



**Board of Riley County
Commissioners
Regular Meeting
Agenda
October 05, 2023**

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

Cindy Kabriel
785-565-6200

Commission Chambers

9:30 AM

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

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

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

9:30 AM

Call to Order

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Business Meeting

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

Review Minutes

5. Board of Riley County Commissioners - Regular Meeting - Oct 2, 2023 8:30 AM

Review Tentative Agenda

6. Tentative Agenda

Press Conference Topics

7. Discuss Press Conference

10:00 AM

Michael Boller, Noxious Weed Director

8. Noxious Weed Staff Update

10:15 AM

Shelley Woodard, Deputy County Counselor

9. Administrative Work Session

10:35 AM

Scott Carmichael, Riley County Conservation District Director

10. Riley County Conservation District update

10:50 AM

Julie Gibbs, Health Department Director

11. RCHD Community Health Educator Update

11:00 AM Shelley Woodard, Deputy County Counselor

12. Lakeside Heights Sewer #3 and University Park Water #4 Project Special Assessments Confirmation

11:05 AM David Adams, EMS/Ambulance Director

13. Building Update

Adjournment**Announcements**

County Offices will be closed Monday, October 9th due to Employee Day.

The Board of County Commissioners will not be in session on Monday, October 9th.

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

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



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: October 5, 2023

SUBJECT: Sign Riley County Employee Action Form(s)

PRESENTER: Elizabeth Ward, Human Resources Director

Enclosures:

- 2023-10 UStewart EAF (DOCX)

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Ulyesses Stewart Jr.**Status Change Date:** 10/11/2023**Status Change:** New Hire**Date of Hire:** 10/11/2023**Seniority:** 0 Year(s), 0 Month(s)**Position:** Volunteer Firefighter Stipend**Position Type:** As-Needed**Pay Range:** TASND**Pay Type:** Hourly**Base Rate:** \$0.00**Annualized Pay:** \$0.00**Funds Codes:** 183-Riley Co Fire District #1, 183-Fire District #1**Supervisor:** John Martens**Department Head:** Russel Stukey

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2023-10 UStewart EAF (13774 : Employee Action Form (Green Sheet))



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
October 12, 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. Discuss Joint City/County/County Meeting
2. Discuss Intergovernmental Luncheon

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Russel Stukey, Emergency Management Director/Fire Chief

3. Bid opening for Ashland Fire Station

9:10 AM

Evan McMillan, Assistant County Engineer

4. Bid opening for Fancy Creek Road bridge replacement

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

Budget and Planning Committee - Brittany Phillips, Budget and Finance Officer

8. Monthly Cash Flow Reports

Attachment: 10-12-23 tentative agenda (12877 : Tentative Agenda)

10:50 AM **Clancy Holeman, Counselor/Director of Administrative Services**

9. Administrative Work Session

11:10 AM **Ginny Petersen, RCGS**

10. Riley County Genealogical Society update

Adjournment

Announcement

An Open House and Ribbon Cutting for the EMS/Ambulance North County Station will be held Saturday, October 14, 2023 at 10:00 a.m. at 506 E. Barton, Leonardville, Kansas.

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: 10-12-23 tentative agenda (12877 : Tentative Agenda)



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
October 16, 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. Bid recommendation for Ashland Fire Station
2. National Hospice and Palliative Care Month - November 2023 Proclamation

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Dani Hallgren, Konza Prairie Community Health and Dental Center

3. Konza Prairie Community Health and Dental Center update

9:15 AM

David Adams, EMS/Ambulance Director

4. Staff update

9:30 AM

Press Conference

5. Presentation of National Hospice and Palliative Care Month Proclamation - Kathryn Focke and Rhys Baker (3-5 minutes)
6. General Election - Rich Vargo (2-3 minutes)

9:40 AM

Amanda Webb, Planning/Special Projects Director

7. City of Manhattan's Comprehensive Plan Amendments

10:10 AM

Clancy Holeman, Counselor/Director of Administrative Services

8. Administrative Work Session

Attachment: 10-16-23 tentative agenda (12877 : Tentative Agenda)

12:00 PM Law Enforcement Agency Meeting**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: 10-16-23 tentative agenda (12877 : Tentative Agenda)



NOXIOUS WEED/HHW
Staff Update

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

STAFF REPORT

FROM: Riley County Noxious Weed Director Michael Boller

MEETING: October 5, 2023

SUBJECT: Noxious Weed Staff Update

PRESENTER: Riley County Noxious Weed Director Michael Boller

Enclosures:

