



**Board of Riley County
Commissioners
Regular Meeting
Agenda
November 06, 2023**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

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

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Business Meeting

3. Supporting Operation Green Light for Veterans Proclamation
4. Sign Riley County Employee Action Form(s)

Review Minutes

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

Review Tentative Agenda

6. Tentative Agenda

Press Conference Topics

7. Discuss Press Conference

9:00 AM

Clancy Holeman, Counselor/Director of Administrative Services

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

9:20 AM

Anna Burson, Appraiser

10. Request to Refill Residential Appraiser III Position

9:30 AM

Press Conference

11. RCPD Update - Greg Steere (3-5 minutes)
12. Downtown Manhattan update - Gina Snyder (3-5 minutes)
13. KEMA President's Choice for 2023 Award Presentation to Laurie Harrison - Kathleen Fabrizius (5 minutes)
14. Presentation of Supporting Operation Green Light for Veterans

- Proclamation - Kathryn Focke and Christian Bishop (3-5 minutes)
15. General Election - Rich Vargo (2 minutes)

10:00 AM Russel Stukey, Emergency Management Director

16. Staff Update for month October 2023

10:15 AM Anna Burson, Appraiser

17. Appraiser's Office November Staff Report

10:30 AM Vanessa Cowie, Prairie Paws Executive Director

18. Prairie Paws Animal Shelter serving Riley County

11:30 AM Amanda Webb, Planning/Special Projects Director

19. Keats Sewer District - Amendment to Owner-Engineer Agreement

11:45 AM Elizabeth Ward, Human Resources Manager

20. Riley County 2024 Performance Review Updated Proposal

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
Proclamation

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

COMMISSION AGENDA REPORT

FROM: Cindy Kabriel
MEETING: November 6, 2023
SUBJECT: Supporting Operation Green Light for Veterans Proclamation
PRESENTER: Christian Bishop, Chamber of Commerce

POSSIBLE MOTION(S)

Move to approve Supporting Operation Green Light for Veterans Proclamation.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- Operation Green light Riley County Proclamation 2023 (DOCX)

Supporting Operation Green Light for Veterans Proclamation

WHEREAS, the residents of Riley County have great respect, admiration, and the utmost gratitude for all the men and women who have selflessly served our country and this community in the Armed Forces; and

WHEREAS, the contributions and sacrifices of those who served in the Armed Forces have been vital in maintaining the freedoms and way of life enjoyed by our citizens; and

WHEREAS, Riley County seeks to honor individuals who have made countless sacrifices for freedom by placing themselves in harm's way for the good of all; and

WHEREAS, veterans continue to serve our community in the American Legion, Veterans of Foreign Wars, religious groups, civil service, and by functioning as County Veterans Service Officers in 29 states to help fellow former service members access more than \$52 billion in federal health, disability and compensation benefits each year; and

WHEREAS, Approximately 200,000 service members transition to civilian communities annually; and

WHEREAS, an estimated 20 percent increase of service members will transition to civilian life in the near future; and

WHEREAS, studies indicate that 44-72 percent of service members experience high levels of stress during transition from military to civilian life; and

WHEREAS, active military service members transitioning from military service are at a high risk for suicide during their first year after military service; and

WHEREAS, the National Association of Counties encourages all counties, parishes and boroughs to recognize Operation Green Light for Veterans; and

WHEREAS, the Riley County appreciates the sacrifices of our United States military personnel and believes specific recognition should be granted; therefore be it

RESOLVED, with designation as a Green Light for Veterans County, Riley County hereby declares from November 6th through November 12th 2023 along with Veterans Day, a time to salute and honor the service and sacrifices of our men and women in uniform transitioning from active service; therefore, be it further

RESOLVED, that in observance of Operation Green Light, Riley County encourages its citizens in patriotic tradition to recognize the importance of honoring all those who made immeasurable sacrifices to preserve freedom by displaying green lights in a window of their place of business or residence from November 6th through the 12th, 2023.

IN WITNESS WHEREOF, we have hereunto set our hands and caused the seal of the County of Riley, to be affixed this 6th of November, 2023.

BOARD OF COUNTY COMMISSIONERS
OF RILEY COUNTY KANSAS

Chair

Member

Member

ATTEST: _____
Rich Vargo, Riley County Clerk



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: November 6, 2023

SUBJECT: Sign Riley County Employee Action Form(s)

PRESENTER: Elizabeth Ward, Human Resources Director

Enclosures:

- 2023-11 CC CRandles EAF(DOCX)
- 2023-11 APPR JGlessner EAF (DOCX)
- 2023-11 APPR JEvans EAF (DOCX)
- 2023-10 PW ARose EAF (DOCX)

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Chestina Randles**Status Change Date:** 11/02/2023**Status Change:** Separation**Date of Hire:** 10/30/2023**Seniority:** 0 Year(s), 0 Month(s), 3 Day(s)**Position:** On Call Juvenile Intake & Assessment Officer**Position Type:** As-Needed**Pay Range:** 1**Pay Type:** STIPEND**Base Rate:** \$17.52**Annualized Pay:** \$0.00**Funds Codes:** Community Corrections [144], CommCorr-Juvenile Services[501]**Supervisor:** Shelly Williams**Department Head:** Shelly Williams

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2023-11 CC CRandles EAF (14280 : Employee Action Form (Green Sheet))

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Joetta Glessner**Status Change Date:** 11/02/2023**Status Change:** Separation**Date of Hire:** 08/15/2005**Seniority:** 18 Year(s), 2 Month(s)**Position:** Appraiser III-Residential**Position Type:** Full-Time**Pay Range:** 12**Pay Type:** Salary**Base Rate:** \$2,656.75**Annualized Pay:** \$69,075.50**Funds Codes:** County General [1], Appraiser [22]**Supervisor:** Anna Burson**Department Head:** Anna Burson

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2023-11 APPR JGlessner EAF (14280 : Employee Action Form (Green Sheet))

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Jill Evans**Status Change Date:** 11/02/2023**Status Change:** Separation**Date of Hire:** 06/01/2006**Seniority:** 17 Year(s), 5 Month(s)**Position:** Appraiser III-Residential**Position Type:** Full-Time**Pay Range:** 12**Pay Type:** Salary**Base Rate:** \$2,656.75**Annualized Pay:** \$69,075.50**Funds Codes:** County General [1], Appraiser [22]**Supervisor:** Anna Burson**Department Head:** Anna Burson

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2023-11 APPR JEvans EAF (14280 : Employee Action Form (Green Sheet))

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Andrea Rose**Status Change Date:** 11/13/2023**Status Change:** New Hire**Date of Hire:** 11/13/2023**Seniority:** 0 Year(s), 0 Month(s)**Position:** Administrative Assistant II**Position Type:** Full-Time**Pay Range:** 7**Pay Type:** Hourly**Base Rate:** \$23.17**Annualized Pay:** \$48,193.60**Funds Codes:** County General [1], Public Works [40]**Supervisor:** Julie Winter**Department Head:** John Ellermann

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2023-10 PW ARose EAF (14280 : Employee Action Form (Green Sheet))



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
November 09, 2023**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

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

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

1. Discuss Joint City/County/County Meeting

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

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

3. Monthly Cash Flow Reports

9:30 AM

Shilo Heger, Treasurer

4. Monthly Revenue Reports

9:45 AM

Jason Smith, Manhattan Area Chamber of Commerce

5. Economic development update

10:00 AM

Julie Gibbs, Health Department Director

6. Staff update

Adjournment

Announcements

Attachment: 11-09-23 tentative (12885 : Tentative Agenda)

Riley County Offices will be closed Friday, November 10th due to the observance of Veterans Day.

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



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
November 13, 2023**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

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

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Rich Vargo, County Clerk

1. Year to date budget and expenditure reports

9:30 AM

Press Conference

10:10 AM

John Ellermann, Public Works Director/County Engineer

2. Project update

10:40 AM

Clancy Holeman, Counselor/Director of Administrative Services

3. Administrative Work Session

12:00 PM

County Officials Luncheon

Adjournment

Announcements

A commissioner will be on In Focus live at 9:05 a.m. Tuesday, November 14, 2023 (JF).

Attachment: 11-13-23 tentative agenda (12885 : 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: 11-13-23 tentative agenda (12885 : Tentative Agenda)



**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: November 6, 2023

SUBJECT: Pending County Projects County Counselor

PRESENTER: Clancy Holeman, Riley County Counselor

Enclosures:

- FINAL Commission List 11.06.2023 (DOCX)

PENDING COUNTY PROJECTS ▪ June, 2023 and through November 1, 2023 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 for public hearing on special use authorization on BOCC agenda 5-1-23. (4-30-23) Attend and participate in 5-1-23 BOCC public meeting. (5-1-23) Return 5-2-23 call from citizen requesting a “fence view.” Leave voicemail. (5-3-23) Discuss with citizen their return call requesting a “fence view.” I’ll send packet for citizen to complete and return, cautioning this matter may not be subject to fence view process. Citizen says they understand that is a possibility. (5-3-23) Attend and participate in BOCC public meeting. (5-4-23) New request for fence view. Advise packet will be mailed to them. (5-4-23) Prepare for BOCC public meeting of 5-8-23. (5-6-23;5-7-23) Attend and participate in regular BOCC public meeting. (5-18-23; 5-22-23; 6-1-23) Work on county budget preparation information. (5-18-23; 5-19-23) Review information from a department on township legal issue.(5-21-23) Work on scheduling future executive session. (5-22-23) Preparation for presentation to BOCC during its June 1, 2023 meeting of City of Ogden “Interlocal Service Agreement”—fourth of those agreements presented to our 4 “small cities”. Prepare correspondence to City of Ogden attorney. (5-30-23) Attend and participate in BOCC meetings. (6-1-23; 6-5-23) Mail City of Ogden attorney fully executed originals of “Interlocal Service Agreement—sales tax reimbursement. (6-5-23) Review request for letter of support from BOCC. (6-6-23) Work on county budget preparation information. (6-6-23) Work on fence view scheduling and notice. (6-5-23; 6-6-23-6-7-23) Prepare requested letters of support for telecommunications providers’ applications for state of Kansas LINC grant program. (6-9-23). Email completed letter of support to contact for one provider, as requested by Cox Communications. (6-12-23) Work on 2 fence view applications. Attend and participate in BOCC public meetings. (6-8-23; 6-12-23) Conversation with opposing counsel on pending litigation in Riley County District Court. (6-14-23) Provide TVT BOCC-signed letter of support. (6-14-23) Work on scheduling fence views. Notices out to applicants and adjoining landowners served by the fence. (6-15-23) Teams meeting with Bond Counsel and Craig, Shelley and Rich about route for financing two pending county projects. I review and approve authorizing resolution and send it on to Bond Counsel for review. (6-21-23) Attend and participate in BOCC meetings.(6-22-23; 6-26-23; 6-29-23) Attend delinquent tax sale. (6-23-23) Work on scheduling of fence view. (6-22-23; 6-23-23; 6-26-23; 6-27-23) Work on and provide letter of support from BOCC for City of Ogden grant application federal program. (6-28-23; 6-29-23; 7-1-23) Work on District Court appeal by Prairiewood of BOCC approval of preliminary and final development plans for Liquid Art Winery. (6-29-23; 7-1-23) Work on county budget analysis for BOCC. (7-2-23; 7-3-23; 7-4-23) Prepare for BOCC public meeting of July 6, 2023. (7-5-23) Communicate with counsel for fence view applicant Hopkins. Request property access address detail. (7-5-23) Attend and participate in BOCC meetings. (7-6-23;7-10-23) Register

Attachment: FINAL Commission List 11.06.2023 (14274 : Clancy's Commission List)

for upcoming KAC zoom on LAVTR. (7-11-23) Work on fence view scheduled for 7-13-23. (7-11-23) Work on scheduling of different upcoming fence view for end of July, 2023. (7-7-23; 7-8-23; 7-9-23; 7-11-23) Work on Bala Township “county property” issue. (7-10-23; 7-11-23) Work on fence view scheduled for 7-13-23. (7-10-23; 7-12-23) Legal analysis of appropriation question involving outside agency. (7-12-23) Attend and participate in BOCC meetings. (7-13-23; 7-17-23) Attend and participate in Hopkins/Pralle fence views. (7-13-23) Final additional notices of Nelson fence view to occur July 24, 2023 prepared and mailed to both parties. (7-14-23) Prepare for 7-24-23 BOCC meeting. Attend and participate in BOCC meetings. (7-20-23; 7-24-23) Attend and participate in Nelson and Rhoton fence view. (7-24-23) Attend and participate in BOCC meetings. (7-27-23; 7-31-23) Work on Hopkins/Pralle fence view. (7-28-23) Attend and participate in BOCC meetings. (8-10-23; 8-14-23) Work on commission agenda report for draft fence view order on Hopkins/Pralle view. (8-14-23; 8-15-23) Attend and participate in BOCC meetings. (8-17-2023; 8-21-23; 8-24-23; 8-28-23; 8-31-23) *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.)*

“Constitutional Protection of County Home Rule”:

County Counselors Association of Kansas:

County Jail Inmate Medical Care: Schedule staff discussion of contract development. (5-21-23)

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)

“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. Discuss text of journal entry proposed by counsel for Respondents. (12-9-22; 12-11-22) Request transcript of Court’s ruling. Arrange for generation of check based on invoice from court reporter. (12-20-22) Work on pending appeal by neighboring property owner. (12-27-22; 12-28-22; 12-29-22) Review transcript and notify opposing counsel I will provide revised version of her proposed journal entry—in order to conform the journal entry to the text of the transcript. (1-4-23) Provide opposing counsel proposed revised journal entry.

(1-29-23) Following exchange of respective journal entries in February, 2023, counsel review proposed changes and agree on final version for filing with court. (2-28-23; 3-3-23; 3-5-23) Prepare notice of appeal, following legal research. (4-3-23; 4-4-23; 4-5-23) File Notice of Appeal in District Court. (4-5-23) Finalize notice of appeal, given appointment of Lyon County District Judge at outset of appeal. Discuss with staff of Lyon County District Court Judge and with Riley County District Court Clerk staff member. Provide copy of notice of appeal to Lyon County District Court Judge who was assigned and heard appeal. (4-6-23) Work on appeal. (5-24-23; 5-30-23; 5-31-23; 6-1-23) Legal research on appeal. (6-2-23; 6-5-23) Work on appeal. (6-13-23; 6-14-23; 6-15-23.) Work with opposing counsel on Court of Appeals request for additional document from me. We are in agreement its equivalent is already part of the Record on Appeal. I will file response with Court of Appeals stating that fact. (7-17-23; 7-19-23) Communication with opposing counsel on immediately preceding issue. (7-21-23; 7-22-23; 7-24-23-7-25-23) Work on immediately preceding response and file with Court of Appeals. (7-21-23; 7-22-23; 7-23-23; 7-24-23; 7-25-23) Court of Appeals has retained jurisdiction based upon my Response to Order to Show Cause. Draft and file Motion for extension of time to file brief in support of County's position. (7-31-23) *Work on record on appeal.* (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.)

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 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 issue related to service.* (10-25-23.)

Legislation: Invitations out to state delegation for December 12, 2022 legislative conference, along with copy of agenda. (12-1-22) Reminders out to legislative delegation of 12-12-22 legislative conference. (12-8-22) Preparation for legislative conference. (12-11-22) Attend and participate in legislative conference. (12-12-22) Discuss legislative issue with County Appraiser. Review information and advise. (12-27-22) Discuss with 2 other county's county counselors possibility of linking up both our respective legislative delegations and lobbyists for cooperative action on potential "nuisance abatement" statute during 2023 legislative session. (12-29-22) Discuss with County Clerk and legislative delegation member the RNR statute. (1-3-23) Drive to Topeka and pick up lobbyist badge for 2023 state legislative session. (1-3-23) Week of January 23, 2023: Work on "vacant lot" house bill (HB 2083) and discuss with our legislative delegation; Work on RNR statute modification bill (HB 2002) and provide BOCC written testimony in support. Review legislative issues identified by contract lobbyist. (1-27-23.) Work on Nuisance Abatement legislation proposal on Riley County platform. (1-25-23;1-26-23; 1-27-23) Work on SB 90 and HB 2148—Treasurers' Association auto tag fee bill. (1-26-23; 1-27-23) Review proposed schedule for temporary financing of High Plains Road project. (1-28-23) Review testimony from County Clerk's association on HB & HB involving election matters. (2-6-23) Work on SB 162 (nuisance abatement) (2-9-23;2-10-23) Complete testimony in support and deliver required 75 paper copies to lobbyist for routing to Senate Local Government committee secretary.(2-10-23) Provide Riley County state legislative delegation, contract lobbyist, and KAC Riley County's testimony in support of SB 162. (2-10-23) Route to Rep. Mike Dodson County Appraiser's input on: HB2232 (Appraiser

Qualifications); HB 2319 (tax exemption on business property in competition with property owned or operated by government); HB 2201 (requiring 5 years valuations listed on CVNs); HB 2200 (exemption on homestead, retired, military); HB 2220 (5yr property tax exemption on startups); HB 2231 (tax exemptions for daycare); HB2056, HB 2057, HB 2237 (no position from appraisers' association or Appraiser). Provide BOCC testimony and our SB 162 to another county at that other county's request—they are struggling with a number of "nuisance" real properties. (2-10-23) Work on SB 1623 and prepare for upcoming legislative hearing. (2-13-23) Attend and participate in legislative hearing on SB 162 before Senate Local Government Committee. (2-14-23) Zoom with Treasurer and County Clerk on SB 248. (3-1-23) Work on SB 248 & 252 analysis for relay to KAC and legislative delegation. (3-2-23; 3-3-23; 3-7-23; 3-8-23) Work on analyzing SB 228 (amendment of multiple statutory provisions on jail administration) in response to legislative delegation member's question; after requesting and receiving impact opinion from RCPD on any change county might support for reimbursement of jail inmate medical costs. Communicate with legislator. (3-8-23; 3-13-23; 3-14-23) Communicate with contract lobbyist to work on scheduling "virtual" follow up legislative conference with delegation. Work with Cindy K. (3-15-23). Analyze and prepare for discussion of potential litigation in upcoming executive session. (3-15-23) Discuss legislative matter with member of delegation. (3-15-23) Communicate with legislative delegation to schedule virtual follow up legislative conference either April 10, 2023, or April 17, 2023. (3-16-23) Communicate with contract lobbyists. (3-17-23) Communicate with responding delegation members about their preferred dates. (3-18-23; 3-19-23) Review communication from delegation member on pending bills. (3-19-23) Communicate with County Appraiser on proposed SCR freezing real property tax values at no more than 3% increase annually. (3-19-23) Work with PIO and County Appraiser on public statement regarding legislative item. (3-20-23; 3-21-23) Respond to staff communication on apparent status of SB 248 (exemption for "food" in existing and future local sales taxes) and HB 2002 (RNR notice costs paid by the state). (3-22-23) Work at county staff level on SB 248; SB 252. (3-1-23; 3-2-23; 3-3-23) Prepare for discussion with BOCC I'll suggest at tonight's public meeting in City of Riley. (3-30-2023) SB 323—requiring election of all county appraisers statewide. (3-30-23) Work on H Sub SB 42. Discuss with contract lobbyist. (4-2-23; 4-3-23) Work with PIO and County Appraiser on possible press release regarding SCR 1610. (3-21-23; 3-22-23) Prepare for March 27, 2023 Intergovernmental Luncheon and legislative update to present. (3-26-23) Attend and participate in Intergovernmental Luncheon—statutory update. (3-27-23) Work with PIO and County Appraiser on possible press release regarding SCR 1610. (3-27-23) Email delegation invitation to virtual follow up legislative conference scheduled for April 10, 2023, 10:30-11:30 a.m. (4-3-23) Review amended HB 2002—eliminating that portion of existing locally voter approved sales taxes generated by food sales; SCR 1611—4% ceiling on annual property valuations. (4-6-23) Draft agenda for 4-10-23 virtual legislative conference. Invitations out to contract lobbyist and KAC lobbyist. (4-7-23) Discussion with county's contract lobbyist on status of various legislative items following legislature's 4:30 a.m. adjournment Friday morning. (4-7-23) Draft agenda for virtual legislative conference. (4-7-23) Assist BOCC with conducting virtual legislative conference. (4-10-23) Review portions of 127-page Conference Committee Report on SB 8 "competition" and a host of other legislative issues. (4-27-23) Conversation with contract lobbyists to schedule teams meeting. (8-2-23) Communicate with contract lobbyists to schedule upcoming Teams meeting. (8-3-23; 8-4-23; 8-6-23) Prepare for Thursday upcoming presentation to BOCC of 2024 session legislative requests for KAC legislative platform. (8-6-23) Teams meeting with contract lobbyists. (8-9-23) Meeting with member of state legislative delegation and BOCC member. (8-21-23) Attend and participate in first KAC legislative policy committee meeting. (8-30-23) *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)

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.)*

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

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)

Riley County Appraiser’s Office: Discuss separate exemption through bond issue. (5-3-23) Analyze IRB issue and advise Department Head. (5-5-23) Advise on legal question. (5-19-23) Assist Dept. Head with legal issue. (5-30-23) Advise on separate legal issue different from immediately preceding first two issues. (5-30-23) Discussion with Department Head. (6-13-23) Return call from Department Head. Discussion with Department Head of legal issue. (6-14-23) Meeting with County Appraisal and legal staff on nuisance property issue. (6-14-23) Communicate with Department Head on legal issue. (6-20-23) Assist and advise Dept. Head on BOTA issue. (7-18-23;7-19-23) Advise Department Head on BOTA issue. (7-20-23) Communicate with Department Head and Deputy County Counselors about BOTA issue. (8-9-23) Communicate with Department Head and this office’s Deputies regarding property tax exemption issue. (8-

13-23) Communicate with Department Head and this offices Deputies regarding property tax valuation issue. (8-13-23) Discuss with Department Head and advise on legal issue. (8-14-23; 8-15-23)

Riley County Attorney: Work on contract for services. (2-22-23) Work on immediately preceding contract with Department Head. (2-27-23;2-28-23;3-1-23;3-2-23) Respond to Department head update on pending discussion to schedule with counsel on our BOTA cases. (4-7-23) Discuss with Department Head legislative issue. (4-7-23)

Riley County Clerk: Assist with KORA issue. (5-3-23) Assist with same KORA issue through communication with outside requester; communication with I.T. based on prior provision of similar information requested in 2021. (5-4-23) Work on request for electronic data. (5-22-23; 5-23-23; 5-26-23) Discuss contract issue. (6-2-23) Discuss contract issue. (6-13-23; 6-14-23) Work on same contract issue. (6-14-23) Teams meeting with Clerk and Election Supervisor on contract issue. (6-15-23) Confirm with County Clerk and Election Supervisor vendor has agreed to contractual provisions attachment; advise to place on BOCC agenda of public meeting on 6-22-23. (6-19-23) Work on separate proposed contract. Schedule Teams Meeting with Department Head and Election Supervisor for 6-21-23. (6-20-23) Teams meeting with Department Head and Election Supervisor on contract issue. Discuss. (6-21-23) Work with staff and advise on open records act issue. (7-24-23;7-25-23;7-26-23) Work on new open records act issue. (7-27-23; 7-28-23; 7-31-23; 8-1-23) Work on open records act issues. (8-2-23; 8-3-23; 8-4-23; 8-7-23; 8-8-23; 8-9-23) *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)*

Riley County Community Corrections:

Riley County Emergency Management:

Riley County Emergency Medical Services: City Commission has asked counsel for both entities to develop a document allowing County use and potential improvements to alley providing access to lot purchased by County for North County ambulance station. I send email to counsel for City of Leonardville advising of this and inviting him to call me to discuss. (12-7-22) City Attorney responds and confirms parties understand what's necessary. Consultation with Craig. (12-8-22) Discuss with Department Head arrangement for site visit on 12-21-22. (12-20-22) Site visit with Department Head and Deputy County Counselor to be rescheduled. (12-21-22) Work on North County ambulance station design project. Discuss with Department Head. (1-29-23) Respond to communication from outside counsel on pending matter.(3-19-23) Prepare for teams meeting tomorrow morning on opening of alley easement for estimated September, 2023 completion of Leonardville North County Ambulance station. (5-8-23)

Riley County Extension: Work on annual authorization for controlled beer sales during rodeo at county fair. (5-31-23) Work with Director on parking issue at fair site. Contact USD 383. (7-20-23; 7-21-23)

Riley County Fire District No. 1: Schedule conversation with Department Head for 4-21-23 on Ashland Bottoms and University Park fire station projects—recently rejected bids—next steps. (4-17-23) Attend staff meeting on open burning issues with: Riley County Attorney; RCPD; Fire District Chief. (4-19-23) Meeting with Fire Chief on issues related to construction of two fire stations. (4-21-23) Review material on land swap proposed between Fire District and University Park, for construction of ne4w fire station. (4-27-23) Leave message for Department Head in response to call earlier today. (4-27-23) Discussion with Department Head regarding University Park's agreement to contract terms for land swap as relayed previously by Department Head to University Park Advisory Board members. (4-27-23)

Attachment: FINAL Commission List 11.06.2023 (14274 : Clancy's Commission List)

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

Riley County Health Department: Advise Department Head on issue involving small city. (6-19-23) *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.)*

Riley County Historical Museum:

Riley County Human Resources. (5-3-23) Work with HR and Department Head on personnel issue. (5-4-23) Discuss with staff “COVID” working group (Ambulance; RCHD; HR; Clerk) end of the public health emergency and benefits question raised. ((5-4-23) Communicate with HR and Department Head on personnel issue. (5-4-23) Discussion with Deputy County Counselor Woodard regarding legal issues surrounding immediately preceding legal issue. (5-4-23) Work on immediately preceding issue. Communicate with HR and Department Head. Schedule meeting with HR and Department for 5-5-23 (5-4-23) Meet with HR and assist with unrelated personnel issue. (5-4-23) Meet with Department Head and Deputy Counselor Woodard on issue scheduled on 5-4-23. (5-5-23) Teams meeting with HR and department leadership on personnel issue. Follow up with HR on same personnel issue. (5-8-23) Conversation with HR on different personnel issue. (5-8-23) Discuss personnel issue with HR Director. (5-19-23) Work on personnel issue. (5-22-23) Communicate with HR on pending litigation matter. (5-22-23) Assist HR with personnel issue. (5-31-23) Assist HR with personnel issues. (6-6-23) Assist HR with contractual issue. (6-7-23) Assist HR and county department with personnel issue. (6-12-23) Exchange communications with HR and department about personnel issue discussion rescheduling. (6-16-23) Communication from Dept. on personnel issue. Analyze. (6-15-23) Work on legal issue for Department. (6-25-23) Assist Department with legal issue. (6-26-23) Assist Director and a Department Head with HR matter. (7-11-23; 7-12-23) Discuss 3 different personnel law issues with Director. (7-18-23) Advise Department on 2 unrelated personnel law issues. (7-21-23) Discuss personnel law issue. (8-2-23) Communicate with HR regarding legal issue. (8-9-23) Communicate with HR regarding search to fill vacant Legal Assistant Position. (8-13-23) *Finalize Greed 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.)*

Riley County Information Technology/GIS Follow up on “shapefile” request from company. (6-5-23) *Work with department on contract law issue. (10-24-23.)*

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)

Riley County Public Information Officer: *Conversation on lawful options for final version of BOCC minutes. (10-24-23.)*

Riley County Planning & Development: Relay information obtained to Planning & Development. (5-3-23)

Assist Dept. Head with road renumbering issue. (5-30-23) Draw up agreed order withdrawing my motion finding requests for admission provided appellant are admitted. File approved order electronically. (6-5-23; 6-6-23) Schedule meeting with Department Head and staff on nuisance property. (6-9-23) Work on benefit district project and its authorization. (6-12-23; 6-13-23) Communicate with staff on nuisance property. (6-14-23) Work on Prairiewood appeal to District Court. (7-25-23; 7-26-23) Communicate with staff on different property in violation of county codes. (7-27-23) Work on Prairiewood appeal to District Court. (8-1-23; 8-2-23) Work on Prairiewood appeal to District Court. (8-3-23; 8-4-23; 8-6-23; 8-7-23; 8-8-23; 8-9-23) Work on Prairiewood appeal to District Court. (8-10-23; 8-11-23; 8-12-23; 8-13-23; 8-14-23; 8-15-23; 8-16-23) Work on Prairiewood appeal to District Court. (8-17-23; 8-18-23; 8-19-23; 8-20-23; 8-21-23; 8-22-23; 8-23-23; 8-24-23; 8-25-23; 8-26-23; 8-27-23; 8-28-23) 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. 10-12-13.) 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)*

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)

Riley County Public Works:) Discuss with Department Head and Assistant County Engineer transfer station operation. (5-2-23) Work toward potential agreement on parking lot. (5-3-23) Work toward potential agreement on parking lot. (5-4-23) Discuss potential contract and bid documents on culvert replacement. Advise Assistant County Engineer. (5-5-23) Communicate with Staff on completion of review of contract issue. (5-19-23) Analyze contract issue on separate project at request of Department Head. Discuss with Department Head. (5-19-23) Teams meeting with Department Head on lease issue; and on township issue. (5-23-23) Communicate with landowner. (5-24-23) Continue work on lease issue. (5-24-23; 6-6-23) Work on same lease issue. (6-11-23; 6-12-23) Discuss transfer station operation with Department Head and Assistant County Engineer (6-12-23; 6-13-23; 6-14-23) Work on benefit district project and its authorization (6-12-23; 6-13-23) Discuss transfer station issue with Department Head and Assistant County Engineer. (6-14-23) Communicate with Department Head and Assistant County Engineer about opportunity to Teams Meet with Operator and his counsel 6-23-23. (6-19-23) Send invitations for Teams Meeting to Operator, his counsel, Department Head and Assistant County Engineer. (6-20-23) Work on parking lot lease project. (6-19-23; 6-20-23; 6-21-23; 6-22-23; 6-26-23) Work on contract for transfer station. Communicate with Department Head and Assistant County Engineer. (7-1-23) Communication from KDOT on City of Ogden bridge inspection. (7-1-23) Work on contract for transfer station. (7-1-23; 7-2-23; 7-5-23) Review and approve “as to form” term sheets and associated bond counsel documents for financing of two distinct scheduled construction projects. (7-20-23) Work with bond counsel on financing for two distinct scheduled projects. (7-24-23; 7-25-23) Review and approve as to form contract documents for public safety headquarters construction project—Construction Manager at Risk. (7-27-23) Work on contract for transfer station. (8-3-23; 8-4-23) Review for BOCC signature at this Thursday’s scheduled public meeting, proposed final contract returned today by transfer station operator. (8-14-23) *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.)*

Riley County Register of Deeds: Discuss legislative conference issue with Department Head. (12-6-22; 12-7-22) Advise on legal issue. (2-12-23) Communicate with Department head on deed issue. (3-17-23) Discuss with Deputy Counselor correction deed prepared for filing. (3-28-23)

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)

RILEY COUNTY POLICE DEPARTMENT—Administered by Law Enforcement Agency (“Law Board”):

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 a 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)

Continuing Legal Education: Attend online CLE program. (6-11-23) Attend CCAK CLE program. (6-16-23)

County Counselor Association of Kansas:

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.)*

Intergovernmental Luncheon:)

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:

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)

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)*

Staff Road Renaming Committee:



COUNTY APPRAISER'S OFFICE
Personnel

Anna Burson
County Appraiser
110 Courthouse Plaza
Manhattan, KS 66502
Phone: 785-537-6310

COMMISSION AGENDA REPORT

FROM: Appraiser's Office

MEETING: November 6, 2023

SUBJECT: Request to Refill Residential Appraiser III Position

PRESENTER: Anna Burson

BACKGROUND

We recently had two Residential Appraiser III positions become vacant. These positions are senior level and crucial to the work of the Riley County Appraiser's Office.

DISCUSSION

I am looking for two highly skilled individuals with 3-5 years of Appraisal experience to fill these positions. I am requesting to post these positions as an Appraiser III, II, or I and would prefer to fill these positions as an Appraiser III. In the event applicants do not have the knowledge skills and abilities we are seeking to fill the positions as an Appraiser III. I would request to fill the positions as an Appraiser II or possibly an Appraiser I. These positions play a crucial role in the Riley County Appraiser's Office. With the statutory obligations, appeals, sales, and continued growth being fully staffed with qualified Appraiser's is imperative. I'm requesting permission to post and refill the position as soon as possible. The updated position descriptions are attached for your review.

FISCAL IMPACT

There will be no fiscal impact as these positions have been in place and are both in the Appraiser's Office budget.

RECOMMENDATION(S)

My recommendation is to post and refill the two vacant Appraiser III -Residential positions as an Appraiser III, II, or I at the earliest opportunity.

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:

- Appraiser I,II,III, Residential PAF (DOCX)
- Appraiser III Residential Position Description (PDF)
- Appraiser II Residential Position Description (PDF)
- Appraiser I Residential position description (PDF)

RILEY COUNTY POSITION ACTION FORM

Requisition Approval Process

Submitted by Ashley Martinek on 11/02/2023 at 02:40 PM

Internal Position Details (not displayed on job posting)

Company Riley County, KS	Position Template Appraiser III-Residential [App III]	Work Location Office Building
Job ID 2047998	Salary \$19.75-\$28.17 DOQ	Supervisor Position No
Pay Grade RANGE 12 [RANGE 12]	EEO Class Administrative Support Workers [5]	Workers Compensation 9410 [9410]
Cost Center 1 County General [1]	Cost Center 2 Appraiser [22]	Cost Center 3 --
1 Job Slot APPRAIS-1		

Supervisor: Anna Burson

Department Head: Anna Burson

☒ No changes to Position or Budget☒ Position Description attached

Total annual hours: 2080

☒ Budgeted☐ New or updated position description☐ New request for budget (details attached)

Salary: \$58,593.60

Budget for Benefits: \$23,144.47

Total proposed annual budget: \$81,738.07

Additional Position Comments: _____

BoCC Chairwoman _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

RILEY COUNTY, KANSAS JOB DESCRIPTION

Job Title:	APPRAISER III – RESIDENTIAL	
Department:	Appraiser	Division: Real Estate
Reports To:	Assistant County Appraiser	
Pay Grade:	12	Status: Fulltime
FLSA Status:	Exempt	

Position Summary: The Appraiser III-Residential discovers, lists, and values real property throughout Riley County monitoring and analyzing market conditions and trends utilizing recognized mass appraisal methods and techniques following specifications and guidelines as set forth by the Property Valuation Division and the Riley County Appraiser's Office.

ESSENTIAL FUNCTIONS:

- Discovers, inventories, lists, and values structures and other improvements associated with residential and agricultural property within Riley County.
- Ensures new construction is listed and appraised, and existing data is accurate.
- Identifies objective and subjective data characteristics, photo catalogs, measures, and sketches.
- Conducts interviews of property owners, contractors, or tenants to gain further clarification.
- Reviews sales of residential and agricultural properties throughout the county to determine validity and ensures data is accurately reflective of time of sale conditions.
- Reviews maps for accuracy and discrepancies.
- Monitors local market trends communicating changes with supervisor and market modeler.
- Performs quality control on all data entry.
- Assists the County Appraiser to develop a final opinion of market value for assigned properties.
- Conducts informal hearings and payment under protest hearings with property owners or representatives to discuss valuation estimate or obtain a explanation of the value estimate.
- Understands market models, residential depreciation, and all analysis conducted during the appraisal process. Prepares for and conducts Small Claims Division and Board of Tax Appeal hearings explaining and defending county values.
- Analyzes neighborhoods and market area's for inconsistencies in data and keeps up with local market trends to ensure values are reflective of current market conditions.
- Trains Appraiser I's and assist Appraiser II's with various levels of appraisal duties and responsibilities largely relating to subjective data characteristics.
- Monitors workload throughout the appraisal calendar year to ensure statutory deadlines are met for all process including annual review, building permits, sales, final review, and hearings.
- Maintains continuing education and stays up to date on changes in appraisal policies and procedures.

SECONDARY FUNCTIONS:

- Provides information to customers by phone, email, or in person, including appraised values, cost sheets, comparable sales sheets, aerial maps, and legal descriptions.
- Assists with land analysis, depreciation studies, and market modeling.
- Performs other duties as assigned.

POSITION REQUIREMENTS:

Education: High school diploma or equivalent required.

- ORION Residential & Agricultural Data Collection, Orion Introduction and Overview of Basic Functionality, Orion Sales File Development, Orion Market Modeling Analysis and Automated

Updated June 2023

Attachment: Appraiser III Residential Position Description (14275 : Request to Post and Refill Residential Appraiser III Position)

Sales Comparison

- Kansas Property Tax Law
- IAAO 101, IAAO 102, IAAO 300-Fundamental of Mass Appraisal, IAAO 311-Real Property Modelings Concepts, USPAP
- IAAO 400 Assessment Administration, Preferred

Within 2 years in position must successfully complete:

- Orion Built-in Reports and Custom Query Reporting System
- Orion Residential Depreciation Analysis and Table Calibration.
- IAAO 201-Appraisal of Land,

**Course work of equal utility in some cases may be substituted or time allowance for successful completion may be made on a case-by-case basis at the Department Head's discretion.*

License(s)/Certification(s): Valid driver's license required. Appraisal designation of RMA, RES, CAE, or MAI preferred.

Experience: 5 years of appraisal experience required. Established proficiency in all Appraiser II duties and responsibilities.

Skills: Proficiency in exercising both subject and object reasoning. Proficiency in reading and navigating through various mapping systems. Proficiency in measuring structures accurately in person and digitally. Ability to multitask. Proficiency in rendering accurate identification of and judgements concerning building structural features, the quality of construction, CDU rating, and physical condition. Proficiency in interviewing techniques. Proficiency in the utilization of Microsoft Office programs. Proficiency in recording descriptive data and entering it into a variety of systems accurately and completely. Proficiency in communicating tactfully and courteously with the public. Ability to explain appraisal methodologies and practices.

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

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear. The employee must regularly lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

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

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions; outside weather conditions. The noise level in the work environment is usually normally.

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 requirements of the job change.

RILEY COUNTY, KANSAS JOB DESCRIPTION

Job Title:	APPRAISER II-RESIDENTIAL	
Department:	Appraiser	Division: Real Estate
Reports To:	Assistant County Appraiser	
Pay Range:	8	Status: Full Time
FLSA Status:	Non-Exempt	

Position Summary: The Appraiser II-Residential discovers, lists, and values real property throughout Riley County utilizing recognized mass appraisal methods and techniques and following specifications and guidelines as set forth by the Property Valuation Division and the Riley County Appraiser's Office.

ESSENTIAL FUNCTIONS:

- Discovers, inventories, lists, and values structures and other improvements associated with residential and agricultural property within Riley County.
- Ensures new construction is listed and appraised, and existing data is accurate.
- Identifies objective and subjective data characteristics, photo catalogs, measures, and sketches.
- Conducts interviews of property owners, contractors, or tenants to gain further clarification.
- Reviews sales of residential and agricultural properties throughout the county to determine validity and ensure data is accurately reflective of time of sale conditions.
- Reviews maps for accuracy and discrepancies.
- Performs quality control on all data entry.
- Assists the County Appraiser to develop a final opinion of market value for assigned properties.
- Conducts informal hearings and payment under protest hearings with property owners or representatives to discuss valuation estimate or obtain an explanation of the value estimate.
- Monitors workload throughout the appraisal calendar year to ensure statutory deadlines are met for all process including annual review, building permits, sales, final review, and hearings.
- Continuously furthering education to advance knowledge, skills and abilities in appraisal.

SECONDARY FUNCTIONS:

- Provides information to customers by phone, email, or in person, including appraised values, cost sheets, comparable sales sheets, aerial maps, and legal descriptions.
- Performs other duties as assigned.

POSITION REQUIREMENTS:

Education: High school diploma or equivalent required. ORION Residential & Agricultural Data Collection, Orion Introduction and Overview of Basic Functionality, Kansas Property Tax Law, IAAO 101 IAAO 102, and USPAP, IAAO 201-Appraisal of Land preferred.

Within 3 years in position must successfully complete:

- Orion Sales File Development, Orion Market Modeling Analysis and Automated Sales Comparison
- IAAO 300-Fundamental of Mass Appraisal, IAAO 311-Real Property Modeling Concepts,

**Course work of equal utility in some cases may be substituted or time allowance for successful completion may be made on a case-by-case basis at the Department Head's discretion.*

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

Experience: 2 years of appraisal experience required. Established proficiency in all Appraiser I duties

Updated October 2022

Attachment: Appraiser II Residential Position Description (14275 : Request to Post and Refill Residential Appraiser III Position)

and responsibilities. Use of ORION CAMA system and APEX software preferred.

Skills: Ability to exercise both subject and object reasoning. Ability to read and navigate various mapping systems. Ability to measure structures accurately. Ability to multitask. Ability to render identification of and judgements concerning building structural features, quality of construction, cdu rating, and physical condition. Knowledge and ability to interview. Knowledge and ability in Microsoft Office programs. Ability to record descriptive data into a variety of systems accurately and completely. Ability to communicate tactfully and courteously with the public.

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

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear. The employee must regularly lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

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

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions; outside weather conditions. The noise level in the work environment is usually normally.

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.

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RILEY COUNTY, KANSAS JOB DESCRIPTION

Job Title:	APPRAISER I-RESIDENTIAL	
Department:	Appraiser	Division: Real Estate
Reports To:	Assistant County Appraiser	
Pay Range:	6	Status: Full Time
FLSA Status:	Non-Exempt	

Position Summary: The Appraiser I-Residential discovers and lists property characteristic data of real property throughout Riley County for the purpose of ad valorem taxation with the specifications and guidelines as set forth by the Property Valuation Division and the Riley County Appraiser's Office.

ESSENTIAL FUNCTIONS:

- Discover, inventory, and list structures and other improvements associated with residential and agricultural property within Riley County.
- Assist in Ensuring new construction is listed and existing data is accurate.
- Assist in Identifying, photo cataloging, measuring, and sketching pertinent objective data working with an Appraiser III on subjective data i.e. (Quality, CDU, physical condition).
- Conduct interviews of property owners, contractors, or tenants to gain further clarification.
- Reviews maps for accuracy and discrepancies.
- Perform quality control on data entry.
- Communicate workload with supervisor to ensure statutory deadlines are met for all process including annual review and building permits.
- Assist Appraiser III's with sales review and final review prior to finalization of the appraisal estimates and printing of change of value notices.
- Observe informal and payment under protest hearings.

SECONDARY FUNCTIONS:

- Provide information to customers by phone, email, or in person. Information includes appraised values, cost sheets, comparable sales sheets, aerial maps, and legal descriptions.
- Perform other duties as assigned.

POSITION REQUIREMENTS:

Education: High school diploma or equivalent required.

- ORION Residential & Agricultural Data Collection, Orion Introduction and Overview of Basic Functionality
- Kansas Property Tax Law

Within 2 years in position must successfully complete:

- IAAO 101, IAAO 102, and USPAP

**Course work of equal utility in some cases may substituted or time allowance for successful completion may be made on a case-by-case basis at the Department Head's discretion.*

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

Experience: 2 years office experience preferred.

Skills: Ability to exercise both subject and object reasoning. Ability to read maps. Ability to multitask. Knowledge and ability to utilize Microsoft Office programs. Ability to enter data into a variety of systems

Updated September 2022

Attachment: Appraiser I Residential position description (14275 : Request to Post and Refill Residential Appraiser III Position)

accurately and completely. Ability to communicate tactfully and courteously with the public. Ability to use basic math skills and take measurements accurately.

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

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear. The employee must regularly lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

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**EMERGENCY
MANAGEMENT/FIRE**
Staff Update

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

STAFF REPORT

FROM: Russel Stukey EM/Fire

MEETING: November 6, 2023

SUBJECT: Staff Update for month October 2023

PRESENTER: Russel Stukey

Present activity for Emergency Management and Fire District #1 during the month of October 2023

Enclosures:

- October EM_FIRE Staff update (PDF)
- run reports fire october (PDF)



Riley County Emergency Management
 Riley County Fire District #
 115 N. 4th Street
 Manhattan, Kansas 6650
 Phone: 785-537-633
 Fax: 785-537-633
 www.rileycountyks.gov

Monthly staff time report to BOCC, for the month of October 2023

911

- Constantly working on radio system management, analyzing opportunities to lower the annual operating costs of the 911 system
- Working with Ka-Com and the counselors office to negotiate an agreement with a potential tower space tenant.
-

Emergency Management

- Attended department head meetings
- Attended several commission meetings
- Employee training committee meetings
- Monitored severe weather events
- Chaired North East KS Homeland Sec. Council meeting in Topeka
- KSU football parking meetings
- Radio system maintenance
- Worked KSU home football games
- Attempted to start performance evaluations on Paylocity
- Provided light towers for KSU night football game
- Attended employee benefits fair
- Assisted with employee day preparation and delivery
- Was invited to participate in Kansas preparedness symposium in Topeka for two days
- Lead Riley County Emergency Services Director meeting
- Submitted LSSE grant for Storm Spotter radio equipment, was denied
- Participated in St. 102 Ashland bid openings
- Reviewed bid documents with staff and Architect Dan Knight
- Working with Laurie on Sirens and submitted siren upgrade for CIP which was approved
- Participated in the Regional Homeland Security Coordinating Council / State Advisory Committee quarterly meeting in Salina
- Attended NE KEMA meeting at Rocking K's
- Attended WARN meeting in our office
- Chaired NE KS Homeland Security Council meeting in Topeka
- Attend BOCC employee day recap
-

Items awaiting legal review:

Mobile Command Post upgrade RFP documents
 Drake tower lease addendum

Attachment: October EM_FIRE Staff update (14268 : Staff Update)



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Assistant Director Laurie Harrison activity EM/911

Kansas Emergency Management Association (KEMA):

- Serve as Treasurer
- Attend NEKEMA meeting
- Attend standards committee meeting

Public Notification, Everbridge, Integrated Public Alert and Warning System (IPAWS):

- Conduct monthly siren test, Everbridge test, IPAWS test
- Facilitate Everbridge NE regional working group meeting
- Update contacts
- Serve as NE regional account administrator

Comprehensive Resource Management and Credentialing System (CRMCS):

- Update resource list
- Serve as account administrator

Northeast Regional Homeland Security Council:

- Serve as a project manager for Everbridge and CRMCS
- Serve as KEMA representative
- Attend meeting

Emergency Management fund:

- Oversee invoice payment process

911 fund:

- Pay invoices
- Track expenses and income

Plans:

Exercises:

Volunteer Management:

- Facilitate CERT monthly meeting
- Facilitate WARN monthly meeting

Community Outreach:

Training:

Misc:

- Coordinate LEPC meeting
- Attend Dept Head meeting
- Attend employee training day
- Provide interview for student
- Staff booth at Community Night Out

Attachment: October EM_FIRE Staff update (14268 : Staff Update)



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EM Planner Baldwin Fisher

Planning:

- Attended LEPC IPPW meeting
- Working on County Disaster Recovery Plan

Exercises:

- Working with PHEP to organize and facilitate ESF 8 Exercise for Nov.
- Assisted Jon Klimek with development of HAM radio exercise

Misc:

- Staffed Community Night Out booth
- Checked on Leonardville Siren for monthly test

EM Intern Kyle Lewis activity September 2023:

Planning:

- Attended LEPC IPPW meeting
- Working on County Disaster Recovery Plan

Exercises:

- Working with PHEP to organize and facilitate ESF 8 Exercise for Nov.
- Assisted Jon Klimek with development of HAM radio exercise

Misc:

- Staffed Community Night Out booth
- Checked on Leonardville Siren for monthly test

Fire

- Attended county fire trainings
- Attended department head meetings
- Continue to accept and process applications for volunteer firefighters
- Covered emergency calls
- Working with Planning and Zoning staff on several different projects
- Advised commission to award bids for the new fire station 102 in Ashland
- Assisted with vehicle maintenance
- Received commission approval to move Admin Assistant I to Admin Assistant II
- Reviewed SOG's with 1501 and 1502
- Participated in Fire Advisory Board meeting
- Submitted LSSE grant for \$50,000 and received \$17,000 for wildland firefighting equipment
- Reviewed request by Julie Winter and Courthouse security about securing prisoner behind a locked door and how that affects fire egress routes
-

Items awaiting legal review:

- a. University Park proposed fire station property legal description and agreement with UP board to swap property when new fire station is completed



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- b. First responder agreement with the City of Randolph, Mercy Hospital Ambulance service (now Riley County EMS) and RCFD #1
- c. RCFD#1 policy/SOG review
- d. Interlocal agreement update between RCFD#1 and City of Ogden (we have been provided a draft to review)
- e. Review of St. 102 Ashland contract with successful bidder to be able to send notice to proceed letter advised legal that this is the top priority for legal review, architect and contractor are on hold until this is completed and winter weather is coming if we hope to get the concrete poured before winter

Admin. Asst. M. Horstmeier

Continued to maintain the Volunteer Firefighter hiring process by reviewing applications, scheduling interviews, sending pre-hiring courses, maintaining contact with all candidates, and assisting the new volunteers with onboarding and acquiring gear.

Assisted with completing reports for incidents as needed. As well as adding in any training hours that need recorded in our ER software.

Continued to process, record, and complete invoices and receipts for AP and Purchase card submittals.

Processes and completed the Payroll Stipends for our Volunteer Firefighters.

Created a document with the current Incident Responses, Training hours, and individual Station incident hours for all the Chiefs attending the October Advisory Board.

Once we received the partial LSSE Grant, I attended the webinar about grant assurances and managing the grant. Also, assisted by rewriting the project narrative and helping to manage the grant through records of purchases.

Created Issue #6 of the Extinguisher newsletter for our Volunteers. It will be distributed by the 3rd of November.

Continued to process the burn permit requests and maintain the Controlled Burn database and map.

Generated the Prescribe Burn Report for the month of October and sent it to the Kansas Forest Service.

Sent Riley County Dispatch an up to date Burn Permit list for their records.

Signed our department up for attendance at the Holiday Parade.

Assist our Volunteer Firefighters with the Westloop Bewitching Trunk or Treat event for Halloween.

Attended a two-day Grant Management Course in Kansas City presented by Grant Writing USA.

Completed FEMA course IC-235C: Emergency Planning.

Attended Kansas Association of Counties webinars on KOMA and KORA.

Enjoyed attending the Riley County Employee Day, and assisted with the Fire Extinguisher training as well as took photos.

Attachment: October EM_FIRE Staff update (14268 : Staff Update)



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Deputy Chief Doug Russell

- Responding to multiple incidents
- Dealing with personnel issues.
- Working through new applications for FFs
- Working on and prioritizing truck repairs
- Working on the remaining Monthly Truck and Equipment checks
- Station 102 building Bid approved waiting on county legal.
- Attended a 2-day Strategies and Tactics Class in Junction City
- Assisted with a few PR events.
- Hosted Interior Structure fire training with KU.
- Getting asked by University Park residents and Station members if they will ever get a new Fire Station.
- Waiting on County Council on University Park.
- Held Quarterly advisory board meeting.

