



**Board of Riley County
Commissioners
Regular Meeting
Agenda
October 07, 2024**

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. Supplemental Agreement No. 2 University Park Wastewater Lagoon Facility
4. Elections Office Remodel Change Order
5. Highway Use Permit, City of Manhattan, KS- Harwood Road Water Service Extension
6. Sign Riley County Employee Action Form(s)

Review Minutes

7. Board of Riley County Commissioners - Regular Meeting - Oct 3, 2024 6:00 PM

Review Tentative Agenda

8. Tentative Agenda

Press Conference Topics

9. Discuss Press Conference

9:00 AM

Clancy Holeman, Counselor/Director of Administrative Services

10. Administrative Work Session
11. Pending County Projects County Counselor

9:20 AM

Heather Germann, Leonardville Nursing Home Administrator

12. Letter of Support for a grant application for the Leonardville Nursing Home

9:30 AM

Press Conference

13. RCPD Update - Greg Steere (3-5 minutes)
14. Fall Landscape Colors Program October 12th - Gregg Eyestone (2 minutes)
15. Harvest and Hoof Program October 14th - Ethan Sylvester (2 minutes)
16. 2024 General Election - Rich Vargo (2-3 minutes)

9:40 AM**Bob Isaac, Planner**

17. Public Hearing to Consider a Special Use Authorization to allow for the construction and operation of a rural fire station on an unplatted tract and plat the tract into a single lot.

10:00 AM**Brittany Phillips, Budget and Finance Officer**

18. ARPA Funds Update

10:15 AM**Amanda Webb, Planning/Special Projects Director**

19. Planning & Development - Staff Update
20. Planning & Development updated fee schedule resolution

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

21. Executive session to discuss a performance matter involving non-elected personnel

Adjournment**Announcement**

A commissioner will be on In Focus live at 9:05 a.m. Tuesday, October 8, 2024 (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
Agreement

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

COMMISSION AGENDA REPORT

FROM: Andrea Rose, Administrative Assistant II

MEETING: October 7, 2024

SUBJECT: Supplemental Agreement No. 2 University Park Wastewater Lagoon Facility

PRESENTER: Evan McMillan, Assistant Director/ County Engineer

Attached for your approval is the Supplemental Agreement No.2 for University Park Wastewater Lagoon Facility with SMH. This Agreement includes additional services for staking the limits of the proposed construction area for assisting the archaeological survey to define the proposed lagoon and pump station sites.

The Design Phase Services of the Original Contract (attached) is amended by the Supplemental Agreement No.2 as follows: The services as described in the Original Agreement shall be modified to incorporate the scope of work changes, set forth in Exhibit A to this amendment.

The Compensation and Audit by Owner, of the Original Contract is amended as follows: The Owner will pay the Consultant as follows: a lump sum fee of \$1,690.00. The parties agree that the total cost to complete the Project should not exceed \$158,130.00 without the Owner's prior written approval.

POSSIBLE MOTION(S)

Move to sign and approve.

Enclosures:

- SMH Consultants_Agreement for Professional Services_UP WWTF_Design_102422 (PDF)
- Supplemental Agmt 2 (PDF)

AGREEMENT FOR PROFESSIONAL ENGINEERING SERVICES

This Agreement is hereby entered into this 24th day of October, 2022, by and between the Board of County Commissioners of Riley County, Kansas, (Owner) and SMH Consultants, a Professional Corporation, (hereinafter "Consultant").

WHEREAS, the Owner desires to obtain professional engineering services, in connection with the University Park Wastewater Lagoon Facility, (hereinafter "Project"); and,

WHEREAS, Consultant is a professional corporation, with local offices located at 2017 Vanesta Place, Suite 110, Manhattan, Kansas, 66503, licensed to provide professional engineering services in the state of Kansas; and,

WHEREAS, Consultant is qualified, capable and prepared to perform the necessary professional engineering services in connection with the Project as described in this Agreement; and,

NOW THEREFORE, in consideration of the mutual promises contained herein, the Consultant agrees to provide the following services. The basic services are subdivided under the headings of Design Phase, Bidding Phase, Construction Phase, and Construction Observation.

Professional Services:

- General: The term "Services" when used in this Agreement shall mean any and all professional engineering services provided by Consultant in accordance with this Agreement. The Consultant may employ subconsultants as Consultant deems necessary to assist in the performance or furnishing of professional engineering and related services hereunder. The Consultant shall not be required to employ any subconsultants which are unacceptable to the Consultant. The Consultant will perform or furnish the necessary professional engineering and related services to enable the Owner to receive comparative bids and award a construction contract for the Project as stipulated herein. The Project shall include the design and construction of a non-discharging wastewater lagoon facility.
- Owner agrees to retain Consultant and Consultant agrees to perform and complete the following Services for the Project:

1. Design Phase Services:

- a. Assist the Owner in selecting a site for the lagoon facility. This shall include investigating potential sites and meeting with Owner's representatives, area stakeholders (if necessary), and land owners. A maximum of 24 hours to perform this service is included. Any necessary, additional hours will be billed at the hourly rate of the individual performing the service or under a supplemental agreement.
- b. Conduct topographic survey of selected site for purposes of developing base map for the design of the proposed improvements. This does not include property boundary surveys for the purchase of real property and/or easements. Property boundary surveys would be provided under a separate agreement.
- c. Conduct any necessary field surveys to establish horizontal and vertical control for the proposed improvements on the selected project site.
- d. Review design requirements with regulatory agencies, such as the Kansas Department of Health and Environment (KDHE), the State of Kansas Division of Water Resources (DWR), the U.S. Army Corps of Engineers, and other agencies as necessary.
- e. Advise and coordinate with the Owner the procurement of necessary subsurface soil investigations with a separate geotechnical firm required for design. The Owner will be responsible for contracting with the geotechnical firm.
- f. Prepare the Contract Documents for the Project, including final construction drawings, technical specifications, bidding documents, and construction documents.
- g. Provide technical criteria, written descriptions and design data for the Owner's use in filing applications for permits with or obtaining approvals of such governmental authorities as have jurisdiction to approve the design of the Project, and assist the Owner in consultations with appropriate authorities.
- h. Advise Owner of any adjustments to the latest opinion of probable Total Project costs caused by change in general scope, extent or character or design requirements of the Project. Furnish to the Owner, a revised opinion of probable Total Project costs based on the final Contract Documents.
- i. Furnish two copies of the Contract Documents and present and review them with the Owner. Following review with the Owner, the Contract Documents shall be submitted to KDHE for review and approval.

- j. Upon receipt of review comments from KDHE and the Owner, Consultant shall incorporate the comments into the final Contract Documents.

2. Bidding Phase Services:

- a. Assist the Owner in notifying Contractors and Suppliers, through the Invitation to Bid, of the availability of the Contract Documents.
- b. Coordinate the posting of the Project on-line at www.drexeltch.com in the eDistribution plan room.
- c. Prepare and issue addenda as may be required to modify the Contract Documents before or after they have been issued to prospective Bidders.
- d. Prepare a current opinion of probable construction costs to be presented at the Bid Opening.
- e. Attend the Bid Opening, prepare bid tabulation sheets, and assist the Owner in evaluating the bids received.
- f. Assist the Owner in preparing and distributing the Construction Contract to the selected Contractor.

3. Construction Phase Services:

- a. Interpretation. During construction, Consultant's Project Manager or Design Staff shall be available for interpretation of the Drawings, Specifications, and Bidding Documents.
- b. Preconstruction Conference. Provide representation for the Owner at a preconstruction conference with the selected Contractor(s).
- c. Project Submittals. Review all Contractor submitted Shop Drawings, material samples, equipment drawings, and other data submittals required by the Contract Documents for conformance with the applicable sections of the Documents.
- d. Monthly Progress Meetings. Provide representation for the Owner at monthly construction progress meetings.
- e. Review test report records or certificates of compliance for any materials required to be tested off the Project site.
- f. Review Contractor's pay requests and assist in the measurement and computation of the submitted pay item quantities. Upon review, submit pay request to Owner.
- g. Recommend Change Orders and Change of Work Directives to Owner as appropriate and assist in the preparation of Change Orders and Work Change Directives as required.

- h. Issue Field Orders authorizing minor changes in the work not involving an adjustment in the Contract Sum or an extension of Contract Time which are, in the Consultant's opinion, consistent with the intent of the Contract Documents.
 - i. Final Review. Assist the Owner in conducting a final review of the completed construction in an effort to determine if the final construction is in conformance with the Contract Documents and develop project punchlist for Contractor.
 - j. Record Drawings. Upon completion of the construction work and upon final project approval, the Consultant shall revise the original Drawings to reflect changes made during construction. The Consultant shall then file revised reproducible tracings or electronic files with the Owner.
4. Construction Observation Services:
 - a. Consultant shall provide periodic construction observation services during active construction for four (4) hours maximum per visit once a week.
 - b. Consultant's Construction Observer shall attend monthly construction progress meetings.
 - c. In addition to the site visits, the Consultant shall have a knowledgeable representative available on a full-time basis to answer questions from Owner's staff arising during the construction of the improvements.
5. Consultant shall provide Services under this Agreement only upon written request of the Owner, and only to the extent defined and required by the Owner. Consultant shall not provide any services or materials not described by this Agreement unless Consultant obtains prior written consent from the Owner. If the Owner gives prior written consent for Supplemental Services, the Owner shall compensate Consultant with a fee mutually agreed upon by the parties prior to performance of the Supplemental Services. Any Supplemental services or materials provided by Consultant without the Owner's prior written consent shall be at Consultant's own risk, cost, and expense, and Consultant shall not make a claim for compensation from the Owner for such work.
6. Standard of Care
 - Consultant shall exercise the same degree of care, skill, and diligence in the performance of all Services to the Owner that is ordinarily possessed and exercised by reasonable, prudent, and experienced professional engineer under similar

circumstances. At the Owner's request, Consultant shall re-perform the Services which fail to satisfy this standard of care. If Consultant fails to possess and exercise such care, skill and diligence in providing all Services, Consultant shall be responsible to the Owner for any resulting loss or damages.

- Consultant represents it has all other necessary licenses, permits, and certifications required to perform the Services described herein.
- Consultant shall comply with, and make an effort to cause any subconsultants to comply with, applicable federal, state and local laws, orders, rules and regulations relating to the performance of the Services.
- Neither Consultant nor Consultant's agents or employees shall discriminate against any employee or applicant for employment in the performance of this Agreement with respect to hiring, tenure, terms, conditions, or privileges of employment, because of race, color, religion, sex, or national origin.

7. Compensation & Audit by Owner

- As consideration for providing the Design Phase Services as outlined above, the Owner shall pay Consultant the lump sum fee of \$One Hundred Twenty Thousand, Three Hundred Dollars and no cents (\$120,300.00). Payment shall be total compensation for labor, overhead, expenses, and anticipated profit.
- As consideration for providing the Bidding Phase Services as outlined above, the Owner shall pay Consultant the lump sum fee of \$Five Thousand, Five Hundred Fifty Dollars and no cents (\$5,550.00). Payment shall be total compensation for labor, overhead, expenses, and anticipated profit.
- As consideration for providing the Construction Phase Services as outlined above, the Owner shall pay Consultant the lump sum fee of \$Eighteen Thousand, Five Hundred Fifty Dollars and no cents (\$18,550.00). Payment shall be total compensation for labor, overhead, expenses, and anticipated profit.
- Therefore, **Total Compensation for Design, Bidding, and Construction Phase Services** shall be $\$120,300 + \$5,550 + \$18,550 =$ \$One Hundred Forty-Four Thousand, Four Hundred Dollars and no cents (\$144,400.00)
- Compensation paid to the Consultant for Construction Observation Services shall be based on the following:

- a. Construction Observation Services shall be billed at the hourly rate of the individual on site providing the service. Payment shall be total compensation for labor, overhead, expenses, and anticipated profit.
- Payments shall be requested monthly, based on progress determined by the Consultant. The invoice shall indicate the percentage of the Project completed. Owner agrees to pay the balance of an approved invoice, or undisputed portions of a disputed invoice, within 30 days of the date of receipt by the Owner. In the event of a dispute, and prior to the invoice's due date, Owner shall pay the undisputed portion of the invoice and notify Consultant of the nature of the dispute regarding the balance.
- At the Owner's request, Consultant shall permit the Owner, or any authorized representative of the Owner, at all reasonable times, to access and examine all records, books, papers or documents related to Consultant's performance under this Agreement, including, but not limited to, expenses for sub-consultants, agents or assistants, direct and indirect charges, and detailed documentation for all such work performed.

8. Schedule & Delay

- Unless otherwise directed by the Owner, Consultant shall commence performance of the Services upon execution of this Agreement. Consultant shall complete the Services identified above in the Design Phase in a timely fashion such that the Design Phase shall be completed on or before July 31, 2023.
- The Bidding Phase will commence with the selection of the Bid Date.
- The Construction Phase and Construction Observation Services will commence with the execution of the construction contract for the work of the Project, and will terminate upon completion of the Record Drawings.
- Neither the Owner nor the Consultant shall be in default of the Agreement for delays in performance caused by circumstances beyond the reasonable control of the non-performing party, including, but not limited to, unusually severe weather conditions, floods, tornadoes, earthquakes, fires, and epidemics; wars, riots and other civil disturbances; strikes, lockouts, and other labor disturbances; or judicial restraint. Should such a circumstance occur, the non-performing party shall, within a reasonable time, give the other party written notice describing the circumstances and

the anticipated date to resume performance of the Agreement.

- If Consultant's performance is delayed due to delays caused by the Owner, Consultant shall have no claim against the Owner for damages or payment adjustment other than an extension of time to perform the Services.

IN WITNESS WHEREOF, the parties hereto have set their hands the day and year above written.

CONSULTANT:

Todd J. Anderson

Todd J. Anderson
SMH Consultants

BOARD OF COUNTY COMMISSIONERS, RILEY COUNTY:

Greg McKinley
(Signature)

Greg McKinley
(Name)

Chair
(Title)

ATTEST:

Rich Vargo
(Signature)

Rich Vargo
(Name)

Clerk
(Title)



“Contract” Between Riley County, KS (hereinafter “County”), and SMH Consultants, a Professional Corporation (hereinafter “Consultant”).

The undersigned parties agree that the following provisions are hereby incorporated into the contract to which it is attached and made a part thereof.

1. **TERMS HEREIN CONTROLLING PROVISIONS.** It is expressly agreed that the terms of each and every provision in this attachment shall prevail and control over the terms of any other conflicting provision in the contract and any other document relating to and a part of the contract in which this attachment is incorporated. All terms hereof survive termination of the contract.
2. **AGREEMENT WITH KANSAS LAW.** It is agreed by and between the undersigned that all disputes and matters whatsoever arising under, in connection with or incident to the contract shall be litigated, if at all, in and before a state Court located in the State of Kansas, County of Riley, or if in Federal Court, at a Federal Court located in Topeka, Kansas, to the exclusion of the Courts of any other states or country. All contractual promises shall be subject to, governed by, and construed according to the laws of the State of Kansas, without reference to its conflict of laws principles. Both parties submit to venue and jurisdiction in these courts. In the event an action or claim arises outside of the exclusive jurisdiction specified herein which names County as a party, Consultant agrees to initiate, consent to and/or cooperate with any and all efforts to remove the matter to the exclusive jurisdiction named herein and otherwise to take any and all reasonable actions to achieve County’s objectives of this provision.
3. **COMPLIANCE WITH APPLICABLE LAWS, SERVICE STANDARDS AND REQUIRED PROCEDURES.**
 - 3.1. **Service Standards and Procedures.** Consultant shall perform the services set forth in the Contract in compliance with applicable standards and procedures specified in the Contract.
 - 3.2. **Compliance with Law.** Consultant shall comply with all applicable local, state and federal laws and regulations, in carrying out the Contract, regardless of whether those legal requirements are specifically referenced in the Contract.
4. **CASH BASIS AND BUDGET LAWS.** The right of the County to enter into the Contract is subject to the provisions of the Cash Basis Law (K.S.A. 10-1112 and 10-1113), the Budget Law (K.S.A. 79-2935), and other laws of the State of Kansas. The Contract shall be construed and interpreted so as to ensure that the County shall at all times stay in conformity with such laws, and as a condition of the Contract the County reserves the right to unilaterally terminate the Contract at any time if, in the opinion of its legal counsel, the Contract may be deemed to violate the terms of such laws. Any Contract for a term of more than one year shall be interpreted by the parties to provide County the sole option to renew that Contract before the end of each one year term.

5. **TERMINATION DUE TO LACK OF FUNDING APPROPRIATION.** If, in the judgment of the Riley County Commissioners, after consultation with their Budget and Finance Officer or other county officials, sufficient funds are not appropriated to continue the function performed in the contract and for the payment of the charges hereunder, County may terminate the contract at the end of its current fiscal year. Termination shall be effective 30 days after County mails written notice to Consultant. In the event of such termination, County agrees to give written notice of termination to Consultant. The termination of the contract pursuant to this paragraph shall not cause any penalty to be charged to the County or the Consultant.
6. **ANTI-DISCRIMINATION CLAUSE.**
 - 6.1. In carrying out the Contract, Consultant shall comply with K.S.A. 44-1001 *et seq.*
 - 6.2. Consultant shall observe the provisions of the Kansas act against discrimination and the Kansas age discrimination in employment act, and shall not discriminate against any person in the performance of work under the Contract because of race, religion, color, sex, disability, national origin, ancestry, or age.
 - 6.3. In all solicitations or advertisements for employees, Consultant shall include the phrase "equal opportunity employer" or a similar phrase to be approved by the Kansas Human Rights Commission.
 - 6.4. If Consultant fails to comply with the provisions of K.S.A. 44-1031, requiring reports to be submitted to the Kansas Human Rights Commission when requested by that Commission, Consultant shall be deemed to have breached the Contract and it may be canceled, terminated or suspended, in whole or in part, by County.
 - 6.5. If Consultant is found guilty of a violation of the Kansas act against discrimination under a decision or order of the Kansas Human Rights Commission which has become final, Consultant shall be deemed to have breached the Contract and it may be canceled, terminated or suspended, in whole or in part by County.
 - 6.6. Consultant shall include the provisions of paragraphs 6.1 through 6.5 inclusively of this section in every subcontract or purchase order so that such provisions will be binding upon such subcontractor of Consultant.
 - 6.7. Parties to the contract understand that this paragraph number 6 is not applicable if Consultant employs fewer than four employees or if Consultant's contracts with the County cumulatively total \$5,000 or less during the County's fiscal year.
7. **ACCEPTANCE OF CONTRACT.** The contract shall not be considered accepted, approved or otherwise effective until the required approvals and certifications have been given and this Contractual Provisions Attachment is signed by the Board of County Commissioners of Riley County, Kansas.

8. **ARBITRATION, DAMAGES, WARRANTIES.** Notwithstanding any language to the contrary, no interpretation shall be allowed to find the County has agreed to binding arbitration, or the payment of damages or penalties upon the occurrence of a contingency. Further, the County does not agree to pay attorney fees and late payment charges; and no provisions will be given effect that attempts to exclude, modify, disclaim or otherwise attempt to limit implied warranties of merchantability and fitness for a particular purpose.
9. **REPRESENTATIVE'S AUTHORITY TO CONTRACT/REQUIRED DOCUMENTATION.** By signing the Contract, the representative of Consultant thereby represents that such person is duly authorized by Consultant to execute the document on behalf of Consultant and Consultant agrees to be bound by the provisions thereof. Consultant shall furnish evidence of authority to transact business in Kansas, in the form of a certificate signed by the Kansas Secretary of State.
10. **RESPONSIBILITY FOR TAXES.** The County shall not be responsible for, nor indemnify Consultant for, any federal, state or local taxes that may be imposed or levied upon the subject matter of the contract.
11. **NO INSURANCE PROVIDED BY COUNTY.** The County shall not be required to purchase, any insurance against loss or damage to any personal property to which the contract relates, nor shall the contract require the County to establish a "self-insurance" fund to protect against any such loss or damage. Subject to any applicable provisions of the Kansas Tort Claims Act (K.S.A. 75-6101 *et seq.*), Consultant shall bear the risk of any loss or damage to any personal property to which Consultant holds title.
12. **TERM AND TERMINATION.**
- 12.1. **Term.** This Contractual Provisions Attachment shall be effective as of its date of execution by the parties and shall remain in effect during the term of the Contract, or until terminated either for convenience, breach or default, as set out herein. Thirty (30) days written notice to the breaching party is required.
- 12.2. **Termination for Cause.** If Consultant shall fail to fulfill in a timely and proper manner its obligations under the Contract, or if Consultant shall violate any of the terms, covenants, conditions, or stipulations of the Contract, County shall thereupon have the right to terminate the Contract by promptly giving written notice to Consultant of such termination and specifying the reasons for the termination and the effective date thereof. A breach shall include, but not be limited to, failure to comply with any or all items contained in the Contract and any appendices, exhibits or amendments thereto, if any.
- 12.3. Notwithstanding the above, Consultant shall not be relieved of liability to County by virtue of any breach of the Contract by Consultant.

- 12.4. **Termination for Convenience.** County may terminate the Contract in whole or in part, upon thirty (30) days written notice to Consultant, stating the effective date of the termination for convenience.
- 12.5. **Payment Calculation upon Termination.** In the event of termination under the Contract by either party, any amount owed Consultant will be calculated based solely upon payment for fair value of acceptable services provided by Consultant to the point of termination, which fair value is not the subject of a good faith dispute. That determination of fair value of acceptable services shall be made solely by County.
13. **INDEPENDENT CONTRACTOR RELATIONSHIP.** It is agreed that the legal relationship between Consultant and County is of a contractual nature. Both parties assert and believe that Consultant is acting as an independent contractor in providing the services and performing the duties required by County hereunder. Consultant is at all times acting as an independent contractor and not as an officer, agent, or employee of County. As an independent contractor, Consultant, and employees of Consultant, will not be within the protection or coverage of County's worker's compensation insurance, nor shall Consultant, and employees of Consultant, be entitled to any current or future benefits provided to employees of County. Further, County shall not be responsible for withholding of social security, federal, and/or state income tax, or unemployment compensation from payments made by County to Consultant. Consultant shall supply all labor, equipment, supplies and materials necessary to complete the required services, at Consultant's sole expense.
14. **PERSONNEL.**
- 14.1. **Qualified Personnel.** Consultant represents that it has, or shall secure at its own expense, all personnel required in performing the services under the Contract. Such personnel shall not be employees of or have any other contractual relationship with County. All personnel engaged in the work shall be fully qualified according to the laws of the State of Kansas and the provisions of this Contract.
- 14.2. **Minimum Wages.** Consultant will comply with the minimum wage and maximum hour's provisions of the Federal Fair Labor Standards Act.
- 14.3. **Employee Conflict of Interest.** Consultant shall establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
15. **PROHIBITION OF CONFLICTS OF INTEREST.**
- 15.1. **Interest of Public Officials and Others.** No officer or employee of Riley County, no member of its governing body, and no other public official who exercises any functions or responsibilities in the review or approval

of the undertaking or carrying out of the Contract shall participate in any decision relating to the Contract which affects such person's personal interest or the interest of any corporation, partnership, or association in which such person is directly or indirectly interested; nor shall any officer or employee of Riley County or any member of its governing body or other public official have any interest, direct or indirect, in the Contract or the proceeds thereof.

