10
Proposed Team Experience	15
Project Approach and Management Capabilities	15
References	10
Total	50

Phase II: Upon receipt of Phase I proposals, the Selection Committee will select a short list of up to 3 firms to be asked to proceed to Phase II. These firms will be invited to participate in an interview. The order of interviews will be determined by random selection. Upon completion of the interviews, firms will be ranked, and the Selection Committee will make a recommendation to the Board of Commissioners for award of a contract. At the time of the announcement of the short list, more information will be provided to short listed firms regarding the desired timing, location, structure and content of interview presentations and fee proposals.



EMS/AMBULANCE
Project Update

David Adams
EMS/Ambulance
Director
2011 Claflin Rd
Manhattan, KS 66502
Phone: 785-539-3535

MEMORANDUM

FROM: David Adams, EMS/Ambulance Director
MEETING: September 1, 2022
SUBJECT: Building Project Update
PRESENTER: David Adams, EMS/Ambulance Director

North County EMS Station

Current Status:

County Counselor Holeman is working with the attorney for the City of Leonardville on the contract for purchase of lot #1 of Nelson Subdivision number 2.

Costs associated/paid

None to this point.

Upcoming:

Once the contract or the land purchase has been signed we will begin with the next phase which will include survey of the property as well as the rezoning process.

Public Safety Headquarters

Current Status:

The working group has edited and established the Request for Proposal for the Construction Manager at Risk and this will be presented to you this morning.

The working group are reviewing the Owner/ Architect Agreement for design services with Archimages.
Hope to have this finalized soon.

Costs associated/Paid:

None since last update

Total to date: \$73,849.31**Upcoming:**

Once the RFP has been finalized, the Construction Manager at Risk selection process will begin.

Once the contract for design services contract has been finalized, the design of the Headquarters will begin.

Enclosures:



PLANNING & DEVELOPMENT
Staff Update

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

STAFF REPORT

FROM: Amanda Webb, Planning Director

MEETING: September 1, 2022

SUBJECT: Planning & Development - Staff Update

PRESENTER: Amanda Webb, Planning Director

Enclosures:

- August PD Update (PDF)
- 9 - September Staff Update (PDF)



PLANNING & DEVELOPMENT ENVIRONMENTAL HEALTH

Date: September 1, 2022
To: Riley County Board of County Commissioners
From: Amanda Webb, Planning & Special Projects Director
Re: Planning & Development August Staff Update

Current Planning:

Petitions:

- The Manhattan Urban Area Planning Board (MUAPB) and the Riley County Board of County Commissioners (BOCC) heard the following in August:
 - Skyway Crossings; rezone and replat.
- The Riley County Planning Board (RCPB) and Board of County Commissioners heard the following in August:
 - Hoard Addition; rezone and final plat.
 - Gerber front yard setback variance.

Coming up in September:

- SAVE Farm conditional use authorization for a private vocational school (RCPB).
- Pishney request for a Residential Use Designator – Extraneous Farmstead and plat (RCPB).

Short Term Rentals:

- Letters have been sent to short term rental owners within unincorporated Riley County to make them aware of the new regulations and licensing requirements.

Special Projects:

Battery recycling educational program:

- KDHE Solid Waste Grant ended July 31, 2022.
 - Staff submitted final grant closeout paperwork.
 - KDHE has closed out the grant and will issue final payment.
- Ordered informational flyers and “reminder” stickers:
 - Many stickers placed on totes around town and distributed at community events.
 - Stickers and flyers have been sent to some haulers for their inclusion in utility bills and other mailers.
 - Working on a magnet to place on select county vehicles.
- Continuing outreach efforts:
 - Planning to give presentations to various civic groups.

Attachment: August PD Update (12399 : Staff Update)

Keats sewer benefit district:

- There is no available space within/around the district for a lagoon.
- Staff is working with Witt O'Brien's consultant on potential grant funding for the project.

Other projects:Riverfront MHK:

- I am serving on the nine-member Kansas Riverfront Development Committee. We are currently tasked with reviewing a long-range plan development proposal.

