



**Board of Riley County
Commissioners
Regular Meeting
Agenda
October 07, 2021**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Chair](#)

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Business Meeting

3. Equipment Lease Recommendations
4. Sign a Tax Roll Correction
5. Shared Leave Donation Form(s)
6. Sign Riley County Personnel Action Form(s)
7. Approve payroll/accounts payables (when completed)

Review Minutes

8. Board of Riley County Commissioners - Regular Meeting - Oct 4, 2021 8:30 AM

Review Tentative Agenda

9. Tentative Agenda

Press Conference Topics

10. Discuss Press Conference

9:00 AM

Amanda Smeller, Planning/Special Projects Director

11. Resolution establishing a Code of Conduct

9:15 AM

Michael Boller, Noxious Weed Director

12. Noxious Weed Staff Update

9:30 AM

John Ellermann, Public Works Director/County Engineer

13. EMS Headquarters Station RFQ

9:50 AM**Julie Gibbs, Health Department Director**

14. Riley County Health Department request for approval to fill a full time position in CCL department.

10:00 AM**Amanda Smeller, Planning/Special Projects Director**

15. Planning & Development - Staff Update
16. Economic Development Advisory Board - proposed Resolution

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

17. Administrative Work Session

10:30 AM**Ron Fehr, Manhattan City Manager**

18. Manhattan City General Update

Adjournment**Announcements**

County Office will be closed Monday, October 11th due to Employee Training Day.

The Board of County Commissioners will not be in session on Monday, October 11th.

A commissioner will be on In Focus live at 9:05 a.m. Tuesday, October 12, 2021 (JF).

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
Recommendations

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

COMMISSION AGENDA REPORT

FROM: John Ellermann, Director of Public Works
MEETING: October 7, 2021
SUBJECT: Equipment Lease Recommendations
PRESENTER: John Ellermann, Director of Public Works

BACKGROUND

For the past several years it has been to Riley County's advantage to rent this equipment on an annual basis. This continues to be the case for these reasons:

1. Equipment is always under warranty
2. New equipment which usually equates to less downtime
3. Has been less expensive than owning

We requested proposals from equipment vendors and four responded. See attached Bid Tabulation.

DISCUSSION

FISCAL IMPACT

\$72,000.00 Total for rental of five pieces of equipment vital to Public Works operations.

ALTERNATIVES

- . Approve the measure
- . Deny the measure

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

RECOMMENDATION(S)

Staff recommends acceptance of the following proposals:

One Year Lease

- Murphy Tractor and Equipment - 3 Mini Track Loaders
- Murphy Tractor and Equipment - 1 Rubber-tire Skid Loader

Two Year Lease

- KanEquip, Inc. - 1 Wheel Loader

POSSIBLE MOTION(S)

Move to accept these proposals and annual rental rates as listed:

- Murphy Tractor - Mini Track Loaders (3) at \$8,500.00 each
- Murphy Tractor - Rubber-tire Skid Loader (1) at \$6,500
- KanEquip, Inc - Wheel Loader (1) at \$20,000.00 per year for two years.

Enclosures:

- Bid Tab_Skid Loader, Mini-Track Loader, Wheel Loader (PDF)

2021 Equipment Lease Tabulations							
Vendor		(1) Rubber-tire Skid Loaders		(3) Mini Track Loader		(1) Wheel Loader, 1-year	(1) Wheel Loader, 2-year
Murphy Tractor and Equipment		\$6,500.00		\$8,500.00		No Bid	No Bid
Kan Equip, Inc.		\$10,000.00		\$10,000.00		\$20,000.00	\$20,000.00/yr
White Star Machinery		\$8,500.00		\$10,500.00		No Bid	No Bid
Foley Equipment Co.		\$8,750.00		\$11,750.00		No Bid	No Bid
Berry Tractor		No Bid		No Bid		No Bid	No Bid
Equipment Share		No Bid		No Bid		No Bid	No Bid
G.W. Van Keppel		No Bid		No Bid		No Bid	No Bid
Reed & Company		No Bid		No Bid		No Bid	No Bid
Victor L. Phillips		No Bid		No Bid		No Bid	No Bid
2020 Equipment Lease		\$ 6,000.00		\$ 8,000.00		NA	NA
Cost Difference 2018 to 2019		\$ 500.00		(-300)		(-1,199)	(-2,275)



COUNTY CLERK & ELECTIONS
Tax Roll Correction

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

COMMISSION AGENDA REPORT

FROM: Lori Muir, Real Estate Specialist
MEETING: October 7, 2021
SUBJECT: Sign a Tax Roll Correction
PRESENTER: Rich Vargo, County Clerk

POSSIBLE MOTION(S)

Move to approve the Tax Roll Correction.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- image17588 (PDF)



COUNTY CLERK & ELECTIONS
Personnel

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

COMMISSION AGENDA REPORT

FROM: Michele Reid, Human Resource Associate
MEETING: October 7, 2021
SUBJECT: Shared Leave Donation Form(s)
PRESENTER: Michele Reid, Human Resource Associate

POSSIBLE MOTION(S)

Move to approve the Shared Leave Donation Form(s).

Enclosures:



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: October 7, 2021

SUBJECT: Sign Riley County Personnel Action Form(s)

PRESENTER: Elizabeth Ward, Human Resource Manager

Enclosures:

- 2021-10 Sampson Jame (green) (PDF)
- 2021-10 R Chapman (green) (PDF)

RILEY COUNTY PERSONNEL ACTION FORM

☒ Add		Fill Request Date: 9/29/21
☐ Change		Employee #

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

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

Sampson	Jame		
Name: Last	First	Middle	Home Phone

Address: Street	City	State	Zip

Emergency Management Intern	Emergency Management	-----
Position Title	Department	Fund

10/1/2021	☐	☐		☐ Yes	☐ No
Effective Date	Exempt	Non-Exempt	Ending Date For Temporary	Is this a budgeted position?	

Intern	\$0.00	☐ Hour	\$	☐ Bi-weekly	☐ 40	☐
Grade/Step	Pay Rate		Hours Per Workweek			

Approvals:

Department: *Russell Smith*Date: 9/30/2021Personnel: *[Signature]*10-5-2021

BOCC

Chairman: _____

Member: _____

Member: _____

RILEY COUNTY PERSONNEL ACTION FORM

☐ Add	Fill Request Date: 10-4-21
☒ Change	Employee #

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

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

Chapman	Rachel		
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Name: Last First Middle Home Phone

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Address: Street City State Zip

Child Care Surveyor I	Health Department	0030-000420
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Position Title Department Fund

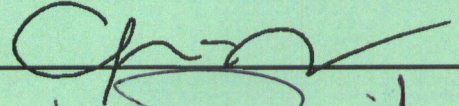
10-15-2021	☐	☒		☐ Yes	☐ No
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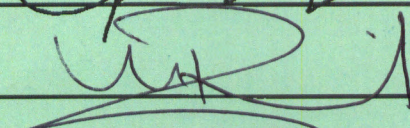
Effective Date Exempt Non-Exempt Ending Date For Temporary Is this a budgeted position?