- 10-5-23 Staff Report (DOC)

Riley County Noxious Weed/HHW Department
Michael Boller, Director
October 5, 2023

Staff Report

Noxious Weed/Mowing:

- Fall solid spraying for Section I and Section III has begun will continue throughout the month of October. It is nearly 20% complete.
- The third round of mowing on county roads began last month and is 50% complete. The third round will include at least two passes and, in many areas, includes mowing out to the fence line. This helps to assist in mechanical brush control, snow drifting problems and to allow motorists to see deer crossing the road. We continue to be ahead of schedule this year with mowing operations.
- Next operation will be tree trimming and removal. This is a cooperative effort with the Public Works Department.
- Riley County received delivery of the new John Deere 6120 and we are in the process of getting the tractor set up and should be put in service this week.

HHW:

- Next HHW collection at Howie's Recycling is Saturday, October 14, 2023 from 8:00am to 12:00 noon. No business waste will be accepted at this event or truckloads of material.
- The Riley County HHW Facility has recycled latex paint to give away. We have one gallon and 5 gallon containers available. Our office is open Monday – Friday from 7:30am to 4:00pm for assistance.
- Annual HHW 24 hour training was conducted the last week of September. This is a cooperation between Barton Community College, Kansas Department of Health and Environment and Riley County HHW. This year we had 24 students attend the training which was conducted by Justin Brenner.
- We had several tours of the HHW facility which continues to provide opportunity to educate citizens of the services the county provides.
- Will be assisting Riley County Clerk Office with voting machine delivery for training purposes.
- I continue to serve on the Barton Community College Hazardous Material Advisory Committee and we will have our annual meeting on October 24.



OUTSIDE AGENCY
Update

Outside Agency
110 Courthouse Plaza
Manhattan, KS 66502
Phone: 785-565-6200

MEMORANDUM

FROM: Scott Carmichael

MEETING: October 5, 2023

SUBJECT: Riley County Conservation District update

PRESENTER: Scott Carmichael, Riley County Conservation District

Enclosures:

- Oct 5 2023 Update (PPTX)



Riley County Conservation District

October 5, 2023

"The Mission of the Riley County Conservation District is to provide guidance for the wise use of our natural resources through working with land users, cooperating agencies, and the general public by providing educational information, financial assistance, and represent the interest of land users in the establishment of conservation policies and programs".



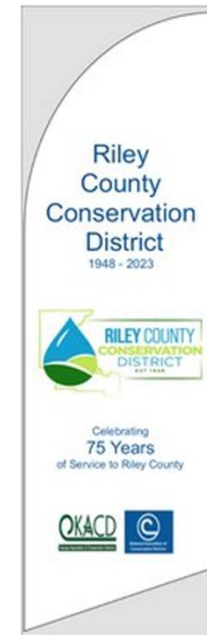


Outreach, Education & Community Engagement



Annual Meeting

- Celebrating **75 Years of Service** to Riley County
 - District was Organized in June of 1948
 - 1st Annual Meeting Held on 12/31/1948
- Thursday, 2/1/2024 at Pottorf Hall
- Doors Open at 6:00pm, Dinner at 6:30pm, Meeting at 7:15pm
- Key Banker's Soil Conservation Award
- RCCD Grassland Award
- Photo Contest Awards



Envirothon

- Congratulations to the Manhattan High School Envirothon Team
 - Tied for 1st Place at Regional Competition
 - 1st Place at State Competition
 - 12th Place at International Competition in New Brunswick, Canada
 - 49 Teams From Across the US, Canada, China and Singapore
 - Planes, Trains and Automobiles...
- RCCD Employees Serve on the Envirothon Committee and Work at Regional and State Competitions
- RCCD Provides Support to Help With Enrollment Fees and Travel Costs
- Training Day November 8th @ Konza Prairie



Goods & Services

- RCCD has no-till seed drills available for rent
- RCCD is a local retailer for native grass, forb and cover crop seeds
- Technical consultations (free of charge) on resource conservation projects beyond cost-share programs
 - Terrace design
 - Grassed waterway design
 - Pond, spring development and solar well project designs

Education & Engagement

- District Employees Staffed the Soil Tunnel Trailer at the Kansas State Fair
- Multiple Stream Trailer Demonstrations at Area Grade Schools and Ag Events
- Serve on Comprehensive Plan Update Team, Ag & Land Use Subcommittee