Comprehensive Plan update:

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

Fee schedule review

- Reviewing current Planning & Development fees

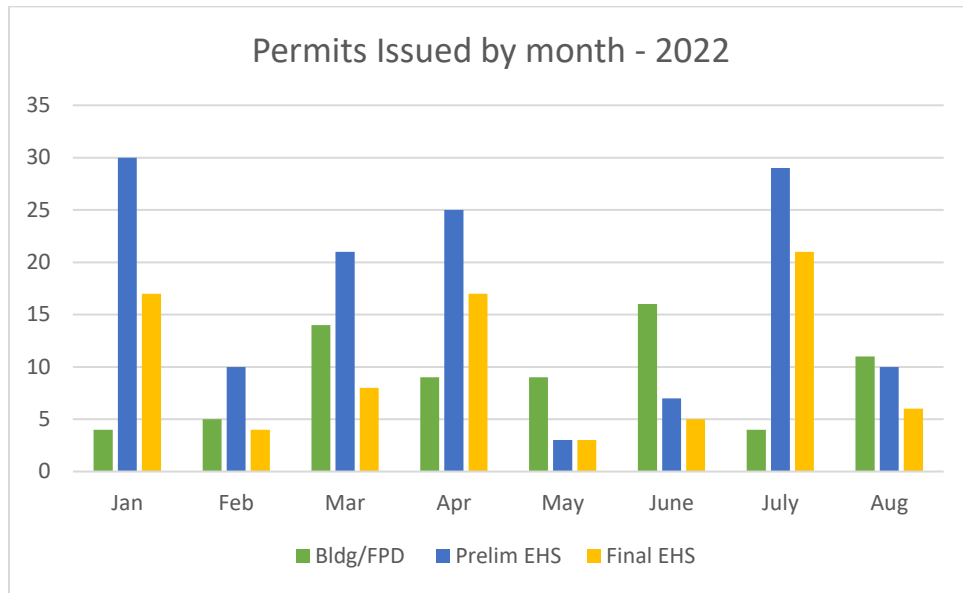
New permit software implementation

- Working with GovBuilt to tailor the system to our needs.
- We are working through testing and staff training is forthcoming.
- Planning to go live mid-September.
- Gave current software vendor notice of nonrenewal.

*A reminder that Planning & Development will be closed from 9 am to noon on September 16, 2022 for training.

Also attended:

- Rural Economic Development Advisory Board meeting
- Riverfront MHK Committee meeting
- Budget & Planning Committee meetings
- Total Compensation & Benefits Committee meetings
- Employee Day Committee meetings
- Broadband grant discussion
- Fire/PW/PD coordination meeting – staff from Emergency Management, Public Works, and Planning & Development meet monthly to discuss overlapping projects.
- Legal check in meeting – Planning & Development staff meets with Craig Cox to discuss pending violations and other projects needing legal input/direction.


August 2022 permits issued:

Building/floodplain development permit:	11
Environmental Health Permits (Preliminary Approval)	10
Environmental Health Permits (Final/Use)	6