L	1	\$20.08	☒ Hour	\$	☐ Bi-weekly	☐ 40	☐
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Grade/Step Pay Rate Hours Per Workweek

Approvals:

Department:  Date: 10-5-21

Personnel:  10-5-21

BOCC
Chairman: _____

Member: _____

Member: _____



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
October 14, 2021**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Chair](#)

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

1. Discuss Joint City/County/County Meeting
2. Discuss Intergovernmental Luncheon

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

Break

9:30 AM

Shilo Heger, Treasurer

4. Monthly Revenue Reports

9:45 AM

Jason Smith, Manhattan Area Chamber of Commerce

5. Economic development update

10:00 AM

Julie Gibbs, Health Department Director

6. Staff update

10:30 AM

Budget and Planning Committee - Tami Robison, Budget and Finance Officer

7. Monthly Cash Flow Reports

Attachment: 10-14-21 tentative agenda (10501 : Tentative Agenda)

10:50 AM Amanda Smeller, Planning/Special Projects Director

8. CDBG-CV Grant Close Out - Code of Conduct

Adjournment

Announcements

The 46th Annual KAC Conference will be held October 18-20, 2021 at Sheraton Overland Park Convention Center in Overland Park, Kansas..

Riley County Planning Board/Board of Zoning Appeals meeting will be held Monday, October 18th at 7:30 p.m. in the Commission Chambers, Courthouse Plaza East Building, 115 N. 4th Street.

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: 10-14-21 tentative agenda (10501 : Tentative Agenda)



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
October 21, 2021**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Chair](#)

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

1. Approve payroll/accounts payables (when completed)

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:15 AM

Amy Manges, Register of Deeds

2. Staff update

9:30 AM

Clancy Holeman, Counselor/Director of Administrative Services

3. Administrative Work Session

9:50 AM

Break

10:00 AM

Gary Fike, County Extension Director

4. Staff update

10:15 AM

Dennis Butler, RCPD Director

5. RCPD update

4:00 PM

Joint City/County/County Meeting (at County Offices)

Adjournment

Attachment: 10-21-21 tentative agenda (10501 : Tentative Agenda)

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.



PLANNING & DEVELOPMENT
Personnel

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

COMMISSION AGENDA REPORT

FROM: Amanda Smeller, Planning Director

MEETING: October 7, 2021

SUBJECT: Resolution establishing a Code of Conduct

PRESENTER: Amanda Smeller, Clancy Holeman, Elizabeth Ward

BACKGROUND

Riley County was awarded a Community Development Block Grant (CDBG) through Kansas State Department of Commerce to assist businesses impacted by COVID-19 that applied and provided documentation of eligible expenses. Ten businesses were assisted through this grant and were collectively awarded \$114,400 of state administered funds. Also as part of this grant, Riley County assisted four non-profit agencies through the meals program component.

A representative from the Department of Commerce performed an audit and close out review of our files on August 3, 2021 and wrote the attached follow up letter dated September 8, 2021. There is one deficiency as outlined in the letter - a Code of Conduct.

Also required was an Agreement Regarding Duplication of Benefits and a Business Close out form for each business. This has been completed and will be transmitted to the Department of Commerce when the Code of Conduct is complete.

DISCUSSION

Clancy Holeman, Elizabeth Ward, and I have worked to amend the attached Code of Conduct that was provided in template form by the Department of Commerce (see tracked changes version). The Department Heads reviewed this item and recommended approval to the BOCC (see clean version, which simply accepted all tracked changes). This is a required element for

grant close out, and can be used for other grants that may require a Code of Conduct in the future. We may become ineligible for future grants if we do not complete this requirement.

FISCAL IMPACT

There is no fiscal impact associated with this item.

RECOMMENDATION(S)

Staff recommends the BOCC approve the resolution establishing a Code of Conduct.

POSSIBLE MOTION(S)

Move to approve the resolution establishing a Code of Conduct.

Enclosures:

- Riley Co. CV letter (PDF)
- Draft Code of Conduct 9.17.2021 (DOC)
- DH approved Code of Conduct (DOC)
- Resolution Code of Conduct 2021 (DOC)
- 10-07-21 CDBG close out (PDF)

Department of Commerce
Community Development
1000 S.W. Jackson St., Suite 100
Topeka, KS 66612-1354



Phone: (785) 296-5298
Fax: (785) 296-3490
TTY: 711
KansasCommerce.gov

David C. Toland, Secretary

Laura Kelly, Governor

September 8, 2021

The Honorable John Ford
Chairman, Riley County Commissioners
110 Courthouse Plaza
Manhattan, KS 66502

RE: Riley County
20-CV-109

Dear Chairman Ford:

On August 3, 2021, I met with Amanda Smeller, Planning and Development, and Lisa Daily, Administrative Assistant, to review the above referenced Cares Act funding. This monitoring should be viewed as a cooperative effort between the Community Development Block Grant (CDBG) staff and to identify potential obstacles to successful achievements.

This review covered the following areas: Program Progress, National Objective, Financial Management, Environmental Review, Equal Opportunity, Quarterly Status Reports, and Citizen Participation.

Program Progress: The County has made ten grants. The project is complete.

National Objective: The County collected job certifications to documented LMI retained jobs. The specific numbers will be submitted with closeout documents.

Financial Management: As of the monitoring, the County was awarded \$167,000 and expended \$114,400 in CDBG-CV funds. The County ledger was accurate and current.

Environmental Review: The County submitted Determination of Level of Reviews for each business grant. Each project was determined to be "Categorical Excluded Not Subject to" review. Clearance was granted by CDBG staff.

Equal Opportunity

Fair Housing: For the civil rights activity, the County placed a Fair Housing flier at the Court House. Civil Right Complaint policy was on file. The County did not have a written Code of Conduct so will be shown as a deficiency. To resolve the deficiency, you will need to email a cover letter signed by the Chairman with the attached adopted Code of Conduct to me.

Beneficiaries: The project beneficiary demographic data was on file.

Attachment: Riley Co. CV letter (11163 : Code of Conduct Resolution)

Certifications: A suitable Duplication of Benefit certifications was on file. A local procurement policy was on file. The files had DUNS number for each project. The business close out forms were not completed but will be submitted with close out.

Quarterly Status Reports: The Quarterly Status Report submitted was accurate.

Citizen Participation: The required pre-application public hearing was held prior to grant submittal. A second public hearing that provides the detailed proposed activity and detailed actual activity to review grant performance must be held prior to closeout.

Deficiency requiring resolution:

1. Provide a copy of the adopted Code of Conduct.

Please submit the above item no later than October 8, 2021.

The cooperation of the County's representatives during this monitoring is greatly appreciated. When the deficiencies are resolve you may proceed with closeout. If you have any questions, or concerns please feel free to contact project manager, Ginny Eardley at ginny.m.eardley@ks.gov or 785-296-3610.