Cost-Share Programs to Conserve Natural Resources



State Cost-Share FY 2024 Project Types

- WR (Water Resources)

- Gradient Terraces
- Grassed Waterways
- Rangeland Planting
- New Ponds
- Exclusion Fencing



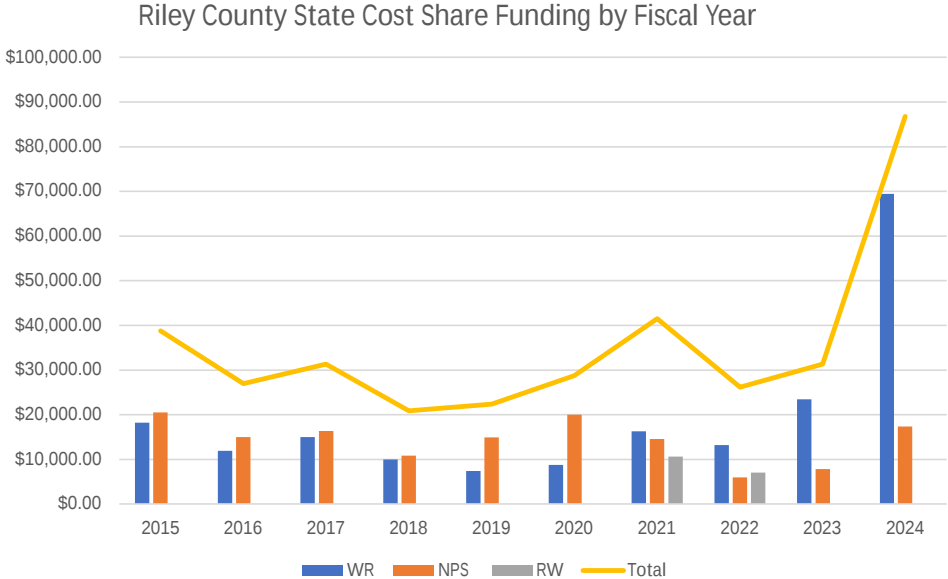
- NPS (Non-Point Source)

- Solar Wells
- Cross Fence



State Cost-Share Financial Impact

- Significant Increase in Projects and Funding for FY 2024
 - \$86,798.06 Committed on 17 Projects (nearly 3x the annual average of prior decade)



State Cost-Share Financial Impact

- Significant Increase in Projects and Funding for FY 2024
- Initial, Standard Allocation:
 - NPS: \$12,357.70
 - WR: \$36,200.36 (includes rollover contracts)
 - Total: \$48,558.06
- Subsequent, Special Allocation:
 - \$1 Million, Allocated First-Come First-Serve Basis, Maximum of \$35,000
 - WR: \$35,000 to Riley County
- Kansas Reservoir Protection Initiative (KRPI)
 - WR: \$3,240
- Total: \$86,798.06
 - 17 Projects Underway, 6 Applications on Waiting List

Federal Cost-Share Financial Impact

- NRCS
 - EQIP Federal Funds obligated for FY 2023: \$80,800*
 - Active CSP Grassland Project Funds: \$46,380
 - Active CSP Cropland Project Funds: \$508,509
 - Active EQIP Contracts: \$1,241,290 (8,528 acres)
 - Total: \$1,796,180*
 - *Includes both Riley & Geary Counties – serviced by NRCS Manhattan Field Office
- FSA
 - CRP: \$116,841 in annual payments (Riley County)
 - 100 contracts
 - 1465.64 acres

Overall Financial Impact

Federal EQIP & CSP Programs: \$1,796,180*

- *Includes both Riley & Geary Counties – serviced by NRCS Manhattan Field Office

Federal CRP Program: \$116,841

State Cost-Share: \$86,798

Total Financial Impact: \$1,999,819



- Locally governed and funded since 1948
- Supports local implementation of natural resource conservation efforts
- Positive financial impact via support / management of cost-share programs
- Engaged with Riley County citizenry
 - educational outreach
 - resource management technical guidance, supplies and equipment
 - support and celebration of local resource conservation actions
- Integral to the NRCS mission to 'provide resources to farmers and landowners to aid them with conservation'

thank you for your continued support



HEALTH DEPARTMENT
Update

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

COMMISSION AGENDA REPORT

FROM: Jennifer Ebert
MEETING: October 5, 2023
SUBJECT: RCHD Community Health Educator Update
PRESENTER: Julie Gibbs and Jennifer Ebert

BACKGROUND

Jennifer Ebert is our new Community Health Educator. She started on September 25, 2023. She is getting acquainted with the community, the county policies and procedures, as well as meeting with other counties to determine the needs in their area.