Projects	Staff	Status	Task	Start Date	Request to Prosecute	Deadline
Long Range Planning						
Comprehensive Plan Update	Amanda Webb & Bob Isaac	Vision 2025 adopted in October 2009 and is need of an update. Comprehensive plan update presentations where held before the Riley County Planning Board on May 9 and before the Manhattan Urban Area Planning Board on May 16. BOCC presentation was 6/27/22.	Kick off public participation and engaging stakeholders.	11/1/2021		6/30/2025
Keats Sewer District	Amanda Webb & Perry Piper	Sam Johnson working on final PER. Committee met with USDA. Cost have risen significantly since original estimates and there are concerns with higher property owner cost. BOCC committed \$800,000 in ARPA funding. Sent letters to prospective property owners to inquire about purchasing 10 acres for a lagoon. No interest. Provided BOCC update 4/21/2022. Held working group meeting on 5/24/2022. Sent neighbor letter on 7/12/22. Neighbor is not interested.	Exploring additional funding options.	11/1/2014		12/31/2022
Sewer agreement for County shop area	Clancy Holeman & Craig Cox	Met with City staff to discuss report and agreement. City staff analysis reveals that the sanitary system has adequate capacity for the proposed development area.	Wait on City and County Counselors to draft agreement. Investigate water options. Update BOCC on process.	2/1/2014		TBD
NG911 - Private Road Naming	Amanda Webb & Lisa Daily	NG911 Committee met to discuss funding. Emergency Management has agreed to funding the advertising and filing fee as long as only two or three are done per year. Planning & Development has agreed to funding the postage. Committee decided to move forward with renaming a private road off Marlatt Avenue to Dodge Lane. Pre-notification letters were mailed 2/18/22. Second notification letters were mailed 3/21/22. Notice of public hearing letters mailed 5/2/22. BOCC approved 5/16/22. Completed 5/28/22. Scheduled committee meeting for 8/9/2022 to discuss S Chestnut Ln, Riley, KS. It was decided not to pursue this situation unless the property owner's bring it to the County's attention.	Schedule next NG911 Committee meeting.	8/1/2015		12/31/2022
Develop Riley County - historic land use changes in Wildcat Creek Watershed	Darrin Hobbs	Information gathering from NASA complete for report. Report has been finalized. Waiting for end product.	Present report to all participating entities.	6/1/2020		12/31/2022
Regulations						
Grants						
Keats Sewer District	Amanda Webb	Sam Johnson working on final PER. Committee met with USDA. Cost have risen significantly since original estimates and there are concerns with higher property owner cost. BOCC committed \$800,000 in ARPA funding. Sent letters to prospective property owners to inquire about purchasing 10 acres for a lagoon. No interest. Provided BOCC update 4/21/2022. Held working group meeting on 5/24/2022. Sent neighbor letter on 7/12/22. Neighbor is not interested.	Exploring additional funding options.	TBD		12/31/2022
KDHE Solid Waste Grant	Amanda Webb	Awarded grant for battery recycling education program. Held meeting September 20th. Sticker design complete. 1000 stickers have been received. Committee met 2/24/2022. Ordered more stickers. Flyers have been completed. Grant closed 7/31/22.	Distribute flyers and stickers. Grant close out paperwork due 8/31/22.	8/1/2021		12/31/2022
Current Planning						
No Stone Unturned Foundation - PUD Amendment	Bob Isaac	Resolution published	Project Closed	2/18/2022		7/27/2022
Fleming/Weiser - Plat & Rezone	Bob Isaac	Plat filed	Project Closed	3/22/2022		8/5/2022
Springer - Plat & Rezone	Bob Isaac	Plat filed	Project Closed	6/3/2022		8/5/2022
Boudoin/Gassen - Replat	Bob Isaac	Plat filed	Project Closed	5/3/2022		8/8/2022