Sincerely,



Linda Hunsicker
CDBG Specialist

LH:lh

cc: Amanda Smeller, Planning and Development
Ginny Eardley, CDBG Specialist

Attachment: Riley Co. CV letter (11163 : Code of Conduct Resolution)

CODE OF CONDUCT RILEY COUNTY, KANSAS

The opportunity to serve the public, as an elected or appointed official, or as an employee or agent, is a high honor and such opportunity confers a sacred trust to the office holder. Stewardship of the public trust not only requires allegiance to the law, but also obligates an elected or appointed official to act in ways consistent with the highest standards of ethical conduct; and,

The Board of County Commissioners adopts this Code of Conduct for elected officials and appointed officials, and for employees and agents of the County -as a means of promoting the vitality of the democratic process in county government. The following principles are offered to encourage elected and appointed officials, employees and agents of the County to engage in ethical reflection in advance of decision making. Ultimately, the ethical course of action for an elected or appointed official, employee or agent of the County -must be discerned by the dictates of individual conscience, commitment to the public interest and statutory compliance.

The Board of County Commissioners, adopt the Code of Conduct for County Officials, including elected and appointed officials, employees and agents of Riley County as follows:

- ❖ An elected or appointed official should be vigorously dedicated to the democratic ideal of honesty, openness and accountability in all public matters involving county government.
- ❖ An elected or appointed official should be a model of decorum, respect for others and civility in all public relationships.
- ❖ An elected or appointed official should actively practice stewardship of the county's human, fiscal and physical resources.
- ❖ An elected or appointed official should strive for excellence and continuous learning in personal development and in all operations of county government.
- ❖ An elected or appointed official should perform the duties of public office with fairness and impartiality so as to enhance public confidence in county government.
- ❖ No elected official, appointed official, officer or agent of the County shall participate in selection or in the award or administration of a contract issued by the County if a conflict of interest, real or apparent, would be involved.
- ❖ The county elected officials, appointed officials; officers, employees or agents shall neither solicit nor accept gratuities, favors or anything of monetary value from contractors, potential contractors or parties to sub-agreements.
- ❖ Violations of this Code of Conduct by the county's elected officials, appointed officials, officers, employees or agents of the County shall be ~~sanctioned~~prosecuted to the fullest extent permitted according to Local, State, and Federal law or regulations.

CODE OF CONDUCT RILEY COUNTY, KANSAS

The opportunity to serve the public, as an elected or appointed official, or as an employee or agent, is a high honor and such opportunity confers a sacred trust to the office holder. Stewardship of the public trust not only requires allegiance to the law, but also obligates an elected or appointed official to act in ways consistent with the highest standards of ethical conduct; and,

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- ❖ An elected or appointed official should strive for excellence and continuous learning in personal development and in all operations of county government.
- ❖ An elected or appointed official should perform the duties of public office with fairness and impartiality so as to enhance public confidence in county government.
- ❖ No elected official, appointed official, officer or agent of the County shall participate in selection or in the award or administration of a contract issued by the County if a conflict of interest, real or apparent, would be involved.
- ❖ The county elected officials, appointed officials; officers, employees or agents shall neither solicit nor accept gratuities, favors or anything of monetary value from contractors, potential contractors or parties to sub-agreements.
- ❖ Violations of this Code of Conduct by the county's elected officials, appointed officials, officers, employees or agents of the County shall be sanctioned to the fullest extent permitted according to Local, State, and Federal law or regulations.

RESOLUTION NO. 100721-____**A RESOLUTION ESTABLISHING A CODE OF CONDUCT FOR
ELECTED AND APPOINTED OFFICIALS, EMPLOYEES AND
AGENTS OF RILEY COUNTY, KANSAS**

WHEREAS, K.S.A. 19-101 fourth authorizes the Board of Commissioners of Riley County, Kansas to make all contracts and do all other acts in relation to the property and concerns of the County. K.S.A. 19-101a authorizes the Board of Commissioners of Riley County, Kansas, to transact all county business and perform all powers of local legislation and administration it deems appropriate, K.S.A. 19- 212 sixth authorizes the Board of Commissioners of Riley County, Kansas to represent the County and have the care of the County property, and the management of the business and concerns of the County, in all cases where no other provision is made by law; and

WHEREAS, attached hereto and incorporated herein by reference is a copy of Code of Conduct intended to be added to the “Riley County Personnel Policies and Guidelines, Adopted October 2012,”; and

WHEREAS, the text of the attached Code of Conduct has previously been approved by the Riley County Department Head Committee.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF RILEY COUNTY, KANSAS, the attached “Code of Conduct” is hereby adopted within the “Riley County Personnel Policies and Guidelines (Adopted October 2021)”, subject to any necessary changes to pagination, indexing, spelling or format alterations discovered necessary hereafter.

ADOPTED this 7th day of October, 2021.

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

John Ford, Chairman

Greg McKinley, Vice Chairman

ATTEST:

Kathryn Focke, Member

Rich Vargo, Riley County Clerk

(SEAL)

Attachment: Resolution Code of Conduct 2021 (11163 : Code of Conduct Resolution)



BOARD OF COMMISSIONERS

11.e

115 N. 4th Street, 1st Floor
Manhattan, Kansas 66501
Phone: 785-565-6841
Fax: 785-565-6841
E-mail: boccc@rileycountyks.gov

October 7, 2021

Linda Hunsicker
CDBG Specialist
Department of Commerce
Community Development
1000 SW Jackson St. Suite 100
Topeka, KS 66612-1354

Re: Community Development Block Grant close out (Riley County, 20-CV-109)

Dear Ms. Hunsicker:

The Riley County Board of Commissioners is in receipt of your letter outlining the deficiencies which must be remedied to complete the CDBG-CV grant close out. As part of the grant close out process, Riley County is required to adopt a resolution establishing a Code of Conduct.

During a regular meeting on October 7, 2021, we approved and signed the enclosed resolution establishing the Code of Conduct, also enclosed. Please accept this documentation towards the CDBG-CV grant close out.

Please feel free to contact with any questions that arise. Thank you.

Sincerely,

John Ford, Chairman

Greg McKinley, Member

Kathryn Focke, Member

ATTEST:

Rich Vargo, Riley County Clerk

Attachment: 10-07-21 CDBG close out (11163 : Code of Conduct Resolution)



NOXIOUS WEED/HHW
Staff Update

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

STAFF REPORT

FROM: Michael Boller Dir Riley Co Noxious Weed Department

MEETING: October 7, 2021

SUBJECT: Noxious Weed Staff Update

PRESENTER: Michael Boller Dir Riley Co Noxious Weed Department

Enclosures:

- 10-7-21 Staff Report (DOC)

Riley County Noxious Weed/HHW Department
Michael Boller, Director
October 7, 2021

Staff Report

Noxious Weed/Mowing:

- Spraying Sericea Lespedeza on county roads and KDOT has been completed.
- Spraying brush and cedar trees on county roads in the middle and top half of the county has begun and will continue throughout the month. Both lagoons and public works and noxious weed fencing / yard has been sprayed.
- Fall spraying for musk thistle and field bindweed will start as soon as weather permits and continue throughout the month on road sections that have been mowed out.
- The third round of mowing on county roads has begun. The third round will include at least two passes deep which usually results in a mowed area 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. This is approximately 25% complete.
- Kansas Department of Ag inspected our facility on September 30th. We were in compliance with no issues noted.

HHW:

- Next HHW collection at Howie's Recycling is Saturday, October 9, 2021 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. A training tour occurred at Riley Co HHW on September 30th. Justin Brenner conducted the training. Recent hire John Reves Paul Keck was a student for the training and is now certified and meets the state requirement for process HHW material.
- Assist Dir Justin Brenner and I will be attending the KAC conference starting October 18th.



PUBLIC WORKS
Project

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

COMMISSION AGENDA REPORT

FROM: John Ellermann, Public Works Director

MEETING: October 7, 2021

SUBJECT: EMS Headquarters Station RFQ

PRESENTER: John Ellermann

BACKGROUND

The need for an updated EMS station has been identified since 1990. There has been a couple attempts to start a project only to put off due to lack of funds. The current station was designed in 1970 and completed in 1980. The 41 year old station has had many changes since opening. From part time employees working a swing shift to full time employees working 24 hour shifts.

The current fleet consists of 7 ambulances, four support vehicles, one disaster trailer and two event vehicles. The current facility bays have just enough room to fit an ambulance and have room to walk around it to the next bay. Storage for supplies is limited. There are 2 - 2 bed sleeping quarters and a coed bathroom and shower.

DISCUSSION

The proposed Request for Qualifications (RFQ) is attached for the Board to review, comment and make suggestions. The RFQ will include a study of the current and future space needs for the department. It will also make recommendations of using the existing EMS site or an off-site option. The new Station will house EMS, the Emergency Management/Riley County Fire District #1, conference/training room, offices, an Emergency Operations Center and a possible dispatch center.

FISCAL IMPACT

Unknown at this time

RECOMMENDATION(S)

Staff recommends the Board approve the solicitation for Request for Qualifications for consultant for the study and design of an EMS Headquarters Station.

POSSIBLE MOTION(S)

Move to approve to advertise for RFQ's for the EMS Headquarters Station.

Move to deny to advertise for RFQ's for the EMS Headquarters Station.

Move to modify the RFQ.

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- EMS Station RFQ doc (PDF)

**REQUEST FOR QUALIFICATIONS
RILEY COUNTY EMS HEADQUARTERS STATION
RILEY COUNTY, KANSAS
May, 2021**

I. INTRODUCTION:

The Riley County Board of Commission is seeking submittals from well qualified consulting firms who possess knowledge, skills, and experience in site evaluation/selection and the design of EMS Stations.

The successful firm will complete the site evaluation/selection, determine space needs and design the facility in accordance with the most current criteria and industry standards.

Any individual(s) or firm(s) proposing to perform architect/engineering services environmental services, preconstruction and construction services must be appropriately licensed/registered in the State of Kansas at the time of submittal of the qualifications.

II. GENERAL PROJECT INFORMATION:

The project will consist of a space needs determination (for existing and future needs), a site evaluation/selection and design an EMS Headquarters Station. The station will, at a minimum, require space for 5 ambulances and ancillary equipment, living quarters, offices, training/conference room and storage.

Secondary to the above the project facility would include room for an Emergency Operation Center (EOC), offices for the Emergency Management/Riley County Fire District #1 (EM) and staff, as well as, the primary or possible secondary dispatch center.

III. PRE-SUBMITTAL CONFERENCE and INQUIRIES:

Proposers may submit questions or inquiries for clarification by October 20, 2021 and submitted in writing to **John Ellermann, P.E., Public Works Director/County Engineer**, at jellermann@rileycountyks.gov. If required, the response to these submissions will be in the form of an addendum.

A pre-submittal conference will be held on _____, 2021 at ____ at the EMS Station at 2011 Claflin Rd., Manhattan, KS 66502. It is not required to attend the conference, however, it is strongly suggested. Discussion items will be the scope of work, siting and space needs, and respond to questions and inquiries from the attendees and those received in writing prior to the meeting.

IV. PROBABLE TIMETABLE:

- | | |
|---------------------|------------------------------------|
| • October 29, 2021 | Receive RFQ Submittals |
| • November 1, 2021 | Present RFQ Submittals to Board |
| • November 10, 2021 | Review Submittals and select Top 3 |
| • November 19, 2021 | Issue RFP |
| • December 22, 2021 | Receive RFP Submittals |
| • January 4/5, 2021 | Review Submittals/Interviews |
| • January 13, 2021 | Recommendation to Board |

The consultant should commence work on the project as soon as practical after being notified of the contract award to meet the above referenced schedule. If the above referenced probable timetable is unrealistic or can be improved, the consultant shall provide a suitable timetable in their submittal.

V. SUBMITTAL CONTENT:

In your submittal please provide the following information as a minimum:

- Demonstrated ability to perform projects comparable in design, scope and complexity.
- Show 5 station design projects completed in the last 5 years
- 5 references of owners for whom design projects of similar nature have been performed.
- Names, titles, and qualifications of personnel who will manage the site and space needs assessment and design aspects of the project.
- The names and qualifications of the primary design consultants and any sub consultants.
- Present evidence of being able to provide a public works bond pursuant to K.S.A. 60-1111. **Any response without such evidence shall be deemed unqualified for selection.**
- Consultant will concur with proposed timetable or shall submit an alternate timetable approved by the EMS Facility Design Committee.
- Overview of challenges and understanding of the project.
- Provide documentation the firm shall have the necessary staff to perform the referenced work as per the proposed schedule.
- Other information Riley County may find useful.
- Sign and date the proposal.

VI. SELECTION PROCESS:

Phase I

The Board of County Commissioners shall evaluate qualifications in accordance with the instructions prescribed in the Notice of RFQ. **A short list of qualified**

firms selected by the evaluation team may proceed to Phase II of the selection process. Firms lacking necessary qualifications to perform the work shall be disqualified and shall not proceed to Phase II of the process. **Points assigned in the Phase I evaluation process shall not carry forward to Phase II of the process.**

The County reserves the right to modify the selection process based on information provided in the RFQ submittals.

VII. CRITERIA FOR RECOMMENDATION:

Qualification based proposals are requested. The Board of County Commissioners will evaluate the firms based on the information submitted.

Criteria utilized will include:

- Consultant experience and qualifications-25 pts.
- Availability of staff-10 pts
- Proposed timetable-15pts
- Overview of challenges and understanding of the project-25 pts.
- References-25 pts.

VIII. METHOD OF SOLICITATION:

The RFQ will be placed in the Manhattan Mercury and on the Riley County website.

IX. SUBMITTING YOUR QUALIFICATIONS:

Six (6) bound copies of each RFQ and one digital copy shall be submitted. The covers should include the title “Riley County EMS Headquarters Station”, date of submission, name of the firm, and the firm’s contact person with phone number and address. The contact person shall be an authorized representative of the firm.

A transmittal letter, signed by the contact person, should accompany the proposal.

Each project RFQ and the transmittal letter shall be sealed in an envelope or carton and marked on the outside with the words “Riley County EMS Headquarters Station”. The envelope or carton should be mailed or delivered to:

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

Proposals are due by 5:00 p.m. on Friday, October 29, 2021. Any proposal received after that time will be marked “Received Late” and returned unopened to the firm.

X. SCOPE OF WORK:

The Riley County Commission is seeking a well-qualified Architecture and Engineering firm to provide architecture, engineering, planning and design related services. We are seeking a firm with experience in station design, site planning and space needs. Firms submitting a Statement of Qualifications must demonstrate comparable project experience.

Space needs assessment for existing and future service

Site evaluation both on existing site and off site that best serves EMS services centrally for the Manhattan area.

Station design to incorporate then space needs for EMS now and in the future Station, including training room, sleeping rooms and office for supervisors. Design could include offices for Emergency Management/Rural Fire District #1 and Emergency Operations Center and secondary dispatch.



HEALTH DEPARTMENT
Personnel

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

COMMISSION AGENDA REPORT

FROM: Julie Gibbs

MEETING: October 7, 2021

SUBJECT: Riley County Health Department request for approval to fill a full time position in CCL department.

PRESENTER: Julie Gibbs

BACKGROUND

Child Care Licensing program currently monitors 5 counties. There are 3 full time surveyors and one coordinator in this program. All 3 are definitely needed to keep up with initials, regular surveys and complaints in 5 different counties.

DISCUSSION

The position description attached accurately describes the job duties of this surveyor. The main duties include enforcing regulatory requirements for licensed child care facilities. This individual will be responsible for inspections, data collection, and being a resource for child care providers.

FISCAL IMPACT

This position is already included in the CCL budget.

RECOMMENDATION(S)

I recommend the BOH request approval to fill this full time position within the Child Care Licensing Program.

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:

- Child Care Surveyor I position description position description (PDF)
- 2021-10 Child Care Surveyor I (PDF)

RILEY COUNTY, KANSAS JOB DESCRIPTION

Job Title:	CHILD CARE LICENSING SURVEYOR I		
Department:	Health Department	Division:	Child Care Licensing
Reports To:	Child Care Licensing Supervisor		
Pay Grade:	L	Status:	Full-Time
FLSA Status:	Non-Exempt		

POSITION SUMMARY: Responsible for enforcing regulatory requirements for licensed child care facilities. Requires knowledge of Kansas statutes, regulations, and local ordinances for child care. Requires use of data management system for conducting inspections. The child care program is a fast paced, multifaceted job, requiring a high- level of organization, problem solving and critical thinking skills.

ESSENTIAL FUNCTIONS:

- Ensures annual, follow up and complaint visits are accomplished in a timely, professional, and accurate manner. Maintain a 90% or higher timeliness of inspections each fiscal year.
- Conduct surveys and related tasks necessary to determine compliance with statues and regulations
- Carry out enforcement and complaint issues in consultation with Child Care Licensing Supervisor.
- Provide orientation to prospective child care providers prior to application. Orientation must include information provided by Kansas Department of Health and Environment (KDHE) Child Care Licensing Program, at minimum.
- Recruit and retain regulated child care facilities. Maintain a current knowledge of statistical data on child care programs and needs in the county.
- Participate and conduct all required activity related to intake and investigation of complaints concerning illegal child care or regulation violations and related tasks involving professional decision-making. Keeps Child Care Licensing Supervisor informed.
- Identifies training needs of child care facilities and assures adequate training is provided.
- Gains and maintains a current knowledge of child care licensing regulations and related grants.
- Gains and maintains a current knowledge of community programs relating to early childhood and child care.
- Establish the local health agency as the primary contact for families and providers: increase awareness of licensing requirements, importance of regulation, and quality child care; applicant orientation; technical assistance; reporting concerns of poor child care practices, violations of regulations; and illegal child care
- Strengthen compliance through the consistent application and enforcement of child care licensing laws and regulations
- Participate in child care facility surveyor and grant training provided by the KDHE Child Care Licensing Program and assure compliance with required quarterly regional meetings. Complete 5 clock-hours of KDHE Child Care Licensing Administrator approved in-service training in which is child care and/or regulatory directed
- Coordinates investigations with the Kansas State Division of Children and Families, the City and/or County attorney and KDHE as needed and keeps Child Care Licensing Supervisor informed
- Relays reportable diseases to KDHE and coordinates efforts with the infection control nurse of

Updated October 2017

Attachment: Child Care Surveyor I position description (11175 : RCHD Personnel Request)

the Health Department to prevent any spread of infectious disease to children or staff in a child care facility. Keeps Child Care Licensing Supervisor informed

- Establishes and maintains an image that is professional, collaborative, available, proactive and responsive
- Completes monthly report and submits the report in a timely manner to the Child Care Licensing Supervisor.
- Provide services electronically using a secure e-mail, licensing database CLARIS, and other technologies including online/automated surveys using tablet computers, portable printer, digital cameras, and mobile devices. Must be proficient in Microsoft Office
- Participates in emergency response health department efforts as needed.
- Conforms to HIPAA privacy regulations specific to position held.
- Knowledge of job-related new technologies, systems, methods, etc.
- Establish goals, objectives, and planning with Child Care Licensing Supervisor.
- Demonstrates a broad knowledge and understanding of the operation of programs.
- Evaluates and makes sound requests to Child Care Licensing Supervisor for equipment, staffing and program cost items

SECONDARY FUNCTIONS:

- Writes and edits articles for program related newsletters and community reports
- Attends and takes part in appropriate workshops, seminars as requested
- Attends monthly staff meetings
- Participates in Health Department committees as assigned by Child Care Licensing Supervisor
- Other duties as assigned

POSITION REQUIREMENTS:

Education: Bachelor's Degree or equivalent in early childhood, social work, psychology, or related area, and work experience in child development and adult education/training/consultation is required. Work or experience in enforcing laws or regulations related to children and families is preferred.

License(s)/Certification(s): Valid driver's license and good driving record.

Experience: Work experience in child development and adult education/training/consultation. Work or experience in enforcing laws or regulations related to children and families is preferred.

Skills: Demonstrates excellent written communication skills – detailed, succinct, organized written work. Must have ability to understand complex oral and written instruction, ability to speak and write effectively, and ability to give clear, concise instruction orally and in writing, including written reports to local, state and federal offices. Establish and maintain an image of the Health Department to the community that represents service, vitality, and professionalism.

Conforms to HIPAA privacy regulations specific to position held. The child care surveyor does not have authority to use or access PHI.

Supervisory Controls: The Child Care Licensing Supervisor and Health Department Administrator work together to set the overall objectives for this position.

Supervisory Responsibility: None

Guidelines: The employee uses judgment in interpreting and adapting guidelines such as agency policies, regulations, precedents, and work directions for application to specific cases or problems. The employee analyzes results and recommends changes.

Complexity: The work requires self motivated advanced planning and intelligent, rapid emergency decisions. The work also requires many daily decisions concerning such things as planning of the work, or refining the methods and techniques to be used to fulfill work requirements. Meeting and dealing with many individuals of varying interests and levels of responsibility. Dependable in carrying out responsibilities.

Scope and Effect of Work: The work involves establishing criteria; formulating projects; assessing program effectiveness; or investigating or analyzing a variety of unusual conditions, problems, or questions during and after critical situations. Takes prompt and appropriate corrective action on substantiated citizen complaints. Maintains high standards of ethics, honesty, and integrity in all personal and professional manners.

Personal Contacts: The personal contacts are with individuals or groups from inside and outside the County in a moderately unstructured setting (e.g., the contacts are not established on a routine basis); the purpose and extent of each contact is different and the role and authority of each party is identified and developed during the course of the contact.

Purpose of Contacts: The purpose is to plan, coordinate, advise and educate on work efforts or to resolve operating problems by influencing or motivating individuals or groups who are working toward mutual goals and who have basically cooperative attitudes.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk and hear from both ears; smell. The employee must regularly lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually normal.

Use of personal vehicle is required.

Must be fluent in English.

Public Health facility requires a non-smoker.

Approved: _____ Date: _____
(Supervisor)

The duties listed above are intended only as illustrations of the various types of work that may be performed. The

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omission of specific statements of duties does not exclude them from the position if work is similar, related or a logical assignment of the position.

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

RILEY COUNTY POSITION ACTION FORM

Department Health Department Date 10/5/2021 Job Title Child Care Surveyor I

☒ Full Time	☐ Regular	☐ Seasonal	☒ Grant Funded	Pay Grade <u>L</u>	Start Date <u>ASAP</u>	☒ Non-Exempt
☐ Part Time	☐ As Needed	☐ Intern	☐ Temporary	40 Hours per ☒ Week ☐ Month	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: Rachel Chapman	2. Effective date of promotion, transfer, termination, or change: 10/15/21	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? If meet qualifications

For hiring purposes, briefly state necessary and/or desirable education, training, and/or certification required as well as desirable experience and/or skills:

BA in early child/social work/psychology/or related area and work exp in child dev & adult education/training/consultation required. Exp in enforcing laws and regs related to children & families preferred.

Additional comments:

Approval by:

Date:

Department Head:

Personnel:

BOCC Chairman:

BOCC Member:

BOCC Member:

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

3/19/03

Packet Pg. 39



PLANNING & DEVELOPMENT
Staff Update

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

STAFF REPORT

FROM: Amanda Smeller

MEETING: October 7, 2021

SUBJECT: Planning & Development - Staff Update

PRESENTER: Amanda Smeller

Enclosures:

- October PD Update (PDF)
- 10 - October staff Update (PDF)



PLANNING & DEVELOPMENT

Date: October 7, 2021

To: Riley County Board of County Commissioners

From: Amanda Smeller, Planning & Special Projects Director

Re: Planning & Development September Staff Report

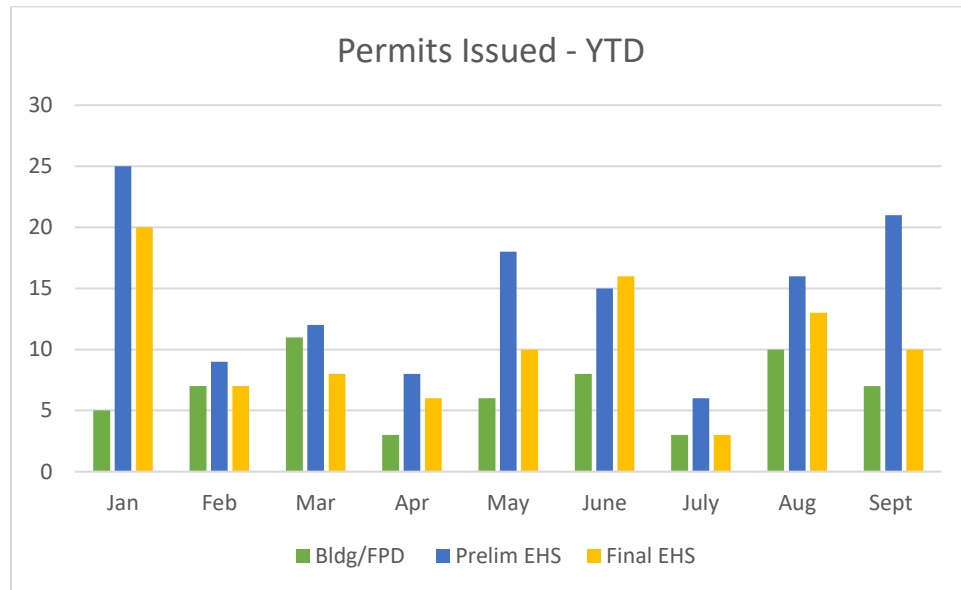
Please see the attached project spreadsheet for more details.

September Highlights:

- Perry Piper, Environmental Health Specialist, received the 2021 Sanitarian of the Year award from the Kansas Environmental Health Association.
- Steve Higgins officially retired as the County's Planning Compliance Officer after 23 years of service.
- Land Development Regulations: The Riley County Planning Board and the Manhattan Urban Area Planning Board held their work sessions to review the draft regulations on September 13, and September 20, respectively.
- Battery recycling educational program: The committee finalized the sticker design. We have also collected local retailer information pertaining to their recycling efforts and interest in partnering on this program.
- NG911: Johnson Trail renaming has been finalized and staff is working with the postal service to ensure all addresses are properly changed. The committee has selected Tuttle Cove Road as the next roadway to be renamed and readdressed. The committee has proposed to use Tuttle Cove Lane.
- CDBG-CV grant close out: Staff is working through the required grant close out documentation including an Agreement Regarding Duplication of Benefits and a Business Close-out form for each assisted business. Staff has also worked with Legal, Human Resources, and Department Heads on a required Code of Conduct.
- Staff met with City of Manhattan Public Works staff on a potential City sewer benefit district to serve several properties on Stadel Road, located within the County. One of the properties already has a failing wastewater system and others are too small should their systems need replacement or they want to divide their properties. The City is working with a consultant to evaluate costs and options.
- Planning/Fire/Public Works coordination meeting was held on September 28.
- Riley County Planning Board held a regular meeting on September 13 to review the following:
 - A variance request by Chris & Karen Hunter to increase the maximum cumulative square footage allowed for accessory structures.
 - Draft land development regulations.

Attachment: October PD Update (11172 : Staff Update)

- Staff held the following pre-application conferences:
 - A Special Use Authorization to expand/replace the Evergy electrical substation on Tuttle Creek Boulevard.
 - A Residential Use Designator for a Country Estate.
 - Replat of Lots 1 and 2 of Schurle Ranch Unit Two into two lots.
- Permits issued:
 - Building/floodplain development permits: 7 (Building: 6, Floodplain: 1)
 - Preliminary approval environmental health permits: 21
 - Final/use environmental health permits: 10



- I attended the following meetings:
 - Flint Hills Wellness Coalition
 - Upper Kansas Custom Watershed Discovery meeting
 - KSDOT Local Consult – NE Region meeting
 - K-State career fair
 - Met with Jim Genandt/Manhattan Technical College to discuss their expansion plans and potential grants/land.
 - Master Food Planning Committee
 - Intergovernmental luncheon
- Master Food Plan/Restaurant Champion Program: the Food and Farm Council, along with representatives from K-State, Riley County, and City of Manhattan, is working on a Master Food Plan. Public input is an important element of this plan: an ongoing survey is available at: <https://www.surveymonkey.com/r/RileyFoodSurvey>. In addition, the Restaurant Champion Program is a new program that aims to support local food operations and help people feel comfortable eating out again.

Upcoming of note in October:

- Land Development Regulations. Our goal is to have the document adopted by the Board of County Commissioners on November 18, 2021. To that end, the following is scheduled to occur:
 - The Board of County Commissioners will hold a work session on October 4, 2021.
 - The Riley County Planning Board will hold a public hearing for this item on October 18, 2021.
 - The Manhattan Urban Area Planning Board will hold a public hearing for this item on November 1, 2021.
 - A second work session will occur before the Board of County Commissioners on November 1, 2021.
- At their October 18, 2021 regular meeting, in addition to the Land Development Regulations public hearing, the Riley County Planning Board/Board of Zoning Appeals will also review a request by Vinduska for a Residential Use Designator – Extraneous Farmstead and Plat.
- Economic Development Advisory Board: Staff will provide a resolution for the BOCC's review and approval to create the Advisory Board.
- Staff has been working with Legal and IT on the RFP for a new electronic permit system. This should be issued early October.

Projects	Staff	Status	Task	Start Date	Request to Prosecute	Deadline
Long Range Planning						
Land development regulations	Amanda Smeller, Bob Isaac & Darrin Hobbs	Work sessions were held with the RCPB 9/13 and MUAPB 9/20. Published Notice of Public Hearing.	Conduct Public Hearings, RCPB 10/18, MUAPB 11/1 and BOCC 11/18/21.	5/1/2016		11/30/2021
Keats Sewer District	Amanda Smeller & Perry Piper	Income surveys completed. Ineligible for CDBG funding and KDHE loan forgiveness. Eligible for USDA and KDHE funding. Still moving forward with option 1 and BOCC offered ARPA funding.	Pending ARPA funding. Need to work on USDA application.	11/1/2014		12/31/2021
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 Smeller & Lisa Daily	Johnson Trail completed. Committee met and decided to move forward with renaming a private road Tuttle Cove Road to Tuttle Cove Lane.	Send out prenotification letters.	8/1/2015		10/15/2021
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		12/31/2021
Regulations						
Manhattan Unified Development Ordinance	Bob Isaac & Amanda Smeller	Reviewed UDO subdivision regulations and met with City staff to discuss modifications.	Await revised draft from City.	4/11/2011		TBD
Grants						
Keats Sewer District	Amanda Smeller	Income surveys completed. Ineligible for CDBG funding and KDHE loan forgiveness. Eligible for USDA and KDHE funding. Still moving forward with option 1 and BOCC offered ARPA funding.	Pending ARPA funding. Need to work on USDA application.	TBD		TBD
CDBG-CV	Amanda Smeller & Lisa Daily	Grant awarded for meal program and job retention program. Close out meeting with KDOC on August 3, 2021.	Working on close out paperwork.	7/27/2020		10/8/2021
KDHE Solid Waste Grant	Amanda Smeller	Awarded grant for battery recycling education program. Held meeting September 20th. Sticker design complete.	Working on flyers. Get stickers printed and delivered.	8/1/2021		10/30/2021
Current Planning						
Blecha - Final Plat	Bob Isaac	Plat filed		1/4/2021		3/18/2022
Hunter - Variance	Bob Isaac	BZA Approved		7/30/2021		9/13/2021
Cook - RUD & Plat	Bob Isaac	Plat filed		7/12/2021		9/24/2021
Vinduska - RUD & Plat	Bob Isaac	NOPH published	Conduct public hearing	9/7/2021		10/18/2021
RCPB - Land Development Regulations	Bob Isaac	NOPH published	Conduct Public Hearings, RCPB 10/18, MUAPB 11/1 and BOCC 11/18/21.	9/23/221		11/18/2021
Evergy - Special Use	Bob Isaac	Application received and entered into LAMA	Publish Notice of Public Hearing	9/20/2021		11/1/2021
Tremblay - RUD Country Estate	Bob Isaac	Application received and entered into LAMA	Publish Notice of Public Hearing			11/8/2021
Permits						
21-0100-OFLD Nielson	Darrin Hobbs	Application received and entered into LAMA.	Awaiting information from DWR.	5/6/2021		10/30/2021
21-0120-NBLD Wege	Darrin Hobbs & Craig Cox	Application entered into LAMA; septic tank and lateral field not on the same lot as house. Showing as issued in LAMA which is not correct.	Waiting on counsel to draft restrictive covenant.	5/27/2021		9/13/2021
21-0153-OFLD Britt	Darrin Hobbs	Application received and entered into LAMA.	Waiting elevation certificate.	7/19/2021		10/15/2021
21-0176-OFLD Flores	Darrin Hobbs	Steve Higgins entered into LAMA 8/10/21. There are no documents in the document folder. Fee has not been paid.	Research violation			11/1/2021
21-0185-ADGR Myers & Maupin (shed)	Darrin Hobbs	Inspections completed, determined a variance is required.	Await property owner to apply for variance.	8/23/2021		10/30/2021
21-0195-XENR - Bluestem (Energy Facility)	Darrin Hobbs	Application received, processed, inspections conducted.	Await KDOT approval for road entrance.	9/7/2021		10/30/2021
21-0210-XAGB - Hinojosa	Darrin Hobbs	Application received and processed.	Inspection needs to be completed. Will need a get a new address, need property owner to confirm road entrance which was not indicated on the plot plan. Darrin complete the events tab.	9/20/2021		
Unpaid Fees						
L20AIR-0113 HMH LLC	Craig Cox	Inspection of the Alternative Private Wastewater System completed on 12/10/20. Repairs completed and re-inspected on 1/15/21. Inspection fee of \$100.00 and Re-inspection fee of \$75.00 have not been paid by the property owner. Tried reaching property owner by telephone but no response.	Referred to Counsel for collection.	4/29/2021		TBD
Property Maintenance Code Violations						
Kilner - Unsafe structure	Craig Cox	Judgment granted on 9.16.2021. Property enjoined from violating Property Maintenance Code.	90 days to come into compliance.	8/18/2016		12/16/2021
21-0025 US Bank National Association - Dangerous Structure	Darrin Hobbs	Notification Letter mailed	Await response from property owner.	4/27/2021		8/2/2021
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
Zoning Violations						
Doyle - Illegal mobile home storage (Mobile Gardens) Violation #10-0050	Craig Cox	Staff met with Charlotte Doyle on 808.31.2021.	Replat property and comply with zoning regulations.	12/17/2010	4/17/2012	11/30/2021
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.	Continue removing cars from property.	4/15/2013	5/1/2014	10/26/2021
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	11/9/2021
Kilner - Unsafe structure	Craig Cox	Judgment granted on 9.16.2021. Property enjoined from violating Property Maintenance Code.	90 days to come into compliance.	8/18/2016		12/16/2021
19-0017 Engert - Illegal salvage	Craig Cox	Mr. Engert was served with summons and petition on September 19, 2019. Answer date was October 10, 2019. Failed to answer. Property eligible for 2020 tax auction. Case dismissed. Property eligible for 2022 tax auction.	Monitor property.	10/4/20218		1/7/2022
20-0063 - Satterlee: Inoperable vehicles and campers	Darrin Hobbs	Determined to be a violation. Notification letter sent.	Await property owner response.	9/27/2021		10/15/2021
20-0065 Caley - City of Riley illegal fill in a floodplain	Darrin Hobbs	Property owner has applied for DWR permit.	Waiting on DWR to issue permit.	12/2/2020		10/31/2021

Attachment: 10 - October staff Update (11172 : Staff Update)

Projects	Staff	Status	Task	Start Date	Request to Prosecute	Deadline
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.	Monitor progress.	12/8/2020		6/15/2021
21-0052 Myers - building without a permits	Darrin Hobbs	Inspection completed, Notification Letter and Violation Notice sent. Applications received and processed. Garage built with setback.	Work with property owner to abate this violation.	7/14/2021		9/4/2021
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.	Send request to prosecute to Deputy County Counselor.	12/8/2020		9/1/2021
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.	Send request to prosecute to Deputy County Counselor.	12/21/2020		9/1/2021
20-0090 Fishgill LLC - Illegal auto repair and salvage operation	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.	Complete follow up inspection.	12/22/2020		9/15/2021
L21MHP-0004 TDJ Stables	Craig Cox	Renewal applications and fees received. License can't be issued until property is compliance sanitary code.	Counsel to schedule staff meeting with Mr. Jones to discuss resolution.	11/20/2020		11/16/2021
21-0019 Britt - non compliance in flood hazard area/floodway	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.	Court case 6/3/2021	4/6/2021		11/1/2021
21-0024 Flores - Filling floodway without permits	Darrin Hobbs	Notification Letter mailed.	Conduct follow up inspection.	4/20/2021		11/1/2021
Sanitary Code Violations						
21-0045 Bergman - failed lateral field	Perry Piper	Repairs completed.	ABATED	7/6/2021		9/15/2021
TDJ Stables - illegal repair	Craig Cox	Property owner applied for repair permit and made repairs himself and is not a licensed installer.	Counsel to schedule staff meeting with Mr. Jones to discuss resolution.	4/7/2020		11/16/2021
21-0022 Goss/Masterson - undersized lagoon	Craig Cox	Violation determined.	Send notification letter.	4/14/2021		10/22/2021
21-0038 Worrell - Sanitation Violation	Craig Cox	Spoke to property owner and mailed repair application with no response, additionally lateral field installed unlawfully. Repair permit received.	Amanda Smeller sending a Director's Resolution letter.	6/23/2021		9/9/2021
21-0048 Wurtz - lagoon fencing requirement not completed	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. Conduct follow up inspection.	7/9/2021		9/30/2021

Attachment: 10 - October staff Update (11172 : Staff Update)



PLANNING & DEVELOPMENT
Work Session

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

COMMISSION AGENDA REPORT

FROM: Amanda Smeller, Planning Director

MEETING: October 7, 2021

SUBJECT: Economic Development Advisory Board - proposed Resolution

PRESENTER: Amanda Smeller, Gary Fike

BACKGROUND

On September 16, 2021, Gary Fike, Extension Director, and I gave a presentation for a proposed Economic Development Advisory Board. At the conclusion of that presentation, we said we would bring a proposed resolution back before the Board for consideration in early October.

DISCUSSION

The proposed resolution establishing a Rural Economic Development Advisory Board is attached. Staff requests the Commissioners review the document and indicate if it is acceptable or if changes are needed. Once this step is complete, this item will appear on the next business meeting agenda for final action.

Enclosures:

- Resolution - Rural.Economic.Development.Advisory.Board Final (DOCX)

RESOLUTION NO. _____

A RESOLUTION OF RILEY COUNTY, KANSAS ESTABLISHING A RURAL ECONOMIC DEVELOPMENT ADVISORY BOARD FOR RILEY COUNTY STATING THE MEMBERSHIP, PURPOSE, FUNCTIONS AND POWERS

NOW THEREFORE, BE IT RESOLVED by the Board of Commissioners of Riley County, Kansas:

Section 1: A Rural Economic Development Advisory Board (hereinafter “Advisory Board” is hereby established.

Section 2: The Advisory Board shall consist of nine members and all members shall be residents of Riley County, Kansas.

Section 3: The members of the Advisory Board shall be appointed by the Board of County Commissioners and have the following qualifications:

- One member shall reside in a City of Riley County other than Manhattan
- One member shall be the County Extension Director of the Riley County K-State Research and Extension Office
- One member shall be a staff member of the Riley County K-State Research and Extension Office as appointed by the County Extension Director
- One member shall be a staff member of the Manhattan Area Chamber of Commerce
- Five members shall reside in the unincorporated area of Riley County

Section 4: In the sole discretion of the Board of Riley County Commissioners, three members of the Advisory Board shall be appointed for a term of one year; three members of the Advisory Board shall be appointed for a term of two years; and three members of the Advisory Board shall be appointed for a term of three years. Thereafter, all appointments shall be made by the Board of Riley County Commissioners for three-year terms. But members of the Advisory Board who no longer qualify for appointment under Section Three herein, shall vacate their position immediately. In the event of such vacancies, the Board of Riley County Commissioners shall make appointments for the unexpired terms of the member(s) who no longer qualify for appointment under Section Three herein. All members of the Advisory Board shall serve without compensation. In its sole discretion, the Board of Riley County Commissioners may dissolve the Advisory Board at any time,

Section 5: The Rural Economic Development Advisory Board shall meet monthly. A quorum of the Committee is established by a quorum of the Committee in attendance at any monthly meeting. Meetings of the Committee are subject to the requirements of the Kansas Open Meetings Act and shall be open to the public. Minutes shall be kept of all monthly Committee meetings.

Section 6: The Rural Economic Development Advisory Board shall provide

recommendations to the Board of County Commissioners but shall not discuss or negotiate any development agreements. Any inquiry to the Advisory Board regarding pending or proposed development agreements shall be referred to the Board of County Commissioners.

Section 7: The Rural Economic Development Advisory Board shall serve in an advisory capacity to the Board of County Commissioners and shall have the following duties:

- (1) Review and provide recommendations to the Board of Riley County Commissioners on Rural Economic Development Strategies and possible Economic Development Incentive Policies;
- (2) Advise the Board of County Commissioners on the attraction and expansion of business, retail, industrial, agricultural and commercial development which is consistent with the County's comprehensive plan;
- (3) Review and provide recommendations to the Board of Riley County Commissioners regarding Economic Development policies, rules, regulations, and other matters relating to the economic development program of Riley County, as directed by the Board of County Commissioners; and
- (4) Collaborate with other governmental agencies, non-profit, and for-profit organizations in the advancement of economic development programs and projects, as directed by the Board of County Commissioners.

Section 8: This Resolution shall take effect and be in full force from and after its adoption by the Board of County Commissioners of Riley County, Kansas.

ADOPTED AND APPROVED on this 7th day of October, 2021,

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

John Ford, Chairman

Greg McKinley, Vice-Chairman

Kathryn G. Focke, Member

ATTEST:

(Seal)

Rich Vargo, Riley County Clerk