DISCUSSION

Jennifer has set goals she would like to accomplish between now and the end of the month. They include, but may not be limited to:

- 1 -communicate with every school district in the wildcat region to start scheduling process.
- 2 -research and retrieve information about fentanyl poisoning's/overdoses in the wildcat region.
- 3 -schedule town hall meetings Geary County, Pottawatomie county, and Riley county
- 4 -give presentations to city and county officials in Geary, Pott and Riley Cty
- 5 -attend Kansas prevention conference in Wichita
- 6 -schedule First Day movie in each community

FISCAL IMPACT

No further funding is being requested.

RECOMMENDATION(S)

Nothing to approve. Just FYI.

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:

- Opioid Collaboration Grant Funding Report (PDF)

GRANT FUNDED PROJECTS

S- Specific
M- Measurable
A- Achievable
R- Results Oriented
T-Time bound

Project Name: Health Educator Opioid Prevention 2023

Timeline

From 10/02/23 to 10/27/23

Goal/Purpose:

Community Opioid Use prevention

Deliverables:

- 1) Communicate with every school district in the wildcat region to start scheduling process.
- 2) Research and retrieve information about fentanyl poisoning's/overdoses in the wildcat region.
- 3) Schedule town hall meetings Geary County, Pottawatomie county, and Riley county
- 4) Give presentation to city and county officials in Geary, Pott and Riley Cty
- 5) Attend Kansas prevention conference in Wichita
- 6) Schedule First Day movie in each community

Needs from leadership:

Person/Org	How/What support needed
Julie/RCHD	Contacts for school boards
Mary Jo/GCHD	Contacts for school boards
Leslie/PCHD	Contacts for school boards

Achievements this month:

Finished orientation
Met with counties to determine goals
Reviewed presentation

Current Challenges:

Upcoming Events/Milestones:

Substance Use Task Force meeting on 10/11/23; share goals.

Attachment: Opioid Collaboration Grant Funding Report (13773 : RCHD Community Health Educator Update)

Year to Date Accomplishments: (or project lifetime accomplishments)

Goal	Date accomplished	Result



**COUNTY
COUNSELOR/ADMINISTRATIVE
SERVICES**
Resolution

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

RESOLUTION

FROM: Shelley Woodard, Deputy Riley County Counselor

MEETING: October 5, 2023

SUBJECT: Lakeside Heights Sewer #3 and University Park Water #4 Project Special Assessments Confirmation

PRESENTER: Shelley Woodard, Deputy Riley County Counselor

BACKGROUND

On September 11, 2023, the Board passed Resolution 091123-52 that fixed the assessments for each owner and set the date of the public hearing. The public hearing was held on September 25, 2023, at 10:30 a.m. and at the conclusion of the hearing the Board of County Commissioners voted to confirm the assessments.

DISCUSSION

Pursuant to K.S.A. 19-27a06 and K.S.A. 19-3540 a public hearing was held to cancel the project and assess costs already incurred to the property owners in the districts. This resolution confirms the assessments with updated ownership of the property to be assessed.

FISCAL IMPACT

Staff time for County Counselor's Office. Public Works Office publication and postage costs.
Staff time for County Clerk's Office.

RECOMMENDATION(S)

Counsel recommends the Board pass and sign the resolution.

POSSIBLE MOTION(S)

- A. I move the Board adopts the resolution Confirming Special Assessments and Amending Property Owners from Resolution 091123-52 as presented.
- B. I move the Board adopts the resolution Confirming Special Assessments and Amending Property Owners from Resolution 091123-52 with the following changes...”

Enclosures:

- Resolution to Confirm Assessments and Update Owners (updated) (PDF)

RESOLUTION NO. 100523-__

**A RESOLUTION CONFIRMING SPECIAL ASSESSMENTS AND AMENDING
PROPERTY OWNERS FROM RESOLUTION NO. 091123-52 ON
TERMINATION OF THE ENLARGEMENT OF LAKESIDE HEIGHTS SEWER
DISTRICT #3 AND UNIVERSITY PARK WATER DISTRICT #4, BOTH IN
RILEY COUNTY, KANSAS**

WHEREAS, the Board of County Commissioners passed Resolution No. 091123-52 to cancel the expansions of Lakeside Heights Sewer District #3 in Riley County, Kansas and University Park Water District #4 in Riley County, Kansas (“District”).