Gerber - Variance	Bob Isaac	BZA Approved	Project Closed	6/24/2022		8/17/2022
Tegtmeier/LAWE LLC - PUD Amendment	Bob Isaac	Conducted the RCPB and BOCC hearings. Resolution published. Appeal received and under review by legal.	Waiting for legal response and need to go through appeal process. Plat needs to be filed depending outcome.	3/28/2022		8/31/2022
Skyway Crossing - Replat & Rezone	Bob Isaac	RCPB and BOCC approved. Resolution published.	File plat	6/21/2022		8/31/2022
Hoard - Plat & Rezone	Bob Isaac	RCPB and BOCC approved	Publish resolution and file plat	6/29/2022		8/31/2022
Pishney - RUD-EF & Plat	Bob Isaac	NOPH published	Conduct RCPB hearing	8/1/2022		9/12/2022
SAVE Farm - Conditional Use	Bob Isaac	NOPH published	Conduct BZA hearing	7/27/2022		9/12/2022
Simmer - RUD-EF & Plat	Bob Isaac	Application received.	Process application. RCPB	5/16/2022		10/17/2022
Permits						
21-0146-MRWW Worrel	Perry Piper & Craig Cox	Application received and inspection completed. Spoke to property owner and mailed repair application with no response, additionally lateral field installed unlawfully. Repair application received. Met with Mrs. Worrel, she stated no Conservation money available. Told to contact USDA to see if they would qualify for low interest loan, they never. Sanitary Code Violation 21-0038.	Staff to review compliance options.	7/8/2021		8/23/2022
21-0185-ADGR Myers & Maupin (shed)	Darrin Hobbs	Inspections completed, determined a variance is required. Bob and Darrin contacted property owner. Followed up with Mr. Maupin and advised him to visit the Planner, Bob Isaac. Property owner to date has not contacted the Planner.	Send violation notice.	8/23/2021		9/16/2022
21-0228-MRWW Parker	Perry Piper	Application received and processed. Site visit has been completed.	Applicant to complete repair.	10/5/2021		9/30/2022
20-0275-NBLD Williams	Darrin Hobbs	Due to situation with lagoon, certificate of occupancy can not be issued. Permit to build was issued for a 4 bedroom home. Removed closet from 5th bedroom.	Need to conduct certificate of occupancy inspection once construction is complete.	11/19/2021		9/30/2022
22-0116-ADRM Baxter	Darrin Hobbs	Application received and processed. Site visit has been completed.	Await applicant to pump septic tank	5/3/2022		9/30/2022
22-0117-MRWW Dugan	Perry Piper	Application received. Soil profile determined either lagoon or alternative system. Property owner will need to obtain a variance for a lagoon.	Await hearing and BOCC approval.	5/5/2022		8/31/2022
Swiercinsky - 4916 Lake Land Rd	Perry Piper	Requesting a variance for a holding tank.	Await hearing and BOCC approval.	5/27/2021		8/31/2022
Willich - 5051 Prairie Falls Ln	Perry Piper	Soil profile conducted. Site has soil suitable for standard system however homeowner prefers a lagoon.	Await property owner to submit request for hearing.	5/4/2022		8/31/2022
Property Maintenance Code Violations						
Kilner - Unsafe structure	Craig Cox	Judge Bosch found Kilner in contempt.	Starting August 1, he will be assessed a \$100/day fine until property is in compliance. Planning Compliance Specialist to take weekly photos of site.	8/18/2016		9/30/2022
21-0025 Harry Baxter - Dangerous Structure- 780 Tabor Valley Rd.	Darrin Hobbs	Property owner is aware that the building needs to be torn down. Property owner stated he would temporarily repair the structure and then remove at later date. Property owner to make temporary repairs to use structure during remodeling of principal structure.	Follow up with property owner.	4/27/2021		12/31/2022
Hermesch - Unsafe structure	Clancy Holeman	Counselor met with P&D staff for Property Maintenance Code application. Photos of property taken.	Counsel put property in 2018 tax case for 2014 & 2015 delinquent taxes.	11/24/2015		TBD

Attachment: 9 - September Staff Update (12399 : Staff Update)

Projects	Staff	Status	Task	Start Date	Request to Prosecute	Deadline
21-0088 Tuttle Terr - Inoperable vehicles/Unregistered vehicles, Mobile Homes that could be harboring rodents and animals, appliances, etc.	Darrin Hobbs	Inspection conducted and notification letter sent. Notification letter sent. No response, sent notice of violation. Due to violations, unable to issue Mobile Home Park license. Water leak has been repaired. Trash issues have been taken care of. Sent another violation notice due to trash situation. Possible new property owner.	Await sale of property.	12/9/2021		12/31/2022
Zoning Violations						
Doyle - Illegal mobile home storage (Mobile Gardens) Violation #10-0050	Craig Cox	Staff met with Charlotte Doyle on 8.31.2021. Staff inspected septic on July 25, 2022. Septic surfacing.	Replat property and comply with zoning regulations. Replace septic system.	12/17/2010	4/17/2012	10/7/2022
Doyle - Illegal salvage at residence Violation #05-0007	Craig Cox	Counsel and staff conducted site visits on 6/25/18 and 7/20/18. Mr. Doyle removed 600 tires and 3 mobile homes. March 19, 2021 conference with Mr. Doyle. He agreed to remove vehicles from the property. Set site visit for May 4, 2021. Mr. Doyle has moved about 90% of the tires and multiple vehicles to a staging area across from his residence for a salvage company to pick up, and will continue with this method. Next site visit 08/11/2021. Staff met with Charlotte Doyle on 08/31/2021.	Schedule a site visit.	4/15/2013	5/1/2014	10/7/2022
Zeller/Thomas - Illegal sign	Craig Cox	Owner has limited signage to MHK Airport (governmental entity).	Counsel to schedule meeting with staff to discuss case status.	12/1/2011	9/27/2012	9/15/2022
Kilner - Unsafe structure	Craig Cox	Judge Bosch found Kilner in contempt.	Starting August 1, he will be assessed a \$100/day fine until property is in compliance.	8/18/2016		9/30/2022
20-0063 - Satterlee: Inoperable vehicles and campers	Darrin Hobbs	Determined to be a violation. Notification letter sent. The Notification letter was resent by me for a fresh start to make contact with the property owner. Contacted property owner on what still needs to be removed and provided an aerial map. I sent another letter to the property owner on 6/15/2022, stating that this will be turned over to legal if no progress is made.	Monitor progress.	9/27/2021		12/31/2022
20-0077 - Scott - Illegal salvage operation in residential zoning	Darrin Hobbs	Inspection completed and sent notification letter to property owner. Met with property owner on site and will be removing some items by 3/1/2021. Property owner compiling information for registered vehicles.	Await for property owner to schedule site inspection.	12/8/2020		12/31/2022
21-0053 Myers - building without a permit	Darrin Hobbs	Inspection completed, Notification Letter and Violation Notice sent. Applications received and processed. Bob and Darrin visited with property owner on 10/27/21 to confirm a Certificate of Survey would need to be done to confirm if the "well house" is located in the building setback. Property owner indicated he wanted to seek legal counsel. 6/15/2022 I spoke with Wes Maupin today about where he was at on the variance process. I encouraged him to call and talk to Bob about the situation. He said that he has never talked to Bob. Send notice of violation for failing to apply for a variance.	Send violation notice.	7/14/2021		9/16/2022
20-0079 Miller - Illegal auto repair and salvage operation 1382 Pillsbury Dr	Darrin Hobbs	Inspection completed and sent notification letter to property owner. Property owner is making progress but no contact. Staff met with property owner and agreed to provide a plan to abate violations by 1/29/2021. Final notice of violation sent to property owner. Sent violation, final notice, property owner met with staff and agreed to provide a plan to abate the violation. No response or plan received. Per legal recommendations, starting process again with a new violation number. New notice of violation and final notice have been sent.	Awaiting response from property owner.	12/8/2020		12/31/2022
20-0087 Miller - Illegal auto repair and salvage operation 1420 Pillsbury Dr	Darrin Hobbs	Inspection completed and sent notification letter to property owner. Property owner is making progress but no contact. Staff met with property owner and agreed to provide a plan to abate violations by 1/29/2021. Final notice of violation sent to property owner. Sent violation, final notice, property owner met with staff and agreed to provide a plan to abate the violation. No response or plan received. Sent notification letter.	Send final notice of violation.	12/21/2020		12/31/2022
20-0090 Fishgill LLC - Illegal auto repair and salvage operation 1312 Pillsbury Dr	Darrin Hobbs	Inspection completed and sent notification letter to property owner. Property owner wants an extension to remove tenant. Vehicles being removed. Sent notice of violation. No response.	Send notification letter.	12/22/2020		12/31/2022
L21MHP-0004 TDJ Stables	Darrin Hobbs & Craig Cox	Renewal applications and fees received. License can't be issued until property is compliance sanitary code. EHS conducted site inspection, not in compliance with sanitary code.	Legal counsel to determine next course of action.	11/20/2020		9/15/2022
21-0019 Britt - non compliance in flood hazard area/floodway	Darrin Hobbs & Craig Cox	Temporary Agreed Injunction filed with the Court. Review dates: July 15-DWS, August 15-No Rise, September 15-Riley County permit, November 1-Remove trees.	Settlement agreement filed. Darrin Hobbs to monitor for compliance, Darrin to monitor compliance and set contract date. Riley County FPD Permit issued 5/24/2022	4/6/2021		12/31/2022
21-0091 Rogers - Inoperable/Unregistered vehicle, also outside storage.	Darrin Hobbs	Inspection conducted and notification letter sent. Sent notice of violation. Owner replied and working with me.	Monitoring progress.	12/21/2021		10/31/2022
Sanitary Code Violations						
TDJ Stables - illegal repair	Perry Piper & Craig Cox	EHS conducted site inspection, not in compliance with sanitary code.	Legal counsel to determine next course of action.	4/7/2020		9/15/2022
21-0022 Moriarty/Masterson - undersized lagoon	Perry Piper & Craig Cox	Violation determined.	Counsel to send letter.	4/14/2021		9/30/2022
21-0038 Worrell - Sanitation Violation	Perry Piper & Craig Cox	Spoke to property owner and mailed repair application with no response, additionally lateral field installed unlawfully. Repair application received.	Met with Mrs. Worrel, she stated no Conservation money available. Told to contact USDA to see if they would qualify for low interest loan, they never. Legal to send compliance letter. Staff to review compliance options.	6/23/2021		9/30/2022
21-0048 Wurtz - lagoon fencing requirement not completed	Perry Piper & Craig Cox	Violation letter sent to property owner. Counsel sent a letter to property owner. Fencing deadline 8/31/2021 and seeding deadline 9/30/2021. No trespassing sign placed at entrance. Legal to to schedule meeting with staff.	Staff to review compliance options.	7/9/2021		8/10/2022
22-0008 Allison	Perry Piper	Private wastewater disposal system located less than 50 feet from suction well and less than 50 feet from hand dug well. KDHE BOW, they will not grant a variance for this situation since it is new construction and the wells were present before the wastewater disposal system. The only options are to 1) Plug both wells or 2) Move the lateral line and sewer line greater than 50' from both wells. KDHE legal that property owner can keep the sewer line in current location.	Awaiting property owner to plug hand dug well.	4/15/2022		9/30/2022
22-0016 Doyle - sewage on ground	Perry Piper	Sent Emergency Order to property owner. Spoke with property owner and agreed to make repairs.	Home condemned until repairs are made.	7/22/2022		1/1/2023

Attachment: 9 - September Staff Update (12399 : Staff Update)



COUNTY CLERK & ELECTIONS
Budget

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

COMMISSION AGENDA REPORT

FROM: Darell Edie, Budget & Finance Officer

MEETING: September 1, 2022

SUBJECT: 2023 Budget-Finalize for Publication

PRESENTER: Rich Vargo

The Riley County Budget Summary for the Notice of RNR and Budget Hearings is attached for review and approval to be published in the local newspaper.

This notice must be published ten (10) days prior to the RNR and Budget Hearings for Riley County and the Riley County Fire District No. 1. These hearings are scheduled for September 19, 2022 beginning at 9:55 a.m. in the Riley County Commission Chambers at 115 N. 4th Street.

Enclosures:

- NOTICE OF BUDGET HEARING (PDF)
- NOTICE OF BUDGET HEARING DISTRICTS (PDF)

2023

NOTICE OF BUDGET HEARING and NOTICE OF REVENUE NEUTRAL RATE HEARING

The governing body of

Riley County

will meet on September 19, 2022 beginning at 9:55 A.M. at Riley County Commission Chambers, 115 N. 4th Street for the purpose of hearing and
ing objections of taxpayers in Riley County and in Riley County Fire District #1 relating to the revenue neutral rate and proposed tax rate as required by 2021 Kansas Senate
and the proposed use of all funds and the amount of ad valorem tax.

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

BUDGET SUMMARY

Proposed Budget 2023 Expenditures and Amount of 2022 Ad Valorem Tax establish the maximum limits of the 2023 budget.

Proposed Tax Rate is subject to change depending on the final assessed valuation.

FUND	Prior Year Actual for 2021		Current Year Estimate for 2022		Proposed Budget Year for 2023		
	Expenditures	Actual Tax Rate*	Expenditures	Actual Tax Rate*	Budget Authority for Expenditures	Amount of 2022 Ad Valorem Tax	Proposed Tax Rate*
General Fund -001	30,671,819	35.374	42,193,027	35.080	54,650,352	25,294,617	35.091
Bond & Interest Fund - 181	3,048,737	0.025	615,303		545,592		
Health Department - 030	5,201,003		5,137,321		5,321,818		
County Building Fund - 152	293,135	0.513	393,000	0.525	393,000	253,418	0.352
RCPD Fund - 173	4,760,798	6.380	4,907,175	6.622	5,362,913	4,878,478	6.768
Special Alcohol Programs Fund - 132	2,500		4,863		7,883		
EMS Grant Fund - 52	4,144		5,068		1,500		
Economic Development Fund -146	340,024		309,048		282,275		
Emergency 911 Fund - 148	407,825		922,913				
Solid Waste Disposal Fund - 150	2,660,123		2,735,000		2,700,393		
Register of Deeds Technology Fund - 106	62,695		91,568		166,459		
County Clerk Tech Fund - 107					148,213		
County Treasurer Tech Fund - 108			77,860				
War Memorial Fund - 112	1,080		600		10,000		
County Auction Fund - 118	11,536		86,238		89,583		
Motor Vehicle Operations Fund - 130	407,958		386,502		381,700		
Community Corrections Fund - 144	899,323		921,813		1,116,309		
Capital Improvements Fund - 145	2,523,443		4,316,027		7,312,012		
Road & Bridge 1/2 Cent Sales Tax Fund - 157	2,567,248		4,000,000		2,071,401		
Landfill Closure Fund - 180	33,264		42,675		56,143		
Rural Fire Capital Outlay Fund - 184			95,706		216,500		
CDBG Fund - 005	59,249						
Fire Station Projects Fund - 185	1,155		500,000		1,000,000		
Special Parks & Recreation - 155							
Disaster Fund - 003	2,904,910		230,000		11,000,000		
Radio Infrastructure Project - 147	83,504						
Non-Budgeted Funds-A	13,128						
Totals	56,958,601	42.292	67,971,707	42.227	92,834,046	30,426,513	42.211
Revenue Neutral Rate **							40.672
Less: Transfers	9,043,093		11,397,716		4,011,668		
Net Expenditure	47,915,508		56,573,991		88,822,378		
Total Tax Levied	28,312,598		28,585,704		xxxxxxxxxxxxxxxxxxx		
Assessed Valuation	669,445,216		678,412,552		720,821,750		

Outstanding Indebtedness,

	2020	2021	2022
January 1,			
G.O. Bonds	4,932,183	5,698,095	5,386,440
Revenue Bonds	0	0	0
Other	1,706,000	525,000	0
Lease Pur. Princ.	5,448,206	5,359,626	5,318,684
Total	12,086,389	11,582,721	10,705,124

*Tax rates are expressed in mills

**Revenue Neutral Rate as defined by 2021 Kansas Senate Bill 13

Clerk

Page No.

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Riley County
2023

NOTICE OF BUDGET HEARING and NOTICE OF REVENUE NEUTRAL RATE HEARING

Other County Special District Funds	Prior Year Actual for 2021		Current Year Estimate for 2022		Proposed Budget Year for 2023				Revenue Neutral Rate**
	Expenditures	Actual Tax Rate*	Expenditures	Actual Tax Rate*	Budget Authority for Expenditures	Amount of 2022 Ad Valorem Tax	July 1, 2022 Estimated Valuation	Proposed Tax Rate*	
Fire District Fund - 183	936,288	6.44400	1,109,179	7.62300	1,230,506	1,086,505	133,272,034	8.153	7.431
University Park Water and Sewer Fund - 230	128,363	5.50600	136,421	5.37400	146,743	10,416	1,941,026	5.366	5.366
University Park Water and Sewer Reserve - 284	16,813		83,100		128,142	0			
Hunter's Island Water District Fund - 238	29,920		29,421		29,280	0			
Hunter's Island Reserve Fund - 241	0		9,027		7,886	0			
Moehlman Bottoms Water District Fund - 244	14,349		17,140		19,155	0			
Moehlman Bottoms Reserve Fund - 245	0		5,410		8,290	0			
Terra Heights Sewer Fund - 252	27,157	3.90700	33,953	3.90600	38,236	5,058	1,279,844	3.952	3.952
Terra Heights Sewer Sinking Fund - 254	31,968		50,000		92,895	0			
Valleywood Combined Operations - 248	49,996	15.76700	35,980	15.54800	37,276	22,715	1,500,987	15.133	15.133
Valleywood Combined Reserve - 282	1,299		81,672		87,256	0			
Konza Water District Fund - 256	102,060		103,005		95,280	0			
Konza Water Reserve Fund - 257	3,465		149,874		107,748	0			
Deep Creek Reserve Fund - 243	0		27,705		21,587	0			
Deep Creek Sewer Fund - 242	5,065		13,115		10,713	0			
Mertz/McGehee Drainage Fund - 322	0		0		6,183	0			
Carson Sewer Fund - 239	26,517	3.37000	45,485	3.37600	71,046	3,933	1,181,850	3.328	3.328
Carson Sewer Reserve Fund - 237	1,524		29,555		47,703	0			
University Park Sewer Capital - 233	9,127		0		0	0			
Expansion of University Park/Lakeside Heights - 235	0		499,000		0	0			
Lakeside Heights Sewer Capital Reserve - 286	0		5,000		7,328	0			
Keats Sewer Capital Project - 236	12,575		804,816		0	0			
Lakeside Heights Sewer District - 285	631		1,690		3,361	0			
Fairmont Heights Capital Project - 231	502,222		530,758		0	0			
Bala Cemetery	1,890	1.43600	3,000	1.66300	6,061	2,667	1,756,455	1.518	1.518
Bellegard Cemetery	2,158	3.31600	3,333	3.31600	3,864	2,772	875,312	3.167	3.167
Crooked Creek Cemetery	1,400	1.59200	2,655	1.55300	3,691	1,107	735,187	1.506	1.506
E.F. & G. Cemetery	10,907	0.63400	15,361	0.63300	19,699	10,100	16,298,627	0.620	0.620
Fancy Creek - Randolph Cemetery	10,630	2.10800	12,464	2.11000	14,577	10,694	5,167,956	2.069	2.070
Lasita Cemetery	1,718	0.72300	3,000	0.75200	2,906	1,855	2,514,848	0.738	0.738
May Day Cemetery #1	4,759	2.24300	5,030	2.31900	6,988	4,235	1,857,519	2.280	2.280
Rose Hill Cemetery	1,350	1.45700	4,241	1.43200	4,045	1,429	1,055,050	1.354	1.355
Swede Creek Cemetery	880	1.00300	8,550	0.98500	3,065	1,394	1,422,769	0.980	0.980
Walsburg Cemetery #5	4,460	0.89300	6,650	0.98100	7,706	4,652	4,883,288	0.953	0.953
Riley Cemetery #3	24,285	1.64100	25,295	1.63200	19,601	15,406	9,609,456	1.603	1.603
Totals	1,963,776	52.040	3,890,885	53.203	2,288,817	1,184,938		52.720	

*Tax rates are expressed in mills

**Revenue Neutral Rate as defined by 2021 Kansas Senate Bill 13