- 15.2. **Interest of Consultant.** Consultant covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of services required to be performed under the Contract.
- 15.3. **Notice to Bidders.** Requests for proposal or invitations for bid issued by Consultant to implement the Contract will provide notice to prospective bidders that Riley County's conflict of interest provision is applicable and that prospective bidders who develop or draft specifications, requirements, statements of work and/or RFPs for a proposed procurement shall be excluded from bidding or submitting a proposal to compete for the award of such procurement.
16. **ASSIGNMENT.** Neither the Contract nor any rights or obligations hereunder shall be assigned or otherwise transferred by either party without the prior written consent of the other.
17. **SUBCONTRACTING.** None of the work or services covered by the Contract shall be subcontracted without the prior written approval of County. All approved subcontracts must conform to all terms set forth in the Contract and the Contractual Provisions Attachment.
18. **RECORDS, REPORTS AND INSPECTION.**
 - 18.1. **Documentation of Costs.** All costs incurred by Consultant for which Consultant purports to be entitled to reimbursement under the express terms of the Contract shall be supported by properly executed payrolls, time records, invoices, contracts or vouchers, or other official documentation evidencing in proper detail the nature and propriety of charges. All checks, payrolls, invoices, contracts, vouchers, orders or other accounting documents pertaining in whole or in part to the Contract shall be clearly identified and readily accessible to both parties to the Contract.
 - 18.2. **Maintenance of Records.** Except as otherwise authorized by County, Consultant shall retain such documentation for a period of three (3) years after receipt of any applicable final expenditure report under the Contract, unless action, including but not limited to litigation or audit resolution proceedings, necessitate maintenance of records beyond this three (3) year period.

- 18.3. **Reports.** During the term of this contract, Consultant shall furnish to County, in such form, as County may require, such statements, records, reports, data and information as County requests pertaining to matters covered by this contract. Payments to Consultant will be withheld by County if Consultant fails to provide all required reports in a timely and accurate manner, until such time as all reports are furnished to County. Incomplete reports may be considered a breach of this contract.
- 18.4. **Availability of Records.** Upon advance written notice Consultant agrees to make any and all of its records, books, papers, documents and data available to County, or the authorized representative of a State agency with statutory oversight authority, for the purpose of assisting in litigation or pending litigation, or making audits, examinations, excerpts, copies and transcriptions at any time during the terms of this contract and for a three (3) year period following final payment under the terms of this contract.
- 18.5. **Consultant's Purchasing Procedure.** Consultant certifies that it does not practice any form of discrimination based on race, ethnic origin, gender or religion or disability in its purchasing procedures. Consultant agrees to make available a written description of its purchasing procedures if requested by County.

19. METHOD OF BILLING AND PAYMENT.

- 19.1. **Billing Procedures.** Consultant agrees that billings and payments under the Contract shall be processed in accordance with established budgeting, purchasing and accounting procedures of Riley County, Kansas. Subject to the maximum amount of compensation prescribed herein, payment shall be made after receipt of billing, and the amount of payment shall not exceed the maximum amount allowed by the Contract.
- 19.2. **Support Documentation.** Billing shall be supported with documentation required by the County including, but not necessarily limited to, that documentation described in paragraph 18, above.
- 19.3. **Reimbursement Restrictions.** Payments shall be made to Consultant only for items and services provided to support the Contract purpose when such items and services are specifically authorized by the Contract. County reserves the right to disallow reimbursement for any item or service billed by Consultant if County believes that such item or service was not provided to support the Contract purpose, or was not authorized by the Contract.
- 19.4. **Pre-disbursement Requirements.** Consultant must provide to County the documentation required pursuant to the Contract prior to any disbursements being made by County to Consultant.
- 19.5. **Mailing Address.** Payments shall be mailed to Consultant's address as set forth herein.

20. **LICENSES AND PERMITS.** Consultant shall maintain all licenses, permits, certifications, bonds, and insurance required by federal, state or local authority for carrying out the Contract. Consultant shall notify County immediately if any required license, permit, bond or insurance is canceled, suspended or is otherwise ineffective. Such cancellation, suspension, or other ineffectiveness may form the basis for immediate revocation or cancellation of the Contract by County, in County's sole discretion.
21. **PUBLIC DOCUMENTS.** It is agreed that the Contract, and all subsequent agreed amendments or addenda thereto are public documents which will be filed with the Riley County Clerk, and will be open to public inspection.
22. **LIMITATION OF LIABILITY.** It is agreed that notwithstanding any language in the Contract to the contrary, County waives no defense, immunity or limitation of liability otherwise available to County under the terms of the Kansas Tort Claims Act or other applicable law.
23. **MERGER/SALE/TRANSFER OF CONSULTANT ASSETS.** Consultant will notify County in writing at least thirty (30) calendar days in advance of Consultant's merger with any other business entity, or of any sale or other transfer of Consultant's assets to any other business entity. In the event of any such merger, sale or other transfer of Consultant assets, Consultant will reasonably cooperate with County in assuring that provision of all products and services under this Contract are not disrupted before, during and after such merger, sale or other transfer of Consultant assets. After such merger, sale or other transfer of Consultant assets, Consultant will reasonably cooperate with County in providing any documents or information necessary to establish any prior payments made by County to Consultant under this Contract.
24. **LIABILITY INSURANCE.** Consultant agrees to maintain the minimum limits of insurance coverage throughout the term of the agreement, as outlined in the Request for Proposal and/or the contract or agreement to which this is attached. Liability insurance coverage must be considered as primary and not as excess insurance (excluding Workers' Compensation and Professional Liability). Consultant shall furnish a certificate evidencing such coverage, with County named as an additional insured (excluding Workers' Compensation and Professional Liability), which shall be delivered to the Office of the Riley County Counselor for approval.
25. **MODIFICATION.** This agreement may not be modified except in writing signed by the parties hereto.
26. **SURVIVABILITY.** All terms of this Contractual Provisions Attachment shall survive termination of the Contract.

SMH CONSULTANTS,
A PROFESSIONAL CORPORATION

By: Todd J. Anderson
Todd J. Anderson, Vice President

9-22-2022
Date

BOARD OF COUNTY
COMMISSIONERS OF
RILEY COUNTY, KANSAS

By: Greg McKinley
Greg McKinley, Chairman

10-24-22
Date



ATTEST:

Rich Vargo
Rich Vargo, County Clerk

Approved as to Form

By: Clancy Holeman
Clancy Holeman, Riley County Counselor

10-25-22
Date

SUPPLEMENTAL AGREEMENT NO. 2 FOR PROFESSIONAL ENGINEERING SERVICES

This Supplemental Agreement dated September 30, 2024, to our Consulting Services Agreement for the University Park Wastewater Lagoon Facility, dated October 24, 2022, by and between the Board of County Commissioners of Riley County, Kansas, (Owner) and SMH Consultants, a Professional Corporation, (hereinafter "Consultant").

WHEREAS, the Owner and the Consultant entered into a contract on October 24, 2022, ("Original Contract") in which the Consultant agreed to provide professional services for the **University Park Wastewater Lagoon Facility** ("Project"); and,

WHEREAS, further, the Owner has determined the need for defining the construction areas of the lagoon site and pump station site to assist an archeological survey and desires the Consultant to provide these services as described in the proposal set forth on Exhibit A, attached hereto and incorporated herein by reference; and for the fee set forth below; and

WHEREAS, the Owner and the Consultant desire to amend the Original Contract to include these additional services.

NOW THEREFORE, in consideration of the foregoing recitals and the terms and conditions herein contained, it is agreed to the following:

1. That Section 1, Design Phase Services of the Original Contract and Supplemental Agreement No. 1, shall be amended by this Supplemental Agreement No. 2 as follows: The services, as described in the Original Contract and Supplemental Agreement No. 1, shall be modified to incorporate the scope of work changes, set forth in Exhibit A to this Amendment, attached hereto and incorporate by reference.
2. That Section 7, Compensation & Audit by Owner of the Original Contract and as amended by Supplemental Agreement No. 1 shall be amended hereby Supplemental Agreement No. 2 as follows: As consideration for providing the services described in Exhibit A to the Amendment, the Owner shall pay Consultant as follows: a lump sum fee of **\$1,690**. Therefore, the parties agree that the total cost to complete the Services of the Project shall not, in any way, exceed \$158,130.00 (\$144,400 Original Contract + \$12,040 Supplemental Agreement No. 1 + \$1,690 Supplemental Agreement No. 2) without the Owner's prior written approval.
3. All provisions of the Original Contract shall apply to the provision of Services described herein. The terms of the Original Contract and of any subsequent Contract Amendment, in conflict herewith, shall be null and void and of no further effect. The terms of the Original

Contract and any subsequent Supplemental Agreement, not amended hereby, shall remain in full force and effect and the parties hereto reconfirm the Original Contract and all subsequent Contract Amendments, as amended hereby.

IN WITNESS WHEREOF, the parties hereto have set their hands the day and year above written.

CONSULTANT:

Todd J. Anderson

Todd J. Anderson, SMH Consultants

BOARD OF COUNTY COMMISSIONERS, RILEY COUNTY:

(Signature)

(Name)

(Title)

ATTEST:

(Signature)

(Name)

(Title)

Exhibit A
September 30, 2024

***University Park Wastewater Lagoon Facility
Supplemental Agreement No. 2***

Date: September 30, 2024

Scope:

SMH Consultants (SMH) will perform the following tasks for the Board of County Commissioners, Riley County, Kansas:

Additional Requested Professional Services above original scope:

- A. Scope of Services for staking the limits of the proposed construction area for assisting the archeological survey to include the following:
 - 1. Define the proposed lagoon site
 - a. Provide aerial photograph(s) of the proposed lagoon site including the anticipated contours.
 - b. Set lath with ribbon at corners of the proposed lagoon site and at various intervals along the perimeter of the lagoon site to delineate the construction area.
 - 2. Define the proposed pump station site
 - a. Provide aerial photograph(s) of the proposed pump station site.
 - b. Set lath with ribbon at the corners of the proposed pump station site to delineate the construction area.

Additional Services

Any services not identified in the fore mentioned scope of services requested by the Board Of County Commissioners will be provided under another supplemental agreement or new agreement.

Attachment: Supplemental Agmt 2 (15095 : University Park Supplemental AgreementNo.2-SMH)



PUBLIC WORKS
Change Order

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

COMMISSION AGENDA REPORT

FROM: John Ellermann, PE, Public Works Director

MEETING: October 7, 2024

SUBJECT: Elections Office Remodel Change Order

PRESENTER: John Ellermnnann

BACKGROUND

In March the Board approved a contract with ICON Structures Inc. for the remodel of the 4th Floor of the Court House Plaza East building to be used for the Elections Office. The work has been completed and Elections have been using their new space for a few months.

The original contract was \$457,500 and came under contract. The attached Change Order No. 1 is for a deduct of \$17,950 to the original contract.

DISCUSSION

Discussion of the project and associated change order.

FISCAL IMPACT

The fiscal impact is a deduct to the original contract of \$17,950. Final cost of the remodel project is \$439,550.

RECOMMENDATION(S)

Staff recommends approving the Change Order No. 1.

POSSIBLE MOTION(S)

Move to approve Change Order No. 1 for a deduct of \$17,950 to the Elections Remodel Project.

Move to deny Change Order No. 1 for a deduct of \$17,950 to the Elections Remodel Project.

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- Change Order1 arch. cont. signed (PDF)



AIA[®] Document G701[™] – 2001

Change Order

PROJECT: <i>(Name and address)</i>	CHANGE ORDER NUMBER: 1	OWNER ☐
4th Floor Plaza East Building	DATE: June 23, 2024	ARCHITECT ☐
Riley County Elections Office Renovation		CONTRACTOR ☐
115 N. 4th St. Manhattan, Ks 66502		FIELD ☐
TO CONTRACTOR: <i>(Name and address)</i>	ARCHITECT'S PROJECT NUMBER: 23.15	OTHER ☐
Icon Structures	CONTRACT DATE: 3.7.24	
212 S. 4th St. Ste.110	CONTRACT FOR: Construction	
Manhattan, Ks 66502		

The Contract is changed as follows:

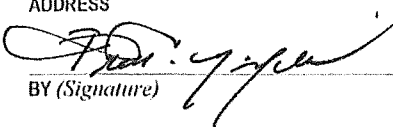
(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives.)

The contract contingency will be reduced by \$17,950.00 and be credited to the owner as the unused balance.

The original (Contract Sum) (Guaranteed Maximum Price) was	\$ 457,500.00
The net change by previously authorized Change Orders	\$ -0-
The (Contract Sum) (Guaranteed Maximum Price) prior to this Change Order was	\$ 457,500.00
The (Contract Sum) (Guaranteed Maximum Price) will be (increased) (decreased) (unchanged) by this Change Order in the amount of	\$ 17,950.00
The new (Contract Sum) (Guaranteed Maximum Price), including this Change Order, will be	\$ 439,550.00
The Contract Time will be (increased) (decreased) (unchanged) by five	(5) days.
The date of Substantial Completion as of the date of this Change Order, therefore, is June 28, 2024	

NOTE: This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

Baker McMillan Architects PA	ICON Structures Inc.	Riley County, KS
ARCHITECT <i>(Firm name)</i>	CONTRACTOR <i>(Firm name)</i>	OWNER <i>(Firm name)</i>
555 Poyntz # 295 Manhattan, KS 66502	212 S. 4th # 110 Manhattan, KS 66502	115 N. 4th St. Manhattan, KS 66502
ADDRESS	ADDRESS	ADDRESS
		
BY <i>(Signature)</i>	BY <i>(Signature)</i>	BY <i>(Signature)</i>
Bruce McMillan	Marcin Stanko	John Ford, Chair
<i>(Typed name)</i>	<i>(Typed name)</i>	<i>(Typed name)</i>
6/28/2024	6/28/2024	
DATE	DATE	DATE

CAUTION: You should sign an original AIA Contract Document, on which this text appears in RED. An original assures that changes will not be obscured.

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PUBLIC WORKS
Permit

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

COMMISSION AGENDA REPORT

FROM: Andrea Rose, Administrative Assistant II

MEETING: October 7, 2024

SUBJECT: Highway Use Permit, City of Manhattan, KS- Harwood Road Water Service Extension

PRESENTER: John Ellerman, Director of Public Works

BACKGROUND

City of Manhattan has requested permission to install a 1 inch water service line crossing according to the details shown on the attached map.

POSSIBLE MOTION(S)

Move to approve the Highway Use Permit granting the City of Manhattan, KS permission to complete work as outlined in permit.

Enclosures:

- 2024-013 09.24.24 City of Manhattan_Harwood Road_WaterServiceExtension (PDF)

**Riley County Public Works Department
Highway Use Permit - Document Management Form**

Project Number: 2024-013 – Hardwood Rd Water Service Extension
Requesting Party: City of Manhattan, KS

Processing Procedure: Date and initial completed steps.

1. The public works department sends a copy of the document management form and permit to Operations Manager (OM)_09.24.24 & Assistant County Engineer for recommendation. 09.24.24

Comments: Ensure all areas are backfilled, re-establish elevations and repair the existing right of way profiles within the work area. Maintain proper traffic control procedures during construction. **PROPERLY REPAIR ANY DAMAGE TO ROCK OR ASPHALT SURFACES.**

Signature:  9/25/2024

2. The public works department sends a copy of Highway Use Permit to Township for recommendation. Township will call Public Works with any recommendations, if applicable. MANHATTAN TOWNSHIP Sat 9.25.24
Comments:

The public works department attaches document management form to Application for Highway Use Permit and gets recommendation signature from County Engineer (Place sign here sticker on HUP and put in CE mailbox). If recommended proceed by submitting scanned .pdf file (to include: Doc. Management Form and Original Highway Use Permit, with County Engineer signature and any additional maps or pages) to MinuteTraq for scheduling (schedule accordingly-hard Copies also due to Clerk's Office by 3PM) of Commission meeting agenda. Place "Sign Here" post-it on original and deliver original to County Clerk's designated employee. Keep one copy here for our files.

Date _____ by _____

3. County Clerk via Minute Traq schedules permit to be signed by Chairman during next BOCC business meeting.
4. BOCC Chairman signs and dates permit. County Clerk produces 2 copies of permit including attached maps and sends to Administrative Clerk Public Works **the next business day**. County Clerk keeps original.
5. The public works department distributes copies of permits received from County Clerk.
 - CC: Petitioner ☐
 - Operations Manager ☐
 - Township Trustee: _____ (if on Township Road) ☐
 - Highway Use Permit filed with Document Management Form attached ☐

Date _____ by _____

Submitted by: AR

Date Submitted: 09.24.24

Attachment: 2024-013 09.24.24 City of Manhattan_Harwood Road_WaterServiceExtension (15078 : Highway Use Permit-Schultz 2024-013 City of

APPLICATION FOR HIGHWAY USE PERMIT

Riley County, Kansas

City of Manhattan, KS

Trenchless Water Service Installation

Applicant Name

Type of Construction

1101 Poyntz Avenue

Manhattan

KS

66502

Applicant Mailing Address

City

State

Zip

Applicant hereby requests permission to install a 1" water service line crossing

along and/or across the public roads of Riley County, Kansas, according to the details and route shown on the attached plans and standards for said construction.

A \$100 Application Fee and a detailed map of location (include an aerial when possible) are required.

In support of its application, the Applicant states it is in the best interest of the residents of Riley County to allow construction of said facility. In addition, Applicant agrees as follows:

- A. Facility shall be installed in conformance with all items on approved plans, pertinent national codes/standards and the Riley County Highway Use Permit Requirements and Procedures. Any request for variance shall be an addendum to this application. Any utility sharing facilities with another entity is required to obtain a separate Highway Use Permit for their installation.
- B. A refundable deposit as specified in the Riley County Highway Use Permit Requirements and Procedures, made payable to Riley County, Kansas, shall accompany this application to guarantee satisfactory performance of the conditions of this permit.
- C. The County Engineer and/or the Township Trustee shall have the authority to require any needed repairs resulting from such construction in the road right-of-way for a period of one year from date of completed construction.
- D. In the event of road improvement or maintenance within the right-of-way, the applicant or its assigns will be responsible for the relocation of the facility at no cost to Riley County or the Township.
- E. **Applicant shall notify the County Engineer at least 2 business days prior to the beginning of construction and upon completion of construction at 785-537-6330.**
- F. It is understood, the work shall commence within three (3) months of the permit approval and be completed within thirty (30) days of the estimated duration of construction otherwise, the permit becomes null and void, unless an extension of time is approved.
- G. Applicant further represents it shall comply with and abide by any rule, regulation or condition of the permit made by the County Engineer and/or the Township Trustee.

Submitted by:

Submitter's signature

Randy D. DeWitt

Asst. Director of Public Utilities

Printed Name & Title

785-587-4532

Submitter's Telephone Number

dewitt@cityofmhk.com

Submitter's Email Address

10/1/24

Proposed Date of Construction

09/23/2024

Date

City of Manhattan Water Distribution Div.
Vic Ibarra, Water Dist. Supervisor

Contractor Name

785-789-9482

Contractor Telephone Number

5 days

Estimated Duration of Construction

RECOMMENDED BY:

Riley County Engineer

Permit granted this ____ day of _____, 20____.

BOARD OF COUNTY COMMISSIONERS
RILEY COUNTY, KANSAS

Chairperson

OFFICE USE ONLY:

Application Fee: _Waived_____

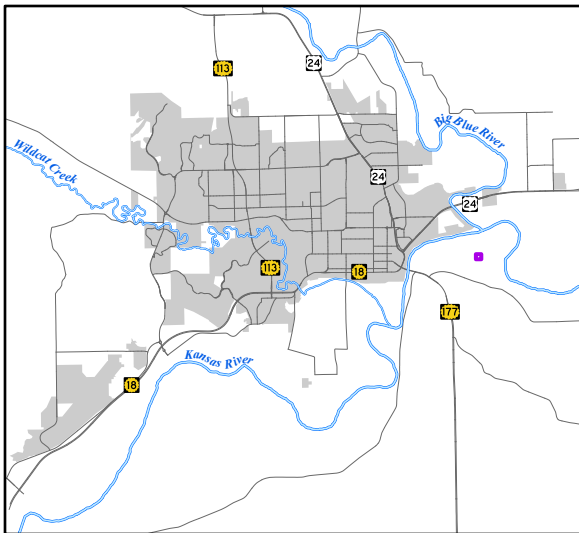
\$1,000 Deposit ____ Bond ____ Letter X

Receipt No. NS_ Date: 9.24.24

Signature: AR_____

Process for Highway Use Permit

- A permit is required for all utilities installed, relocated, removed or repaired in the County's right-of-way
- Submit Application for Permit
 - Attach construction plan and traffic control plan
 - Submit \$100.00 Application Fee
 - Submit applicable deposit, performance bond, cashier's check or letter of credit
 - Contractor's Certificate of Liability Insurance
- Stake the proposed location of above ground utilities
- Permit must be approved prior to starting any work
- **Once approved, notify County Engineer a minimum of two business days prior to starting work**
- Copy of Highway Use Permit and copy of Requirements and Procedures must be on site with the Contractor
- Begin project
- County will perform routine inspections during project
- **Notify County 24 hours prior to any backfilling**
- Restore work area to a condition equal to the existing before construction
- Request final inspection a minimum of two business days before de-mobilization
- Create punch list of items remaining to be completed
- Complete punch list items as necessary
- Receive written final Notice of Acceptance
- Warranty work for a period of one year
- Fees, bonds, cashier's check or letter of credit returned



Harwood Rd Water Service Extension

Legend



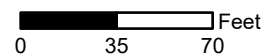
Existing Water Meter



RLCO Parcels

Existing Water Service

Proposed Water Service





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 7, 2024

SUBJECT: Sign Riley County Employee Action Form(s)

PRESENTER: Elizabeth Ward, Human Resources Director

Enclosures:

- 2024-09 Fire WVela EAF (DOCX)
- 2024-09 Fire TZinkus EAF (DOCX)
- 2024-09 Fire MSchmitz EAF (DOCX)
- 2024-09 Fire DBear EAF (DOCX)
- 2024-09 Election MMertz EAF (DOCX)

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Willie Vela**Status Change Date:** 10/2/2024**Status Change:** Separation**Date of Hire:** 9/12/2023**Seniority:** 1 Year(s), 0 Month(s)**Position:** Volunteer Firefighter**Position Type:** As Needed**Pay Range:** TASND**Pay Type:** Stipend**Base Rate:** 0.00**Annualized Pay:** \$0.00**Funds Codes:** 183-Fire District #1/183- Fire District #1**Supervisor:** Douglas Russel**Department Head:** Russel Stukey

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2024-09 Fire WVela EAF (15094 : Employee Action Form (Green Sheet))

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Trevor Zinkus**Status Change Date:** 10/2/2024**Status Change:** Separation**Date of Hire:** 11/22/2023**Seniority:** 0 Year(s), 10 Month(s)**Position:** Volunteer Firefighter**Position Type:** As Needed**Pay Range:** TASND**Pay Type:** Stipend**Base Rate:** 0.00**Annualized Pay:** \$0.00**Funds Codes:** 183-Fire District #1/183- Fire District #1**Supervisor:** Douglas Russel**Department Head:** Russel Stukey

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2024-09 Fire TZinkus EAF (15094 : Employee Action Form (Green Sheet))

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Mason Schmitz**Status Change Date:** 10/2/2024**Status Change:** Separation**Date of Hire:** 6/22/2023**Seniority:** 1 Year(s), 3 Month(s)**Position:** Volunteer Firefighter**Position Type:** As Needed**Pay Range:** TASND**Pay Type:** Stipend**Base Rate:** 0.00**Annualized Pay:** \$0.00**Funds Codes:** 183-Fire District #1/183- Fire District #1**Supervisor:** Douglas Russel**Department Head:** Russel Stuke

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2024-09 Fire MSchmitz EAF (15094 : Employee Action Form (Green Sheet))

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Daniel Beard**Status Change Date:** 10/2/2024**Status Change:** Separation**Date of Hire:** 10/5/2022**Seniority:** 1 Year(s), 11 Month(s)**Position:** Volunteer Firefighter**Position Type:** As Needed**Pay Range:** TASND**Pay Type:** Stipend**Base Rate:** 0.00**Annualized Pay:** \$0.00**Funds Codes:** 183-Fire District #1/183- Fire District #1**Supervisor:** Douglas Russel**Department Head:** Russel Stukey

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2024-09 Fire DBeard EAF (15094 : Employee Action Form (Green Sheet))

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Mary Mertz**Status Change Date:** 09/30/2024**Status Change:** New Hire**Date of Hire:** 09/30/2024**Seniority:** 0 Year(s), 0 Month(s)**Position:** Election Day Worker**Position Type:** As Needed**Pay Range:** Election**Pay Type:** Stipend**Base Rate:** By Position**Annualized Pay:** \$0.00**Funds Codes:** 1-General/19-Election**Supervisor:** Susan Boller**Department Head:** Richard Vargo

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2024-09 Election MMertz EAF (15094 : Employee Action Form (Green Sheet))



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
October 10, 2024**

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

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Clancy Holeman, Counselor/Director of Administrative Services

2. Administrative Work Session

9:20 AM

Break

9:30 AM

Shilo Heger, Treasurer

3. Monthly Revenue Reports

9:45 AM

Jason Smith, Manhattan Area Chamber of Commerce

4. Economic development update

10:00 AM

Health Department

5. Staff update
6. Supervisor update

10:45 AM

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

7. Monthly Cash Flow Reports

Attachment: 10-10-24 tentative agenda (14241 : Tentative Agenda)

10:55 AM

Clancy Holeman, Counselor/Director of Administrative Services

8. Executive session to discuss a performance matter involving non-elected personnel

Adjournment**Announcements**

Riley County Offices will be closed Monday, October 14th due to Employee Day.

The Board of County Commissioners will not be in session on Monday, October 14th.

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: 10-10-24 tentative agenda (14241 : Tentative Agenda)



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
October 17, 2024**

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

Cindy Kabriel
785-565-6200

Commission Chambers

9:00 AM

[District 1 – John Ford, Chair](#)

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

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

9:00 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

1. Discuss Intergovernmental Luncheon
2. Approve payroll/accounts payables (when completed)

Review Minutes

Review Tentative Agenda

Press Conference Topics

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

Brian Peete, RCPD Director

5. RCPD update

10:30 AM

John Ellermann, Public Works Director/County Engineer

6. Staff update
7. EMS Headquarters update

11:00 AM

Shilo Heger, Treasurer

8. Office Building hours

Attachment: 10-17-24 tentative agenda (14241 : Tentative Agenda)

4:00 PM Joint City/County/County Meeting (at County Offices)**Adjournment****Announcements**

Good Morning Manhattan will be held today 7:15 a.m. - 8:30 a.m. at the Four Points by Sheraton, 530 Richards Drive.

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
COUNSELOR/ADMINISTRATIVE
SERVICES**
Staff Update

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

STAFF REPORT

FROM: Clancy Holeman, Riley County Counselor

MEETING: October 7, 2024

SUBJECT: Pending County Projects County Counselor

PRESENTER: Clancy Holeman, Riley County Counselor

Enclosures:

- FINAL_Commission List 10.07.2024 (DOCX)

PENDING COUNTY PROJECTS ▪ May 2024 through October 2, 2024, Submitted by Clancy Holeman, Riley County Counselor

NOTE: The below lists are not intended to be a comprehensive list of all “pending” Commission or other County Department/Division projects underway. Instead, the below lists represent an ongoing “snapshot” of the current status of selected pending projects which have either consumed significant staff time or involve county issues of widespread significance. Additional entries show selected project work for individual county departments. The sequence of entries below is not intended to reflect the priority assigned to any work described. All entries more than 6 months old have been removed (with the exception of some entries when historical information may be useful). ***Bold type entries are the most recent.***

COMMISSION LIST

I. Projects By Category:

American Rescue Plan: Discussion with staff about possibly engaging consultant to assist County with federal/state requirements in future use of County’s \$14M allocation of ARPA funds. Similar concept to staff’s use of consultant with prior CARES funding. Unlike CARES funding, a primary focus of ARPA funding is infrastructure. (8-31-21)

Board of Riley County Commissioners: Prepare letter of support for City of Ogden grant application. (9-13-23) Attend and participate in BOCC meetings. (9-7-23; 9-11-23) Assist in finalization of annual County financial audit. (9-14-23) Attend and participate in BOCC meeting. (10-12-23.) Work on pending litigation “I”. (10-13-23) Attend and participate in BOCC meeting (10-16-23.) Attend and participate in BOCC meetings. (10-19-23;10-23-23) Work on communication project. (10-24-23; 10-25-23.) Review contractual provisions for subsequent use. (10-25-23.) Attend and participate in BOCC meeting. (10-26-23.) Attend and participate in County/City/USD 383 meeting. (10-26-23.) Attend and participate in BOCC public meeting in City of Ogden. (10-30-23.) Attend and participate in BOCC meeting. (11-2-23.) Prepare for late arrival to BOCC meeting on November 6, 2023. (11-5-23.) Work on Fire District project. (11-7-23) Attend and participate in BOCC meetings. (11-9-23; 11-13-23) Attend and participate in BOCC meeting. (12-28-23) (Work on fence view issue. (1-2-24) Review agenda and prepare for 1-4-24 BOCC meeting. (1-3-24) Attend and participate in BOCC meeting. (1-4-24) Prepare for 1-8-24 BOCC meeting. (1-5-24) Work on fence view issue. (1-5-24) Attend and participate in BOCC public meetings. (1-8-24; 1-11-24) Review project contract. (1-11-24) Work on fence view. (1-14-24; 1-15-24; 1-16-24; 1-17-24) Work on Fence view. (1-18-24; 1-19-24; 1-20-24;1-21-24;1-22-24) Work on letter of support for WTC. (1-19-24; 1-20-24) Attend and participate in BOCC meeting. (1-18-24; 1-22-24) Obtain BOCC approval of letter of support for WTC. Attend and participate in BOCC meetings. (1-25-24; 1-29-24) Draft and place on BOCC agenda support letter for City of Ogden’s grant application. (1-25-24) Work on fence view. (1-25-24; 1-26-24;1-28-24; 1-29-24; 1-30-24; 1-31-24) Attend and participate in BOCC meetings. (2-1-24;2-5-24) Obtain BOCC signature on fence view order; file with ROD; email copies of signed order to both parties (or their counsel). (2-1-24) Regular mail and email to both parties of file-stamped originals of fence view order. (2-2-24) Attend and participate in BOCC meetings. (2-12-24; 2-15-24;2-19-24) Meet with counsel for party in pending matter. (2-16-24) Attend and participate in public BOCC meetings. (2-22-24; 2-26-24) Attend and participate in BOCC meeting. (2-29-24) Attend and participate in BOCC meeting (3-7-24) Attend and participate in BOCC meetings. (3-11-24;3-14-24; 3-18-24) Attend and participate in BOCC public meetings. (3-21-24;3-25-24) Work to schedule executive session. (3-21-24) Attend and participate in BOCC Meetings. (4-4-24; 4-8-24) Attend and participate in BOCC meetings. (4-11-24; 4-15-24) Enter appearance as counsel of record in multiple pending mortgage foreclosure and probate cases to process claims for unpaid real and/or personal property taxes. (4-9-24; 4-10-24; 4-11-24; 4-12-24) Review mtg. foreclosure file and answer filed. 4-16-24) Attend and participate in BOCC public meetings. (4-22-24; 4-25-24,4-29-24) Attend and participate in BOCC public

meetings. (5-2-24; 5-6-24) Attend budget presentations to BOCC of various outside agencies. (5-6-24) Work on file documentation presented today by Jason Hilgers of City's draft plan on City's proposed CICO Park Improvements. (5-2-24) Review information for BOCC agenda item scheduled for 5-6-24. (5-3-24) Work on appropriation request analysis. (5-3-24) Attend and participate in BOCC public meetings. (5-9-24; 5-13-24. Work on analysis of appropriation issues. (5-9-24;5-12-24) Work on appropriation issue question. (5-14-24) Attend and participate in BOCC public meetings: (5-30-24; 6-3-24) Attend and participate in BOCC public meetings. (6-6-24; 6-10-24) Watch BOCC public meeting online during remote work. (6-13-24) Attend and participate in BOCC public meeting. (6-17-24) Attend and participate in BOCC public meetings. (6-20-24;6-24-24) Attend City/County/County meeting. (6-20-24) Communication on pending contractual issue. (6-21-24) Schedule executive session for Monday, July 1, 2024. (6-26-24) Attend and participate in BOCC meetings (6-27-24; 7-1-24) Attend and participate in BOCC meetings. (July 8, 2024; July 11, 2024) Attend and participate in staff working group on planned retreat. (7-9-24) Prepare for upcoming executive session. (7-8-24;7-9-24;7-10-24) Work on potential authorization for beer sales at Kaw Valley Rodeo during Riley County Fair. (7-8-24) Attend and participate in BOCC public meetings. (7-15-24;7-18-24) Confirm vendor has complied with terms of beer sales at Kaw valley Rodeo. during Riley County Fair. (7-12-24) Place indemnification agreement on BOCC agenda for review and approval by BOCC at 7-18-24 public meeting. (7-16-24) Attend and participate in BOCC public meetings. (7-22-24; 7-25-24) Discuss new potential fence view with citizen. (7-24-24) Attend and participate in BOCC public meetings. (8-1-24; 8-5-24) Attend and participate in BOCC public meetings. (8-8-24;8-12-24; 8-15-24; 8-19-24; 8-26-24;8-29-24;) Register for ARPA webinar on preparation for 12-31-24 deadlines. (8-13-24) Work on citizen application to BOCC. (8-26-24) Attend and participate in BOCC public meetings. (9-5-24; 9-9-24) Attend and participate in BOCC public meetings. (9-12-24; 9-16-24) Review probate case matter. Communicate with staff. (9-17-24) Attend and participate in BOCC meetings. (9-19-24; 9-23-24) Work on fence view. (9-23-24; 9-24-24; 9-25-24) Consult with Deputy County Counselor on draft. (9-24-24) Attend and participate in County retreat. 9-25-24) ***Work on fence view. Discuss with Deputy Counselor. (9-27-24) Review legal issue. (9-29-24) Work on fence view. (9-30-24;10-1-24; 10-2-24) Attend and participate in tour. (9-30-24) Attend and participate in BOCC public meetings. (9-26-24; 9-30-24)***

“Constitutional Protection of County Home Rule”:

County Jail Inmate Medical Care: Schedule staff discussion of contract development. (5-21-23) Meeting with Mark French on contract. Communication with staff working group to schedule teams meeting May 7, 2024. (5-1-24) Review material in preparation for Teams meeting. Participate in Teams meeting. Carry out assigned task. (5-7-24) Communication from team members regarding assigned task. (5-8-24) Communicate with working group and vendor. Possible resolution by Thursday, September 5th, (9-2-24; 9-3-24) Finalize contract documents working with vendor and working group. Provide final contract documents to Clerk's office for 9-5-24 BOCC public agenda. (9-3-24)

Countywide Emergency Radio Communications System Upgrade: The upgrade is complete. But now the “program” phase has been completed, additional work from this department will be provided, as necessary, during the “maintenance” and “warranty” periods now underway. Discussion with contract administrator for vendor (L3Harris) scheduled for August 27, 2021. Discussion held with vendor contract administrator. Discussion with EM Director (8-30-21). Working toward final documents of “program” phase. Conversation with EM Director. (9-24-21) Conversation with L3Harris contract administrator, moving this matter toward likely resolution by the BOCC on 9-30-21. (9-24-21) Review appropriately continues among EM, KSU and Emergency Dispatch personnel regarding close out of this phase of the project. (9-24-21) Draw Commission Agenda Report and place on 9-30-21 agenda for BOCC review and approval of contract documents. (9-28-21) Discuss final contract documents for agenda separately with EM Director and L3Harris Contract Administrator. (9-29-21) Obtain BOCC approval of Amendment 1 to Master Service Agreement. (9-30-21)

Delinquent Real Property Tax Sale: Legal research. Prepare documents for the next stage in the process. (4-12-24) Work to review final contract signed. (May 1, 2024) Contact IT with information on underlying purchase. (5-3-24) Attend and assist in Delinquent Real Property Tax Sale. (6-28-24)

“Dark Store”:

District Court:

Federal Rules on Vaccination Mandate:

First Christian Church: Now this property is “listed” as a “historic site,” there are state law restrictions applicable whenever a “project” is undertaken involving potential repair, damage or destruction of the site or its structure (9-11-23;9-12-23;9-13-23) Work on Appeal. (9-14-23;9-15-23;9-16-23;9-17-23;9-18-23;9-19-23; 9-20-23; 10-4-23;10-5-23-10-6-23;10-7-23;10-8-23;10-10-23; 10-11-23.) Work on appeal. (10-12-23; 10-17-23; 10-18-23.) Conversation with opposing counsel and agree to extend her time to file brief. (11-3-23) Receive emailed brief from opposing counsel on appeal; following two extensions of time which opposing counsel had requested—which extensions were granted by the Court of Appeals. (1-19-24) Timely filed our brief in February 2024. Checked with Clerk of Court of Appeals—There have been no orders from Court of Appeals since, setting or denying both sides’ request for oral argument, etc. (5-2-24)

Indigent Legal Services: Attorney contracts for 2022 were created and emailed to current attorneys under contract. (11-3-21) Notice to Riley County Bar Association of at least one attorney vacancy effective January 1, 2022. (11-4-21) Proposed 2022 contracts have been provided to all current lawyers under contracts. None returned as of 11-23-21. No indigent legal service contracts are in place for the calendar year 2022. Work on various issues related to this service. (2-10-23; 2-13-23; 2-14-23; 2-15-23; 2-16-23; 2-19-23; 2-20-23; 2-21-23; 2-22-23; 2-24-23; 2-26-23; 2-27-23; 2-28-23; 3-1-23; 3-2-23; 3-3-23; 3-4-23; 3-6-23; 3-7-23; 3-8-23) Work on various issues related to this service. (3-19-23) Work at staff level on compensation for this service. (3-28-23) schedule next staff level discussion of compensation for this service. Discuss with Deputy Counselor compensation for this service. (3-29-23) Work on project. (6-1-23) Work on project. (6-8-23) Draw up final version of CAR; RFP; and Contract. (6-19-23; 6-20-23) Obtain BOCC approval of form RFP and Contract. (6-22-23) Finalize RFP and contract and distribute to local Bar Association membership with encouragement to apply well before August 4, 2023, deadline for proposals because they will be considered as they are submitted. (6-29-23; 6-30-23) Create documents for publication in newspaper and placement on county website for this service. (7-7-23; 7-10-23; 7-11-23; 7-12-23) Deadline for proposals to arrive in Clerk’s office 5 p.m. August 4. Work on issues related to service. (10-25-23.) Work on scheduling discussion. (6-5-24) Work on issues. (7-29-24; 8-8-24; 8-9-24;8-12-24) Continue working on project. (9-18-24). Work on same project. (9-23-24;9-24-24; 9-25-26) **Work on. (9-30-24; 10-1-24; 10-2-24)**

Legislation: Discuss with BOCC potential annual legislative conference dates in December 2023. (10-16-23) Notify delegation members conference scheduled on the following date which worked for a majority of responding legislators: December 14, 2023, noon to 2 pm. (10-26-23) Work on agenda for legislative conference (10-27-23; 10-30-23) Work on agenda for legislative conference. (11-13-23;11-14-23;11-15-23) Work on letter of BOCC support for SB 196. Obtain BOCC signatures and email to Senate Assessment and Taxation Committee. (1-4-24;1-5-24;1-7-24;1-8-24) Prepare and submit timely lobbyist compensation report for 2023 legislative session. (1-10-24) Prepare BOCC opposition letter for HB 2036. (1-10-24) Present draft of HB 2036 opposition testimony. Re-draft to insert BOCC changes. Obtain BOCC final approval of letter. Timely submit to senate committee secretary final version of HB 2036 BOCC opposition testimony. (1-11-24) Communicate with House delegation on BOCC testimony submitted previously to Senate Tax on SB 196 and HB 2036. (1-15-24) Communicate with contract lobbyist on HB 2468 (a bill of concern to Emergency management) (1-16-24) Communicate with member of state delegation on SB 196; HB 2036. Work on HB 2026 opposition testimony. (1-16-24) Work on HB 2036. (1-17-24) Work on SB 162. Communicate with lobbyist. (1-18-24) Work on SB 162 (1-19-24) Appear before Senate Committee on Local Government on

SB 162. (1-22-24) Review SB346(upzoning/downzoning—removal of county authority). (1-25-24) Work on SB 162. (1-25-24; 1-31-24) Discuss various bills with lobbyist. (2-2-24) Discussion with another county counselor on a bill Riley County is interested in. (2-2-24) Work on SB 162. (2-2-24) Discuss SB 162 with lobbyist. (2-21-24) Communicate with contract lobbyist on HB 2599 (KORA request fees) (2-27-24) Review legislative issues remaining in session of interest to Riley County. (2-28-24) Work on SB 162 set for hearing in House Local Government committee on Monday, March 11, 2024. (3-5-24;3-6-24) Work with Deputy Counselor on contract issue. (3-6-24) Work on SB 162 hearing scheduled for March 11, 2024. (3-7-24;3-8-24) Attend and participate with Commissioner McKinley in hearing before the House Committee on Local Government in support of SB 162. (3-11-24) Communicate with contract lobbyist on SB 162. (3-12-24) Communicate with delegation member on SB 311; Discuss with County Appraiser. (3-12-24) Review House calendar status of SB 162. It is on General Orders. (3-20-24) Communication from contract lobbyist. Communicate with BOCC members regarding immediately foregoing. Attend and participate in KAC legislative policy committee zoom meeting. Present Riley County legislative requests. (8-28-24)

Leonardville North County EMS Station: Follow up call to City of Leonardville attorney. (4-11-23) Set up phone appointment with City of Leonardville Attorney—to discuss having city begin process of opening the easement as an alley for access to the site. (5-3-23) Phone discussion with City of Leonardville attorney and arrange for teams meeting next Tuesday (5-9-23) with him, Craig and me to discuss details of City legally “opening” alley to site of ambulance and performing tree trimming along that alley. (5-3-23)

National Opioid Litigation Settlement: Notice of Deadline to “opt in” to latest round of national opioid class action litigation settlements is April 18, 2023. (3-27-23) Prepare and submit CAR for BOCC 4-10-23 public meeting; with my recommendation to BOCC regarding “opt in” to latest round of national opioid class action litigation settlements—5 new defendants settling. Discuss with Assistant Attorney General managing this matter state-wide. (4-6-23) Submit electronically our “opt in” to latest round of national opioid class action settlements, as previously authorized by BOCC. Confirmation from settlement administrator that “opt in” accomplished. (4-14-23)

NG-911 Committee (Road naming): Attend and participate in committee meeting. (2-14-23)

Proposed Construction of EMS/EM/RCFD Emergency Services Headquarters: Schedule work session for discussion of design issue related to facility. (1-27-23)

Riley County Annual Legislative Conference: Discussion with County Register of Deeds to schedule meeting week of December 5th to review documentation of long-term revenue loss to Riley County caused by legislature’s past elimination of the mortgage registration fee. (12-1-22) Work preparing for 12-12-22 legislative conference. (12-8-22; 12-11-22) Discuss legislative conference information with County Appraiser. (12-8-22) Discuss legislative conference information in meeting with County Register of Deeds. (12-9-22) Work with members of delegation; 2023 Annual Legislative Conference scheduled for Thursday, December 14th, from noon to 2 p.m., BOCC chambers. (10-23-23) Conversation with member of delegation—confirming member will attend. (10-24-23.) Discuss options with BOCC regarding potential 2024 annual legislative conference. (7-22-24)

Riley County District Court: Discussion regarding BOCC consideration of funding potential “resolution docket” to assist with case backlog. (4-27-23) Work on project. (5-2-24)

Rural Economic Development Advisory Board:

Staff Budget and Planning Committee:

White Canyon Benefit District: White Canyon benefit district's residents' request, made during this date's public commission meeting, asking whether Riley County willing to supplement the cost of the benefit district's proposed private road improvement project. No dollar figure provided by benefit district residents. County staff instructed to provide BOCC at upcoming meeting most recent Riley County Public Works' "estimate" of "northern route" as an option to current benefit district project proposed. (8-30-21)

II. Projects by Department or Division:

Administrative Services/County Counselor: Work on matters related to departmental transition. (1-25-2023; 1-26-2023; 1-27-2023) Interviews of applicants for Deputy County Counselor position in transition scheduled to take place 9-29-23.-23. (3-2-23; 3-3-23) Work on Departmental transition matters. (4-28-24) Work on Departmental transition matters. (5-2-24; 5-3-24)

Riley County Appraiser's Office: Communicate with department Head on costs associated with BOTA appeal. (12-29-23) Communicate with staff on immediately preceding issue. (1-1-24) Communicate with Appraiser on exemption application. (1-11-24) Advise Department Head on legal issues. (1-24-24) Advise Department Head on process issue. (2-29-24;3-1-24) Communicate with department head. And Deputy Counselor. (3-4-24; 3-8-24) Advise Appraiser on KORA request. (5-1-24) Communication on legal matters. (5-1-24) Communication on different legal matters. (5-1-24; 5-2-24) Assist Department Head on pending matter. (5-6-24) Communicate on legal matter. (5-14-24) Meet with and advise Department Head on BOTA decision and separate appraisal matter. (5-29-24) Communicate with staff on upcoming meeting dates for discussion. (7-5-24) Communicate with Department Head about recent appellate case victory for PVD involving 8 other counties. (9-3-24) Assist and advise Department Head with question. (9-18-24)

Riley County Attorney: *Discuss legal issue. (2-1-24)*

Riley County Clerk: Advise and assist on open record act issue. (9-12-23;9-13-23) Schedule meeting with staff of two departments to plan means of addressing particular type of KORA request in most fair and efficient manner to reduce, potentially, two departmental workloads. (9-13-23;9-14-23) Reschedule forgoing meeting to 10-27-23. (10-19-23) Work on contract law issue. (10-24-23) Assist with legal issue. (11-3-23;11-5-23; 11-6-23.) Approve on minute track as to form revised parking lot resolution developed by Deputy Counselor. (1-2-24) Work on autopsy record storage issue. (2-2-24) *Prepare* resolution regarding Plaza reservations; present to BOCC and obtain approval. (2-27-24; 2-28-24;2-29-24) Communicate with staff on a request for a mailing address change. Communicate with counsel on client name change. Communicate with staff on records name change issue. (3-4-24;3-5-24) Work on notice of upcoming special meeting of BOCC. (3-12-24) Work with Clerk staff member on preparing for RNR compliance during 2025 budget. (3-20-24) Work with Department Head and his staff on election procedural matters raised by vacancy in a City of Manhattan elected office. (5-10-24) Work on contract issue for department. (6-14-24) Attend and participate in staff working group regarding ongoing project. Communicate with contractor afterward. (6-17-24) Review return of contract accepting our contractual attachment. Communicate with Department staff on next steps for BOCC approval. (6-21-24) Prepare Commission Agenda report on foregoing project. Staff uploads for Thursday, June 27th BOCC public meeting. (6-24-24) Work on Finance Officer question on behalf of BOCC. (6-25-24) Legal analysis of RNR statute. (6-27-24; 6-28-24;7-2-24;7-3-24) Assist with staff questions regarding legal interpretation. (7-5-24) Assist with project. (8-16-24) Assist with RNR resolution. (8-19-24;8-20-24) Assist with project. (8-21-24; 8-22-24;8-23-24; 8-27-24;8-28-24;8-29-24;8-30-24; 9-2-24;9-3-24) *Assist with same project. (9-6-24)* Assist with same project. (9-9-24; 9-13-24;9-15-24;9-16-24; 9-17-24) Discuss with Dept. Head news item about election offices in 6 states. (9-17-24)

Riley County Community Corrections: Discuss with PIO and department Head proposed correction of recently published newspaper article on grant award to Department. (1-2-24) Further conversation with Department Head and PIO about immediately preceding newspaper article. (1-2-24) Communicate with

Director on potential policy. (2-27-24) Contact Department at request. (5-14-24) Work with Department on project involving funding. (5-15-24)

Riley County Emergency Management: Work on project issue. (11-7-23; 11-8-23) Conversation with stakeholders on a radio tower lease amendment. (1-2-24) Communicate with Director on state winter weather disaster declaration just released. (1-24-24) **Assist** with written response to vendor. (4-22-24) Advise on KORA request. (5-2-24) Advise other staff on same KORA request. (5-2-24) Contact County PIO about foregoing, relevant to any photos or video. (5-2-24; 5-3-24) Check in with Helpdesk. (5-7-24) Work with State project manager regarding scheduling matter on roundabout project at k-13/US24, easement purchase from county of County ROW at Fire Station. Work with Cindy K. on agenda time. (5-7-24) Work with department on personnel law matter. (5-14-24; 5-15-24) *Assist with project legal issue. (8-8-24) Assist with project legal issue. (8-12-24; 8-13-24; 8-14-24; 8-15-16; 8-16-24)*

Riley County Emergency Medical Services: Prepare for staff discussion of proposed ride along program and its necessary requirements. Participate in staff discussion. (5-7-24)

Riley County Extension: Work on legal question raised by Director. (5-29-24) Communicate with Department Head. Work on project for upcoming use of Fairground Arena for KSU rodeo club event at county fairground arena. (8-20-24; 8-23-24; 8-25-24; 9-2-24)

Riley County Fire District No. 1: Work on contract law issue. (11-7-23; 11-8-23.) Work on separate contract law issue. (11-7-23) Prepare for January 9, 2024, training presentation to District leadership. (12-27-23; 12-28-23; 12-29-23; 12-30-23; 12-31-23; 1-1-24) Conversation with HR Director regarding upcoming training to District leadership. (1-2-24) Conversation with Department Head on pending litigation. (1-2-24) Additional conversation with HR Director regarding upcoming training in District leadership. (1-2-24) Preparation for January 9, 2024, training presentation to District Leadership. (1-3-24) Check out technology at Public Works for tonight's training presentation to District Leadership. (1-16-24) Present training, along with HR Director, to District Leadership. (1-16-24) Work on Fire District/University Park fire station project. (2-23-24) Communicate with lobbyist on HB of concern to department. (2-28-24) Communicate with department on KORA issue. Communicate with outside counsel. And Deputy County Counselor. (3-4-24) Communicate with Fire Chief. (3-21-24) Work on contract issue. (3-26-24) Prepare and obtain Chairman's signature on Local Disaster Emergency Declaration regarding cybersecurity incident. Attend and participate in special BOCC public meeting. (4-1-24) Draft extension of Local Disaster Emergency Declaration on cybersecurity incident. Then obtain BOCC approval of extension of local disaster emergency declaration. (4-2-24; 4-3-24; 4-4-24) Draft local emergency declaration on Axelton Hill Road wildfire and obtain BOCC chairman signature. (4-6-24) Prepare extensions of both local disaster emergency declarations. (4-10-24) Present and obtain BOCC approval of both immediately preceding local disaster emergency declarations. (4-11-24) Review and approves as to form FRA matter. (7-24-24) Communicate with department staff on pending matter and advise. (9-3-24)

Riley County GIS: Assist with provision of "shapefile" requested by company. Communicate with company representatives and GIS staff. (6-5-23; 6-6-23)

Riley County Health Department: Work on contract law issue. (10-12-23; 10-13-23.) Work on contract law issue. (10-19-23; 10-23-23; 10-24-23.) Advise Department on personnel policy manual upcoming revision. (3-19-24) Communicate with county staff on parking issue. (3-26-24) Schedule staff discussion with this Department and another on legislative issue. (6-26-24) Advise Department Head on legislative matter. (7-3-24) Advise Department Head on state funding matter. (7-3-24) Work on project. (9-11-24) Work on electronic medical record matter. (9-24-24; 9-25-24) **Work with Deputy County Counselor on project to assist Department. (9-27-24) Work on separate project to assist Department. (9-29-24)**

Riley County Historical Museum:

Riley County Human Resources. Finalize Green Dot Contract. (9-12-23) Conversation with HR. (10-12-23.) Review example of proposed Performance Review new form to be completed by 10-16-23. (10-12-23) Work with a department on HR issue “IV.” (10-13-23.) Work with Department on unrelated HR issue (“V”). (10-16-23.) Work with Department on unrelated HR issue “VI”. (10-16-23.) Work with department on Personnel issue I. (10-19-23;10-23-23; 10-25-23.) Work with division on personnel law issue II. (10-24-23.) Work with Division and Department Head on personnel law issue II. (10-25-23;10-26-23;10-27-23;10-28-23-10-29-23;10-30-23) Work with Division and Department Head on personnel law issue. (11-1-23.) Work with Division and Department on personnel law issues. (11-2-23;11-3-23; 11-5-23;11-6-23.) Work on personnel law issue for Division and Department. (11-10-23). Work with Division and Department on personnel law issues. (11-9-23;11-13-23; 11-14-23). Prepare for disciplinary action appeal scheduled for January 4, 2024. (12-289-23) Communicate with team members on working group considering revision of personnel manual. Working group to reconvene 1-9-24. (1-2-24) Work on personnel issues. (1-4-24; 1-5-24) Communicate with Department head and Division head on upcoming potential meeting regarding process. (1-12-24) Communication from Division head on upcoming work group work for discussions on personnel policies. (1-12-24) Working group discussion of personnel policy issues. (1-12-23) Working group discussion of personnel policy manual. (1-18-24) Working group discussion of personnel policy practice. (1-22-24) Analyze and comment upon potential policy. (1-24-24) Analyze potential changes to personnel policy. (1-29-24; 1-30-24; 1-31-24) Advise on legal issue. (2-1-24) Work on personnel policy manual issues. (2-22-23;2-23-24) Communicate with Division director given federal law changes in identified policies. (2-27-24) Review material provided. (2-27-24) Work with Division Director on scheduling upcoming presentations to BOCC in public meetings. (3-12-24) Work on Personnel Policy issue. (3-13-24) Work on upcoming executive session. (3-12-24;3-13-24) Work on personnel policy issue. (3-14-24;3-15-24;3-17-24;3-18-24) Work on different personnel policy issues than immediately preceding entry. (3-18-24) Work on both of the immediately preceding entry matters. (3-19-24) Work on dress code issues. (4-9-24) Review KORA request. (4-9-24) Discuss personnel law issue. (5-8-24) Work with Division and Department Head on two distinct personnel law issues. (5-10-12) Work with Division and Department Head on distinct personnel law issue. (5-14-24) Review and continue working on proposed policy. (5-28-24; 5-29-24) Work with HR, and a Dept. Head on personnel law issue. (5-31-24; 6-3-24) Work with staff group on proposed policy. (6-3-24) Work with HR and Department Head on personnel issue. (6-3-24) Work with HR. on personnel issue. (6-4-24; 6-5-24)) Work with HR on personnel matter. (6-7-24) Work with HR on personnel policy approval. (6-7-24) Work with HR on 2 distinct and unrelated personnel law issues. (6-17-24) Work with HR on personnel law issues. (6-18-24) Work with Division head on personnel legal issue. (7-2-24) Assist with upcoming personnel issue. (7-5-24) Assist Division and BOCC with personnel law issue. (7-25-24) Assist with project on open position. (9-15-24) Assist with unrelated issue. (9-17-24) Assist with statutory provisions—provide and communicate. (9-23-24)

Riley County Information Technology/GIS Work with department on contract law issue. (10-24-23.) Conversation with GIS staff member regarding City GIS “layer” issue. (1-2-24) Discuss legal issues involving federal act(s) and communication technology. (2-1-24) Communication from IT about on-going efforts to protect network. (5-7-24)

Riley County Museum: Advise Director on question raised on behalf of Historical Society. (5-3-23)

Riley County Noxious Weeds/Hazardous Household Waste: Discuss with department head upcoming potential property leases of county ground. (5-3-23) Request Department Head provide copy of deed on one of leased properties—to review restrictions on all the leased properties. (5-4-23) Schedule discussion with Department Head on real property issue. (5-22-23) Review and approve as to form weed control contract proposed by KDOT. Inform Department head I’ve done so. (1-2-24) Conversation with Department Head on immediately preceding contract. (1-2-24)

RILEY COUNTY PLANNING AND DEVELOPMENT. Work on Comprehensive Plan update matter. (7-17-24) Work on County Retreat matter. (7-17-24)

RILEY COUNTY POLICE DEPARTMENT—Administered by Law Enforcement Agency (“Law Board”): Communication from City Manager, County Clerk and County Attorney regarding RCPD question about potential ordinance or resolution. I contact Barry Wilkerson for discussion. (1-12-24) Work on project. (4-15-24; 4-16-24; 4-17-24) Communication from third party on budget matter. (5-2-24) Work on inmate medical project. (5-29-24) Participate in staff working group on inmate medical project. (5-31-24) Communicate with vendor of inmate medical services. (5-31-24) Work on inmate medical project. (8-14-24; 8-15-24; 8-16-24)

Riley County Planning & Development: Represent County in District Court hearing on Prairiewood appeal. (8-29-23) Conversation with landowner. (10-12-23.) Review and approve Comprehensive Plan resolution “as to form” for 10-16-23 BOCC meeting. (10-12-23.) Work on pending litigation. (10-13-23) Work on pending litigation “III”. (10-13-23.) Work on pending project “I”. (10-13-23.) Conversation with opposing counsel in pending appeal “II.” (10-13-23) Work on benefit district project. (11-6-23; 11-7-23.) Work to schedule meetings with business and staff on different pending legal issues. (11-7-23; 11-8-23) Work on benefit district contract for environmental assessment. (1-26-24; 1-31-24) Complete work on benefit district contract for environmental assessment; route vendor—approved contract to this department’s Office Manager for placement on next Monday’s business meeting agenda, following conversation with Department Head. (2-1-24) Work with Department Head on contractual issue. (2-14-24) Work with Department Planner and Deputy on upcoming agenda item. (3-19-24) Work on immediately preceding entry again. (3-20-24) Work on benefit district issue. Discuss with Deputy County Counselor. (3-20-24) Review and approve as to form plat. (3-21-24) Discuss upcoming public hearing with staff member. (3-21-24) Work on upcoming land use issue. (3-26-24) Discuss with staff special use hearing before Planning Board evening of 4-8-24. (4-9-24) Conversation with opposing counsel in pending appeal. Draft motion to extend time to file our brief. I will file such agreed motion this week. Motion filed. (4-15-24) Review sanitary code issue. (4-18-24) Schedule meeting with department staff member on separate code violation enforcement matter. (4-18-24) Review correspondence on separate possible code violation matter. (4-18-24) Status report back on separate code enforcement matter. (4-18-24) Status report back on separate code enforcement matter. (4-18-24) Work on SB 384. (SB 162) as signed by Governo as part of SB 384. Meeting with staff of Planning and Development and RCHD. (4-26-24). Work solo on immediately preceding project list entry. (4-28-24) Review and approve as to form contract for project. Discuss with Department Head. (5-2-24) Communication with Department Staff on pending code enforcement matter. (5-2-24) Communicate with Department head on immediately preceding code enforcement matter. (5-3-24) Correspondence with outside professional based on citizen question regarding pending project. (5-3-24) Assist staff of this department on pending matter. (5-6-24) Communication from Department staff on different matter for calendaring. Respond. (5-6-24. Contact representative of citizen in pending matter. Relay information to staff member working on the matter. Relay information to another Department Head assisting in matter. (5-6-24) Respond to communication from Department Head on ongoing project of her department. Respond to communication from Department Head on different project of her department. (5-7-24) Communication from staff of Department on different project of her department. (5-7-24) Discuss with Department Head different project of her department; in response to communication from her of procedural question. (5-7-24) Answer question from Department Head on procedural question. Communicate with Department Head and Cindy K. (5-7-24) Review litigation material served on a co-defendant in pending code enforcement case. (5-7-24) Discuss pending enforcement matter with Code Enforcement officer. (5-7-28; 5-8-24) Work on pending Court of Appeals matter. (5-15-24) Work on comp plan consultant project. (5-29-24) Calendar Everygy application regarding Ashland Bottoms special use application. (5-29-24) Review and sign plat presented by Department staff. (5-29-24) Prepare for executive sessions. (6-5-24) Advise Department Head on project legal issue. (6-12-24) Work on pending appeal matter. (6-25-24) Work on pending sewer project. (7-3-24) (Advise Department Head on legislative matter. (7-3-24)

Attachment: FINAL_Commission List 10.07.2024 (15097 : Clancy's Commission List)

Complete Agreement for Retreat Consultant. (7-18-24) Work on Comprehensive Plan Update matter. (7-18-24; 7-19-24) Work on court of appeals brief (8-1-24; 8-2-24; 8-3-24; 8-4-24; 8-5-24) Evaluate project grant possibility legal issue. (8-6-24) Work on different pending Court of Appeals brief augmentation in pending matter. (8-5-24; 8-6-24) Communicate with Deputy Counselor on update regarding project. (8-9-24) Review and approve “as to form” contract for surplus personal property auction. (8-30-24) Work on KDOT roundabout project involving K-13. (9-2-24) Finalize contract documents for KDOT roundabout projects at two locations and provide documents to County Clerk for BOCC agenda for 9-5-24 (9-3-24) Attend and participate in tour of Riley County-owned buildings in preparation for upcoming retreat. (9-20-24) Meet with Department Head on pending projects. (9-24-24)

Riley County Public Information Officer: (5-8-23) Further communication with PIO and working group about same informational program. (5-8-23) Communication from PIO requesting legal advice. (7-24-23) Conversation on lawful options for final version of BOCC minutes. (10-24-23.) Schedule upcoming meeting on possible documentary. (3-12-24) Communicate with regarding Facebook change of services offered. (3-12-24) Discussion with PIO regarding request for release of information. (5-31-24)

Riley County Public Works: Discuss land use issue with Department Head. (10-12-23.) Communicate with potential vendor on project. (10-13-23.) Communicate with county insurer on project. (10-13-23.) Contract law issue. (11-6-23.) Work on bid packet issue. (1-2-24) Contacted by KDHE requesting permission for project. Relay request to Public Works Director and invite conversation. (1-3-24) Discuss with Director Township Officers’ March 6, 2024, meeting agenda. Contact outside party as possible participant to assist with program. (2-2-24) Attend and participate in Township Officials annual meeting. (3-6-24) Review and approve contract “as to form.” (3-8-24) Review contract proposed. (3-11-24) Discuss staff contract proposed. (3-12-24) Work with Assistant County Engineer on assembly of contract for agenda. (3-19-24) Review and approve as to form immediately preceding contract. Conversation with Cindy K on delivery of contract to County Clerk’s office for this Thursday’s agenda. Place contract in delivery bin from Public Works to County Clerk’s office. (3-20-24) Work on elevator contracts and discuss with Department Head. (4-5-24; 4-6-24; 4-8-24) Conversation with Dept. Head regarding KDHE request to do well test on county site. (4-15-24) Conversation with Dept. Head regarding drainage easement. (4-16-24) Review update on pending resolution. (4-18-24). Review and approve as to form covenant and easement documents for EMS HQ project. (4-23-24) Respond to email from KDHE on agency’s planned sampling in Fairmont Park, after discussion with Department Head. (4-23-24) Conversation with Assistant County Engineer. Approve as to form transfer station truck scale Contract. (4-23-24) Work on KDOT roundabout project as it affects Riley County. (4-26-24; 4-28-24; 4-29-24; 4-30-24) Work on preceding KDOT project as it affects Riley County. 5-8-24. Work on policy issue involving CDL training. (5-30-24; 5-31-24) Review and approve as to form project document. (5-31-24) Review and approve as to form unrelated project document. (5-31-24) Approve as to form contract for project. (6-3-24) Work on project documents. (6-4-24) Conversation with consulting engineer on state highway project. (6-14-24) Communication from KDOT counsel on state “roundabout” project at US 24 and K-13. Contact Public Works Directo. Contact KTOT counsel. (6-26-24) Communicate with Department Head on immediately preceding project. (7-2-24) Advise Department Head on separate and distinct legal matter. (7-3-24) Assist Department and BOCC with ongoing project issue. (7-25-24) Discuss with Department Head facilities matter. (8-15-24) Discuss with Department Head ongoing KDOT project. (8-15-24; 8-16-24) Communicate in response to KDOT attorney on KDOT project. (8-16-24) Attend and participate in departmental staff meeting. (8-30-24) Finalize contract documents on the two KDOT roundabout projects, working with Department Head. and provide documents to Clerk’s office for 9-5-24 agenda. (9-3-24) Work with Department Head finalizing contract documents for design of window replacement project in CPE. Provide to Clerks office for 9-5-24 agenda (9-3-24). Work with counsel for KDOT on finalizing execution of contract documents on two roundabout projects. (9-12-24)

Riley County Register of Deeds: Communicate with three offices, their staff and department heads on common legal issues. (11-7-23) Communicate with department head on same issue. (11-8-23) Work on legal

issue regarding filing. (2-29-24; 3-1-24;3-4-24) Work with department head and staff of County Clerk and County Appraiser to resolve filing issue. (3-4-24) Assist with legal issue involving KORA (9-18-24; 9-19-24; 9-23-24) Advise on legal issue. (9-25-24)

Riley County Treasurer: Discuss with Department Head process for Opioid Settlement Fund payments routed from Attorney General's Office. Discuss with Assistant Attorney General supervising such distributions. (12-21-22) *Work* on Delinquent Real Property Tax Foreclosure case for 2024. (4-12-24) Review claim for delinquent real property taxes in mtg foreclosure case. (4-16-24) Review claim for delinquent real property taxes in mtg foreclosure case. (4-16-24) Review probate case order directing payment of real property tax. (4-16-24) Review mtg foreclosure case and demand for payment of real property tax. (4-16-24) Review of probate case and real property tax. (4-16-24) Review delinquent real property tax efilings. (4-19-24) Work with legal staff on upcoming delinquent real property tax sale. (4-23-24) Process with staff response to citizen inquiry to county website about tax sale properties. (4-29-24) Process with staff response to another citizen inquiry to county website about tax sale. (4-29-24) Discuss tax sale property issue involving request from executor of titled owner. Call the executor and leave voicemail. Resolve with executor. (5-7-24) Sign order dismissing individual parcel from tax sale. (5-8-24) Work with department staff on preparation of Motion for Default Judgement in 2024 delinquent real property tax sale. (5-10-24) Obtain judgment in favor of Riley County on motion for default judgment in Riley County District Court for upcoming delinquent real property tax sale. (5-28-24) Delinquent property tax sale meeting with office staff. (5-29-24) Approve withdrawal pleadings from pending probate cases wherein our filed claims for property taxes resulted in payment. (6-14-24) Assist Department Head with citizen communication. (6-17-24;6-18-24) Work on property tax foreclosure case. (6-26-24)

III. Projects by Professional Association, Internal and External Committees/working groups, CLE, & Other Administrative Matters:

Ad Hoc Staff Committees/Work Groups on Multiple Subjects: Staff committee discussion of issue in recent tax sale. Clerk and staff, Treasurer, Appraiser and staff. (3-6-23)

Administrative Matters: Discuss with HR CAR I'll prepare for transition of Counselor position based upon my scheduled 2025 retirement. (5-19-23) Work on transition of Deputy position given incumbent's scheduled retirement. (5-22-23;5-23-23) Discuss and decide with staff on renewal of "Hawver" subscription. (5-30-23) Register for June 20 webinar on Title VI requirements under ARPA; to be conducted by Officer of Recovery. (6-5-23) Information to Office Manager on invoice for Westlaw. (7-5-23) Partners' Meeting. (7-21-23) Review and approve proposed CAR drafted by H.R. for upcoming position vacancy due to retirement. (7-27-23) Work with HR and staff working group preparing for candidate interviews for 2 positions. (7-27-23;7-28-23) Staff meeting to discuss departmental input, as requested by PIO, on survey regarding retention and recruitment and retention. Provide info to PIO. (8-2-23) Review, approve Department timecards. (8-6-23) Work on transition of department for upcoming vacancy in Office Manager position. Review all internal applications. Communicate with both Riley County Deputy County Counselors and H.R. Director. (8-6-23) Work on transition of department to fill vacancy in Legal Assistant position. (8-10-23;8-11-23; 8-13-23) Review City/County/County agenda for 8-17-23 meeting. (8-13-23) Work on upcoming retirement receptions for department. (8-11-23; 8-14-23; 8-15-23;8-16-23;8-17-23) Continued work on transition of department to fill vacancy in Legal Assistant position. (8-15-23) Participate in panel interview of candidate for Legal Assistant I position.9 (8-18-23) Attend retirement reception in BOCC chambers for Jill Seaton. (8-31-23) Relay eflex latest to staff—No access to court of appeals or supreme court yet as of noon today. (1-26-24) Participate as donor in County/Red Cross blood donation drive. (2-14-24) Work on closing issue involving sale of a portion of a larger parcel—the sale of which does not involve a pending code enforcement proceeding. (2-15-24) Work at PW successfully confirming, with IT assistance, our desktops there appropriately "sync" with our desktops in our CPE office. (2-26-24) Work with Public Works on key card/key fob access to that portion of Public Works building where our office will temporarily relocate. (2-27-24) Work on temporary

relocation of office during 4th floor renovation project. (2-28-24) Work with I.T. to synchronize desktops at departmental CPE office and temporary space at Public Works. (3-1-24) Catch up on emails. Respond when appropriate. (4-9-24) Work on transition of Deputy County Counselor caseload to County Counselor. (4-10-24; 4-11-24; 4-12-24) Work on applicant interview scheduling for Deputy County Counselor position. (4-15-24) Work with our Office Manager on 2025 departmental budget request. (4-16-24) Work on departmental transition matters. (5-2-24; 5-2-24; 5-3-24) Brief staff meeting—my meetings schedule today. (5-7-24) Review and delete emails. (5-7-24) Work on transition: Introduce Deputy County Counselor to BOCC members; and 3 department heads (5-13-24) Introduce Deputy County Counselor to 3 more department heads. (5-14-24) Review and approve as to form payroll and accounts payable. (5-28-24) Work on transition matters in office. (5-30-24; 5-31-24) Contact IT about recent communications to organization about a system update. (6-3-24) Brief Bryant on relevant discussions during today's public BOCC meeting. (6-3-24) Weekly office staff meeting. (6-14-24) Work with staff working group on scheduled shut off of electricity to CPE. (6-17-24; 6-18-24) Work on organization of office filing. (7-5-24) Participate in CAR promoting Deputy County Counselor to County Counselor, effective January 1, 2024. (7-18-24) Consult with Deputy County Counselor on various pending projects. (7-24-24) Discuss potential internal publication of notice of Deputy Counselor's recent promotion by BOCC, effective January 1, 2025. (7-24-24) Prepare for interviews of candidates for Deputy County Counselor position, now that current Deputy has been promoted to County Counselor effective January 1, 2025. (8-7-24; 8-8-24; 8-13-24) Weekly staff meeting. (8-9-24) Organization and filing in preparation for transition. (8-9-24; 8-10-24; 8-11-24) Weekly staff meeting. (9-13-24) Discussion regarding transition matters with Deputy County Counselor. (9-18-24) ***Weekly staff meeting. More transition planning for on-boarding of Jacob Hanson, for training as Deputy County by both me and Deputy County Counselor/County Counselor effective December 21, 2024, Bryant Parker. (9-27-24) Work with Bryant and Jacob. (9-30-24; 10-1-24; 10-2-24) Departmental staff meeting/Partners' Meeting to continue fostering transition with input from all department staff. (10-2-24)***

Continuing Legal Education: Attend online CLE program. (6-11-23) Attend CCAK CLE program. (6-16-23) Discuss department budget preparation for 2025. (4-18-24) Attend an open.gov zoom on "roll out" of budget creation. (4-18-24) Work on department budget request. (4-22-24; 4-23-24; 4-24-24; 4-25-24) Confirm electronically with CLE commission whether compliant for 2023 through June 30, 2024, for CLE requirements. Register for the remaining one-hour CLE to be presented online. (5-2-24; 5-3-24)

County Counselor Association of Kansas: Attend and participate virtually in Board of Governors meeting of CCAK. Summer CLE planning. (2-21-24) Contact KAC about presenter's assigned time during June 21, 2024, CCAK CLE program. Relay to presenter. Recontact KAC. Recontact presenter. (5-2-24) Contact from presenter. Relay information to Jay Hall. Confirm to presenter all in place for CLE. (5-6-24) Communicate with Deputy Director and Presenter scheduled for CCAK CLE to take place 6-21-24. (6-18-24) Attend online program of association for required CLE. (6-21-24) Review opioid funds distribution charts from KAC. (8-9-24)

Department Head Committee: Attend and participate in committee meeting. (7-5-23) Attend and participate in meeting. (7-19-23) Attend and participate in committee meeting. (8-2-23) Attend and participate in Committee Meeting. (10-18-23) Attend and participate in committee meeting. (11-1-23.) Prepare for meeting scheduled for 1-3-24 (1-2-24) Attend and participate in Committee meeting. (1-3-24) Prepare for, attend and participate in committee meeting. (3-20-24) Prepare for 4-17-24 committee meeting. (4-16-24) Attend and participate in committee meeting. (5-1-24) Attend and participate in committee meeting. (6-5-24) Attend and participate in meeting. (7-3-24) Attend and participate in meeting. (9-18-24) ***Attend and participate in committee meeting. (10-2-24)***

Intergovernmental Luncheon: Attend and participate in 2 pm. meeting of committee. (3-11-24)

Joint Task Force on Possible Fair and Rodeo Relocation: Attend 2nd meeting of group at Chamber offices. (7-14-23) Attend first ½ hour of task force meeting at KSU foundation. (8-16-23)

Kansas Association of Counties: Review communication on Kansas Supreme Court case considering self-insured entities. (3-8-24)

Staff Budget and Planning Committee: Work with B & P on development of contracts for transfers to small cities for loss of funds as countywide ½ cent sales tax sunsets 12/31/22. (11-15-22) Review material for BOCC presentation to be made by Budget and Planning during the next BOCC public meeting. (11-28-22) Attend and participate in Committee meeting. (11-29-22) Ask Shilo for her opinion on draft of agreement. (2-7-23) Prepare for scheduled 1-3-24 committee meeting. (1-2-24) Attend and participate in Committee meeting. (1-3-24) Review upcoming agenda for scheduled 1-30-24 committee meeting. Communicate with committee. (1-26-24) Attend and participate in committee meeting. (2-20-24) Work with IT/GIS staff on temporary move of department to Public Works during 4th floor CPE construction project. (2-21-24) Attend and participate in meeting of committee. (3-11-24; 3-12-24; 3-13-24) Conversation with Budget and Finance Officer. Available date of return from vacation. Accept B & P Meeting scheduled for 3 pm May 28· 2024. (5-7-24) Attend and participate in committee meeting. (5-28-24) Work on potential remote work policy. (5-28-24; 5-29-24) Attend and participate in committee meeting. (6-4-24)

Staff Riley County Employee Recognition Day Planning Committee: Attend and participate in committee work planning Employee Recognition Day. (6-20-23) Analyze proposed venue contract. Conversation with County's insurer. Voicemail left with PIO. (7-5-23) Attend and participate in Committee meeting (7-18-23) Communicate with sales representative for AMC Theatre. (8-2-23; 8-3-23) Communicate with AMC representative and our insurer regarding event. (8-13-23) Attend and participate in committee meeting. (8-15-23) Communicate with our insurer and attorney for venue regarding Recognition Day. (8-15-23) Communicate with attorney for venue regarding Recognition Day. (8-16-23; 8-17-23) Attend and participate in Employee Day. (10-9-23.) Work on future Employee Recognition Day issue. (10-18-23) Contact insurer to evaluate coverage for potential site for 2024 Employee Recognition Day. (1-2-24) Attend and participate in committee meeting. (2-20-24) Communicate in response to questions about recognition for years of service by employees in attendance. (3-15-24) Attend and participate in committee meeting. (3-19-24) Check on potential keynote or breakout session speaker. Contact agent for venue to confirm paperwork necessary to finally reserve venue, obtain copy of complete contract required and obtain liability insurance coverage requirements. Contact county's insurer to confirm the required liability coverage will be in place for county on October 14th. Attend and participate in committee meeting. (4-16-24) Work on venue documentation. (4-30-24; 5-1-24) Check with C & W on status of certificate of insurance. (5-3-24; 5-7-24) Work on venue reservation and insurance coverage required. (5-28-24; 5-29-24) Work on venue reservation. (6-7-24) Attend and participate in committee meeting. (6-18-24) Work with group on input for CAR to describe event for BOCC. (6-24-24) Attend and participate in committee meeting. (7-16-24) Attend (slightly late) and participate in Committee meeting. (8-20-24) Sign up to volunteer to assist with event at Employee Recognition Day. (9-17-24) Order pastry for event as assigned by committee. (9-18-24) ***Staff meeting—work on transition planning for next week. (9-27-24) Work on event. (10-2-24)***

Staff Road Renaming Committee:



OUTSIDE AGENCY
Letter of Support

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

COMMISSION AGENDA REPORT

FROM: Cindy Kabriel

MEETING: October 7, 2024

SUBJECT: Letter of Support for a grant application for the Leonardville Nursing Home

PRESENTER: Heather Germann, Leonardville Nursing Home Administrator

POSSIBLE MOTION(S)

Move to approve a Letter of Support for a grant application for the Leonardville Nursing Home.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- leonardville nursing home (PDF)



September 19, 2024

Riley County Board of Commissioners
Courthouse Plaza East Building
Commission Chambers
115 N 4th Street
Manhattan, KS 66502

To Whom it May of Concern:

I am writing to request your support for us to apply for a grant with the Kansas Department of Transportation. We applied last year and were not awarded it. We are trying again this year in hopes that maybe this will be our year.

I can appear if you want me to in person to request it. I have included a letter that you all need to sign or at least the chairman.

Sincerely,

A handwritten signature in black ink that reads 'Heather Germann'. The signature is fluid and cursive, with a large, looping 'H' and a long, sweeping underline.

Heather Germann
Administrator
Leonardville Nursing Home

Attachment: leonardville nursing home (15082 : Letter of Support - Leonardville Nursing Home)



BOARD OF COMMISSIONERS

115 N. 4th Street, 1st Floor
Manhattan, Kansas 66502
Phone: 785-565-6844
Fax: 785-565-6847
E-mail: boccc@rileycountyks.gov

October 7, 2024

Kansas Department of Transportation
700 SW Harrison St, 2nd Floor
Topeka, KS 66603

To Whom it May Concern:

It has come to our attention that the Leonardville Nursing Home is applying for a U.S.C. 49-5310 federal capital grant fund provided through your department.

We would like to extend our support of the grant application for the Leonardville Nursing Home. They have served Leonardville and the surrounding area since 1966. Awarding them a grant would benefit the seniors in their town greatly. They are one of five PEAK person-centered facilities in the state so we know that they provide great care to those in their facility. If awarded a grant to purchase a bus they will be able to enrich their lives even more.

Sincerely,

THE BOARD OF COUNTY COMMISSIONERS
OF RILEY COUNTY, KANSAS

John Ford, Chairman

Greg McKinley, Vice-Chairman

Kathryn Focke, Member

Attachment: leonardville nursing home (15082 : Letter of Support - Leonardville Nursing Home)



PLANNING & DEVELOPMENT
Public Hearing

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

COMMISSION AGENDA REPORT

FROM: Bob Isaac

MEETING: October 7, 2024

SUBJECT: Public Hearing to Consider a Special Use Authorization to allow for the construction and operation of a rural fire station on an unplatted tract and plat the tract into a single lot.

PRESENTER: Bob Isaac

BACKGROUND

See staff report.

DISCUSSION

See staff report.

FISCAL IMPACT

None is anticipated

ALTERNATIVES

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

RECOMMENDATION(S)

On September 9, 2024, the Riley County Planning Board unanimously forwarded a recommendation of approval of the request for a Special Use Authorization to the Board of County Commissioners as it was determined that it meets the minimum requirements of the

Riley County Land Development Regulations and Riley County Sanitary Code.

The Board also approved the concurrent plat of Riley County Fire District #1 Fire Station 110, as it was determined that it met the minimum requirements of Riley County Land Development Regulations and Sanitary Code.

Staff recommends the Board of County Commissioners approve the request for a special use authorization to allow for the construction and operation of a rural fire station, based on the following findings:

- It has been determined the request meets the requirements of the Riley County Land Development Regulations and the Riley County Sanitary Code, and
- is in general conformance with the Comprehensive Plan.

Staff also recommends the Board of County Commissioners acknowledge the approved Final Plat of Riley County Fire District #1 Fire Station 110, as it was determined that it meets the minimum requirements of Riley County Land Development Regulations and Sanitary Code.

POSSIBLE MOTION(S)

ACTION NEEDED FOR SPECIAL USE:

- A. **Move** to approve Resolution 100724-_____ approving the request for a Special Use Authorization to allow the construction and operation of a rural fire station, as it has been determined that it meets the minimum requirements of the Riley County Land Development Regulations and the Riley County Sanitary Code.

or

- B. **Move** to sign Resolution 100724-_____ denying the request for a Special Use Authorization to allow the construction and operation of a rural fire station, as it has been determined that it meets the minimum requirements of the Riley County Land Development Regulations and the Riley County Sanitary Code.

ACTION NEEDED FOR PLAT:

- . Move to approve Resolution 100724-____ acknowledging the approved Final Plat of Riley County Fire District #1 Fire Station 110, and accept any easements, rights-of-way or licenses, as shown to be dedicated on the Final Plat, as it was determined that it meets the requirements of the Riley County Land Development Regulations and Sanitary Code.
Or
- . Move to sign Resolution 100724-____ denying acceptance of any rights-of-way, easements, licenses as shown to be dedicated on the Final Plat of Riley County Fire District #1 Fire Station 110, as it has been determined that it does not meet the requirements of the Riley County Land Development Regulations and/or Sanitary Code.

ATTACHMENT(S):

- Staff report

- Maps
- Excerpt of Planning Board minutes

Enclosures:

- Staff Report (PDF)
- RCPB Minutes Excerpt (PDF)
- Special Use Resolution Approve (PDF)
- Special Use Resolution Deny (PDF)
- Plat_Resolution (PDF)



PLANNING & DEVELOPMENT

STAFF REPORT

Plat & Special Use

PETITION:	#24-041
APPLICANT:	Board of Commissioners of Riley County 110 Courthouse Plaza Manhattan, KS. 66502
PROPERTY OWNER(S):	University Park Improvement District 7321 Hi-View Dr. Manhattan, KS 66503-9133
REPRESENTATIVE:	Russel Stuckey-Riley County Rural Fire Chief 115 North 4th Street Manhattan, KS 66502
CONTRACT PURCHASER:	Board of Commissioners of Riley County 110 Courthouse Plaza Manhattan, KS 66502
REQUEST:	A Special Use Authorization to allow for the construction and operation of a rural fire station on an unplatted tract and plat the tract into a single lot.
SIZE OF TRACT:	The subject site is approximately .30 acres.
LOCATION:	Generally located approximately 260 feet northwest of the intersection of Lakeview Drive and Hi-View Drive, on the west side of Lakeview Drive; Section 12, Township 8 South, Range 6 East; Sherman Township.
JURISDICTION:	This application is subject to the requirements of the Riley County Land Development Regulations.



BACKGROUND: The County is moving forward with acquisition of the site for construction of a new fire station serving the University Park area. The site for the new station is being transferred by the University Park Improvement District to the County. As part of an agreement between the County and the Improvement District, the County is quit-claiming the existing University Park fire station to the Improvement District. The County is anticipating closing on the transfer of the site by early October. The new fire station facility is considered a public facility, thus requires a Special Use Authorization. Due to the size of the tract to be conveyed, the property was required to be platted.

DESCRIPTION:

Physical site characteristics: The undeveloped site is relatively flat, sloping gently to the southwest. There are no trees or other vegetation.

General character of the area: The general character of the area is a mix of open space, parks and low-density single family residential development.

ZONING:

Zoning History: The property has been zoned agricultural since 1958.

Current Zoning: The subject property is currently zoned AG (Agricultural District). There are no variances, conditional uses or special uses associated with the site.

SURROUNDING ZONING/LAND USE		
	ADJACENT ZONING	LAND USE
NORTH	SF-2 (Single Family Residential)	Park
SOUTH	AG (Agricultural District)	Open space
EAST	AG (Agricultural District)	Open space
WEST	AG (Agricultural District)	Residential

POTENTIAL IMPACT:

Public facilities and services:

Streets and bridges: The subject site has direct access to Lakeview Drive, a gravel, two-lane local road, maintained by Sherman Township. No new or existing bridges are included with this request. A permit will be required for a new entrance for the site.

Water and sewer: The subject site will connect to the existing University Park sewer and water systems.

Fire: Riley County Fire District #1 will serve the site. The subject site is located within five (5) road miles of a fire station.

Effect on public facilities and services: It is not anticipated that the proposed development will have an adverse impact on public services.

Effect on nearby property:

The request is for a new fire station facility. The anticipated effect on nearby property is positive.

CONFORMANCE TO THE LAND USE PLAN:

The request was reviewed with the 2009 Vision 2025 Riley County Comprehensive Plan, specifically Chapter 10 Public Facilities and Services the Development Guidance System in Chapter 12. The analysis is as follows:

Conformance to the Goals, Objectives and Policies

Goal for residential:

To ensure the efficient provision and utilization of public facilities and services.

Objective PF12: Appropriately locate public facilities in the rural areas.

Policies:

PF2.3 Consider co-locating police, fire and Emergency Medical Services facilities whenever feasible.

Future Land Use Map

According to the Future Land Use Map South (Figure 11.2) found in the Plan, the subject property is not located within a designated growth area.

The Land Evaluation/Site Assessment (LESA) Score

Due to the character of the request and the fact the site is not being rezone from AG (Agricultural District) to some other zoning designation, a LESA analysis was not generated.

Hardship on the landowner

The Applicant did not express a hardship would result if the request was denied.

Staff analysis: The request is consistent with goals and objectives of the Plan.

RILEY COUNTY LAND DEVELOPMENT REGULATIONS:

According to Section 3.6 Special Uses of the Riley County Land Development Regulations, *“the review authority may recommend approval or denial of a special use. A special use may be approved only upon an affirmative finding by the BOCC that all of the following criteria have been met”*:

1. The proposed special use complies with the intent of the comprehensive plan and any specific provisions of these Regulations;
Staff analysis: (see above).
2. The proposed use in its proposed location will not have a substantial adverse impact on the public health, safety, or general welfare;
Staff analysis: The proposed location of the new fire station will maximize service to the highest concentration of residential development in the area. It is intended to have a positive impact on the public health, safety and general welfare.
3. The proposed use will not cause substantial injury to the value of other property in the vicinity;
Staff analysis: There is no evidence brought forth that the proposed use will cause substantial injury to the value of other property in the vicinity of the site.
4. The proposed location for the special use has adequate access routes designed to prevent traffic hazards and minimize traffic congestion, and that the proposed use will not result in premature deterioration of road infrastructure;

Staff analysis: The subject site has direct access to Lakeview Drive, a gravel, two-lane local road, maintained by Sherman Township. It is expected that the new fire station will generate low levels of traffic and have its own off-street parking area; thus, will not generate traffic congestion.

5. Adequate public safety, transportation, and utility facilities/services will be available to serve the subject property while maintaining adequate levels of service for existing development;

Staff analysis: As mentioned previously, the primary intent of the project is to improve the level of service for the existing and future development in the area.

6. The proposed use is compatible with adjacent uses in terms of scale, site design, and operating characteristics (i.e., hours of operation, traffic generation, lighting, noise, odor, dust, and other external impacts).

Staff analysis: The applicant has provided a site plan showing how the proposed station will integrate with other nearby uses.

Agricultural Buffer: n/a

Riparian Buffer: n/a

COMMENTS AND CONCERNS:

ENVIRONMENTAL HEALTH: The Riley County Environmental Health Specialist has reviewed the request and reported site is in compliance with the Riley County Sanitary Code.

COUNTY ENGINEER: The County Engineer has reviewed the request and reported that Public Works does not have any issues with this special use plat. There is no need for a drainage study or a traffic study.

EMERGENCY MANAGEMENT: Riley County Deputy Rural Fire Chief Doug Russell has reviewed the request and reported that RCFD #1 has no issues with the Special use or plat of the property.

TOWNSHIP TRUSTEE: A Development Review Memo was sent to the Sherman Township trustee for comments and/or concerns; no response was received by this office.

RILEY COUNTY PLANING BOARD:

On September 9, 2024, the Riley County Planning Board unanimously forwarded a recommendation of approval of the request for a Special Use Authorization to the Board of County Commissioners as it was determined that it meets the minimum requirements of the Riley County Land Development Regulations and Riley County Sanitary Code.

The Board also approved the concurrent plat of Riley County Fire District #1 Fire Station 110, as it was determined that it met the minimum requirements of Riley County Land Development Regulations and Sanitary Code.

STAFF RECOMMENDATIONS:

Staff recommends the Board of County Commissioners approve the request for a special use authorization to allow for the construction and operation of a rural fire station, based on the following findings:

- It has been determined the request meets the requirements of the Riley County Land Development Regulations and the Riley County Sanitary Code, and

- is in general conformance with the Comprehensive Plan.

Staff also recommends the Board of County Commissioners acknowledge the approved Final Plat of Riley County Fire District #1 Fire Station 110, as it was determined that it meets the minimum requirements of Riley County Land Development Regulations and Sanitary Code.

POSSIBLE MOTION(S)

ACTION NEEDED FOR SPECIAL USE:

- A. Motion to approve Resolution 100724-_____ approving the request for a Special Use Authorization to allow a special use authorization to allow for the construction and operation of a rural fire station, as it has been determined that it meets the minimum requirements of the Riley County Land Development Regulations and the Riley County Sanitary Code.

Or

- B. Motion to sign Resolution 100724-_____ denying the request for a Special Use Authorization to allow a special use authorization to allow for the construction and operation of a rural fire station, as it has been determined that it does not meet the minimum requirements of the Riley County Land Development Regulations and/or the Riley County Sanitary Code.

ACTION NEEDED FOR PLAT:

- A. Motion to approve Resolution 100724-____ acknowledging the approved Final Plat of Riley County Fire District #1 Fire Station 110, and accept any easements, rights-of-way or licenses, as shown to be dedicated on the Final Plat, as it was determined that it meets the requirements of the Riley County Land Development Regulations and Sanitary Code.

Or

- B. Motion to sign Resolution 100724-____ denying acceptance of any rights-of-way, easements, licenses as shown to be dedicated on the Final Plat of Riley County Fire District #1 Fire Station 110, as it has been determined that it does not meet the requirements of the Riley County Land Development Regulations and/or Sanitary Code.

ATTACHMENTS:

- Vicinity/site map
- Zoning map
- Fire station map
- Preliminary Plat
- Final Plat

Prepared by: Bob Isaac, Planner
September 10, 2024



17.a

VICINITY AND SITE

BOCC

#24-041
Plat

Riley County Fire District #1
Fire Station 110

Special Use

To allow for the construction and
operation of a rural fire station on
an unplatted tract

12-8-6

 1000' Buffer

 Site



VICINITY



SURROUNDING ZONING

BOCC

#24-041
Plat

Riley County Fire District #1
Fire Station 110

Special Use

To allow for the construction and
operation of a rural fire station on a
unplatted tract

12-8-6

- 1000' Buffer
- Site

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

Attachment: Staff Report (15089 : Special Use for a rural fire station & plat)



FIRE STATIONS

BOCC

#24-041
Plat

Riley County Fire District #1
Fire Station 110

Special Use

To allow for the construction and
operation of a rural fire station on a
unplatted tract

12-8-6



Fire Stations

ISO Rating

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

University
Park
RCFD110

SITE

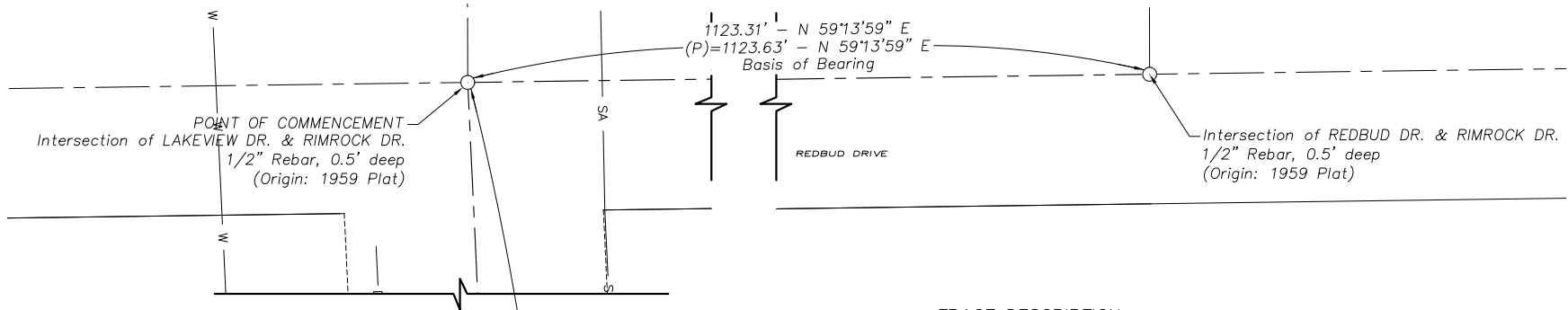
Attachment: Staff Report (15089 : Special Use for a rural fire station & plat)

Riley County Fire District #1 Fire Station 110

LOCATED IN THE W 1/2 OF THE SW 1/4 OF SECTION 12-T8S-R6E,
OF THE 6th P.M., IN RILEY COUNTY, KANSAS



VICINITY MAP
(not to scale)



TRACT DESCRIPTION:

A tract of land in the Southwest Quarter (SW 1/4) of Section 12, Township 8 South, Range 6 East, of the 6th P.M., in Riley County, Kansas, being more fully described as follows:
COMMENCING at the intersection of Lakeview Drive & Redbud Drive in the Subdivision of "University Park" dated 1959, said corner being monumented with a 1/2 rebar;
THENCE South 35°42'05" East along the centerline of Lakeview Drive for a distance of 300.00 feet to the POINT OF BEGINNING;
THENCE continuing South 35°42'05" East along said centerline for a distance of 100.00 feet;
THENCE South 54°17'55" West for a distance of 130.00 feet;
THENCE North 35°42'05" West for a distance of 100.00 feet;
THENCE North 54°17'55" East for a distance of 130.00 feet to the apparent centerline of Lakeview Drive to the POINT OF BEGINNING.
Containing 0.30 acres more or less. Subject to all easements, restrictions and right-of-way both visible and of record.

APPLICANT:

Board of Commissioners of
Riley County
115 North 4th Street
Manhattan, KS 66502

PROPERTY OWNER:

University Park Improvement
District
7321 Hi-View Drive
Manhattan, KS 66503

UNDERGROUND UTILITY STATEMENT:

With regard to underground utilities, information from the sources listed hereon will be combined with observed evidence of utilities pursuant to section 5.E.IV. of the minimum standard detail requirements for ALTA/NSPS land title surveys to develop a view of the underground utilities. However, lacking excavation, the exact location of underground features cannot be accurately, completely, and reliably depicted. In addition, in some jurisdictions, 811 or other similar utility locate requests from surveyors may be ignored or result in an incomplete response. Where additional or more detailed information is required, the client is advised that excavation may be necessary.

FEMA FLOODPLAIN NOTE:

Flood Zone X (area of minimal flood hazard), FEMA FIRM (Flood Insurance Rate Map) Community Panel Number 20161C0250G, effective date, March 16, 2015

ZONING:

Existing: AG (Agricultural District)
Proposed: AG (Agricultural District w/Special Use)

SANITARY CODE:

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

LEGEND

○	Found Monument (1/2" rebar, 1959 Plat - University Park)
●	Set Monument (1/2" x 30" rebar w/pink plastic cap CLS #155)
⊗	Calculated Corner / Physical Evidence (Nothing Set)
— — — — —	Surveyed Tract Boundary
— — — — —	Parcel Line
— — — — —	Centerline
- - - - -	Right of Way Line
— SA —	Existing Sanitary Sewer
— W —	Existing Water Line
— (E) —	Existing Electric - Overhead
— GA —	Existing Electric - Guy Anchor
— [T] —	Existing Telephone - Underground
— SA —	Proposed Sanitary Sewer
— W —	Proposed Water Line
— (E) —	Proposed Electric - Underground
— — — — —	Measured Distance - Bearing
— (P) —	Plat Distance (University Park, 1959)
R/W	Right-of-Way
W/C	Witness Corner
⊕	Centerline
⊕	Utility Pole
⊕	Water Meter
● OO	Sanitary Sewer Cleanout

NOTES:

- Vertical Datum: NGS Monument KF1053 "GARRISON" - Elev. 1302
- Origins of found monuments are unknown unless specified.
- No Easements, Setbacks and/or Rights-of-Way are certified as part of this report. Except those illustrated on the face of this plat by agreement with client.
- The roadway (Lakeview Drive) is an existing road and current grade and gradients are to remain. No modifications being proposed.
- Waterline to be moved within Lakeview Drive right-of-way during construction.

SURVEYOR CERTIFICATE:

I, Clint J. Friedrichs, Kansas Land Surveyor #1709, do hereby certify this plat represents the true and accurate results of a survey conducted by me or under my direct supervision on on September 28, 2020.

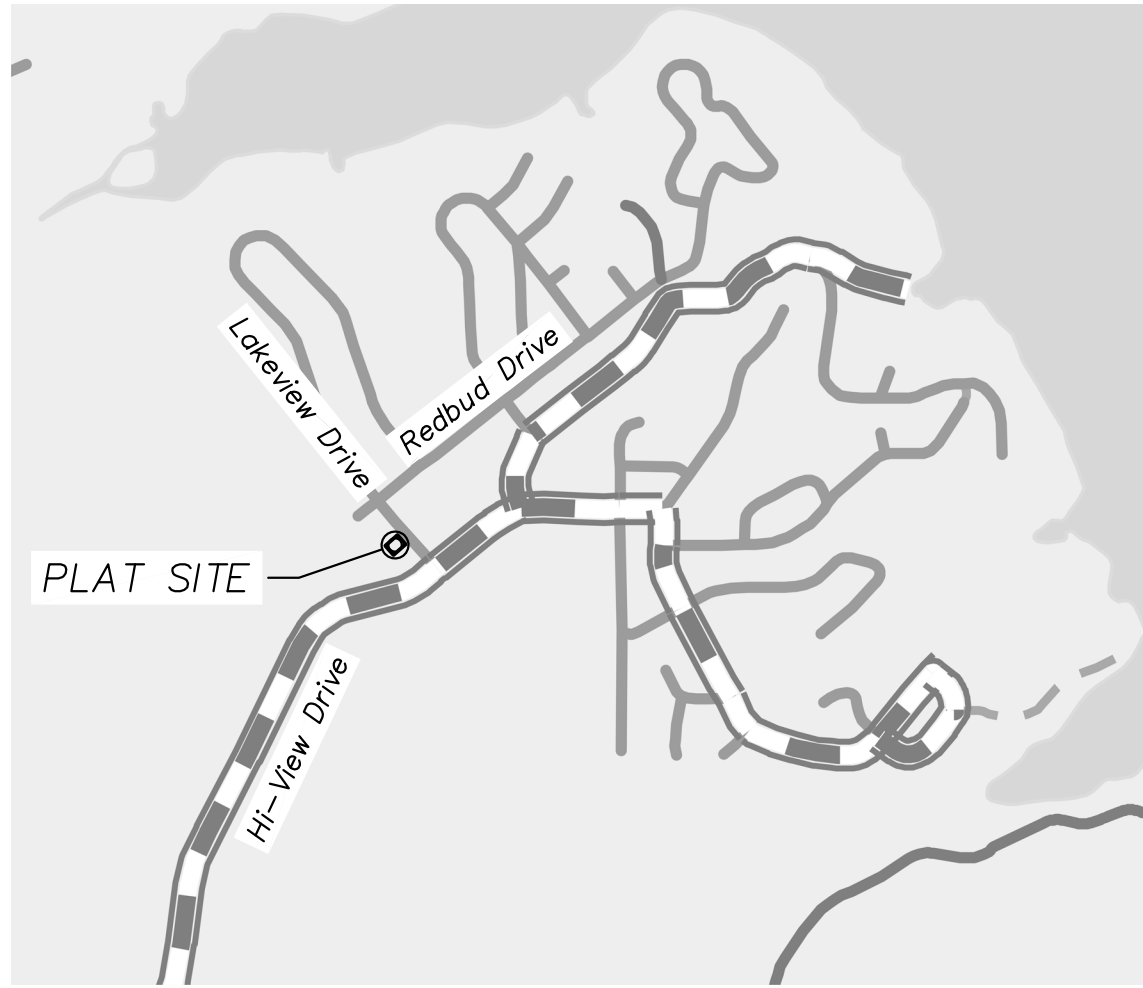
Clint J. Friedrichs, LLS #1709

PRELIMINARY PLAT & SITE PLAN Riley County Fire District #1 Fire Station 110



605 Broadway, Marysville, KS - Great Bend, KS - 785.562.5148 - CESgroup.biz

Date: July 2024
Project: 243561
Surveyed By: cJF
Detailed By: KIK
Checked By: rap



VICINITY MAP
(not to scale)

UNDERGROUND UTILITY STATEMENT:

With regard to underground utilities, information from the sources listed hereon will be combined with observed evidence of utilities pursuant to section 5.E.IV. of the minimum standard detail requirements for ALTA/NSPS land title surveys to develop a view of the underground utilities. However, lacking excavation, the exact location of underground features cannot be accurately, completely, and reliably depicted. In addition, in some jurisdictions, 811 or other similar utility locate requests from surveyors may be ignored or result in an incomplete response. Where additional or more detailed information is required, the client is advised that excavation may be necessary.

UTILITY NOTE:

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

PUBLICLY GRANTED AND DEDICATED EASEMENTS:

Property owner(s) is/are required to maintain all publicly granted drainage easement. Natural or non-natural structures or vegetative barriers (including but not limited to trees, shrubbery, berms, fences, and walls) are prohibited within publicly granted or publicly dedicated drainage easements.

BUILDING SETBACK REQUIREMENTS:

All building setback requirements shall be determined by zoning district, unless otherwise noted.

SANITARY CODE:

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

ENTRANCE PIPE:

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

FEMA FLOODPLAIN NOTE:

Flood Zone X (area of minimal flood hazard), FEMA FIRM (Flood Insurance Rate Map) Community Panel Number 20161C0250G, effective date, March 16, 2015

NOTES:

1. Vertical Datum: NGS Monument KF1053 "GARRISON" — Elev. 1302
2. Origins of found monuments are unknown unless specified.
3. No Easements, Setbacks and/or Rights-of-Way are certified as part of this report. Except those illustrated on the face of this plat by agreement with client.
4. The roadway (Lakeview Drive) is an existing road and current grade and gradients are to remain. No modifications being proposed.

Riley County Fire District #1 Fire Station 110

LOCATED IN THE W 1/2 OF THE SW 1/4 OF SECTION 12-T8S-R6E,
OF THE 6th P.M., IN RILEY COUNTY, KANSAS

OWNER'S CERTIFICATE

STATE OF KANSAS) SS
COUNTY OF RILEY)

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

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

Given under my hand at _____, Kansas this ____ day of _____, 20____
University Park Improvement District

James H. Slaymaker, President

NOTARY CERTIFICATION

STATE OF KANSAS) SS
COUNTY OF RILEY)

Be it remembered, That on this _____ day of _____, 2024, before me, the undersigned, a notary public in and for the County and State aforesaid, do hereby certify that James H. Slaymaker, President of University Park Improvement District, known to me to be the same person(s) whose name(s) are subscribed to the foregoing instrument, appeared before me this day in person and acknowledge the execution and delivery of this plat on behalf of said University Park Improvement District and further acknowledge that said University Park Improvement District had authorized his execution of this plat by and on behalf of said District as its President for the uses and purposes herein set forth. Given under my hand and Notarial Seal this ____ day of _____, 20____. My Commission expires _____.

Notary Public

CERTIFICATE OF THE COUNTY COMMISSION:

STATE OF KANSAS) SS
COUNTY OF RILEY)

Approved this ____ day of _____, A.D. 20____.
Board of Commissioners, Riley County, Kansas.

Chairperson

Commissioner

Commissioner

Attest: County Clerk

CERTIFICATE OF THE REGISTER OF DEEDS:

STATE OF KANSAS) SS
COUNTY OF RILEY)

This instrument was filed for record on the ____ day of _____, A.D. 20____, at 0'clock ____M. and duly recorded in Book ____ on Page ____.

Register of Deeds

Deputy

APPROVAL OF COUNTY OFFICERS:

STATE OF KANSAS) SS
COUNTY OF RILEY)

County Engineer

County Counselor

Planning & Development Director

FINAL PLAT

**Riley County Fire District #1
Fire Station 110**



Date: Sept 2024
Project: 243561
Surveyed By: cjj
Detailed By: kik
Checked By: rap
605 Broadway, Marysville, KS - Great Bend, KS - 785.562.5148 - CESgroup.biz

1123.31' — N 59°13'59" E
(P)1123.63' — N 59°13'59" E
Basis of Bearing

REDBUD DRIVE

INTERSECTION OF REDBUD DR. & RIMROCK DR.
1/2" Rebar, 0.5' deep
(Origin: 1959 Plat)

TRACT DESCRIPTION:

A tract of land in the Southwest Quarter (SW 1/4) of Section 12, Township 8 South, Range 6 East, of the 6th P.M., in Riley County, Kansas, being more fully described as follows:
COMMENCING at the intersection of Lakeview Drive & Redbud Drive in the Subdivision of "University Park" dated 1959, said corner being monumented with a 1/2 rebar;
THENCE South 35°42'05" East along the centerline of Lakeview Drive for a distance of 300.00 feet to the POINT OF BEGINNING;
THENCE continuing South 35°42'05" East along said centerline for a distance of 100.00 feet;
THENCE South 54°17'55" West for a distance of 130.00 feet;
THENCE North 35°42'05" West for a distance of 100.00 feet;
THENCE North 54°17'55" East for a distance of 130.00 feet to the apparent centerline of Lakeview Drive to the POINT OF BEGINNING.
Containing 0.30 acres more or less. Subject to all easements, restrictions and right-of-way both visible and of record.

SURVEYORS CERTIFICATE:

I, the undersigned, do hereby certify that I am a Professional Surveyor in the State of Kansas, with experience and proficiency in land surveying; and that the heretofore described property was surveyed and subdivided by me, or under my supervision, that all subdivision regulations of Riley County, Kansas, have been complied with in the preparation of this plat, and that all the monuments shown herein actually exist and their positions are correctly shown to the best of my knowledge and belief. Given under my hand and seal at Manhattan, Kansas this ____ day of _____, A.D., 20____.

CES GROUP

By: _____
Robert A. Peschel

Title

RILEY COUNTY PLAT REVIEW SURVEYOR SIGNATURE BLOCK

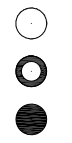
This plat has been reviewed and approved for the filing pursuant to and in compliance with K.S.A 58-2005 and with the requirements of Riley County Resolution No.082913-58. No other warranties are extended or implied.

Approved: _____

License Number: _____

Date: _____

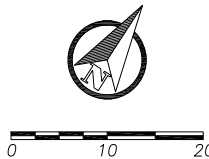
University Park
Improvement District
DB 441 PG 449



2645.26' — N 89°58'56" E
(P)
℄

LEGEND

- Found Monument (1/2" rebar, 1959 Plat — University Park)
- Found Monument (1/2" rebar, pink plastic cap CES CLS #155)
- Set Monument (1/2" x 30" rebar w/pink plastic cap CES CLS #155)
- Surveyed Tract Boundary
- Centerline
- Plat Line
- Right of Way Line
- Easement Line
- Measured Distance — Bearing
- Plat Distance (University Park, 1959)
- Centerline



EXCERPT OF MINUTES

RILEY COUNTY PLANNING BOARD

September 9, 2024

Page 1

BOCC – Special Use & Plat

Chairman Wienck opened the public hearing at the request of Board of Commissioners of Riley County, petitioner, and University Park Improvement District, owners, Special Use Authorization to allow for the construction and operation of a rural fire station on an unplatted tract and plat the tract into a single lot.

Bob Isaac presented the request, explaining the details of the preliminary plat and site plan for the proposed fire station.

Mr. Isaac pointed out that a water line belonging to University Park Improvement District transected the proposed lot, of which there was no utility easement. Mr. Isaac stated it was important to put an easement in place on the final plat, as the property would be changing ownership and this would alert people from building over it. Mr. Isaac stated that if the Board should approve the plat, it should do so with the condition that a utility easement be shown on the plat for the aforementioned water line.

Staff recommended the Planning Board forward a recommendation of approval of the request for a Special Use Authorization to the Board of County Commissioners, as it has been determined that it is in general conformance with the comprehensive plan and meets the minimum requirements of the Riley County Land Development Regulations and Riley County Sanitary Code.

Staff also recommended the Planning Board approve the Concurrent Plat of Riley County Fire District No.1 Fire Station 110, as it has been determined that it also meets the minimum requirements of the Riley County Land Development Regulations and the Riley County Sanitary Code.

Chairman Wienck asked if the applicant's representative wished to speak.

Fire Chief Russel Stuckey stated that he had nothing to add but would be available if the Board had any questions.

Board member Peck moved to close the public hearing. Board member Platt seconded. Carried 4-0.

Board member Platt moved to forward a recommendation of approval of the request for a Special Use Authorization to allow for the construction and operation of a rural fire station. Vice-Chair Gelroth seconded. Carried 4-0.

Board member Vice-Chair Gelroth moved to approve the Concurrent Plat of Riley County Fire District #1 Fire Station 110, with the condition that a utility easement be shown on the final plat indicating the location of the existing water line that crosses the lot, as it has been determined that it meets the requirements of the Riley County Land Development Regulations and Riley County Sanitary Code. Board member Platt seconded. Carried 4-0

Mr. Isaac announced the Board of County Commissioners would hear the request on September 26, 2024 at 9:50 am, in the County Commission Chambers.

Attachment: RCPB Minutes Excerpt (15089 : Special Use for a rural fire station & plat)

RESOLUTION NO. 100724-**RESOLUTION AMENDING THE ZONING MAP OF RILEY COUNTY
CONCERNING THE USE OF CERTAIN REAL ESTATE
LOCATED IN SHERMAN TOWNSHIP****SPECIAL USE AUTHORIZATION**

WHEREAS, pursuant to the provision of Section 3.16 of the Riley County Land Development Regulations, the Board of Commissioners of Riley County, petitioner, and the University Park Improvement District, property owner, have made application that an exception be granted to the Land Development Regulations, to permit a Special Use in the AG (Agricultural District) zoning district; and

WHEREAS, Riley County Planning Board, after appropriate notice, conducted a public hearing on said request on September 9, 2024;

WHEREAS, Riley County Planning Board has found that the requested Special Use will not be contrary to the public interest and that the spirit of the Land Development Regulations shall be observed, public safety and welfare secured, and substantial justice be done; and

WHEREAS, the Riley County Planning Board has found that all of the requirements have been met for this request; and

WHEREAS, the Riley County Planning Board has submitted its recommendation and report to the Board of Commissioners of Riley County, Kansas, recommending approval of the application; and

WHEREAS, more than 14 days have elapsed since the conclusion of the public hearing on the application and no valid protest against the proposal, signed and acknowledged by owners of 20% of the total area, which is located within 1,000 feet of the boundaries of the property proposed for the Special Use, has been filed with the County Clerk of Riley County, Kansas, and all information presented has been carefully considered by the Board of Commissioners of Riley County, Kansas.

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

Section 1. That the facts set forth in the Planner's staff report and the recommendation of the Riley County Planning Board filed in the office of the Planning and Development

Attachment: Special Use Resolution Approve (15089 : Special Use for a rural fire station & plat)

Department have been received and considered by the Board of Commissioners of Riley County, Kansas and have been determined to be the controlling facts concerning the application.

Section 2. A Special Use Authorization to allow for the construction and operation of a rural fire station on the following described real estate in Riley County, Kansas:

A tract of land in the Southwest Quarter (SW 1/4) of Section 12, Township 8 South, Range 6 East, of the 6th P.M., In Riley County, Kansas, being more fully described as follows:
 COMMENCING at the intersection of Lakeview Drive & Redbud Drive in the Subdivision of "University Park" dated 1959, said corner being monumented with a 1/2 rebar;
 THENCE South 35°42'05" East along the centerline of Lakeview Drive for a distance of 300.00 feet to the POINT OF BEGINNING;
 THENCE continuing South 35°42'05" East along said centerline for a distance of 100.00 feet;
 THENCE South 54°7'55" West for a distance of 130.00 feet;
 THENCE North 35°42'05" West for a distance of 100.00 feet;
 THENCE North 54°7'55" East for a distance of 130.00 feet to the apparent centerline of Lakeview Drive to the POINT OF BEGINNING.
 Containing 0.30 acres more or less. Subject to all easements, restrictions and right-of-way both visible and of record.

is hereby granted by the Board of Commissioners of Riley County, Kansas, and that the Riley County Official Zoning Map shall be changed to reflect the amendment, that the original resolution incorporating said official map by reference is hereby amended and that said official map be reincorporated by reference as amended.

This resolution shall take effect and be in force from and after its publication in the official county newspaper.

GRANTED this 7th day of October, 2024

BOARD OF COMMISSIONERS
OF RILEY COUNTY, KANSAS

John Ford, Chair

Greg McKinley, Vice Chair

Kathryn Focke, Member

ATTEST:

Rich Vargo, Riley County Clerk

Attachment: Special Use Resolution Approve (15089 : Special Use for a rural fire station & plat)

RESOLUTION NO. 100724-**RESOLUTION DENYING CHANGING THE ZONING MAP OF RILEY COUNTY
CONCERNING THE USE OF CERTAIN REAL ESTATE
LOCATED IN SHERMAN TOWNSHIP****SPECIAL USE AUTHORIZATION**

WHEREAS, pursuant to the provision of Section 3.16 of the Riley County Land Development Regulations, the Board of Commissioners of Riley County, petitioner, and the University Park Improvement District, owner, have made application that an exception be granted to the Land Development Regulations, to permit a Special Use in the AG (Agricultural District) zoning district.

WHEREAS, Riley County Planning Board, after appropriate notice, conducted a public hearing on said request on September 9, 2024;

WHEREAS, Riley County Planning Board has found that the requested Special Use will not be contrary to the public interest and that the spirit of the zoning regulations shall be observed, public safety and welfare secured, and substantial justice be done; and

WHEREAS, the Riley County Planning Board has found that all of the requirements have been met for this request.

WHEREAS, the Riley County Planning Board has submitted its recommendation and report to the Board of Commissioners of Riley County, Kansas, recommending approval of the application;

WHEREAS, more than 14 days have elapsed since the conclusion of the public hearing on the application and no valid protest against the proposal, signed and acknowledged by owners of 20% of the total area, which is located within 1,000 feet of the boundaries of the property proposed for the Special Use, has been filed with the County Clerk of Riley County, Kansas, and all information presented has been carefully considered by the Board of Commissioners of Riley County, Kansas.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF RILEYCOUNTY, KANSAS:

Section 1. That the facts set forth in the Planner's staff report and the recommendation of the Riley County Planning Board filed in the office of the Planning and Development

Attachment: Special Use Resolution Deny (15089 : Special Use for a rural fire station & plat)

Department have been received and considered by the Board of Commissioners of Riley County, Kansas and have been determined to be the controlling facts concerning the application.

Section 2. A Special Use Authorization to allow for the construction and operation of a rural fire station on an unplatted tract and plat the tract into a single lot. on the following described real estate in Riley County, Kansas:

A tract of land in the Southwest Quarter (SW 1/4) of Section 12, Township 8 South, Range 6 East, of the 6th P.M., In Riley County, Kansas, being more fully described as follows:
 COMMENCING at the intersection of Lakeview Drive & Redbud Drive in the Subdivision of "University Park" dated 1959, said corner being monumented with a 1/2 rebar;
 THENCE South 35°42'05" East along the centerline of Lakeview Drive for a distance of 300.00 feet to the POINT OF BEGINNING;
 THENCE continuing South 35°42'05" East along said centerline for a distance of 100.00 feet;
 THENCE South 54°7'55" West for a distance of 130.00 feet;
 THENCE North 35°42'05" West for a distance of 100.00 feet;
 THENCE North 54°7'55" East for a distance of 130.00 feet to the apparent centerline of Lakeview Drive to the POINT OF BEGINNING.
 Containing 0.30 acres more or less. Subject to all easements, restrictions and right-of-way both visible and of record.

Section 3. The request was found to be inconsistent with one or more of the following criteria, as similarly set forth in Golden v. City of Overland Park, 224 K. 591, 584 P.2d 130 for rezoning:

- a. The request is compatible with the character of the neighborhood.
- b. The request is compatible with the zoning and uses of properties nearby.
- c. The subject property is not suitable for the uses allowed by the request.
- d. Removal of the current restrictions by approving the request will not detrimentally affect nearby property.
- e. The subject property has remained vacant as zoned for a substantial time period.
- f. The gain to the public health, safety and welfare by denying the request is not as great as the hardship imposed upon the individual landowner.
- g. The request is consistent with the recommendations of permanent or professional staff.
- h. The request conforms to the adopted comprehensive plan.
- i. The request will not detrimentally affect the conservation of the natural resources of the County.
- j. The request will result in the efficient expenditure of public funds.
- k. The request will promote the health, safety, convenience, prosperity and general welfare of the inhabitants of the County.
- l. The request is consistent with the recommendation of the Planning Board.

Section 4. Referencing the above criteria, it was determined that the request be DENIED for the following reasons:

None.

Thus, the request is hereby denied by the Board of Commissioners of Riley County, Kansas, and that the Riley County Official Zoning Map shall not be changed to reflect the proposed amendment.

DENIED this 7th day of October, 2024

BOARD OF COMMISSIONERS
OF RILEY COUNTY, KANSAS

John Ford, Chair

Greg McKinley, Vice Chair

Kathryn Focke, Member

ATTEST:

Rich Vargo, Riley County Clerk

Attachment: Special Use Resolution Deny (15089 : Special Use for a rural fire station & plat)

RESOLUTION NO. 100724-**A RESOLUTION APPROVING THE RILEY COUNTY FIRE DISTRICT #1 FIRE STATION 110 PLAT AND ACCEPTING THE STREET RIGHTS OF WAY, EASEMENTS AND LICENSES AS SHOWN TO BE DEDICATED ON SAID PLAT**

WHEREAS, the Board of Commissioners of Riley County, Kansas, has been presented for approval of the Riley County Fire District #1 Fire Station 110; and

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

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

WHEREAS, the Riley County Planning Board, after appropriate notice, conducted a public hearing on September 9, 2024; and

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

WHEREAS, all required signatures have been obtained.

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

That the Riley County Fire District #1 Fire Station 110 plat is hereby approved, and the Board of Commissioners of Riley County, Kansas hereby accepts all street rights of way, easements and licenses, as dedicated thereon.

ADOPTED this 7th day of October, 2024

BOARD OF COMMISSIONERS
OF RILEY COUNTY, KANSAS

John Ford, Chair

Greg McKinley, Vice Chair

Kathryn Focke, Member

ATTEST:

Rich Vargo, Riley County Clerk

Attachment: Plat_Resolution (15089 : Special Use for a rural fire station & plat)



COUNTY CLERK & ELECTIONS
Budget

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

COMMISSION AGENDA REPORT

FROM: Brittany Phillips, Budget & Finance Officer

MEETING: October 7, 2024

SUBJECT: ARPA Funds Update

PRESENTER: Brittany Phillips, Budget & Finance Officer

BACKGROUND

The American Recovery Plan Act (ARPA) funds began in 2021 after the COVID-19 Pandemic. In 2021, we received our first distribution payment of \$7,209,348 and in 2022 we received the second payment in the same amount, totaling \$14,418,696.00.

DISCUSSION

Projects were assigned to utilize this money, including:

ARPA Funds

Beginning Balance	\$	14,418,696.00	
Interest	\$	1,437,919.87	
Subtotal Receipts	\$	15,856,615.87	
Fairmont Heights	\$	97,500.00	Complete
Keats	\$	800,000.00	Dedicated
North County EMS	\$	1,395,096.48	Complete
UP Firestation	\$	273,000.00	Estimated Project Costs
EM Remodel	\$	2,245,000.00	Estimated Project Costs
EMS HQ	\$	10,262,108.00	GMP & Estimates for Other Items
Archimages	\$	1,063,331.00	A/E Fees
Subtotal Projects	\$	16,136,035.48	
Remaining Balance	\$	(279,419.61)	

The ARPA funds are sitting in an interest-bearing account. To date, we have received

\$1,437,919.87 in interest which can be used towards projects. All ARPA funds must be allocated to projects by December 31, 2024, and all monies spent by December 31, 2026.

Enclosures:



PLANNING & DEVELOPMENT
Staff Update

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

STAFF REPORT

FROM: Amanda Webb, Planning Director

MEETING: October 7, 2024

SUBJECT: Planning & Development - Staff Update

PRESENTER: Amanda Webb, Planning Director

Enclosures:

- September PD Update (PDF)
- MHK HIP Overview (PDF)
- 9 - September Staff (PDF)



PLANNING & DEVELOPMENT ENVIRONMENTAL HEALTH

Date: October 7, 2024

To: Riley County Board of County Commissioners

From: Amanda Webb, Planning & Special Projects Director

Re: Planning & Development September 2024 Staff Report

Keats Sewer Benefit District

- The Kansas Water Office awarded a \$359,100 Technical Assistance Grant to the Keats project. The first quarterly report was submitted July 30, 2024, and was approved. Reimbursement has been issued for the grant covered materials. The second quarterly report is due October 31, 2024.
- The Kansas Water Office has opened a second round of the Water Projects grant. We applied for this funding during the first round, the same time that we applied for the Technical Assistance grant. We were not awarded the Water Projects grant in the first round. I have submitted the application for the KWO Water Projects grant for the second round.
- Kansas Department of Health & Environment awarded Keats/Riley County a \$2,537,790 grant for infrastructure/construction as part of the Small Town Water and Sewer Infrastructure Assistance Grant program. I've provided additional requested information to KDHE and am awaiting the grant agreement.
- With the \$800,000 ARPA funds the BOCC allocated to the Keats project, we currently have \$3,696,890 in identified funding.
- The required Environmental Assessment report has been accepted by USDA. To complete this process, USDA requires a Notice of Availability be published in the newspaper of record for three consecutive days which will occur on October 4, 5, and 8. There is a 14-day question & comment period. Pending completion of the 14-day comment period, USDA will issue instructions on the FONSI (Finding of No-Significant Impact) which also must be published in the newspaper of record.
- Results from the geotechnical evaluation revealed a higher-than-expected groundwater table. Based on that, BG Consultants discussed options with KDHE, and to continue utilization of the identified location, have proposed an impermeable HDPE liner which will require irrigation and potentially enhanced mechanical evaporation. The HDPE liner will allow the county to acquire a variance to reduce the required separation from groundwater.
- BOCC approved BG Consultants' Engineering/Design agreement on August 5, 2024. Design work is officially underway.
- Fieldwork:
 - All utilities that were called in and field located have been surveyed. Preliminary sewer alignment will be adjusted based on this survey information.

- October/November – The survey crew will shoot elevations on top of the alignment in the field. Any utilities not previously found will be called in again, located, and surveyed.
- In early 2024, Riley County entered in an option agreement for the land adjacent to Keats Park to perform the necessary work to ensure the land was suitable for the wastewater treatment facility/lagoon. Now that testing is done, and it has been determined the land will support the lagoon, the county is finalizing the purchase of the property. Closing will occur on October 4, 2024.
- We continue to seek additional funding opportunities.
- Residents have started their own community webpage for the sewer district. We've been keeping in contact with a handful of Keats residents who serve as designated "liaisons" between county staff and the rest of the community.
- We have created a Riley County webpage for the Keats project:
www.rileycountyks.gov/2062.

Comprehensive Plan update:

- The BOCC has allocated a total of \$150,000 towards consultant services for this project.
- Working to finalize consultant contract.
- The consultant is doing initial administrative preparation while the contract is being finalized so we can "re-kick-off" right away once the contract is approved. We've discussed a rough schedule for when we're able to continue. The target adoption date has been slightly shifted to August 2025. Once the consultant is on board, we will update the scope of work and tentative timeline. We will also reconvene the full Comprehensive Plan Committee.
- Meeting biweekly with Vivienne for public outreach.
- The logo, title, and tagline survey remain available on the website at
www.rileycountyks.gov/plan.

Strategic Planning:

- The BOCC initiated a strategic planning process to include buildings/facilities, personnel, and services. We've contracted with Shockey Consultants for assistance in this process.
- On September 20, 2024, the BOCC and staff took a county building/facility tour which included a look at all departments in the Riley County Office Building, Courthouse Plaza East, Courthouse, Carnegie Building, the First Christian Church building, Historical Museum, Health Department, Family Child & Resource Center, and Pottorf Hall. I heard many positive comments on this experience; many people hadn't been in a lot of these spaces before, and it was helpful to see the amount of space, and condition, truly available. Everyone utilized ranking sheets provided by the consultants to evaluate the facilities we toured. This information was compiled and used for discussion at the retreat.
- On September 25, 2024, the BOCC and staff attended a full-day off-site retreat. The purposes of the retreat were to develop a shared understanding of building needs and desired outcomes, establish priorities for facilities, identify best potential funding options, and define action steps based on those priorities and funding options.
- Shockey Consulting is now preparing a report compiling all the above. Once that is submitted, the report will be presented to the BOCC for discussion and next steps.

LEPP Grant:

Riley County was awarded \$50,000 from KDHE through the Local Environmental Protection Program (LEPP) grant fund. This funding is available for low to moderate income households in need of repair or replacement of failed wastewater systems and components.

- We will accept applications now through October 4, 2024. Applications will be ranked by need, applicant income, and severity of failure.
- We will open additional application windows until all the money is expended.
- The information sheet and application were sent directly to several property owners with known failures some of which have shared they cannot afford to fix the issue.
- The information sheet and application are available on our website and was sent to all licensed contractors to help notify property owners of this opportunity.
- There have been articles in the newspaper and announcements at press conferences.
- Have received some calls/questions.

Planning:

- At the September 12, 2024 meeting, the Riley County Planning Board:
 - Held a public hearing at the request of the BOCC and University Park Improvement District for a Special Use Authorization and concurrent plat for the construction and operation of a rural fire station. They forwarded a recommendation of approval to the Board of County Commissioners who will hear the request at their October 7, 2024 meeting.
- The October Riley County Planning Board meeting has been cancelled due to lack of petitions.
- There was one pre-application held for a proposed replat.
- There are several Land Development Regulation amendments we will work through this year. Staff has prioritized items to address and created a corresponding calendar for both the Riley County Planning Board (RCPB) and the Manhattan Urban Area Planning Board (MUAPB). All final decisions will be made by the BOCC. Part 2 was approved by the BOCC in August. We will begin Part 3 soon, which will run through the same process as the previous two portions.

Miscellaneous:

- I am out of the office October 21 - November 5. My November staff time will move to the second Thursday on November 14.
- Short Term Rental information is now available on our website: <https://www.rileycountyks.gov/2073/Short-Term-Rental-Regulations>. You can find standards, licensing criteria, and the application itself.
- BOCC approved a proclamation designating October 2024 as Community Planning Month in Riley County.
- The City of Manhattan has adopted several policies as part of their new Housing Incentive Program. Attached is an overview of the various programs the city has available. The Reinvestment Housing Incentive District (RHID) – of which there are two paths, infill and greenfield – requires coordination with the county and USD 383. Any entity has veto power.

Battery recycling educational program:

- There are many stickers and flyers still available for distribution. Anyone is welcome to pick up stickers and/or flyers. We are always looking for volunteers to help get stickers on trash totes.
- We distributed many stickers, flyers, and other information at the Riley County fair over the summer.
- Website: <https://www.rileycountyks.gov/2024/Battery-Recycling>
- Now that the Solid Waste Management Plan five-year update has been approved by KDHE, we plan to shift some of our focus back onto this program.

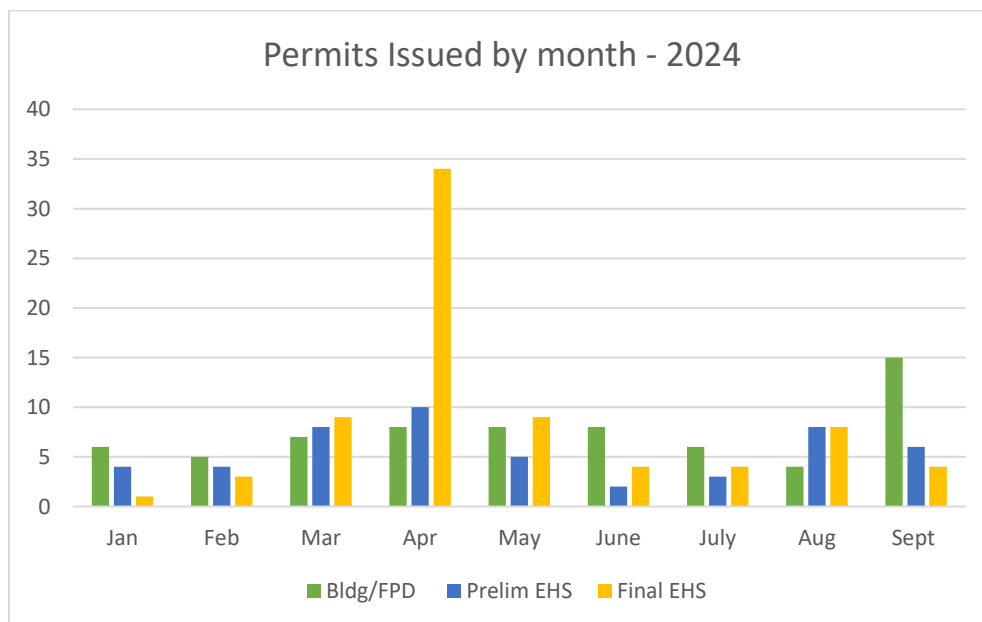
New permit software implementation:

- GovBuilt is Planning & Development's new permit software program. It is fully online and can be found here: <https://rileycountyks.govbuilt.com/>. All permitting can be done online, but people can still submit paper copies and pay over the counter here in our office.
- P&D staff continue to work with GovBuilt to tailor the system to our needs.

Also attended/participated in:

- Pathways to a Healthy Kansas community meeting
- Downtown Manhattan Inc.
- Waste CAT (Community Action Team)
- Grants discussions w/ Witt O'Briens
- Employee training committee
- Department Head meetings
- Budget & Planning committee
- Flint Hills Wellness Coalition - housing workgroup
- EM/PD/PW coordination meetings
- Legal roundtable meetings
- Budget & Planning committee meetings

September 2024 permits issued:	
Building/Sign permits:	15
Floodplain development permits:	0
Environmental Health Permits (Preliminary Approval)	6
Environmental Health Permits (Final/Use)	4



City of Manhattan Housing Incentive Program Overview

19.b

Program	Objective	General Summary	Geographic Eligibility	Basic Eligibility	Duration of Incentive	Application Cycle	Additional Note
Workforce Housing Sales Tax (WHST)	Encourage the development of housing within the defined workforce range; with preference given to projects that utilize existing public infrastructure.	The WHST is a half-cent sales tax dedicated to pay for workforce housing initiatives. This is a cash incentive to encourage housing projects within a defined workforce range.	~Citywide ~Additional incentive in TIF Districts	~Net gain of two or more units ~Site ownership ~Units within the workforce range ~Site is properly zoned	One-time cash incentive	Formal applications every April and October, starting April 1, 2025	Shall not exceed \$250,000/project, \$25,000/unit, or 10% of total project cost. Projects within TIF district not to exceed \$350,000/project or \$35,000/unit.
Industrial Revenue Bonds (IRB)							
IRB Sales Tax Exemption	Encourage rental housing throughout the community in all income ranges	IRBs can exempt the project from sales tax on construction materials during the construction period.	Citywide	~Rental Project ~Net gain of two or more units ~Site ownership ~Site is properly zoned	One-time sales tax exemption during construction	Rolling Application Cycle	
IRB Property Tax Abatement	Encourage rental housing projects near and within Aggieville and Downtown	IRBs can provide a property tax abatement for the project's new property tax increment, for a period of up to ten years.	Residential Development Incentive Zone (insert LINK)	~Rental Project ~Net gain of two or more units ~Site ownership ~Site is properly zoned	Up to 10 years	Rolling Application Cycle	Cannot be combined with TIF or RHID
Reinvestment Housing Incentive District (RHID)							
RHID - Infill	Encourage housing projects that utilize existing public infrastructure	RHID is an instrument that captures the incremental increase in property tax created by a development for a period of up to 25 years. The incremental gain in property tax is then used to pay for eligible project-related costs.	Citywide	~Net gain of two or more units ~Site ownership ~Site is properly zoned	Up to 25 years	Rolling Application Cycle	Cannot be combined with TIF or IRB Abatement
RHID - Greenfield	Encourage housing projects on land that has not been developed with public infrastructure	RHID is an instrument that captures the incremental increase in property tax created by a development for a period of up to 25 years. The incremental gain in property tax is then used to pay for eligible project-related costs.	Citywide	~Net gain of two or more units ~Site ownership ~Site is properly zoned	Up to 25 years	Rolling Application Cycle	Cannot be combined with TIF or IRB Abatement

Attachment: MHK HIP Overview (15087 : Staff Update)

Planning and Development
Staff Update
September 26, 2024

Projects	Staff	Status	Task	Start Date	Request to Prosecute	Deadline
Long Range Planning						
Comprehensive Plan Update	Amanda Webb & Bob Isaac	Vision 2025 adopted in October 2009 and is need of an update. Held committee kickoff meeting, created survey, issued RFQ with no responses. Community meetings complete. Survey closes December 1. Year to date report to BOCC on December 18th. Presented at community meeting in Leonardville on January 17th. Full committee reconvened on February 13th. Issued RFQ April 5 with due date of May 3. Interviewed Stantec and Olson Associates and selected one.	Monthly BOCC updates on-going. BOCC allocated \$150K for consultant services. Consultant contract negotiations underway.	11/1/2021		6/30/2025
Keats Sewer District	Amanda Webb & Ben Hamill	Cost have risen significantly since original estimates and there are concerns with higher property owner cost. BOCC committed \$800,000 in ARPA funding. Geotech complete. Awarded KWO Technical Assistant Grant. Awarded KDHE infrastructure grant \$2.5m, awaiting grant agreement. Lagoon will have to be lined which will require irrigation and potential evaporation in the future. Cultural survey report complete and under review by state agencies. BOCC approved BG Consultant's engineering/design contract on August 5, 2024. Applied for KWO's WP grant (second round). USDA approved environmental assessment.	Complete USDA requirements. Engineering is underway.	11/1/2014		12/30/2024
NG911 - Private Road Naming	Amanda Webb & Lisa Daily	NG911 Committee meeting scheduled for 2/13/2023 to discuss property owners on Boller Road using wrong numbers for their address. Discussed a property owner who applied for a building permit in which there are two tracts of land involved. Driveway is one tract and there the proposed building will be on the other tract which will create a private road. Planning & Development is to contact the property to start the process for the private road name and will assess the \$100.00 road name fee. Property owner decided to look to build elsewhere. Emergency Responders on NG911 Committee agreed to common sense exception and to address the Ashland fire station off of McDowell Creek Road. NG911 meeting was held and the committee agreed for GIS to contact property owners to approve the use of the 12865 and 12869 Boller Rd. Committee met 2/9/2024. Emergency services and the committee want to pursue naming and renumbering Anderson Lane. BOCC didn't approve the renumbering portion of the request in 2020.	Schedule BOCC meeting to seek support for naming and renumbering Anderson Lane.	8/1/2015		12/31/2024
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		12/31/2024
Regulations						
Land Development Regulation Amendments	Amanda Webb & Bob Isaac	Staff is organizing specific amendments and arranging discussions with planning boards. Part 1 approved. Updates made to regulations and resolution published. BOCC heard request August 22nd and tabled it to August 29th. Part 2 has been completed.	Schedule Part 3.	1/1/2024		12/31/2024
Grants						
Keats Sewer District	Amanda Webb	Cost have risen significantly since original estimates and there are concerns with higher property owner cost. BOCC committed \$800,000 in ARPA funding. Geotech complete. Awarded KWO Technical Assistant Grant. Awarded KDHE infrastructure grant \$2.5m, awaiting grant agreement. Lagoon will have to be lined which will require irrigation and potential evaporation in the future. Cultural survey report complete and under review by state agencies. BOCC approved BG Consultant's engineering/design contract on August 5, 2024. Applied for KWO's WP grant (second round). USDA approved environmental assessment.	Complete USDA requirements. Engineering is underway.	TBD		12/30/2024
Local Environmental Protection Program (LEPP)	Amanda Webb	KDHE grant for low income property owners to repair or replacement private wastewater systems. Grant period July 1, 2024 through June 30, 2025. KDHE awarded grant; funding received.	Application window is open through October 4, 2024. Will review all applications received once window closes.	1/1/2024		6/30/2025
Current Planning						
Brock - Rezone from SF-2 to PUD	Bob Isaac	BOCC held public hearing; recommended approval to BOCC	BOCC approved and resolution published. Petition closed.	8/12/2024		9/30/2024
Blecha - Plat & Rezone	Bob Isaac	RCPB approved; BOCC approved.	Applicant must build road then file plat.	4/29/2024		10/1/2024
BOCC - Special Use and Plat (UP Fire Station)	Bob Isaac	RCPB recommended approval.	Conduct BOCC hearing.	7/29/2024		10/7/2024
Permits						
21-0146-MRWW Worrel	Ben Hamill & Bryant Parker	Application received and inspection completed. Spoke to property owner and mailed repair application with no response, additionally lateral field installed unlawfully. Repair application received. Met with Mrs. Worrel, she stated no Conservation money available. Told to contact USDA to see if they would qualify for low interest loan, they never. Sanitary Code Violation 21-0038.	Sent a letter on April 12, 2023 requesting they call to set up appointment. Sent new letter with LEPP grant application to Worrels on August 23, 2024. To date, no response from Worrell's.	7/8/2021		10/31/2024
23-008-ACC Klein (15120 Green Randolph Rd)	Darrin Hobbs & Ben Hamill	Application received and processed. Notified property owner that septic tank needs pumped.	Waiting on pumping report. I have contacted the owner and have not received pumping report or a plan of action yet.	4/13/2023		10/31/2024
23-009-ACC Savener (1299 S Manhattan Ave)	Darrin Hobbs	Application received and processed. Property owner has applied for floodplain development permit.	Property owner needs to raise structure 1 additional foot, and submit updated elevation certificate. I have spoken to the property owner regarding this and he is aware.	4/21/2023		10/31/2024
23-022-MISC Reasoner (2961 Keats Ave)	Darrin Hobbs & Ben Hamill	Application received and processed. Notified property owner that septic tank needs pumped. Waiting on pumping report. Ben has called and left message for property owner. Property owner has not returned call.	Proceed with Sanitary Code violation. Friendly letter sent 12/6/23. Send notice of violation. I have visited the property and no construction has happened.	9/15/2023		10/31/2024
23-026-MISC Savener (1299 S Manhattan Ave)	Darrin Hobbs	Application received and processed.	Site inspection completed. Structure is a dog house. Looking into FP stuff. Needs to wetproof.	10/20/2023		10/31/2024
23-050-ACC Connet (3761 Akin Rd)	Darrin Hobbs & Ben Hamill	Applied to build an accessory building with a wash bay. Will have separate wastewater system for the accessory building. At this time, property owner doesn't know where he wants to put the system. There is not a current pumping report for the home. Property owner said tank was pumped within 5 years by previous owner, looking to see if pumping report can be found.	Need Soil Profile Application and Pumping Report. Send friendly letter. I have visited the property and there hasn't been any construction started.	11/14/2023		10/31/2024
23-023-OPWS Fowler (6825 Summit Ridge Dr)	Ben Hamill	On site well collapsed. Doesn't meet state setback requirements. Contacted KDHE and requested variance. Variance was approved. Issued preliminary approval 1/26/2024. Well drilled was dry, driller and property owner looking at second location for well.	Contact property owner to find out if second well was drilled. Inspect if well was drilled.	12/28/2023		10/31/2024
Property Maintenance Code Violations						

Attachment: 9 - September Staff (15087 : Staff Update)

Projects	Staff	Status	Task	Start Date	Request to Prosecute	Deadline
Kilner - Unsafe structure	Darrin Hobbs & Bryant Parker	Judge Bosch found Kilner in contempt.	Starting August 1, he will be assessed a \$100/day fine until property is in compliance. Planning Compliance Specialist to take weekly photos of site. 5/22/24 & 5/29/25 - Bryant, Darrin, Amanda and Vivienne have met regarding a new process for nuisance abatement under the new SB 384: Step 1: Darrin and Bryant will draft a "Last Chance" letter to property owners outlining the new SB 384 and explaining the County's process in handling of the nuisance abatement. Step 2: Vivienne will update the County's website with information regarding the SB 384 and education for the public on the nuisance abatement act and the County's process for handling these cases. Step 3: Bryant will meet with each attorney who has been retained by the property owners to discuss the status of each property.	8/18/2016		12/31/2024
Zoning Violations						
Doyle - Illegal mobile home storage (Mobile Gardens) Violation #10-0050	Bryant Parker	Staff met with Charlotte Doyle on 8.31.2021. Staff inspected septic on July 25, 2022. Septic surfacing. Met with property owner regarding Lot 17. Home is not occupied. Replat property and comply with zoning regulations. Replace septic system. Home is unoccupied. Sent a letter on April 12, 2023 requesting they call to set up appointment. Meeting scheduled for May 11, 2023. Met with property owner. She is trying to sell to neighbor.	This property has changed ownership. The new owner is working in purchasing some adjacent lots from the Doyles so they can bring this into compliance.5/22/24 & 5/29/25 - Bryant, Darrin, Amanda and Vivienne have met regarding a new process for nuisance abatement under the new SB 384: Step 1: Darrin and Bryant will draft a "Last Chance" letter to property owners outlining the new SB 384 and explaining the County's process in handling of the nuisance abatement. Step 2: Vivienne will update the County's website with information regarding the SB 384 and education for the public on the nuisance abatement act and the County's process for handling these cases. Step 3: Bryant will meet with each attorney who has been retained by the property owners to discuss the status of each property.	12/17/2010	4/17/2012	12/31/2024
Doyle - Illegal salvage at residence Violation #05-0007	Bryant Parker	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. 6/15/2023 Staff and Counsel meet with Charlotte to come up with a plan on removing vehicles and mobile homes from the property. 7/13/2023 Darrin met with Charlotte to talk about the plan and also to review pictures provided of things needing remove. Darrin will be visiting the property 7/18/2023 to view first hand. There were more vehicles than originally thought and so numbers were revised accordingly. If they fail to meet any deadlines an injunction will be filed. The Doyles have removed some vehicles. They are currently about 3 vehicles behind schedule. Working to get them back on track. Darrin is going to go out in early January to see if they have gotten back on track. The petition asking for an injunction has been filed and the Doyles have hired counsel. Met with their attorney and he is going to meet with Charlottee about getting back on track. 5/7/24 Darrin met with Charlotte.	5/22/24 & 5/29/25 - Bryant, Darrin, Amanda and Vivienne have met regarding a new process for nuisance abatement under the new SB 384: Step 1: Darrin and Bryant will draft a "Last Chance" letter to property owners outlining the new SB 384 and explaining the County's process in handling of the nuisance abatement. Step 2: Vivienne will update the County's website with information regarding the SB 384 and education for the public on the nuisance abatement act and the County's process for handling these cases. Step 3: Bryant will meet with each attorney who has been retained by the property owners to discuss the status of each property.	4/15/2013	9/14/2023	12/31/2024
Kilner - Unsafe structure	Darrin Hobbs & Bryant Parker	Judge Bosch found Kilner in contempt.	Starting August 1, he will be assessed a \$100/day fine until property is in compliance. Planning Compliance Specialist to take weekly photos of site. 5/22/24 & 5/29/25 - Bryant, Darrin, Amanda and Vivienne have met regarding a new process for nuisance abatement under the new SB 384: Step 1: Darrin and Bryant will draft a "Last Chance" letter to property owners outlining the new SB 384 and explaining the County's process in handling of the nuisance abatement. Step 2: Vivienne will update the County's website with information regarding the SB 384 and education for the public on the nuisance abatement act and the County's process for handling these cases. Step 3: Bryant will meet with each attorney who has been retained by the property owners to discuss the status of each property.	8/18/2016		12/31/2024
20-0063 - Satterlee: Inoperable vehicles and campers	Darrin Hobbs & Bryant Parker	Determined to be a violation. Notification letter sent. The Notification letter was resent by me for a fresh start to make contact with the property owner. Contacted property owner on what still needs to be removed and provided an aerial map. I sent another letter to the property owner on 6/15/2022, stating that this will be turned over to legal if no progress is made. Process has been restarted due to senate bill.	Conducting site inspection 9/26/2024	9/27/2021		10/31/2024
20-0090 Fishgill LLC - Illegal auto repair and salvage operation 1312 Pillsbury Dr	Darrin Hobbs	Inspection completed and sent notification letter to property owner. Property owner wants an extension to remove tenant. Vehicles being removed. Sent notice of violation. No response.	Send notification letter. Working with legal on violation. Darrin will do a site inspection to determine if is auto repair which is allowed in C-2.	12/22/2020		10/31/2024
21-0019 Britt - non compliance in flood hazard area/floodway	Darrin Hobbs & Bryant Parker	Temporary Agreed Injunction filed with the Court. Review dates: July 15-DWS, August 15-No Rise, September 15-Riley County permit, November 1-Remove trees.	Settlement agreement filed. Darrin Hobbs to monitor for compliance, Darrin to monitor compliance and set contract date. Riley County FPD Permit issued 5/24/2022, and remove trees from property. Shelley sent a letter to Britt's attorney who said she would follow up with her client about the remaining issues. Shelley has reached out to Britt's attorney again to ask about progress. We may have to inform the court at some point that the final cleanup has not progressed. 7/15/2024 they attempted to burn the piles but they still need attention.	4/6/2021		12/31/2024
23-007-CE Jones - 3981 Zeandale Rd	Darrin Hobbs & Bryant Parker	Inspection conducted on 3/9/23 and confirmed someone is living a camper. Sent notification letter. No response from property owner, sent notice of violation and final notice of violation. Conducted final site inspection on 4/24/23 and someone is still living in camper.	Sent to Counselor's office to prosecute. Court system is down. Still need to contact RCPD. Trailer has been moved but appears to be occupied. Darrin is going to reach out to RCPD about accompanying him to check if it is occupied and then we can file an injunction in court if it still is. Darrin has not made contact to confirm if it is occupied. P&D went out and it appears there may be someone living there still but we don't have enough evidence at this point to move forward with enforcement from the Counselor. Need to contact RCPD still.	3/16/2023	5/15/2023	12/30/2024

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Projects	Staff	Status	Task	Start Date	Request to Prosecute	Deadline
23-015-CE Miller - 1382 Pillsbury Dr	Darrin Hobbs & Bryant Parker	Friendly letter sent 9/28/23. 10/13/2023 friend of property owner can into office and met with Darrin & Shelly Woodard. It was recommended that property owner set up time speak with us. Notice of Violation sent 10/23/23. Meeting with property owner was scheduled for 11/15/2023. Property owner called 11/15/2023 will be meeting with an attorney 11/16/2023. Final Notice of Violation sent 11/15/2023. Meet with property owner 12/1/2023. Working with legal on violation. Mr. Miller sent an application to the state to operate a salvage yard. That was denied. The state also revoked his dealer license. A notice of violation has been sent. We met with Mr. Miller on 12/1/23. He has agreed to start removing cars and work with Darrin. He is going to remove 30 cars per month and if he falls behind we will file a petition with the court. Darrin is working with Mr. Miller to go out and check on progress. They are aiming for the week of 1/29. Mr. Miller made good progress in December but has not made additional progress.	The property is now up for sale. Next step is likely to file an enforcement action with the Court. 5/22/24 & 5/29/25 - Bryant, Darrin, Amanda and Vivienne have met regarding a new process for nuisance abatement under the new SB 384: Step 1: Darrin and Bryant will draft a "Last Chance" letter to property owners outlining the new SB 384 and explaining the County's process in handling of the nuisance abatement. Step 2: Vivienne will update the County's website with information regarding the SB 384 and education for the public on the nuisance abatement act and the County's process for handling these cases. Step 3: Bryant will meet with each attorney who has been retained by the property owners to discuss the status of each property.	9/28/2023		12/31/2024
23-016-CE Miller - 1420 Pillsbury Dr	Darrin Hobbs & Bryant Parker	Friendly letter sent 9/28/23. 10/13/2023 friend of property owner can into office and met with Darrin & Shelly Woodard. It was recommended that property owner set up time speak with us. Notice of Violation sent 10/23/23. Meeting with property owner was scheduled for 11/15/2023. Property owner called 11/15/2023 will be meeting with an attorney 11/16/2023. Final Notice of Violation sent 11/15/2023. Meet with property owner 12/1/2023. Working with legal on violation. Mr. Miller sent an application to the state to operate a salvage yard. That was denied. The state also revoked his dealer license. A notice of violation has been sent. We met with Mr. Miller on 12/1/23. He has agreed to start removing cars and work with Darrin. He is going to remove 30 cars per month and if he falls behind we will file a petition with the court. Darrin is working with Mr. Miller to go out and check on progress. They are aiming for the week of 1/29. Miller made good progress in December but has not made additional progress. The property is now up for sale.	Next step is likely to file an enforcement action with the Court. 5/22/24 & 5/29/25 - Bryant, Darrin, Amanda and Vivienne have met regarding a new process for nuisance abatement under the new SB 384: Step 1: Darrin and Bryant will draft a "Last Chance" letter to property owners outlining the new SB 384 and explaining the County's process in handling of the nuisance abatement. Step 2: Vivienne will update the County's website with information regarding the SB 384 and education for the public on the nuisance abatement act and the County's process for handling these cases. Step 3: Bryant will meet with each attorney who has been retained by the property owners to discuss the status of each property.	9/28/2023		12/31/2024
Sanitary Code Violations						
21-0038 Worrell - Sanitation Violation	Ben Hamill	Spoke to property owner and mailed repair application with no response, additionally lateral field installed unlawfully. Repair application received, no work done. Referred to legal for enforcement.	Met with Mrs. Worrel, she stated no Conservation money available. Told to contact USDA to see if they would qualify for low interest loan, they never. Legal sent compliance letter 08.05.2021. Staff to review compliance options. Counsel preparing a letter requesting a call to set up meeting (to include new staff). Sent a letter on April 12, 2023 requesting they call to set up appointment. . LEPP grant application packet sent to Worrell's on August 23, 2024. To date, no response from Worrell's	6/23/2021		10/31/2024
21-0048 Wurtz - lagoon fencing requirement not completed	Ben Hamill	Violation letter sent to property owner. Counsel sent a letter to property owner. Fencing deadline 8/31/2021 and seeding deadline 9/30/2021. No trespassing sign placed at entrance. Legal to schedule meeting with staff.	Counsel preparing a letter requesting a call to set up meeting (to include new staff). Sent a letter on April 12, 2023 requesting they call to set up appointment. Mrs. Wurtz called. They are not living on the property. Will call once they are and lagoon is complete. Signed agreement is in place for property owner to install fence and seed. Need to check to see if this has been done. If not proceed with violation process. Property owner applied for Repair permit to replace the lagoon and fill in existing lagoon. New lagoon was installed and old lagoon was filled in. Need to email fencing requirements to and monitor to confirm lagoon fencing was built.	7/9/2021		10/31/2024
22-0016 Bath - sewage on ground	Ben Hamill	Sent Emergency Order to property owner. Spoke with property owner and agreed to make repairs.	Home condemned until repairs are made. Home is vacant and waiting on property owner to replat so lateral field can be replaced. This property was sold and the new owner is working to try to purchase the surrounding property from the Doyles to correct the problem.	7/22/2022		10/31/2024
23-CES-005 Bean - Alternative system blower not working. Failed pump report on field.	Ben Hamill & Bryant Parker	Friendly letter sent 12-19-22, no reply. Notice of Violation sent 1-20-23. \$100.00 inspection fee final notice was due 1-19-23 and has not been paid yet.	Set up meeting with legal counsel. Shelley confirmed both brothers are represented by counsel and one is trying to force a sale of the property. Will work with Ben to determine next steps from P&D. Next step is to prepare and mail notice of violation.	12/14/2022		10/31/2024

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PLANNING & DEVELOPMENT
Resolution

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

RESOLUTION

FROM: Amanda Webb, Planning Director

MEETING: October 7, 2024

SUBJECT: Planning & Development updated fee schedule resolution

PRESENTER: Amanda Webb, Planning Director

BACKGROUND

Planning & Development's fee schedule was last revised in March 2023 (Resolution #030223-13). It was recently discovered a not-often-used fee that was in written form on the previous resolution was left off the 2023 revision.

DISCUSSION

We allow a fee reduction for a concurrent primary structure building permit and an accessory structure building permit. This applies if, for example, a building permit application is submitted for a residence (primary structure) and a building permit application is submitted concurrently for a shed (accessory structure), on the same property. On the previous fee schedule resolution (Resolution #121321-55), this was in written form at the bottom of the table - "A separate building permit is required for each category; however, if a principal structure and an accessory structure are constructed simultaneously, the total fee for the two permits shall be \$50 above the permit fee for the principal structure." This was inadvertently left off the March 2023 revision. I've added this to the attached updated fee schedule resolution, and included it within the table for clarity and transparency.

This is not a new fee, or a change in fee. It was just missed from the prior version. Everything else remains the same.

FISCAL IMPACT

None.

RECOMMENDATION(S)

I recommend the BOCC approve the updated Planning & Development fee schedule resolution.

POSSIBLE MOTION(S)

Move to approve the updated Planning & Development fee schedule resolution.

Enclosures:

- 2024 P&D Fee Res Update-(DOCX)

RESOLUTION NO. 100724 -

**A RESOLUTION ESTABLISHING PLANNING AND DEVELOPMENT FEES FOR
RILEY COUNTY, KANSAS**

WHEREAS, K.S.A. 12-741 et seq., allows for the enactment of planning and zoning laws and regulations by counties for the protection of the public health, safety and welfare of said county, and

WHEREAS, K.S.A. 19-212 authorizes the Board of County Commissioners to perform all powers of local legislation and administration it deems appropriate, including charging and collecting fees,

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

Section 1. The Planning and Development Department is hereby authorized to charge and collect the fees outlined below:

Building/Floodplain	Fee
Residential Principal Structure	\$150
After the fact	\$300
Concurrent Residential Principal Structure & Accessory Structure (separate building permits required)	\$200
Commercial/Industrial Principal Structure	\$225
After the fact	\$450
Concurrent Commercial/Industrial Principal Structure & Accessory Structure (separate building permits required)	\$275
Residential Addition/Accessory Structure	\$150
After the fact	\$300
Commercial/Industrial Addition/Accessory Structure	\$225
After the fact	\$450
Floodplain Development Permit	\$75
With Base Flood Elevation	\$100
Sign	\$50
Land Use	
Administrative Adjustment	\$100
Boundary Line Adjustment	\$100
Lot Split	\$100
Conditional Use	\$400
Exception	\$100
Planned Unit Development (PUD)	\$200
Platting	
4 lots or less	\$350
5 lots or more	\$450
With rezoning	\$550
Replat	\$200

Residential Use Designator	\$200
With plat	\$350
Rezoning	\$450
Road Name Change	\$100
Special Use	\$400
Variance	\$300
Zoning Appeal	\$200
Special Event	
Type 1 and 2	\$100
Type 3, Conditional Use permit	\$400
Text amendment	\$125
Vacation	\$300
*All land use petitions requiring public hearing newspaper publication are assessed an additional \$50	
*All land use petitions requiring resolution newspaper publication are assessed an additional \$50	
Licenses	
Agritourism (initial)	\$200
Agritourism (renewal)	\$100
Short Term Rental (initial)	\$200
Short Term Rental (renewal)	\$100
Excavation (initial)	\$200
Excavation (renewal)	\$100
Mobile Home Park (initial)	\$150 + \$5 per unit over 50 units (\$500 max)
Mobile Home Park (renewal)	\$75 + \$5 per unit over 50 units (\$500 max)
Septic Hauler (initial)	\$150
Septic Hauler (renewal)	\$50
Standard System Installer (initial)	\$150
Standard System Installer (renewal)	\$50
Alternative System Installer (initial)	\$150
Alternative System Installer (renewal)	\$50
Environmental Health	
Site Evaluation	
No profile	\$50
Profile	\$150
New Private Septic permit	\$150
Lagoon permit	\$300
Private wastewater disposal system repair permit	
Minor	\$50
Major	\$100
Environmental Systems Evaluation (for sale of property)	\$100
Revisit	\$50
Alternative System permit	\$300

Inspection of alternative private wastewater disposal system	\$100
Reinspection	\$75
Water well permit	\$75
Mobile home park wastewater permit	\$100
Other	
Water testing	
Coliform Test	\$9
Nitrate Test	\$2
Iron Test	\$2
Fluoride Test	\$5
Hardness Test	\$2
Alkalinity Test	\$2
Chloride Test	\$2
Chlorine Test	\$2
Sulfate Test	\$2
PH Test	\$2

Section 2. Resolution No. 030223-13 and all other resolutions in conflict herewith are hereby revoked.

Section 3. This Resolution shall become effective upon publication in the official County newspaper.

ADOPTED this 7th day of October, 2024.

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

John Ford, Chair

Greg McKinley, Vice Chair

Kathryn Focke, Member

ATTEST:

(Seal)

Rich Vargo, County Clerk