WHEREAS, Resolution No. 091123-52 fixed assessments related to cost incurred prior to the termination of the District subject to a public hearing.

WHEREAS, the Board of County Commissioners held a public hearing at 10:30 a.m. on September 25, 2023 and confirmed the assessments that were fixed in Resolution No. 091123-52.

WHEREAS, some property in the now canceled Districts recently changed ownership.

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

SECTION 1. Special assessments to pay the approved costs from Resolution No. 091123-52 are levied and assessed against the owners as follows:

- a. Sara Newell and Brandon Dobbs \$2,590 for University Park Water District #4 and \$3,660 for Lakeside Heights Sewer Benefit District #3 for the property described as Lakeside Heights, Block 10, Lots 5, 6, & 7.
- b. Michael and Stacy Vermetten \$2,590 for University Park Water District #4 and \$3,660 for Lakeside Heights Sewer Benefit District #3 for the property described

- as Lakeside Heights, Block 8, Lot 23.
- c. Martin and Victiana Henneberg \$2,590 for University Park Water District #4 and \$3,660 for Lakeside Heights Sewer Benefit District #3 for the property described as Lakeside Heights, Block 6, Lots 10, 14 & 15.
 - d. Randy and Carlie Taylor \$2,590 for University Park Water District #4 and \$3,660 for Lakeside Heights Sewer Benefit District #3 for the property described as Lakeside Heights, Block 6, Lots 6 & 7.
 - e. John and Whitney Kane \$3,660 for Lakeside Heights Sewer Benefit District #3 for the property described as Lakeside Heights, Block 7, Lot 1 & 2.
 - f. Asset Performance LLC \$2,590 for University Park Water District #4 for the property described as Lakeside Heights, Block 10, Lot 53.
 - g. Latasha Sims \$2,590 for University Park Water District #4 for the property described as Lakeside Heights, Block 3, Lot 18.

SECTION 2. The amounts so levied and assessed shall be due and payable from and after the date of publication of this Resolution; and the County Clerk shall notify the owners of the affected properties of the amounts of their assessments that must be paid within (30) days from the date of signing this Resolution at the Riley County Treasurer's office, 110 Courthouse Plaza, Riley County, Kansas.

SECTION 3. The County Clerk shall levy, in the same manner and at the same time as other taxes are certified, all of the assessments which have not been paid within thirty (30) days after the publication of this Resolution, together with interest on such amount thereof at a rate not exceeding the maximum rate as prescribed by the laws of the State of Kansas; and such amounts shall be placed on the tax rolls and collected as other taxes are collected.

ADOPTED AND APPROVED by the Board of County Commissioners of Riley
County, Kansas on the 5th day of October 2023.

BOARD OF COUNTY COMMISSIONERS,
RILEY COUNTY, KANSAS

By _____
Kathryn Focke, Chairwoman

SEAL

By _____
Greg McKinley, Vice Chairman

By _____
John Ford, Member

ATTEST:

By _____
Rich Vargo, Riley County Clerk



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: October 5, 2023
SUBJECT: Building Update
PRESENTER: David Adams, EMS/Ambulance Director

North County EMS Station

Current Status:

Dan Knight and county staff met with Schultz project manager Matt Farr for a prescheduled project meeting and update. Project completion is anticipated to be Oct. 9th with hand over on or around Oct. 12th.

Front door arrived damaged, new door ordered.

Propane tank has been set.

No ETA as of yet on the generator.

Furniture has been ordered, set to arrive this week.

Appliances have been ordered, set to arrive the week of the 9th.

Water will be turned on and trash service has been set up.

Equipment and supplies have been ordered.

Staffing schedules.

Upcoming:

IT finish installation.

Counter tops.

Walk through.

Dispatch changes.

Begin move in and ribbon cutting.

Operational on or around Oct. 16th.

Total Cost to date: \$709,964.79

This does not include the most recent invoice from Schultz Construction.

Public Safety Headquarters

Current Status:

Met with BHS and Archimages to receive a budget update based on 65% MEP completion.

Provided dimensions for large appliances such as refrigerators, stove, etc.

Beginning work on permitting.

Upcoming

Review of internal design; nothing received at this point.

CMAR budget updates and budget approval 10/2023

Permitting and rezoning.

Total to date: \$638,636.33

Change of \$175,400.22 for design and engineering fees.

Enclosures: