



**Board of Riley County
Commissioners
Regular Meeting
Agenda
November 03, 2022**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

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

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

[District 1 – John Ford, Member](#)

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Business Meeting

3. County Budget Certification to Conservation District
4. Sign Riley County Personnel Action Form(s)
5. Approve payroll/accounts payables (when completed)

Review Minutes

6. Board of Riley County Commissioners - Regular Meeting - Oct 31, 2022 8:30 AM

Review Tentative Agenda

7. Tentative Agenda

Press Conference Topics

8. Discuss Press Conference

9:00 AM

Craig Cox, Deputy County Counselor

9. Public Hearing to approve Vacating a Portion of Stag Hill Road Right-of-Way

9:15 AM

Michael Boller, Noxious Weed Director

10. Staff Update

9:30 AM

Anne Smith, aTa Bus Director

11. Letter of support for aTa Bus for a grant application

9:35 AM

Laurie Harrison, Emergency Management Coordinator

12. EMPG additional funds for FT position

9:45 AM

David Adams, EMS/Ambulance Director

13. Construction Project Update

10:00 AM

Amanda Webb, Planning/Special Projects Director

14. Planning & Development - Staff Update

10:15 AM

Clancy Holeman, Counselor/Director of Administrative Services

15. Administrative Work Session

16. Executive session to discuss confidential legal advice regarding potential litigation issues

10:30 AM

Ron Fehr, Manhattan City Manager

17. General update City of Manhattan

Adjournment

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



COUNTY CLERK & ELECTIONS
Budget

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

COMMISSION AGENDA REPORT

FROM: Darell Edie
MEETING: November 3, 2022
SUBJECT: County Budget Certification to Conservation District
PRESENTER: Rich Vargo

POSSIBLE MOTION(S)

Move to approve

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- Riley County Conservation District Certification Form (PDF)

County Budget Certification to Conservation District

In accordance with the provisions of K.S.A. 2-1907b (Conservation District Law), the commissioners of _____ Riley _____ County, Kansas hereby certify that a budget of \$__55,136.00_____ has been approved for the _____ Riley _____ County Conservation District for calendar year 2023.

\$ __55,136.00_____ from the county's general fund and/or

\$ _____ from a special mill levy and/or

\$ _____ from other county funds (type of other funds _____)

for a total conservation district allocation of \$ _____ in calendar year 2023.

Adopted by the county governing body on the __3__ day of __October_____, 2022.

Signed: _____, **Commission Chairperson**

Attest: _____, **County Clerk**

Conservation District Budget Certification to Div of Conservation (complete this section after conservation district adopts final budget)

In accordance with the provisions of K.S.A. 2-1907c (Conservation District Law), the Riley County Conservation District's Board of Supervisors hereby certifies that the commissioners of Riley County, Kansas, have approved an allocation of \$55,136 for district operations in calendar year 2023. A 2023 budget of \$78,850.00 in total expenditures has been adopted by the conservation district Board of Supervisors on the 20th day of October, 2022.

Signed: Steven Z. Holman, **District Chair**

Attest: _____, **District Secretary / Manager**

Following adoption of the district's final budget by the Board of Supervisors, upload this completed form in CSIMS under "County & District Certifications" by September 1, 2022. Do not combine the upload with any other forms.





COUNTY CLERK & ELECTIONS
Personnel

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

COMMISSION AGENDA REPORT

FROM: Elizabeth Ward, Human Resource Manager

MEETING: November 3, 2022

SUBJECT: Sign Riley County Personnel Action Form(s)

PRESENTER: Elizabeth Ward, Human Resource Manager

Enclosures:

- 2022-10 IT J Anderson (Green) (PDF)
- 2022-11 Appraiser N Alcala (green) (PDF)

RILEY COUNTY PERSONNEL ACTION FORM

☒ Add	Supervisor:	Fill Request Date: 10/28/2022
☐ Change	Dept Head: Corv Meyer	Employee #

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

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

Anderson	Jeffrey		
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Name: Last First Middle Home Phone

--	--	--	--

Address: Street City State Zip

Info Tech Specialist	IT/GIS	00001-00029
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Position Title Department Fund

11/14/2022	☐ Exempt	☒ Non-Exempt		☒ Yes	☐ No
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Effective Date Ending Date For Temporary Is this a budgeted position?

12	\$26.82	☒ Hour	☐ Bi-weekly	☒ 40	☐
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Grade/Step Pay Rate Hours Per Workweek

Approvals:

Department: Corv Meyer Date: 10-28-22

Personnel: E. H. Anderson 10/28/22

BOCC

Chairman: _____

Member: _____

Member: _____

RILEY COUNTY PERSONNEL ACTION FORM

☒ Add ☐ Change	Supervisor: Anna Burson Dept Head: Anna Burson	Fill Request Date: 11/01/2022 Employee #
--	---	---

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

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

Alcala	Nicole	Marie	6202128127
Name: Last	First	Middle	Home Phone

Address: Street	City	State	Zip

Appraiser I - Personal Property	Appraiser	0001-000022
Position Title	Department	Fund

11/07/2022	☐ Exempt ☒ Non-Exempt		☒ Yes ☐ No
Effective Date	Ending Date For Temporary	Is this a budgeted position?	

F	\$19.03	☒ Hour ☐ Bi-weekly	☒ 40 ☐
Grade/Step	Pay Rate	Hours Per Workweek	

Approvals:

Department:

Date:

Personnel:

BOCC

Chairman:

Member:

Member:



**Board of Riley County
Commissioners
Regular Meeting
Minutes
October 31, 2022**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

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

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

[District 1 – John Ford, Member](#)

8:30 AM

Call to Order

Attendee Name	Title	Status	Arrived
John Ford	County Commissioner	Present	8:30 AM
Kathryn Focke	County Commissioner	Present	8:30 AM
Greg McKinley	County Commissioner	Present	8:30 AM
Rich Vargo	County Clerk	Present	8:30 AM
Clancy Holeman	Counselor/Director of Administrative Services	Present	8:30 AM
Darell Edie	Budget & Finance Officer	Present	8:30 AM
David Kreller	Medi-Waste Disposal	Present	8:30 AM
Christian Bright	Manhattan Mercury	Present	8:30 AM
Elizabeth Ward	Human Resource Manager	Remote	8:30 AM
Chuck Sexton	Flint Hills Veterans Coalition	Present	8:30 AM
Shelly Williams	Community Corrections Director	Present	9:45 AM

Pledge of Allegiance

Public Comment

1. Public Comments

Kreller asked the Board to write down 32,064. Kreller is an expert in document security. Kreller said he read the Mercury article regarding the bid for the shredder. Kreller stated the cost to purchase a shredder cannot be justified compared to hiring a company to shred document.

Kreller stated he would be glad to visit with the Board members individually to discuss his numbers.

Commission Comments

2. Commission Comments

Minutes Acceptance: Minutes of Oct 31, 2022 8:30 AM (Review Minutes)

McKinley's Comments:

Thursday evening I attended the forum for the RCPD Director finalists. This is verified by my white hair and shiny top on the front of the Mercury. It was a well-run event except for the guy asking questions. Actually, it was a good opportunity to see a little bit into each of the candidates and I compliment the Law Board for setting this up. I have expressed my preference, but they have a difficult decision.

Friday I rode in the city fire truck at the K-State homecoming parade. It was my first time so I have nothing to compare it to but that was a huge crowd out to watch the parade.

Saturday I attended the K-State football game and enjoyed the tromping of Oklahoma State.

Sunday evening we went to Chicago the Musical at McCain. It is an interesting set with the orchestra setup on the stage facing the audience. The music was really good. Overall, it was a good show and we enjoyed it.

Focke's Comments:

Thursday afternoon I participated in a special session of the Law Board to interview the three finalists for the RCPD Director. We had three, one-hour sessions with each candidate. Prior to that, each candidate did a tour of downtown with Gina Snyder and Daniele Parson of Downtown Manhattan, Inc.

Later that evening a public meeting was held at the Manhattan Fire Station lecture hall where the candidates followed the format of 1) introductions, 2) presentations on a topic provided, and 3) Q&A from the audience. Questions were submitted in writing, screened, and posed to each of the candidates. Evaluation sheets were passed out for each candidate to those present, and a good response was received for consideration by the board. The meeting was closed at approximately 8:45 p.m.

Friday morning I had a scheduled meeting with Dr. Linton at KSU.

Friday afternoon there was a special law board meeting at the City Commission Chambers to discuss the three candidates. A public meeting will be held at 1:00 p.m. today here in the BOCC Chambers.

Friday evening I participated in the Homecoming Parade, riding on Fire Engine #1 with the city and county commissioners and one school

board member. It was a good parade with lots of participants.

Saturday I attended the KSU football game with Oklahoma State. It was a great game, with a surprise “shut-out” of OSU.

Ford's Comments:

Thursday afternoon we had a special meeting of the Riley County Law Board for the purpose of an executive session to conduct interviews for the position of the Director of RCPD. Thought the process went very well and I’m certainly glad we conducted those, and they are now out of the way.

Thursday evening I attended the RCPD Director Candidate’s Forum and Q&A at the Manhattan Fire Station HQ. Each of the three candidates had a prepared 15-minute presentation based on a question they were presented in advance, and then we had a 2-hour Q&A session that I moderated with direct questions that came from the audience. All in all, I think the forum went extremely well, the questions as well as the answers were very well done, and the event was well attended both in person and online. I came away very impressed with all three candidates and think it was a success

Friday afternoon we had another special meeting of the Riley County Law Board to discuss the candidates for the RCPD Director position. Thought that process much like everything else went well, the dialog was good and there will be more to follow with all of this in shortly.

Also Friday afternoon I attended and was in the Homecoming parade that came through downtown and Aggieville. Beautiful day for a parade and there were tons of people out and about and the energy and enthusiasm were just unmatched. Thanks to the City of Manhattan for providing the fire engine, and to Riley County who also had equipment and did the parade as well.

Congratulations to Manhattan High for their win Friday night in the first round the Class 6A playoffs. They thoroughly trounced Wichita North 71-7.

Saturday I was supposed to go the K-State-Oklahoma State game, but thanks to StubHub I didn’t get tickets nor a refund at the moment either, a whole long story there. None the less, I was ecstatic to see the Wildcats win 48-0 versus the Cowboys to move to 6-2.

Sunday evening I attended the 4-H Celebration of Achievement Awards and Banquet at Pottorf Hall. It was great seeing all the kids, parents, and foundation members get recognized for their hard work

and efforts. The event like many these days was well attended and it is wonderful to see all these kids who are doing an amazing job in these programs.

Lastly, I wanted to tell everyone Happy Halloween. Hard to believe November is upon us and soon it will be the holiday season once again.

Business Meeting

3. A RESOLUTION OF SUPPORT FOR RIVERFRONT MHK

Move to approve "Resolution No. 103122-48, A Resolution of support for Riverfront MHK."

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

4. Proclamation for Veterans Day 2022

Move to approve the Veterans Day Proclamation 2022.

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

5. Notice to Township Board - Cereal Malt Beverage License for Chad Myers (Stagg Hill Golf Club)

Move to sign the Notice to Township Board - Cereal Malt Beverage License for Chad Myers (Stagg Hill Golf Club), 4441 Fort Riley Boulevard.

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

Review Minutes

6. Board of Riley County Commissioners - Regular Meeting - Oct 27, 2022 8:30 AM

Move to approve the minutes.

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

Review Tentative Agenda

7. Tentative Agenda

Press Conference Topics

8. Discuss Press Conference
 - Rich Vargo - November Election.

9:00 AM Clancy Holeman, Counselor/Director of Administrative Services

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

Holeman presented the Commission Projects List.

9:20 AM Julie Gibbs, Health Department Director

Move to recess as the Board of County Commissioners and convene as the Board of Health.

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

11. RCHD Request for New Grant Funded Position

Gibbs presented the request to hire a new Community Health Educator position.

Move to approve the request for RCHD to hire a new Community Health Educator for the grant duration of November 1, 2022 - August 31, 2023.

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

The Board of County Commissioners signed a Riley County Position Action Form for a Community Health Educator (temporary, part time, grant funded), in the Health Department, at a grade I.

Move to recess as the Board of Health and reconvene as the Board of County Commissioners.

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

9:30 AM

Press Conference

12. Presentation of Veterans Day Proclamation - Greg McKinley and Chuck Sexton (3-5 minutes)

McKinley presented the Veterans Day Proclamation to Sexton.

Sexton thanked the Board for their support.

Sexton thanked the Chair for volunteering to move barriers on Veterans Day for the parade.

13. November General Election - Rich Vargo (2-3 minutes)

Vargo reported advance voting at 110 Courthouse Plaza is open from 8:00 a.m.-7:00 p.m. this week and this Saturday 8:00 a.m.-12:00 (noon). Vargo said advance voting closes on Monday, November 7,

2022 at 12:00 (noon).

Vargo stated 2,262 voters have participated in advance voting through Friday. Vargo said 486 mail ballots have also been received.

9:45 AM Shelly Williams, Community Corrections Director

14. Staff Update/Line-Item Adjustment

Williams presented the staff update and line-item adjustment.

Move to approve the line-item changes and sign the Quarterly Grant Budget Amendment Report and Signatory Approval with the Kansas Department of Corrections Pathway for Success.

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

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

10:15 AM 15. Executive session to discuss a performance matter involving non-elected personnel

Move that the County Commissioners, including Chairman McKinley, Vice Chair Focke, and Commissioner Ford, along with Clancy Holeman, County Counselor, attorney for the Commission, recess into executive session pursuant to the non-elected personnel matters exception to the Kansas Open Meetings Act, for the purpose of hearing the appeal of a disciplinary action, and to protect the privacy of the employee, the open meeting to resume in the County Commission Chambers at 11:15 a.m. Anna Burson, County Appraiser, and Elizabeth Ward, Human Resource Manager, will be present during a portion of the executive session to provide factual information.

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

11:15 AM Move the Board of County Commissioners come out of executive session.

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

Move the record reflect action shall be taken consistent with the consensus reached in executive session. The County Commission approves the disciplinary action reviewed today in executive session and the County Counselor shall notify the parties.

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

11:19 AM

Adjournment

Move to adjourn.

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

Minutes Acceptance: Minutes of Oct 31, 2022 8:30 AM (Review Minutes)



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
November 07, 2022**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

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

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

[District 1 – John Ford, Member](#)

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Clancy Holeman, Counselor/Director of Administrative Services

1. Administrative Work Session

9:20 AM

Break

9:30 AM

Press Conference

2. RCPD update - Captain Greg Steere (3-5 minutes)
3. November General Election - Rich Vargo (2-3 minutes)

9:45 AM

Anna Burson, Appraiser

4. Staff update

10:00 AM

Russel Stukey, Emergency Management Director

5. Staff update

Adjournment

Announcement

A commissioner will be on In Focus live at 9:05 a.m. Tuesday, November 8, 2022 (GM).

Attachment: 11-07-22 tentative agenda (11709 : Tentative Agenda)

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

Attachment: 11-07-22 tentative agenda (11709 : Tentative Agenda)



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
November 10, 2022**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

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

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

[District 1 – John Ford, Member](#)

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

1. Discuss Joint City/County/County Meeting

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

Training Committee

3. Employee Day results

9:45 AM

Jason Smith, Manhattan Area Chamber of Commerce

4. Economic development update

10:00 AM

Craig Cox, Deputy County Counselor

5. Public hearing for Lakeside Heights Sewer 3/University Park Water 4 project cost increase

10:15 AM

John Ellermann, Public Works Director/County Engineer

6. Lakeside Heights Sewer 3/University Park Water 4 construction contract

10:30 AM

Budget and Planning Committee - Darell Edie, Budget and Finance Officer

Attachment: 11-10-22 tentative agenda (11709 : Tentative Agenda)

7. Monthly Cash Flow Reports

Adjournment**Announcement**

The Riley County Offices will be closed Friday, November 11, 2022 in observance of the Veterans Day holiday.

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: 11-10-22 tentative agenda (11709 : Tentative Agenda)



**COUNTY
COUNSELOR/ADMINISTRATIVE
SERVICES**
Project

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

COMMISSION AGENDA REPORT

FROM: Jana Chingway, Senior Legal Assistant

MEETING: November 3, 2022

SUBJECT: Public Hearing to approve Vacating a Portion of Stagg Hill Road Right-of-Way

PRESENTER: Craig Cox, Deputy Riley County Counselor

BACKGROUND

On August 25, 2022, John Ellerman presented to the Board of County Commissioners a petition from Joe McGraw to vacate a portion of the road right-of-way on Stagg Hill Road. See attached map (red line). The Board approved the petition.

DISCUSSION

Notice was published in the Manhattan Mercury on October 27, 2022 and the owner of adjoining property was notified via certified mail. The notice included the hearing date and a description of the road proposed to be vacated.

Per K.S.A. 68-102, upon petition of any adjacent landowner, the Board of County Commissioners may vacate a road.

The Board of County Commissioners may vacate any road in the county whenever the Board determines such road is not a public utility by reason of neglect, nonuse, or inconvenience, and the necessity for such road as a public utility does not justify the expenditure of the necessary funds to put the same in condition for public travel.

FISCAL IMPACT

None.

RECOMMENDATION(S)

John Ellermann, Public Works Director and County Engineer determined that vacating this portion of the Stagg Hill Road County Right-of-Way will not adversely affect the County's future needs.

POSSIBLE MOTION(S)

- A. "I move that the Board approve vacating a portion of Stagg Hill Road right-of-way as presented."
- B. "I move that the Board approve vacating a portion of Stagg Hill Road right-of-way after the follow changes are made..."

Enclosures:



NOXIOUS WEED/HHW
Staff Update

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

STAFF REPORT

FROM: Michael Boller Director Riley Co Nox Weed Dept

MEETING: November 3, 2022

SUBJECT: Staff Update

PRESENTER: Michael Boller Director Riley Co Nox Weed Dept

Enclosures:

- 11-3-22 Staff Report (DOC)

Riley County Noxious Weed/HHW Department
Michael Boller, Director
November 3, 2022

Staff Report

Noxious Weed/Mowing:

- Spraying Sericea Lespedeza on county roads and KDOT has been completed as well as fall spraying for lower two thirds of county.
- The final mowing of the year is underway and over 80% complete and is on schedule to be complete middle of November pending weather.
- Tree trimming along roadways will begin late November. Public Works will begin the process with locations including dead trees on Anderson Ave and Barnes Road.
- Sprayers and spray rentals are in the process of being winterized.
- Changing our spray trucks over to snowplows and salt spreaders will begin soon. Possibly very soon pending weather.
- All tractors are back on-line from the storm in June and we just received our new pull behind mower that we ordered January 2022.

HHW:

- The Riley County HHW collection trailer will be at Howie's Recycling on November 12, 2022. No business waste or truck loads of material will be accepted at this event.
- The Riley County HHW Facility has recycled latex paint to give away. We have one gallon and five gallon containers available. Our office is open Monday – Friday from 7:30am to 4:00pm for assistance.
- Clean Harbors clean-out is scheduled for November 15th.

Other:

- Noxious Weed Department will be assisting with the development of voting machines on November 7th and retrieval on November 9th.



OUTSIDE AGENCY
Letter of Support

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

COMMISSION AGENDA REPORT

FROM: Anne Smith, aTa Bus Director

MEETING: November 3, 2022

SUBJECT: Letter of support for aTa Bus for a grant application

PRESENTER: Anne Smith, aTa Bus Director

POSSIBLE MOTION(S)

Move to approve a letter of support for a grant for aTa Bus.

Enclosures:

- 2024 Rural County Request for Support Letter (2) (PDF)
- 11-03-22 aTa Bus support letter (PDF)



Flint Hills Area Transportation Agency

5815 Marlatt Ave. Manhattan, Kansas 66503 • (785) 537-6345 • www.flinthillsatabus.com

- Courteous
- Reliable
- Safe

25 October 2022

Board of County Commissioners
Of Riley County Kansas
115 N 4th St
Manhattan, Kansas 66502

Dear County Commissioners:

The Flint Hills Area Transportation Agency has been providing public transportation to the citizens of Manhattan and Riley County since 1976.

We are currently preparing application for Federal and State grants for the State FY24. Thanks to the support of the City of Manhattan, Riley County and the citizens of our community we are able to meet local matching requirements.

In this current grant application cycle we will seek funding to meet the growing demand for public transportation service.

The primary rural Federal and State transit program we participate in is called Section 5311.

The §5311 program pays for 80% of the cost of new vehicles and reimburses the organization for 50% of our vehicle operating expenses and KDOT may contribute up to an additional 20%. It also provides reimbursement for a portion our administrative expenses. This program provides funding to services that are outside of the Manhattan urbanized area.

We are requesting operating and administrative reimbursement funds for services in northern Riley County and in support of the "Inter City" shuttle, which provides services to and from Manhattan-Fort Riley-Ogden and Junction City. The Geary County Commission provides half of the local match for the "Inter-City" shuttle and Riley County provides the other half.

We are required in these application processes to inform our City and County governments of our transportation proposals. This process offers you the opportunity to review and comment on our proposal.

Our FY24 grant proposal will seek funding in support of existing services, we are not planning for any major service increases during FY24.

Attachment: 2024 Rural County Request for Support Letter (2) (12952 : Grant Application for aTa Bus)

We welcome your comments and will be glad to answer additional questions about our service that you may have.

On behalf of the staff and Board of Directors we would like to express our gratitude to you for the support that you have shown in your commitment to public transportation in Manhattan and Riley County.

Sincerely,

A handwritten signature in black ink, appearing to read "Anne Smith".

Anne Smith
Executive Director
Flint Hills Area Transportation Agency



BOARD OF COMMISSIONERS

11.b

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

November 3, 2022

Bureau of Transportation, Planning
700 SW Harrison Street
Topeka, KS 66603

To Whom It May Concern:

We are pleased to write this letter of support for the Flint Hills Area Transportation Agency (aTa Bus). Since 1976 Riley County aTa has provided safe reliable and affordable public transportation to the citizens of Riley County.

Riley County has for many years provided financial assistance to allow this agency to operate, and we assure you that any funding provided by the state to this agency will be gratefully received and used solely to complete its mission.

The test of the character of a community can be seen most clearly in the efforts it makes to provide for those who are unable to help themselves. Your support in this endeavor is an indication that in this case it is not only the local community but also the State of Kansas that meets the test.

In 2022, Riley County has allocated funding in the amount of \$90,000. These funds are distributed quarterly. An ADA grant of \$20,000 has been allocated to aTa Bus through Riley County Roads and Bridges. These funds are distributed annually.

Riley County anticipates continuing to support funding for aTa Bus in 2023. In the coming months Riley County will begin its annual budget process. At present, Riley County cannot commit to a specific funding level prior to the completion of the annual budget process.

We wholeheartedly support aTa Bus and its mission. Thank you very much for the assistance you may provide for this essential community service.

Sincerely,

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

Greg McKinley, Chair

Kathryn Focke, Member

John Ford, Member

Attachment: 11-03-22 aTa Bus support letter (12952 : Grant Application for aTa Bus)



**EMERGENCY
MANAGEMENT/FIRE**
Personnel

Russel Stukey
Emergency Management
Director
115 North 4th Street
Manhattan, KS 66502
Phone: 785-537-6333

COMMISSION AGENDA REPORT

FROM: Russel Stukey, Emergency Management Director

MEETING: November 3, 2022

SUBJECT: EMPG additional funds for FT position

PRESENTER: Russel Stukey, Emergency Management Director

BACKGROUND

The current Emergency Management Planner I position is part-time and responsible for reviewing and updating all Riley County emergency plans. The Emergency Management Planner I is currently funded by the Emergency Management Performance Grant (EMPG).

Riley County Emergency Management Coordinator has been in contact with Kansas Division of Emergency Management (KDEM) who currently funds a planner position for each of "the big 6" counties using EMPG funds. KDEM has agreed to provide the funding for the Riley County planner position effective January 2023.

With commission approval, this will allow us to transition our current part-time planner position to a full-time planner position with the additional \$50,000 a year in EMPG funds granted by KDEM.

DISCUSSION

Riley County Emergency Management and HR have reviewed and updated the Planner job description to include additional duties related to exercises and public outreach. Due to additional grant funding we are now able to facilitate this transition with no additional financial burden to the local tax payer.

FISCAL IMPACT

No local fiscal impact due to additional grant funding.

RECOMMENDATION(S)

Riley County Emergency Management staff recommend the approval of changing the Emergency Management Planner I from part-time to full-time using EMPG funds.

POSSIBLE MOTION(S)

Move to approve changing the EM Planner I from part-time to full-time using EMPG funds.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- KDEM response email (PDF)
- EM Planner FT job description (PDF)

Laurie Harrison

From: Angee Morgan [KDEM] <Angee.Morgan@ks.gov>
Sent: Wednesday, October 5, 2022 10:02 AM
To: Laurie Harrison; Russel Stukey
Cc: Lupe E. Olaya [KDEM]
Subject: RE: additional EMPG funds

Laurie:

I have put my responses in CAPS below:

1. The additional \$50,000/year is for salary/benefits for a FT Planner YES, OR PROFESSIONAL STAFF LIKE AN EXERCISE DESIGN PERSON, TRAINER, PLANNER---IT CANNOT BE AN ADMINISTRATIVE SUPPORT POSITION—YOU WILL NEED TO SUBMIT KDEM A POSITION DESCRIPTION
2. The original EMPG approx. \$31,000 is still going to be received by Riley County (making our total grant approx. \$81,000) CORRECT – YOU WILL CONTINUE TO RECEIVE YOUR BASE ALLOCATION WITH CURRENT FORMULA
3. The FT position begins January 2023 – CORRECT. THE AWARD WILL RUN THROUGH JAN 1, 2023 TO SEPT 30, 2023 THEN BEGINNING OCTOBER 1, 2023 WE WILL USE EMPG FFY 2023 MONIES AND YOU WILL NO LONGER HAVE TO DO THE QUARTERLY REPORTS ON THAT POSITION. IT WILL MARRY UP TO THE CORRECT PERFORMANCE REPORT YEAR.
4. Quarterly reports will be required for the \$50,000 (report for original \$31,000 will stay the same) CORRECT—YOU WILL REPORT QUARTERLY FOR THE FIRST THREE QUARTERS OF 2023.
5. Can some of the \$31,000 go towards the FT planner salary/benefits? For example, if we are looking at that position for \$60,000 or \$65,000? YES. SALARIES, BENEFITS, LEAVE, RETIREMENT, ETC. ARE ELIGIBLE. YOU WILL JUST SHOW THAT SOME OF YOUR BASE ALLOCATION IS GOING TOWARDS SALARY AND THEN SHOW THE MATCH ON YOUR BUDGET DOCUMENTS.
6. When would we receive the \$50,000 – quarterly, annually? WE CAN PROVIDE SOME FLEXIBILITY ON THIS. IT WILL MOST LIKELY BE ONCE A YEAR – YOU WILL GO NEGATIVE IN YOUR ACCOUNT AND THEN FILL OUT ALL THE REIMBURSEMENT REQUESTS—THIS IS BECAUSE OF FEMA’S TIMING OF THE AWARD. WE CAN PROVIDE SOME FLEXIBILITY ON OUR END IF IT DOESN’T WORK FOR YOUR COUNTY TO DO THIS.
7. A commitment letter from KDEM for us to take to the Board of County Commissioners for authorization of a FT planner using EMPG funds. I AM HAPPY TO PROVIDE YOU A COMMITMENT LETTER IF DESIRED. OTHERWISE, THIS EMAIL CAN SERVE AS NOTICE OF OUR COMMITMENT TO FUND A PROFESSIONAL POSITION FOR RILEY COUNTY BEGINNING JANUARY 2023 AT \$50,000 AND AN ANNUAL INTENT TO PROVIDE \$50,000 A YEAR, BASED ON THE EMPG PROGRAM BEING FUNDED BY CONGRESS.

Please let me know if you need further clarification and if you would like a more professional letter of commitment. We have some flexibility on our end to make this work for your county as far as reports, advancement of funds, etc. I just have to ensure it is documented in case of an audit or monitoring visit. Angee

Angee Morgan
 Alternate Governor’s Authorized Representative
 Deputy Director, Kansas Division of Emergency Management
 2800 SW Topeka Blvd.
 Topeka, KS 66611
 785-646-2101 (office)
angee.morgan@ks.gov

Attachment: KDEM response email (12950 : EMPG position funding)

RILEY COUNTY, KANSAS JOB DESCRIPTION

Job Title:	Emergency Management Planner I		
Department:	Emergency Management	Division:	
Reports To:	Emergency Management Assistant Director		
Pay Grade:	H	Status:	Full Time
FLSA Status:	Non-Exempt		

POSITION SUMMARY: The position is responsible for reviewing, updating and maintaining all of the county's emergency plans as well as planning, conducting, and evaluating exercises and maintaining a Tier II database.

ESSENTIAL FUNCTIONS:

- Review, update, and maintain all county plans including
 - Emergency Operations Plan (EOP)
 - Continuation of Operations Plan (COOP)
 - Debris Management Plan
 - Mitigation Plan
 - Other plans as directed or required
- Serve as a resource for access to local, state and federal plans, policies and procedures, both public and private, which impact the ability of the County to mitigate, prepare for, respond to and/or recover from disasters
- Work with the emergency management staff to develop plans using the national planning scenarios and capability-based planning to better develop all hazard plans.
- Work with local, state, and federal agencies including but not limited to NBAF and BRI to develop hazard/risk specific training and exercises
- Provide training regarding the plans to other response agency personnel
- Attend LEPC meetings
- Plan, conduct, and evaluate exercises with agencies (private sector, volunteer, or paid emergency response agencies) within the county and outside the county that will enhance and evaluate plans
- Document exercise results using an After-Action Report and developing improvement plans.
- Organize the exercise activities in accordance with an identified strategy from the annual IPPW (Integrated Preparedness Planning Workshop) and the requirements established by KAR56-2-2
- Develop and maintain relationships with government, private and volunteers in the community to communicate and address concerns and activate resources during a disaster or major emergency
- Assist with hazard identification, capability assessment and vulnerability analysis for the county
- Collect and maintain database for Tier II reporting facilities and hazardous materials
- Assist in Emergency Operation Center for natural and man-made disasters or major emergencies
- Monitor information as it relates to hazards that could affect the cities and citizens of Riley County
- Share responsibility in the on-call rotation for the department
- Assist EM Assistant Director in providing educational programs for the public, schools, and organizations promoting awareness of hazards mitigation, preparedness, response, and recovery
- Other job-related duties as assigned

POSITION REQUIREMENTS:

Education: A high school diploma or equivalent required. Emergency Management Associates Degree preferred.

Updated October 2022

Attachment: EM Planner FT job description (12950 : EMPG position funding)

Required License(s)/Certification(s):

- The following are required within the first 12 months of employment:
 - ICS-100 Introduction to ICS
 - ICS-200 Basic ICS
 - IS-700 Introduction to NIMS
 - IS-800 National Response Framework
 - IS-120 An Introduction to Exercises
 - IS-230 Emergency Management Fundamentals
 - IS-235 Emergency Management Planning
 - IS-240 Leadership & Influence
 - IS-241 Decision Making & Problem Solving
 - IS-242 Effective Communications
 - IS-244 Developing & Managing Volunteers
 - IS-2200 Basic EOC Functions
- Valid Driver's License
- The following are required within the first 18 months of employment:
 - HSEEP (Homeland Security Exercise & Evaluation Program)
 - IS-130 Exercise Evaluation and Improvement Planning
 - IS-132 Exercise Design for Discussion Based Exercises
 - IS-133 Exercise Design for Operations Based Exercises

Preferred License(s)/Certification(s): within 2 years of employment: Kansas Certified Emergency Manager (KCEM)

Experience: 1 year experience reviewing, updating, and maintaining plans in emergency related fields required. Experience with specialized office equipment and computers required. Experience in emergency related fields preferred. Experience with ESRI mapping products preferred.

Skills: Requires knowledge of public administration, local government, businesses, and/or non-profit operations related to coordination of emergency management planning documents.

Demonstrated ability in typing and knowledge of commonly used office rules, procedures and operations. Ability to work with the public, other county staff, and public safety agencies. Ability to facilitate meetings.

Supervisory Controls: Instructions are accepted from Emergency Management Assistant Director and the Emergency Management Director. The employee plans and carries out the successive steps and handles problems and deviations in the work assignment in accordance with instructions, policies, previous training, or accepted practices.

Supervisory Responsibility: None

Guidelines: Procedures for doing the work have been established and a number of specific guidelines are available.

Complexity: The decision regarding what needs to be done depends upon the analysis of the subject, phase, or issues involved in each assignment, and the chosen course of action may have to be selected from many alternatives.

Scope and Effect of Work: Work involves execution of specific rules, regulations, or procedures and typically comprises a complete segment of an assignment or project of broader scope.

Personal Contacts: The personal contacts are with employees in the same agency, and outside the immediate organization. People contacted generally are engaged in different functions and kinds of work performed for the county. Also, a substantial number of contacts are made with members of the general public or other agencies.

Purpose of Contacts: The purpose is to obtain, clarify or give facts or information regardless of the nature of those facts. The facts or information may range from the easily understood to the highly technical. Distributing and providing educational information is included.

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

Employee is required to sit; use hands to finger, handle, reach with hands and arms; talk and hear with both ears. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and color identification.

Work Environment: The work takes place in an office environment. There may be a need to travel for training. Some trainings are multiple days and would require staying over. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The use of personal vehicle may be required occasionally.

While performing the duties of this job, the employee is exposed to a normal noise level.

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

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



EMS/AMBULANCE
Project Update

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

MEMORANDUM

FROM: David Adams, EMS/Ambulance Director
MEETING: November 3, 2022
SUBJECT: Construction Project Update
PRESENTER: David Adams, EMS/Ambulance Director

North County EMS Station

Current Status:

We have received the first schematic drawing and have worked through some questions. We seem to be gaining some good momentum.

Costs associated/paid

None to this point.

Upcoming:

Will need to decide on whether to authorize a geotechnical engineering study or to forgo on this project. The cost is approximately \$3,500 and will take about a month to complete once a company has been selected.

Public Safety Headquarters

Current Status:

Construction Manager at Risk qualification statements have been received and the committee will be meeting with the BOCC to discuss on Nov. 17th. The committee will determine which companies will be selected for interview.

Geotechnical engineering will be set up soon.

Design team is working on initial floor plans and building design. We expect to see this first rendition in a couple of weeks.

Costs associated/Paid:

\$31, 868.59 for engineering and mailing.

Total to date: \$105,717.90

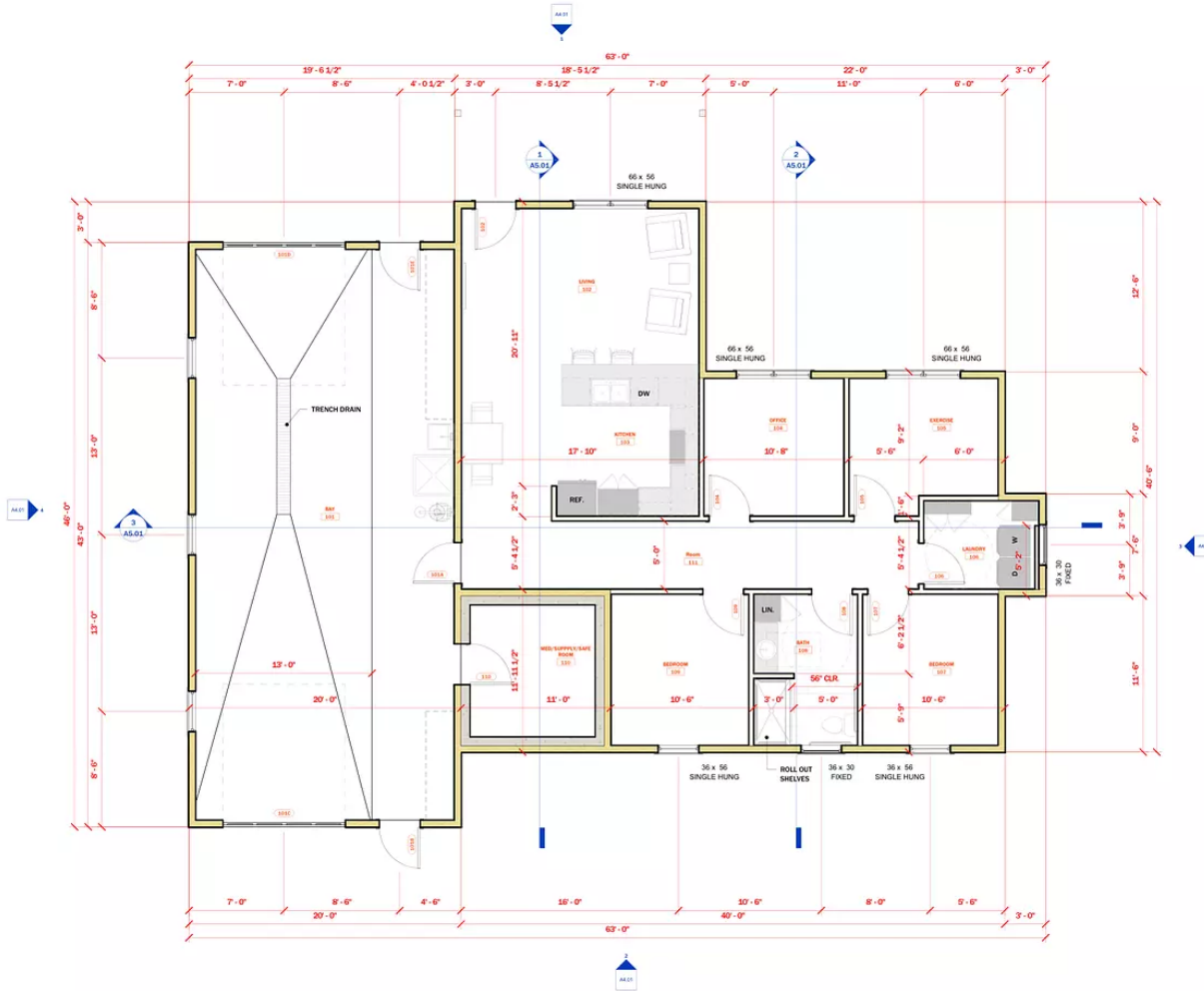
Upcoming:

CMAR RFQ/RFP

Once refined they will move towards a final floor plan and will present to the BOCC for review.

Enclosures:

- RC EMS N St (PDF)



1 01 - FIRST FLOOR PLAN
14-110

KEYNOTES

KEYNOTE	DESCRIPTION
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WALL LEGEND:	
2x4S @ 16" O.C.	
2x6S @ 16" O.C.	
6" C.I.P. CONCRETE	



CONSULTANT LOGO

NOT FOR CONSTRUCTION

Riley County EMS North Station

E GARDEN ST.
LEONARDVILLE, KS 66449

PROJECT NO. 22.028

DATE 10.31.2022

ISSUE RECORD

SCHEMATIC DESIGN

A1.01

FIRST FLOOR PLAN

Attachment: RC EMS N St (12954 : Construction Project Update)



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: November 3, 2022

SUBJECT: Planning & Development - Staff Update

PRESENTER: Amanda Webb, Planning Director

Enclosures:

- 11 - November Staff Update (PDF)
- October PD Update (PDF)

Planning and Development
Staff Update
October 26, 2022

Projects	Staff	Status	Task	Start Date	Request to Prosecute	Deadline
Long Range Planning						
Comprehensive Plan Update	Amanda Webb & Bob Isaac	Vision 2025 adopted in October 2009 and is need of an update. Comprehensive plan update presentations where held before the Riley County Planning Board on May 9 and before the Manhattan Urban Area Planning Board on May 16. BOCC presentation was 6/27/22. Have created a dedicated website page for the plan update.	Kick off public participation and engaging stakeholders.	11/1/2021		6/30/2025
Keats Sewer District	Amanda Webb & Perry Piper	Sam Johnson working on final PER. Committee met with USDA. Cost have risen significantly since original estimates and there are concerns with higher property owner cost. BOCC committed \$800,000 in ARPA funding. Sent letters to prospective property owners to inquire about purchasing 10 acres for a lagoon. No interest. Provided BOCC update 4/21/2022. Held working group meeting on 5/24/2022. Sent neighbor letter on 7/12/22. Neighbor is not interested. Perry, Amanda and Commissioner Focke visited the Keats area and several surrounding sites looking for options.	Exploring additional funding options and lagoon sites.	11/1/2014		12/31/2022
Sewer agreement for County shop area	Clancy Holeman & Craig Cox	Met with City staff to discuss report and agreement. City staff analysis reveals that the sanitary system has adequate capacity for the proposed development area.	Wait on City and County Counselors to draft agreement. Investigate water options. Update BOCC on process.	2/1/2014		TBD
NG911 - Private Road Naming	Amanda Webb & Lisa Daily	NG911 Committee met to discuss funding. Emergency Management has agreed to funding the advertising and filing fee as long as only two or three are done per year. Planning & Development has agreed to funding the postage. Committee decided to move forward with renaming a private road off Marlatt Avenue to Dodge Lane. Pre-notification letters were mailed 2/18/22. Second notification letters were mailed 3/21/22. Notice of public hearing letters mailed 5/2/22. BOCC approved 5/16/22. Completed 5/28/22. Scheduled committee meeting for 8/9/2022 to discuss S Chestnut Ln, Riley, KS. It was decided not to pursue this situation unless the property owner's bring it to the County's attention.	Schedule next NG911 Committee meeting.	8/1/2015		12/31/2022
Develop Riley County - historic land use changes in Wildcat Creek Watershed	Darrin Hobbs	Information gathering from NASA complete for report. Report has been finalized. Waiting for end product.	Present report to all participating entities.	6/1/2020		12/31/2022
Regulations						
Grants						
Keats Sewer District	Amanda Webb	Sam Johnson working on final PER. Committee met with USDA. Cost have risen significantly since original estimates and there are concerns with higher property owner cost. BOCC committed \$800,000 in ARPA funding. Sent letters to prospective property owners to inquire about purchasing 10 acres for a lagoon. No interest. Provided BOCC update 4/21/2022. Held working group meeting on 5/24/2022. Sent neighbor letter on 7/12/22. Neighbor is not interested. Perry, Amanda and Commissioner Focke visited the Keats area and several surrounding sites looking for options.	Exploring additional funding options and lagoon sites.	TBD		12/31/2022
Current Planning						
Pishney - RUD-EF & Plat	Bob Isaac	Plat filed with ROD	Plat filed. Project closed.	8/1/2022		10/3/2022
Tegtmeier/LAWE LLC - PUD Amendment	Bob Isaac	Conducted the RCPB and BOCC hearings. Resolution published. Appeal received and under review by legal.	Waiting for legal response and need to go through appeal process. Plat needs to be filed depending outcome.	3/28/2022		8/31/2022
Simmer - RUD-EF & Plat	Bob Isaac	RCPB & BOCC approved	Need surveyor review signature on plat before it can be filed.	5/16/2022		11/4/2022
Briggs/Emley - Boundary Line Adjustment	Bob Isaac	Application received.	Working out details with the City.	10/6/2022		12/31/2022
Permits						
21-0146-MRWW Worrel	Perry Piper & Craig Cox	Application received and inspection completed. Spoke to property owner and mailed repair application with no response, additionally lateral field installed unlawfully. Repair application received. Met with Mrs. Worrel, she stated no Conservation money available. Told to contact USDA to see if they would qualify for low interest loan, they never. Sanitary Code Violation 21-0038.	Legal counsel to send letter to property owner.	7/8/2021		12/31/2022
21-0185-ADGR Myers & Maupin (shed)	Darrin Hobbs	Inspections completed, determined a variance is required. Bob and Darrin contacted property owner. Followed up with Mr. Maupin and advised him to visit the Planner, Bob Isaac. Property owner to date has not contacted the Planner.	Send violation notice.	8/23/2021		12/15/2022
21-0228-MRWW Parker	Perry Piper	Application received and processed. Site visit has been completed.	Applicant to complete repair.	10/5/2021		10/30/2022
20-0275-NBLD Williams	Darrin Hobbs	Due to situation with lagoon, certificate of occupancy can not be issued. Permit to build was issued for a 4 bedroom home. Removed closet from 5th bedroom.	Need to conduct certificate of occupancy inspection once construction is complete.	11/19/2021		12/15/2022
22-0116-ADRM Baxter	Darrin Hobbs	Application received and processed. Site visit has been completed.	Await applicant to pump septic tank	5/3/2022		11/30/2022
22-0220-MRWW Swiercinsky	Perry Piper	Requesting a variance for a holding tank. BOCC approved. Property owner applied for repair permit.	Property owner and contractor discussing of holding tanks.	5/27/2021		11/30/2022
22-0112-NBLD Willich	Perry Piper	Soil profile conducted. Site has soil suitable for standard system however homeowner prefers a lagoon.	Await property owner to submit request for hearing. Has until October 8th to file appeal.	5/4/2022		10/15/2022
22-0169-XSTR Morgan	Darrin Hobbs	Application received and processed in July. Property owner was trying to hook unto city water. Things didn't work out and property owner has applied for a soil profile evaluation.	Await for soil profile to be done.	7/12/2022		11/30/2022
22-0207-OCU Briggs/Emley	Darrin Hobbs	Application received by contractor and processed on 8/22/22. Issues with enough parking spaces and fire code approval.	Await for boundary line adjustment to be completed.	8/22/2022		12/1/2022
22-0221-NBLD Saunders	Darrin Hobbs	Application received and processed 9/6/22.	Issue permit.	9/6/2022		11/15/2022
22-0227-NBLD Hanna	Darrin Hobbs	Application received and processed 9/13/22.	Issue permit.	9/13/2022		11/15/2022
Property Maintenance Code Violations						
Kilner - Unsafe structure	Darrin Hobbs & Craig Cox	Judge Bosch found Kilner in contempt.	Starting August 1, he will be assessed a \$100/day fine until property is in compliance. Planning Compliance Specialist to take weekly photos of site. Mr. Kilner hired an attorney (Bernard Irvine) who filed an appeal and motion for supersedeas bond. Working with attorney to set a hearing date.	8/18/2016		11/30/2022
21-0025 Harry Baxter - Dangerous Structure- 780 Tabor Valley Rd	Darrin Hobbs	Property owner is aware that the building needs to be torn down. Property owner stated he would temporarily repair the structure and then remove at later date. Property owner to make temporary repairs to use structure during remodeling of principal structure.	Follow up with property owner.	4/27/2021		12/31/2022
Hermesch - Unsafe structure	Clancy Holeman	Counselor met with P&D staff for Property Maintenance Code application. Photos of property taken.	Counsel put property in 2018 tax case for 2014 & 2015 delinquent taxes.	11/24/2015		TBD
21-0088 Tuttle Terr - Inoperable vehicles/Unregistered vehicles, Mobile Homes that could be harboring rodents and animals, appliances, etc.	Darrin Hobbs	Inspection conducted and notification letter sent. Notification letter sent. No response, sent notice of violation. Due to violations, unable to issue Mobile Home Park license. Water leak has been repaired. Trash issues have been taken care of. Sent another violation notice due to trash situation. Possible new property owner. Under new ownership.	Monitor progress and apply for license.	12/9/2021		12/31/2022

Attachment: 11 - November Staff Update (12747 : Staff Update)

Projects	Staff	Status	Task	Start Date	Request to Prosecute	Deadline
Zoning Violations						
Doyle - Illegal mobile home storage (Mobile Gardens) Violation #10-0050	Craig Cox	Staff met with Charlotte Doyle on 8.31.2021. Staff inspected septic on July 25, 2022. Septic surfacing. Met with property owner regarding Lot 17. Home is not occupied.	Replat property and comply with zoning regulations. Replace septic system.	12/17/2010	4/17/2012	12/30/2022
Doyle - Illegal salvage at residence Violation #05-0007	Craig Cox	Counsel and staff conducted site visits on 6/25/18 and 7/20/18. Mr. Doyle removed 600 tires and 3 mobile homes. March 19, 2021 conference with Mr. Doyle. He agreed to remove vehicles from the property. Set site visit for May 4, 2021. Mr. Doyle has moved about 90% of the tires and multiple vehicles to a staging area across from his residence for a salvage company to pick up, and will continue with this method. Next site visit 08/11/2021. Staff met with Charlotte Doyle on 08/31/2021.	Schedule a site visit.	4/15/2013	5/1/2014	12/30/2022
Zeller/Thomas - Illegal sign	Craig Cox	Owner has limited signage to MHK Airport (governmental entity).	Counsel to schedule meeting with staff to discuss case status.	12/1/2011	9/27/2012	11/30/2022
Kilner - Unsafe structure	Darrin Hobbs & Craig Cox	Judge Bosch found Kilner in contempt.	Starting August 1, he will be assessed a \$100/day fine until property is in compliance. Mr. Kilner hired an attorney (Bernard Irvine) who filed an appeal and motion for supersedeas bond. Working with attorney to set a hearing date.	8/18/2016		11/30/2022
20-0063 - Satterlee: Inoperable vehicles and campers	Darrin Hobbs	Determined to be a violation. Notification letter sent. The Notification letter was resent by me for a fresh start to make contact with the property owner. Contacted property owner on what still needs to be removed and provided an aerial map. I sent another letter to the property owner on 6/15/2022, stating that this will be turned over to legal if no progress is made.	Monitor progress.	9/27/2021		12/31/2022
20-0077 - Scott - Illegal salvage operation in residential zoning	Darrin Hobbs	Inspection completed and sent notification letter to property owner. Met with property owner on site and will be removing some items by 3/1/2021. Property owner compiling information for registered vehicles.	Await for property owner to schedule site inspection.	12/8/2020		12/31/2022
21-0053 Myers - building without a permit	Darrin Hobbs	Inspection completed, Notification Letter and Violation Notice sent. Applications received and processed. Bob and Darrin visited with property owner on 10/27/21 to confirm a Certificate of Survey would need to be done to confirm if the "well house" is located in the building setback. Property owner indicated he wanted to seek legal counsel. 6/15/2022 I spoke with Wes Maupin today about where he was at on the variance process. I encouraged him to call and talk to Bob about the situation. He said that he has never talked to Bob. Send notice of violation for failing to apply for a variance.	Send violation notice.	7/14/2021		12/15/2022
20-0079 Miller - Illegal auto repair and salvage operation 1382 Pillsbury Dr	Darrin Hobbs	Inspection completed and sent notification letter to property owner. Property owner is making progress but no contact. Staff met with property owner and agreed to provide a plan to abate violations by 1/29/2021. Final notice of violation sent to property owner. Sent violation, final notice, property owner met with staff and agreed to provide a plan to abate the violation. No response or plan received. Per legal recommendations, starting process again with a new violation number. New notice of violation and final notice have been sent.	Awaiting response from property owner.	12/8/2020		12/31/2022
20-0087 Miller - Illegal auto repair and salvage operation 1420 Pillsbury Dr	Darrin Hobbs	Inspection completed and sent notification letter to property owner. Property owner is making progress but no contact. Staff met with property owner and agreed to provide a plan to abate violations by 1/29/2021. Final notice of violation sent to property owner. Sent violation, final notice, property owner met with staff and agreed to provide a plan to abate the violation. No response or plan received. Sent notification letter.	Send final notice of violation.	12/21/2020		12/31/2022
20-0090 Fishgill LLC - Illegal auto repair and salvage operation 1312 Pillsbury Dr	Darrin Hobbs	Inspection completed and sent notification letter to property owner. Property owner wants an extension to remove tenant. Vehicles being removed. Sent notice of violation. No response.	Send notification letter.	12/22/2020		12/31/2022
L21MHP-0004 TDJ Stables	Darrin Hobbs & Craig Cox	Renewal applications and fees received. License can't be issued until property is compliance sanitary code. EHS conducted site inspection, not in compliance with sanitary code.	Legal counsel to determine next course of action.	11/20/2020		12/31/2022
21-0019 Britt - non compliance in flood hazard area/floodway	Darrin Hobbs & Craig Cox	Temporary Agreed Injunction filed with the Court. Review dates: July 15-DWS, August 15-No Rise, September 15-Riley County permit, November 1-Remove trees.	Settlement agreement filed. Darrin Hobbs to monitor for compliance, Darrin to monitor compliance and set contract date. Riley County FPD Permit issued 5/24/2022	4/6/2021		12/31/2022
21-0091 Rogers - Inoperable/Unregistered vehicle, also outside storage.	Darrin Hobbs	Inspection conducted and notification letter sent. Sent notice of violation. Owner replied and working with me.	Monitoring progress.	12/21/2021		11/31/2022
Sanitary Code Violations						
22-0008 Allison	Perry Piper	Private wastewater disposal system located less than 50 feet from suction well and less than 50 feet from hand dug well. KDHE BOW, they will not grant a variance for this situation since it is new construction and the wells were present before the wastewater disposal system. The only options are to 1) Plug both wells or 2) Move the lateral line and sewer line greater than 50' from both wells. KDHE legal that property owner can keep the sewer line in current location.	Well has been plugged. Violation abated.	4/15/2022		10/27/2022
TDJ Stables - illegal repair	Perry Piper & Craig Cox	EHS conducted site inspection, not in compliance with sanitary code.	Legal counsel to determine next course of action.	4/7/2020		11/30/2022
21-0022 Moriarty/Masterson - undersized lagoon	Perry Piper & Craig Cox	Violation determined.	Counsel to send letter.	4/14/2021		11/30/2022
21-0038 Worrell - Sanitation Violation	Perry Piper & Craig Cox	Spoke to property owner and mailed repair application with no response, additionally lateral field installed unlawfully. Repair application received.	Met with Mrs. Worrel, she stated no Conservation money available. Told to contact USDA to see if they would qualify for low interest loan, they never. Legal sent compliance letter 08.05.2021. Staff to review compliance options.	6/23/2021		9/30/2022
21-0048 Wurtz - lagoon fencing requirement not completed	Perry Piper & Craig Cox	Violation letter sent to property owner. Counsel sent a letter to property owner. Fencing deadline 8/31/2021 and seeding deadline 9/30/2021. No trespassing sign placed at entrance. Legal to to schedule meeting with staff.	Staff to review compliance options.	7/9/2021		8/10/2022
22-0016 Doyle - sewage on ground	Perry Piper	Sent Emergency Order to property owner. Spoke with property owner and agreed to make repairs.	Home condemned until repairs are made.	7/22/2022		1/1/2023

Attachment: 11 - November Staff Update (12747 : Staff Update)



PLANNING & DEVELOPMENT ENVIRONMENTAL HEALTH

Date: November 3, 2022
To: Riley County Board of County Commissioners
From: Amanda Webb, Planning & Special Projects Director
Re: Planning & Development October Staff Update

October is National Community Planning Month.

Current Planning Petitions

The Riley County Planning Board heard a request by Rodney and Cheri Simmer for a Residential Use Designator – Extraneous Farmstead and concurrent plat. The BOCC subsequently heard the request.

Short Term Rentals

- Letters were sent to any known existing short term rental operators in August alerting them to the new regulations and license requirements. We sent follow up letters in September to those we still had not heard from giving them a 30-day deadline to submit. That deadline was October 31, 2022. Any rental whose application we did not receive by this date will be forwarded on to the County Counselor's office to begin the violation process.
- In October, we received eight (8) license applications and have issued four (4). To date we have received 12 license applications and issued five (5) overall.

Battery recycling educational program

The committee is continuing outreach efforts:

- One committee member gave a battery recycling presentation to the Kiwanis in September.
- I will be giving a presentation to the Rotary club today, November 3.
- 4H will assist with placing stickers on trash totes around town.
- We have plenty of stickers and flyers available should anyone like some.

Keats sewer benefit district

- There is currently no identified available space within/around the district for a lagoon.
- Staff is working with Witt O'Brien's consultants on other potential funding sources for the project.
- The SPARK Executive Committee has recommended allocating \$10 million for a local water and sewer project program. The application window won't open until next year, but our consultant will help us track this. More information to come.
- Perry Piper, Commissioner Focke, and I took an afternoon field trip to explore Keats and surrounding vicinity.

Personnel

- Lisa Davies, temporary contract Environmental Health specialist, will be done with us first week of November. Perry can be in the field full time again.
- Annual evaluations are under way.

Attachment: October PD Update (12747 : Staff Update)

New permit software implementation

- GovBuilt, our new permit software program, went live on September 19. The program is fully online and can be found here: <https://rileycountyks.govbuilt.com/>. People can apply, check status, pay, and have permits issued all online. People can still submit paper copies and pay over the counter too.
- GovBuilt and Planning & Development staff are working to tailor the system to Riley County as best as we can.
- Staff from Public Works, Emergency Management, and the County Counselor's office all have user accounts and can fully access the system to review permits, make comments, get updates/notifications, etc. There are unlimited user accounts, so other departments may be brought in as necessary.
- The mobile application is now available and is in quality assurance mode. Staff should receive training in the first part of November.

City/County coordination

- At their November 1 meeting, the City Commission will consider final reading of an ordinance to amend the Manhattan Urban Area Comprehensive Plan by adopting and incorporating the Housing Market Analysis by reference. City Community Development staff provided us an update as to the findings of the analysis and further requested collaboration on implementing identified actions within the plan, including a Neighborhood Revitalization program. More information to come.
- The BOCC, as well as the City Commission, approved a resolution of support for Riverfront MHK's fundraising efforts for a long-range plan for the Kansas riverfront.

Comprehensive Plan update

- Comprehensive Plan webpage: <https://www.rileycountyks.gov/2032/Comprehensive-Plan-Update>
- Discussed county facilities planning, comprehensive plan update, and general parks/fairgrounds with Commissioner Ford.

Grants

Continuing research on various grants for water/sewer infrastructure (Keats), childcare initiatives, and other potential projects.

Fee schedule review

- Reviewing current Planning & Development fees
- Compiling data to determine if any fees should change, by what amount, and justification for doing so.

Also attended:

- Employee Day 2022
- 2022 KAC Conference
- Flint Hills Wellness Coalition – continue 2022 Community Health Improvement Plan results/discussion meeting
- Childcare initiative community meeting
- Flint Hills Metropolitan Planning Organization – TAC meeting
- Budget & Planning Committee meetings
- Total Compensation & Benefits Committee meetings
- Employee Day Committee meetings
- Legal check in meeting – Planning & Development staff meets with Craig Cox to discuss pending violations and other projects needing legal input/direction.

October 2022 permits issued:	
Building/floodplain development permit:	13
Environmental Health Permits (Preliminary Approval)	8
Environmental Health Permits (Final/Use)	15