Deputy Chief John Martens

- Processing new firefighter applications, interviewing, and onboarding staff
- Handling personnel issues
- Attended Community Night Out 10/3
- Coordinated and co-led 2 County Training evenings on 10/5 and 10/12 re: Structure Fire Evolutions
- Performing annual fire and life safety inspections at businesses and follow-ups where necessary
- Assisted new members in gear replacement sizing and ordered 8 sets
- Reviewing code footprints with Planning & Development
- In progress- Completing the remaining work with the Recruitment & Retention Committee to finish the 2024 R&R Plan & project work
- In progress- Coordinating training and logistics for training 5 members to be part of the RCFD#1 Drone Team and obtain proper training



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- Coordinated and participated in RCFD#1 Wildland Red Card field day on 10/14 with assistance from the Kansas Forest Service to officially certify 6 members as Type 2 Wildland Firefighters (National Certification)
- Taught Class on pre-plans to FF1 Class. Supporting ongoing class nearing completion.
- Coordinated logistics for KU Fire Rescue Live Burn Day on 10/28 for department wide event
- Preparing Standard Operating Guideline (SOG) Updates for 2024
- Attended quarterly Advisory Board meeting held 10/7
- Working on Community Wildfire Protection Plan grant. Upcoming meeting 11/17 to determine timeline of funding and options
- Participated in 911 working group discussions. Optimizing the wildland response model to a tiered response based on local weather, fire conditions, etc.
- Attended KS Wildfire Risk Portal Training taught by Kansas Forest Service on 10/12

Month End	October
New Applications	7
Rejected / Withdrawn Candidates	6
Interviews Conducted	2
Hired Candidates	2
Probationary Firefighters	10
Trained Firefighters	109
Total Active Members	124
Terminations	0
Resignations	1
Retirements	0

Submitted by:
 Russel Stuke, EM

Attachment: October EM_FIRE Staff update (14268 : Staff Update)

Riley County Fire District #1

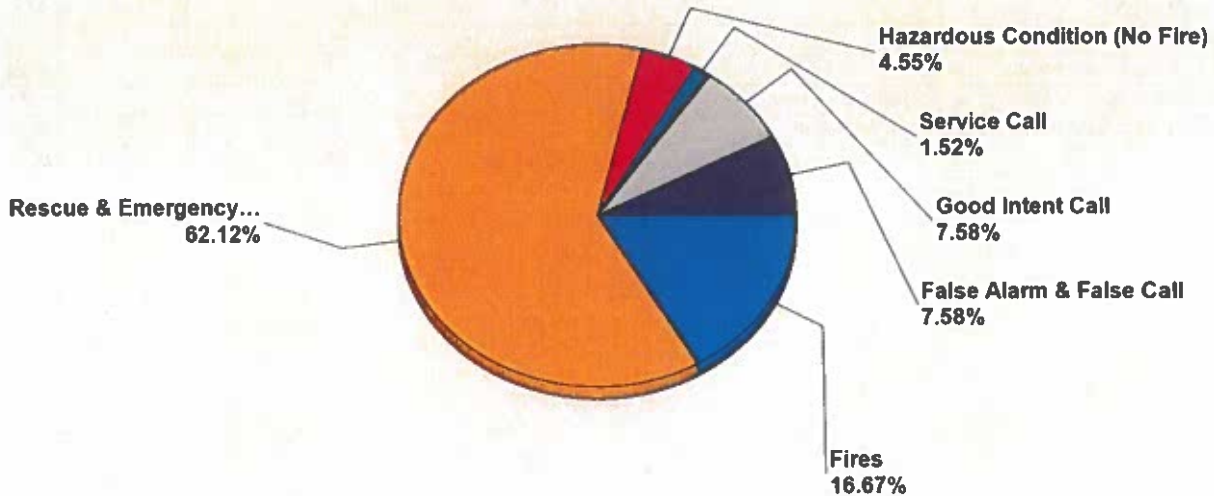
Manhattan, KS

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Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 10/01/2023 | End Date: 10/31/2023



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	11	16.67%
Rescue & Emergency Medical Service	41	62.12%
Hazardous Condition (No Fire)	3	4.55%
Service Call	1	1.52%
Good Intent Call	5	7.58%
False Alarm & False Call	5	7.58%
TOTAL	66	100%

Only REVIEWED and/or LOCKED IMPORTED incidents are included. Summary results for a major incident type are not displayed if the count is zero.

Detailed Breakdown by Incident Type		
INCIDENT TYPE	# INCIDENTS	% of TOTAL
131 - Passenger vehicle fire	1	1.52%
140 - Natural vegetation fire, other	2	3.03%
141 - Forest, woods or wildland fire	1	1.52%
142 - Brush or brush-and-grass mixture fire	1	1.52%
143 - Grass fire	5	7.58%
171 - Cultivated grain or crop fire	1	1.52%
311 - Medical assist, assist EMS crew	15	22.73%
320 - Emergency medical service, other	12	18.18%
322 - Motor vehicle accident with injuries	13	19.7%
324 - Motor vehicle accident with no injuries.	1	1.52%
444 - Power line down	3	4.55%
553 - Public service	1	1.52%
611 - Dispatched & cancelled en route	4	6.06%
622 - No incident found on arrival at dispatch address	1	1.52%
745 - Alarm system activation, no fire - unintentional	5	7.58%
TOTAL INCIDENTS:	66	100%

Attachment: run reports fire october (14268 : Staff Update)

Only REVIEWED and/or LOCKED IMPORTED incidents are included. Summary results for a major incident type are not displayed if the count is zero.



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Riley County Fire District #1

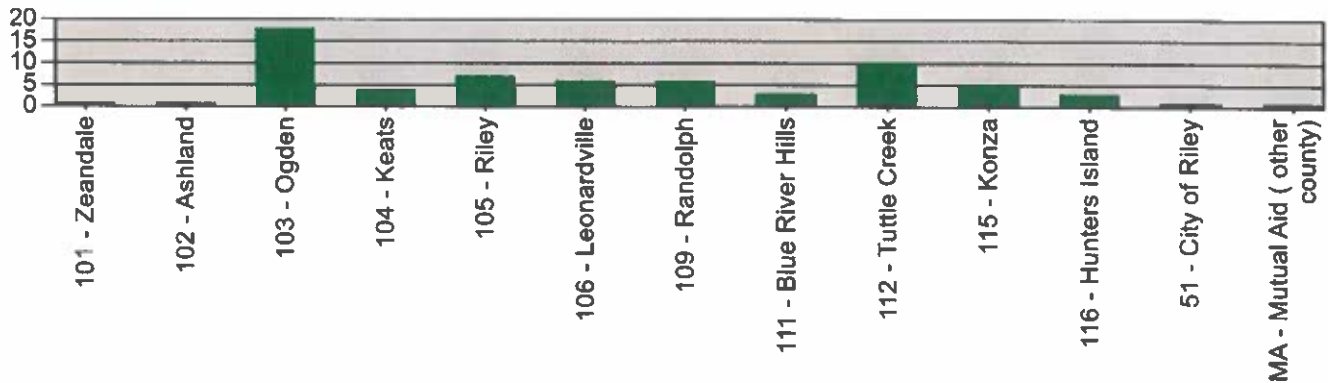
Manhattan, KS

This report was generated on 10/31/2023 10:49:45 AM



Incidents per Station for Date Time Range for Station

Start Time: 00:00 | End Time: 23:00 | Incident Type(s): All Incident Types | Station: All Stations | Start Date: 10/01/2023 | End Date: 10/31/2023



STATION	COUNT
101 - Zeandale	1
102 - Ashland	1
103 - Ogden	18
104 - Keats	4
105 - Riley	7
106 - Leonardville	6
109 - Randolph	6
111 - Blue River Hills	3
112 - Tuttle Creek	10
115 - Konza	5
116 - Hunters Island	3
51 - City of Riley	1
MA - Mutual Aid (other county)	1
TOTAL:	66

Attachment: run reports fire october (14268 : Staff Update)

Only Reviewed Incidents included. This report totals the Incidents and groups by the Station specified in Basic 1. End Time menu returns all matches inside the chosen hour (ex: 23:00 returns all matching results from 23:00 - 23:59).



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Attachment: run reports fire october (14268 : Staff Update)



COUNTY APPRAISER'S OFFICE
Staff Update

Anna Burson
County Appraiser
110 Courthouse Plaza
Manhattan, KS 66502
Phone: 785-537-6310

STAFF REPORT

FROM: Appraiser's Office

MEETING: November 6, 2023

SUBJECT: Appraiser's Office November Staff Report

PRESENTER: Anna Burson

Enclosures:

- 11-06-2023 Appraiser's Office Commission Meeting update (DOCX)
- BOTA UPDATE 11-6-23 (PDF)

Appraiser's Office Staff Report

BOCC November 6th, 2023

- **Personal property**
 - Values were submitted and finalized to the Clerk's Office last month.
 - The manufactured home small claims hearing was conducted on 11/1/2023. This appeal involved the valuation of 72 manufactured homes. We hope to have that decision soon.
- **Agricultural**
 - Our AG appraiser is continuing sales validation, AG use review, and training on residential data collection.
- **Residential**
 - Sales Validation and annual review continue. We are 98% complete on annual review and the photo project was completed last week.
 - There have been 998 sales recorded, we are up 14% over last month. Of these sales 876 are residential properties which is up roughly 13% over last month. The median sale price is currently at \$238,000, a very slight increase from the October update. Our current residential sales ratio remains roughly 95%.
 - There are 318 total building permits, 44 of which are new dwellings.
 - The residential full BOTA hearing was completed on October 19th and we were advised they would render a decision within 14 days. The outstanding residential small claims hearing relating to the 2023 tax year was heard two weeks ago and we should have a decision within the next few weeks.
 - The overall residential trend analysis has been completed for the 2024 tax year and is indicating a positive approximately 3-5% trend for tax year 2024.
 - Land valuation has been completed and submitted to PVD.
 - Residential depreciation has started, and market modeling is underway.
 - We are continuing to update data collection procedures and processes as training continues and will continue over the course of the next few years.
- **Commercial**
 - Quality Control complete for all commercial data collection.
 - Our team is inspecting commercial new construction.
 - Our Commercial analyst has completed neighborhood, land, and depreciation analysis and has begun income analysis and review.
 - I have attached the Commercial BOTA case spreadsheet and there are a couple upcoming changes since my last update.
 - There are currently no BOTA hearings scheduled for the remainder of 2023.
 - The Home Depot case was held at BOTA for 2020, 2021, 2022 on October 17th and 18th in Topeka.
- **Additional Information**
 - We have received preliminary ratios on all sales that occurred from January 2023 through June 2023 that the state considered valid per the sales validation questionnaire.
 - I am on the Comprehensive Plan Committee specifically reviewing the residential portion of the plan and attended a meeting last week with the team to discuss Goals and objectives of the plan.
 - SCR1611- I have communicated my position on this proposed amendment to the KCAA Legislative committee Chair last week as I withdrew my attendance from last week's Orion Conference in Wichita and was unable to attend the meeting.
 - We are in the process of getting staff reviews completed and plan to wrap these up later this month.

Attachment: 11-06-2023 Appraiser's Office Commission Meeting update (14277 : Appraiser's Office Staff Report)

BOTA - OPEN								
10/31/2023								
DOCKET	PARCEL NUMBER	OR#	YEAR	PROPERTY OWNER	BUSINESS NAME/SITE	COUNTY VALUE	TAXPAYER VALUE	SCHEDULED
2023-2524-EQ	081-189-31-0-00-00-007.00-0	R6092	2023	COLONIAL GARDENS LLC (3050 TCB)	COLONIAL GARDENS MHP OFFICE	\$407,900	?	TBA
2023-2523-EQ	081-189-31-0-00-00-010.00-0	R6096	2023	COLONIAL GARDENS LLC (3000 TCB)	COLONIAL GARDENS	\$8,856,630	\$8,327,504	TBA
2023-2525-EQ	081-189-31-0-00-00-017.01-0	R6104	2023	COLONIAL GARDENS LLC (0000 E MARLATT)	COLONIAL GARDENS - VACANT	\$1,870	?	TBA
2023-2526-EQ	081-203-06-2-70-18-001.00-0	R7912	2023	BLUE VALLEY MHC LLC	BLUE VALLEY MHC LLC	\$4,239,320	\$3,825,000	TBA
2023-2441-EQ	081-203-07-2-20-09-003.00-0	R8759	2023	SUNFLOWER BANK	SUNFLOWER BANK	\$4,626,910	\$2,313,455	TBA
2020-6179-PR	081-203-07-2-80-01-001.02-0	R9273	2019	BJS, INC	IHOP	\$1,974,000	\$1,000,000	CONTINUED MONDAY, AUGUST 21, 2023 @ 9:00 FOR 3 HOURS IN TOPEKA
2020-6180-EQ	081-203-07-2-80-01-001.02-0	R9273	2020	BJS, INC	IHOP	\$1,974,000	\$1,482,207	CONTINUED MONDAY, AUGUST 21, 2023 @ 9:00 FOR 3 HOURS IN TOPEKA
2021-1105-EQ	081-203-07-2-80-01-001.02-0	R9273	2021	BJS, INC	IHOP	\$1,974,000	\$1,300,000	CONTINUED MONDAY, AUGUST 21, 2023 @ 9:00 FOR 3 HOURS IN TOPEKA
2020-1714-EQ	081-204-18-2-10-18-001.00-0	R9845	2020	MHTTTN MARKETPLACE	A&W/NOODLES/ETC.	\$2,100,000	\$1,365,000	CONTINUED MONDAY, AUGUST 7, 2023 @ 9:00 FOR 3 HOURS IN TOPEKA
2021-5574-EQ	081-204-18-2-10-18-001.00-0	R9845	2021	MHTTTN MARKETPLACE	A&W/NOODLES/ETC.	\$1,770,000	\$1,150,500	CONTINUED MONDAY, AUGUST 7, 2023 @ 9:00 FOR 3 HOURS IN TOPEKA
2022-1386-EQ	081-204-18-2-10-18-001.00-0	R9845	2022	MHTTTN MARKETPLACE	A&W/NOODLES/ETC.	\$1,670,000	1463240	CONTINUED MONDAY, AUGUST 7, 2023 @ 9:00 FOR 3 HOURS IN TOPEKA
2023-1154-EQ	081-204-18-2-10-18-001.00-0	R9845	2023	MHTTTN MARKETPLACE	A&W/NOODLES/ETC.	\$1,570,000	\$1,402,794	TBA
2020-1099-EQ	081-204-18-2-10-18-001.01-0	R9846	2020	WG-7060 KS, LLC	WALGREENS (BLUEMONT) PARKING LOT	\$133,660	?	CONTINUED FRIDAY, JUNE 2, 2023 @ 1:30 FOR 3.5 HOURS IN TOPEKA.
2021-1437-EQ	081-204-18-2-10-18-001.01-0	R9846	2021	WG-7060 KS, LLC	WALGREENS (BLUEMONT) PARKING LOT	\$140,910	prior year value	CONTINUED FRIDAY, JUNE 2, 2023 @ 1:30 FOR 3.5 HOURS IN TOPEKA.
2022-2165-EQ	081-204-18-2-10-18-001.01-0	R9846	2022	WG-7060 KS, LLC	WALGREENS (BLUEMONT) PARKING LOT	\$140,040	?	CONTINUED FRIDAY, JUNE 2, 2023 @ 1:30 FOR 3.5 HOURS IN TOPEKA.
2023-1916-EQ	081-204-18-2-10-18-001.01-0	R9846	2023	WG-7060 KS, LLC	WALGREENS (BLUEMONT) PARKING LOT	\$139,920	?	TBA
2020-1097-EQ	081-204-18-2-10-18-002.00-0	R9847	2020	WG-7060 KS, LLC	WALGREENS (BLUEMONT)	\$2,398,740	?	CONTINUED FRIDAY, JUNE 2, 2023 @ 1:30 FOR 3.5 HOURS IN TOPEKA.
2021-1435-EQ	081-204-18-2-10-18-002.00-0	R9847	2021	WG-7060 KS, LLC	WALGREENS (BLUEMONT)	\$2,478,940	prior year value	CONTINUED FRIDAY, JUNE 2, 2023 @ 1:30 FOR 3.5 HOURS IN TOPEKA.
2022-2164-EQ	081-204-18-2-10-18-002.00-0	R9847	2022	WG-7060 KS, LLC	WALGREENS (BLUEMONT)	\$2,480,660	?	CONTINUED FRIDAY, JUNE 2, 2023 @ 1:30 FOR 3.5 HOURS IN TOPEKA.
2023-1914-EQ	081-204-18-2-10-18-002.00-0	R9847	2023	WG-7060 KS, LLC	WALGREENS (BLUEMONT)	\$2,479,080	?	TBA
2020-1098-EQ	081-204-18-2-10-18-011.00-0	R9848	2020	WG-7060 KS, LLC	WALGREENS (BLUEMONT) PARKING LOT	\$119,500	?	CONTINUED FRIDAY, JUNE 2, 2023 @ 1:30 FOR 3.5 HOURS IN TOPEKA.
2021-1436-EQ	081-204-18-2-10-18-011.00-0	R9848	2021	WG-7060 KS, LLC	WALGREENS (BLUEMONT) PARKING LOT	\$126,850	prior year value	CONTINUED FRIDAY, JUNE 2, 2023 @ 1:30 FOR 3.5 HOURS IN TOPEKA.
2022-2166-EQ	081-204-18-2-10-18-011.00-0	R9848	2022	WG-7060 KS, LLC	WALGREENS (BLUEMONT) PARKING LOT	\$126,000	?	CONTINUED FRIDAY, JUNE 2, 2023 @ 1:30 FOR 3.5 HOURS IN TOPEKA.
2023-1915-EQ	081-204-18-2-10-18-011.00-0	R9848	2023	WG-7060 KS, LLC	WALGREENS (BLUEMONT) PARKING LOT	\$125,850	?	TBA
2020-1509-EQ	081-204-18-2-10-20-001.00-0	R9850	2020	HY-VEE INC	HY-VEE-STORE	\$6,750,000	\$6,699,500	CONTINUED FRIDAY, MAY 19, 2023 @ 3:30 FOR 1 HOUR IN TOPEKA
2021-3394-EQ	081-204-18-2-10-20-001.00-0	R9850	2021	HY-VEE INC	HY-VEE-STORE	\$6,750,000	\$6,280,700	CONTINUED FRIDAY, MAY 19, 2023 @ 3:30 FOR 1 HOUR IN TOPEKA
2022-1279-EQ	081-204-18-2-10-20-001.00-0	R9850	2022	HY-VEE INC	HY-VEE-STORE	\$7,000,000	\$6,280,700	CONTINUED FRIDAY, MAY 19, 2023 @ 3:30 FOR 1 HOUR IN TOPEKA
2023-2431-EQ	081-204-18-2-10-20-001.00-0	R9850	2023	HY-VEE INC	HY-VEE-STORE	\$7,605,800	\$3,802,900	TBA
	081-204-18-2-10-20-011.00-0	R9863	2023	HY-VEE INC	HY-VEE GAS STATION	\$1,114,600	\$557,300	TBA
2021-285-PR	081-204-18-2-10-20-004.02-0	R9855	2021	MANHATTAN MARKETPLACE SC LLC	MCALISTER'S	\$1,375,000	\$1,114,370	CONTINUED MONDAY, AUGUST 7, 2023 @ 9:00 FOR 3 HOURS IN TOPEKA
2021-5575-EQ	081-204-18-2-10-20-004.02-0	R9855	2021	MANHATTAN MARKETPLACE SC LLC	MCALISTER'S	\$1,160,000	\$1,114,370	CONTINUED MONDAY, AUGUST 7, 2023 @ 9:00 FOR 3 HOURS IN TOPEKA
2022-1387-EQ	081-204-18-2-10-20-004.02-0	R9855	2022	MANHATTAN MARKETPLACE SC LLC	MCALISTER'S	\$1,090,000	?	CONTINUED MONDAY, AUGUST 7, 2023 @ 9:00 FOR 3 HOURS IN TOPEKA
2023-1155-EQ	081-204-18-2-10-20-004.02-0	R9855	2023	MANHATTAN MARKETPLACE SC LLC	MCALISTER'S	\$1,029,000	\$984,227	REINSTATED TBA BOTA DISMISSED, NO FILING FEE--
2020-1713-EQ	081-204-18-2-10-20-005.00-0	R9857	2021	MANHATTAN MARKETPLACE SC LLC	BED BATH & BEYOND & OTHER RETAILERS	\$4,585,000	?	CONTINUED MONDAY, AUGUST 7, 2023 @ 9:00 FOR 3 HOURS IN TOPEKA
2021-2046-EQ	081-204-18-2-10-20-005.00-0	R9857	2021	MANHATTAN MARKETPLACE SC LLC	BED BATH & BEYOND & OTHER RETAILERS	\$4,125,000	\$3,415,016	CONTINUED MONDAY, AUGUST 7, 2023 @ 9:00 FOR 3 HOURS IN TOPEKA
2022-1385-EQ	081-204-18-2-10-20-005.00-0	R9857	2022	MANHATTAN MARKETPLACE SC LLC	BED BATH & BEYOND & OTHER RETAILERS	\$4,015,000	\$3,415,016	CONTINUED MONDAY, AUGUST 7, 2023 @ 9:00 FOR 3 HOURS IN TOPEKA
2023-1153-EQ	081-204-18-2-10-20-005.00-0	R9857	2023	MANHATTAN MARKETPLACE SC LLC	BED BATH & BEYOND & OTHER RETAILERS	\$3,785,000	\$3,278,465	REINSTATED TBA BOTA DISMISSED, NO FILING FEE--
2020-1715-EQ	081-204-18-2-10-20-013.00-0	R302812	2021	MANHATTAN MARKETPLACE SC LLC	VACANT - WAS PAUL MITCHELL SALON	\$745,000	\$484,250	CONTINUED MONDAY, AUGUST 7, 2023 @ 9:00 FOR 3 HOURS IN TOPEKA
2021-5576-EQ	081-204-18-2-10-20-013.00-0	R302812	2021	MANHATTAN MARKETPLACE SC LLC	VACANT - WAS PAUL MITCHELL SALON	\$630,000	\$478,968	CONTINUED MONDAY, AUGUST 7, 2023 @ 9:00 FOR 3 HOURS IN TOPEKA
2022-1388-EQ	081-204-18-2-10-20-013.00-0	R302812	2022	MANHATTAN MARKETPLACE SC LLC	VACANT - WAS PAUL MITCHELL SALON	\$380,000	\$190,000	CONTINUED MONDAY, AUGUST 7, 2023 @ 9:00 FOR 3 HOURS IN TOPEKA
2023-1156-EQ	081-204-18-2-10-20-013.00-0	R302812	2023	MANHATTAN MARKETPLACE SC LLC	VACANT - WAS PAUL MITCHELL SALON	\$255,000	?	REINSTATED TBA BOTA DISMISSED, NO FILING FEE--
2023-2381-EQ	081-204-18-2-20-10-001.00-0	R10104	2023	MANHATTAN LAND COMPANY LLC	MANHATTAN LAND COMPANY LLC	\$1,113,740	\$556,870	TBA
2022-2176-EQ	081-204-18-2-20-19-001.00-0	R10250	2022	PR MIG MANHATTAN OWNER LLC	COURTYARD BY MARRIOTT	\$17,330,300	?	WEDNESDAY, FEBRUARY 14 2024 @ 9:00 A.M. IN TOPEKA 1/2 DAY
2023-1237-EQ	081-204-18-2-20-19-001.00-0	R10250	2023	PR MIG MANHATTAN OWNER LLC	COURTYARD BY MARRIOTT	\$15,874,740	?	WEDNESDAY, FEBRUARY 14 2024 @ 9:00 A.M. IN TOPEKA 1/2 DAY
2023-2430-EQ	081-204-18-2-20-33-010.00-0	R10447	2023	MERION APARTMENTS LLC	MARION APARTMENTS LLC	\$1,441,800	\$720,900	TBA
2021-1662-EQ	081-204-18-2-30-03-004.00-0	R10629	2021	KSU REAL ESTATE FUND LLC	HOLIDAY INN CAMPUS	\$3,820,400	\$2,060,000	CONTINUED MONDAY, AUGUST 7, 2023 @ 1:30 FOR 1 HOUR IN TOPEKA
2022-2163-EQ	081-204-18-2-30-03-004.00-0	R10629	2022	KSU REAL ESTATE FUND LLC	HOLIDAY INN CAMPUS	\$4,011,420	\$3,630,000	CONTINUED MONDAY, AUGUST 7, 2023 @ 1:30 FOR 1 HOUR IN TOPEKA
2021-383-PR	081-204-18-2-60-31-005.00-0	R11572	2020	PARKWOOD LLC	PARKWOOD INN & SUITES	\$1,550,000	\$700,000	TUESDAY, JANUARY 16, 2024 @ 1:30PM FOR 1 HOUR IN TOPEKA
2021-1438-EQ	081-204-18-2-60-31-005.00-0	R11572	2021	PARKWOOD LLC	PARKWOOD INN & SUITES	\$1,215,790	prior year value	TUESDAY, JANUARY 16, 2024 @ 1:30PM FOR 1 HOUR IN TOPEKA
2023-2383-EQ	081-204-18-2-80-07-001.01-0	R309964	2023	COMMUNITY HOUSE LLC	COMMUNITY HOUSE LLC	\$1,736,300	\$868,150	TBA
2020-1749-EQ	081-211-11-0-40-13-003.00-0	R15610	2020	CENTRO BRADLEY SPE 3 LLC	WESTLOOP SHOPPING CENTER	\$22,914,700	\$17,790,000	CONTINUED MONDAY, AUGUST 7, 2023 @ 2:30 FOR 2 HOURS
2021-1660-EQ	081-211-11-0-40-13-003.00-0	R15610	2021	CENTRO BRADLEY SPE 3 LLC	WESTLOOP SHOPPING CENTER	\$22,833,000	\$21,160,000	CONTINUED MONDAY, AUGUST 7, 2023 @ 2:30 FOR 2 HOURS
2022-2172-EQ	081-211-11-0-40-13-003.00-0	R15610	2022	CENTRO BRADLEY SPE 3 LLC	WESTLOOP SHOPPING CENTER	\$23,790,490	\$22,550,000	CONTINUED MONDAY, AUGUST 7, 2023 @ 2:30 FOR 2 HOURS
2023-1157-EQ	081-211-11-0-40-13-003.00-0	R15610	2023	CENTRO BRADLEY SPE 3 LLC	WESTLOOP SHOPPING CENTER	\$23,790,490	\$22,070,000	REINSTATED TBA BOTA DISMISSED, NO FILING FEE--
2023-2450-EQ	081-211-12-0-020-01-027.02-0	R15648	2023	MERCY REGIONAL HEALTH CNTR INC	VIA CHRISTI HOSPITAL	\$8,644,170	\$4,322,085	TBA-EXEMPT PARCEL
	081-211-12-0-20-01-001.00-0	R15620	2023	MERCY REGIONAL HEALTH CNTR INC	VACANT LOT NEXT TO HOSPITAL	\$779,150	\$389,575	TBA (CANCELLED INFORMAL)-EXEMPT PARCEL
2023-2451-EQ	081-211-12-0-20-01-027.01-0	R15647	2023	MERCY HEALTH CENTER OF MANHATTAN	MHTTN SURGICAL HOSPITAL	\$6,176,700	\$3,089,350	TBA

BOTA - OPEN									
10/31/2023									
2023-2352-EQ	081-211-12-0-30-01-008.01-0	R16064	2023	FOUNDERS HILL APARTMETNS LLC	FOUNDERS HILL APARTMETNS LLC	\$15,086,080	\$13,500,000	TBA	
2020-915-EQ	081-211-12-0-30-11-004.01-0	R16204	2020	GLASS INVESTMENTS LLC	WALGREENS (ANDERSON AVE)	\$2,715,200	?	CONTINUED	FRIDAY, JUNE 2, 2023 @ 1:30 FOR 3.5 HOURS IN TOPEKA.
2021-1439-EQ	081-211-12-0-30-11-004.01-0	R16204	2021	GLASS INVESTMENTS LLC	WALGREENS (ANDERSON AVE)	\$2,812,400	prior year value	CONTINUED	FRIDAY, JUNE 2, 2023 @ 1:30 FOR 3.5 HOURS IN TOPEKA.
2022-2155-EQ	081-211-12-0-30-11-004.01-0	R16204	2022	GLASS INVESTMENTS LLC	WALGREENS (ANDERSON AVE)	\$2,812,400	?	CONTINUED	FRIDAY, JUNE 2, 2023 @ 1:30 FOR 3.5 HOURS IN TOPEKA.
2023-2296-EQ	081-211-12-0-30-11-004.01-0	R16204		GLASS INVESTMENTS LLC	WALGREENS (ANDERSON AVE)	\$2,812,400		TBA	
2023-2351-EQ	081-211-12-0-40-08-004.00-0	R16397	2023	CHASE MANHATTAN APARTMENTS LLC	CHASE MANHATTAN APARTMENTS LLC	\$12,473,850	\$11,400,000	TBA	
2023-5795-EQ	081-215-15-0-30-05-016.00-0	R18374	2023	CRUCIAN, GREG & JULIE	N/A	\$394,700			THURSDAY, OCTOBER 19, 2023 @ 9:00 FOR 2 H OURS IN TOPEKA
2022-5112-EQ	081-216-14-0-10-03-006.02-0	R19739	2022	ICON INVESTMENTS LLC	AUTO MUSEUM PARKING LOT	\$1,220,060	\$272,021	CONTINUED	FRIDAY, MAY 19, 2023 @ 9:00 FOR 3 HOURS IN TOPEKA
2023-1869-EQ	081-216-14-0-10-03-006.02-0	R19739	2023	ICON INVESTMENTS LLC	AUTO MUSEUM PARKING LOT	\$1,270,180	\$200,000	TBA	
2021-3484-EQ	081-216-23-0-10-08-001.00-0	R20575	2021	GENESIS HEALTH CLUBS OF MHTTN LLC	GENESIS	\$7,674,200	\$3,873,100	CONTINUED	FRIDAY, MAY 19, 2023 @ 2:30 FOR 1 HOUR IN TOPEKA
2022-1277-EQ	081-216-23-0-10-08-001.00-0	R20575	2022	GENESIS HEALTH CLUBS OF MHTTN LLC	GENESIS	\$8,152,300	\$4,000,000	CONTINUED	FRIDAY, MAY 19, 2023 @ 2:30 FOR 1 HOUR IN TOPEKA
2023-2393-EQ	081-216-23-0-10-08-001.00-0	R20575	2023	GENESIS HEALTH CLUBS OF MHTTN LLC	GENESIS	\$8,152,300	\$4,076,150	TBA	
2020-1525-EQ	081-216-24-0-20-01-002.00-0	R21281	2020	HD DEVELOPMENT OF MARYLAND	HOME DEPOT	\$7,200,000	\$4,070,000	CONTINUED	TUESDAY & WEDNESDAY OCTOBER 17TH & 18TH 9:00 AM IN TOPEKA
2021-2023-EQ	081-216-24-0-20-01-002.00-0	R21281	2021	HD DEVELOPMENT OF MARYLAND	HOME DEPOT	\$7,200,000	\$4,070,000	CONTINUED	TUESDAY & WEDNESDAY OCTOBER 17TH & 18TH 9:00 AM IN TOPEKA
2022-1355-EQ	081-216-24-0-20-01-002.00-0	R21281	2022	HD DEVELOPMENT OF MARYLAND	HOME DEPOT	\$7,200,000	\$4,070,000	CONTINUED	TUESDAY & WEDNESDAY OCTOBER 17TH & 18TH 9:00 AM IN TOPEKA
2020-914-EQ	081-216-24-0-20-02-001.00-0	R21288	2020	TARGET CORPORATION	TARGET	\$9,850,000	?	CONTINUED	WEDNESDAY, OCTOBER 25, 2023 @ 2:30 FOR 1 HOUR IN TOPEKA
2021-1440-EQ	081-216-24-0-20-02-001.00-0	R21288	2021	TARGET CORPORATION	TARGET	\$9,700,000	prior year value	CONTINUED	WEDNESDAY, OCTOBER 25, 2023 @ 2:30 FOR 1 HOUR IN TOPEKA
2022-2157-EQ	081-216-24-0-20-02-001.00-0	R21288	2022	TARGET CORPORATION	TARGET	\$9,700,000	?	CONTINUED	WEDNESDAY, OCTOBER 25, 2023 @ 2:30 FOR 1 HOUR IN TOPEKA
2023-2295-EQ	081-216-24-0-20-02-001.00-0	R21288	2023	TARGET CORPORATION	TARGET	\$9,700,000	?	TBA	
Total County Value in Question						\$377,598,440			



OUTSIDE AGENCY
Presentation

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

COMMISSION AGENDA REPORT

FROM: Cindy Kabriel
MEETING: November 6, 2023
SUBJECT: Prairie Paws Animal Shelter serving Riley County
PRESENTER: Vanessa Cowie, Prairie Paws Executive Director

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:

- Prairie Paws Serving Riley County (PDF)



PRAIRIE PAWS ANIMAL SHELTER

SERVING RILEY COUNTY

Today's Topics

01

Who we are

Background & Leadership

02

What we do

Programs & Performance



03

Partnering

Potential Scope of Service

04

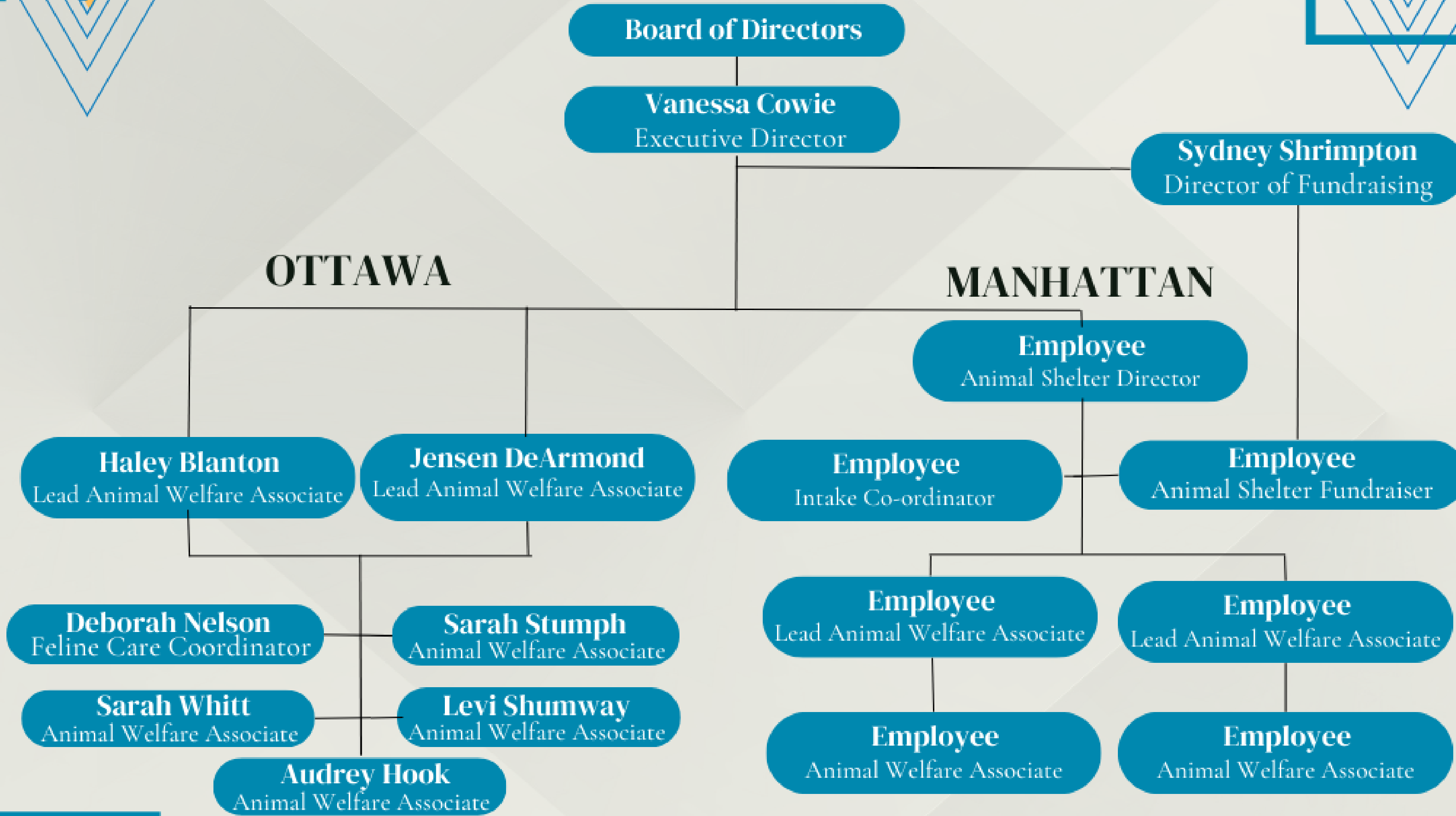
Funding

Potential Fee Structure

Background

- Established in 1946 as a private 501(c)(3)
- Main location built on 10 acres in Franklin County in 2011
- Mission: to provide compassion care and placement for animals in need
- Strong partnerships with 12 area municipalities
- Privately funds over 70% of operational expenses

ORGANIZATIONAL CHART





Sayanti Ganguly Puckett



Carrie Stevens



Tim Miller



Chris Nicholson

Board of Directors



Mary Dougan



Vicki Selzer DVM



Lindsey Sylvester



Kelly Radtke

Leadership

Vanessa Cowie - Executive Director

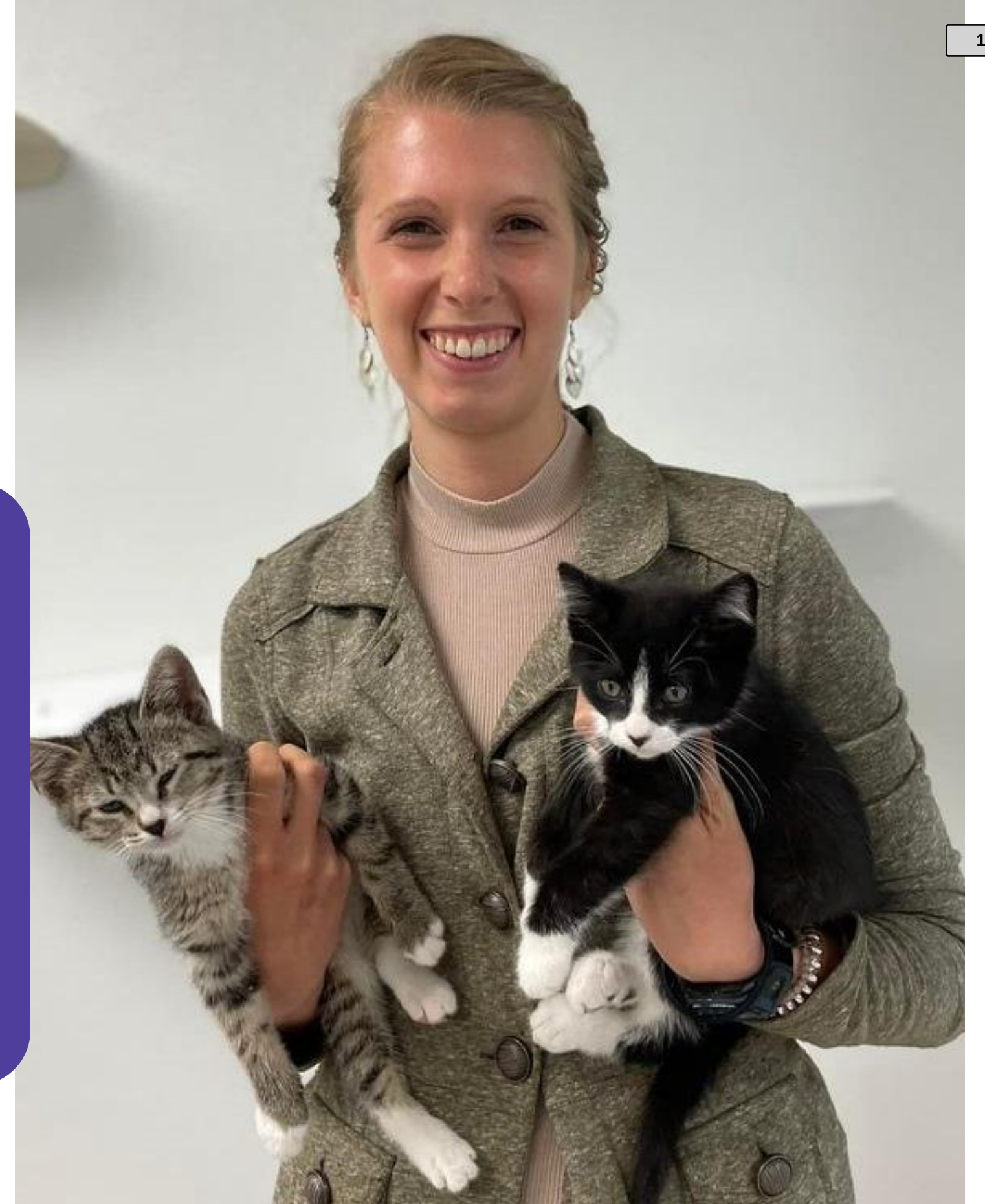
- 12 years Animal Welfare Experience including:
- 4 years directing the Salina Animal Shelter admitting 4,000 animals/year & overseeing 4 x Animal Control Officers.
- 3 years directing Prairie Paws Animal Shelter admitting 1,200 animals/year and operating low-cost spay/neuter for 2,000 privately-owned pets/year.
- Data-driven and motivated to spread resources as far as they can go.



Leadership

Sydney Shrimpton - Director of Fundraising

- Event Planning: Galas, Golf Tournaments, Comedy Nights etc.
- Direct Mail Campaigns
- Memorial Giving
- Grant-Writing
- Community Outreach Events
- Marketing & Social Media
- Videography





01 Housing for Strays, Bite
Quarantines & Court Cases

02 Owner Relinquishment

03 Low-Cost Spay/Neuter,
Microchips & Vaccines, TNR
and Education

Core Programs

What We Do

Housing for:

Stray Dogs

- Found running loose in a specific service area for state-mandated 3 days
 - By Law Enforcement/ACO or private citizens
- Increases public safety (bites, traffic accidents, disease etc.)
- Facilitates reunification with owners
- Improves welfare of the animal (reduces injuries, illness & suffering)

Bite Quarantines

- Animals who broke the skin with teeth or claws for state-mandated 10 days

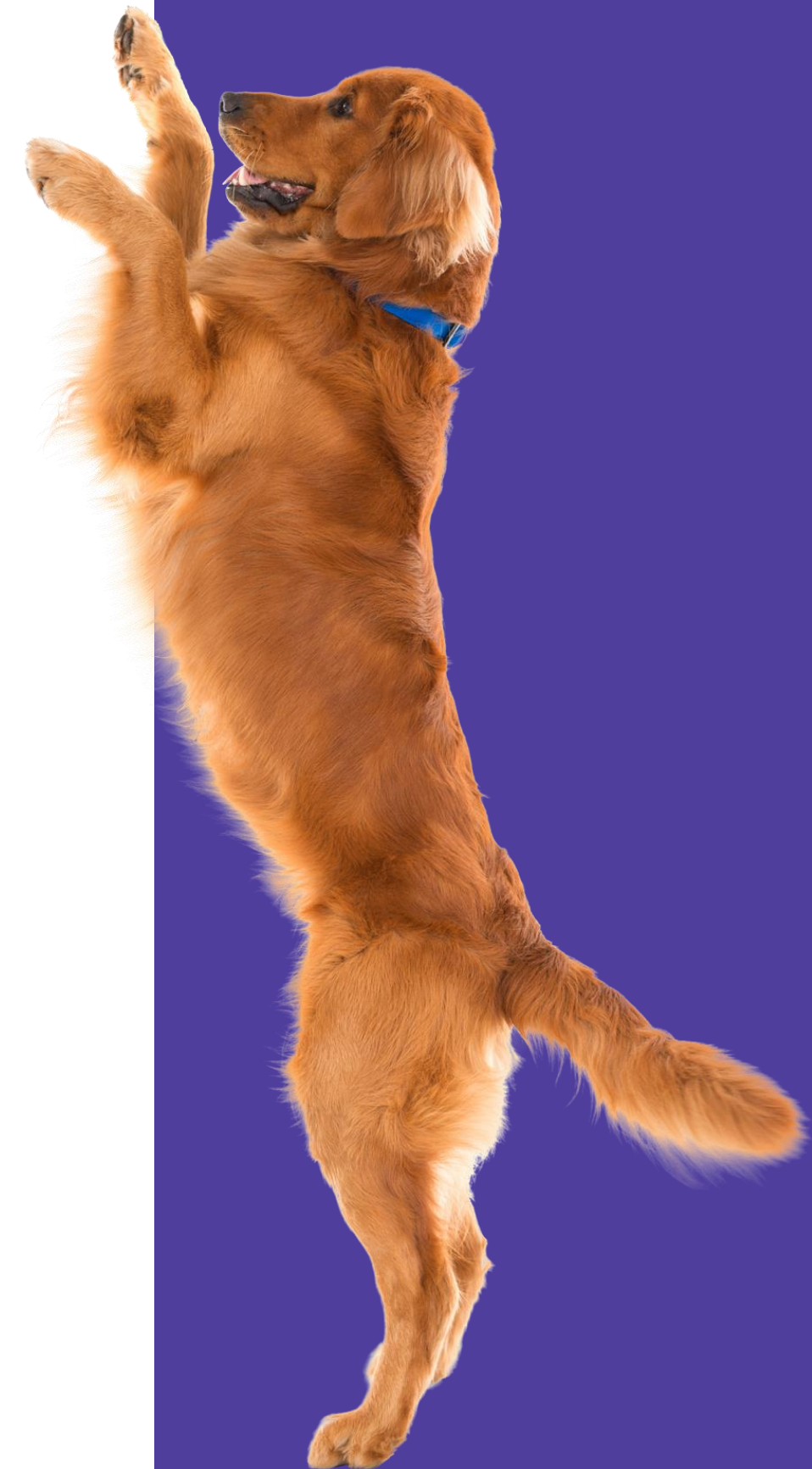
Court Cases

- Animals whose disposition is awaiting the outcome of a judicial proceeding



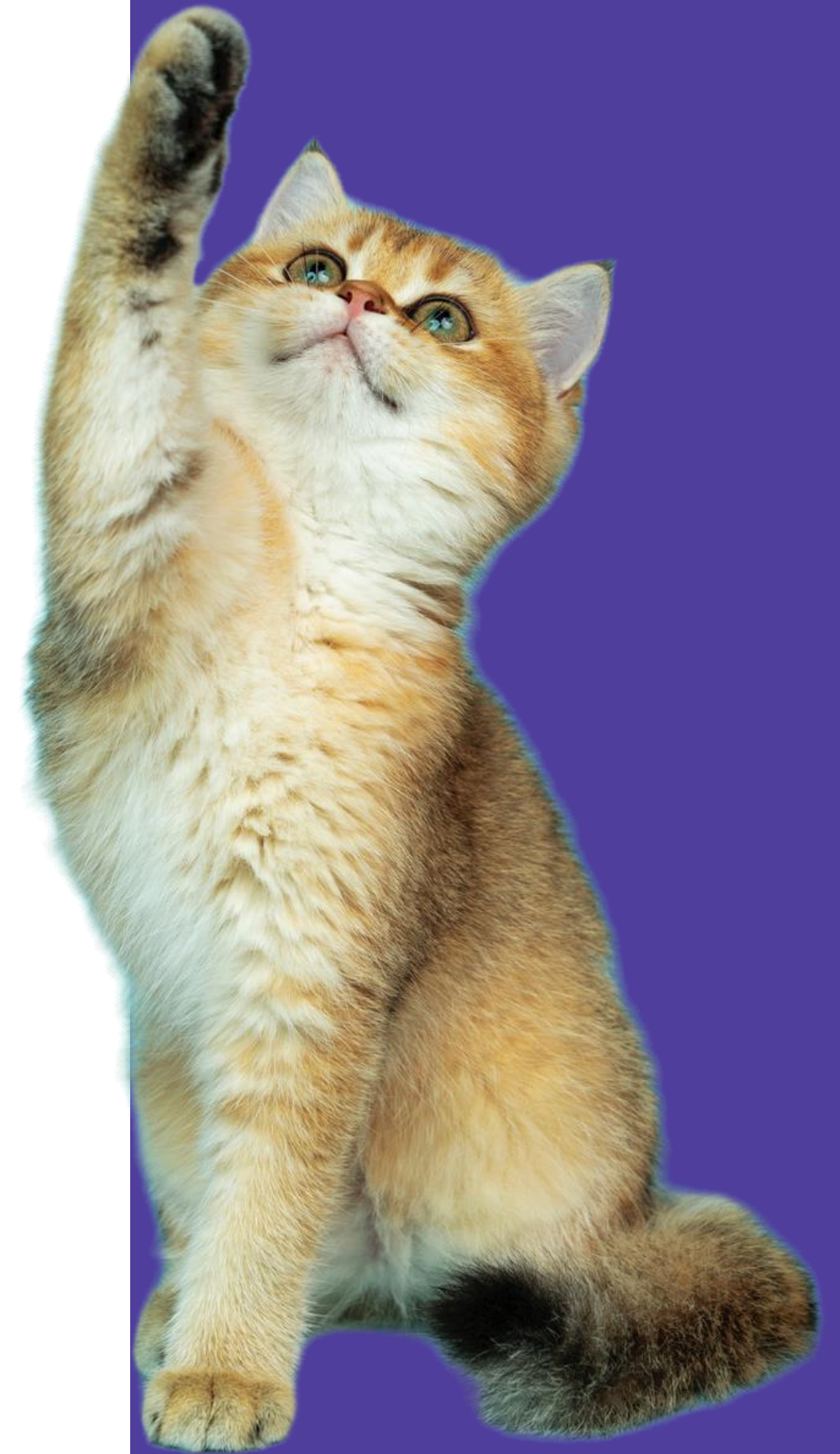
Relinquishment Programs:

- Reduces stray animal volume which in-turn:
 - Increases public safety & improves welfare of the animal
 - Reduces housing costs - relinquishments have a lower length of stay than strays
- Necessary for citizen's quality of life (death in the family, family-member going into nursing home)
- To be most effective:
 - Should be provided to the same area being serviced with stray housing
 - Should not incur a fee to the citizen relinquishing



Supplemental Programs:

- **Low-Cost Spay/Neuter**
 - Includes free microchip/vaccines
 - Reduces intake volume of area shelters
 - Increases public safety (less roaming/fighting etc)
 - Improves reunification
 - Lowers incidence of preventable diseases
- **TNR (Trap-Neuter-Return)**
 - Typically Fee-Waived
 - Extremely effective when combined with low-cost spay/neuter
- **Education Programs**
 - Child Bite Prevention & Responsible Pet Ownership
 - Veterinary Curriculum
 - Legislative Support





Not to mention:

- Presenting at industry conferences
- Supporting the Department of Agriculture
- Off-site shelter dog visits to schools, colleges, churches, assisted living facilities and local businesses



Measuring Performance

What We Do

01 Intake Volume

02 Length of Stay

03 Reclaim Rate

04 Live Release Rate

05 Adoption Return Rate

Measuring Performance:

Intake Volume

- The number of live animals admitted to the facility over time.
 - By Species and by Intake Type and Sub-Type
- Directly affects the cost of animal sheltering but also contributes to scale
- Is complicated by seasonal fluctuations in the Midwest.
- Is not typically indicative of the success of an organization.

Length of Stay

- The number of days between intake and outcome averaged over time.
- Low LOS = lower cost/animal and is beneficial to the physical and mental health of the animals and staff.
- LOS is affected by species, adoption fees, open hours, time of year, intake type, outcome type, jurisdiction etc.
- A low LOS for individual animals is a goal of the organization



Measuring Performance:

Reclaim Rate

- Percentage of Strays that are reclaimed by owners
 - (significantly impacted by policy-making)
- High Reclaim Rate = lower costs and is beneficial to the community.
- Can be increased through programming but reclaim rates can also reflect larger social issues in the community. Financial and housing challenges often negatively impact reclaim rates.

Live Release Rate

- The percentage of animals that achieved a live outcome.
- 90% is the generally-accepted benchmark for No-Kill.
- Exceeding 95% is an organizational goal.
- Prairie Paws doesn't euthanize for space or length of stay.
- Policies that focus only on LRR can have unintended consequences including overly restrictive intake policies, and sometimes can even result in animal suffering.

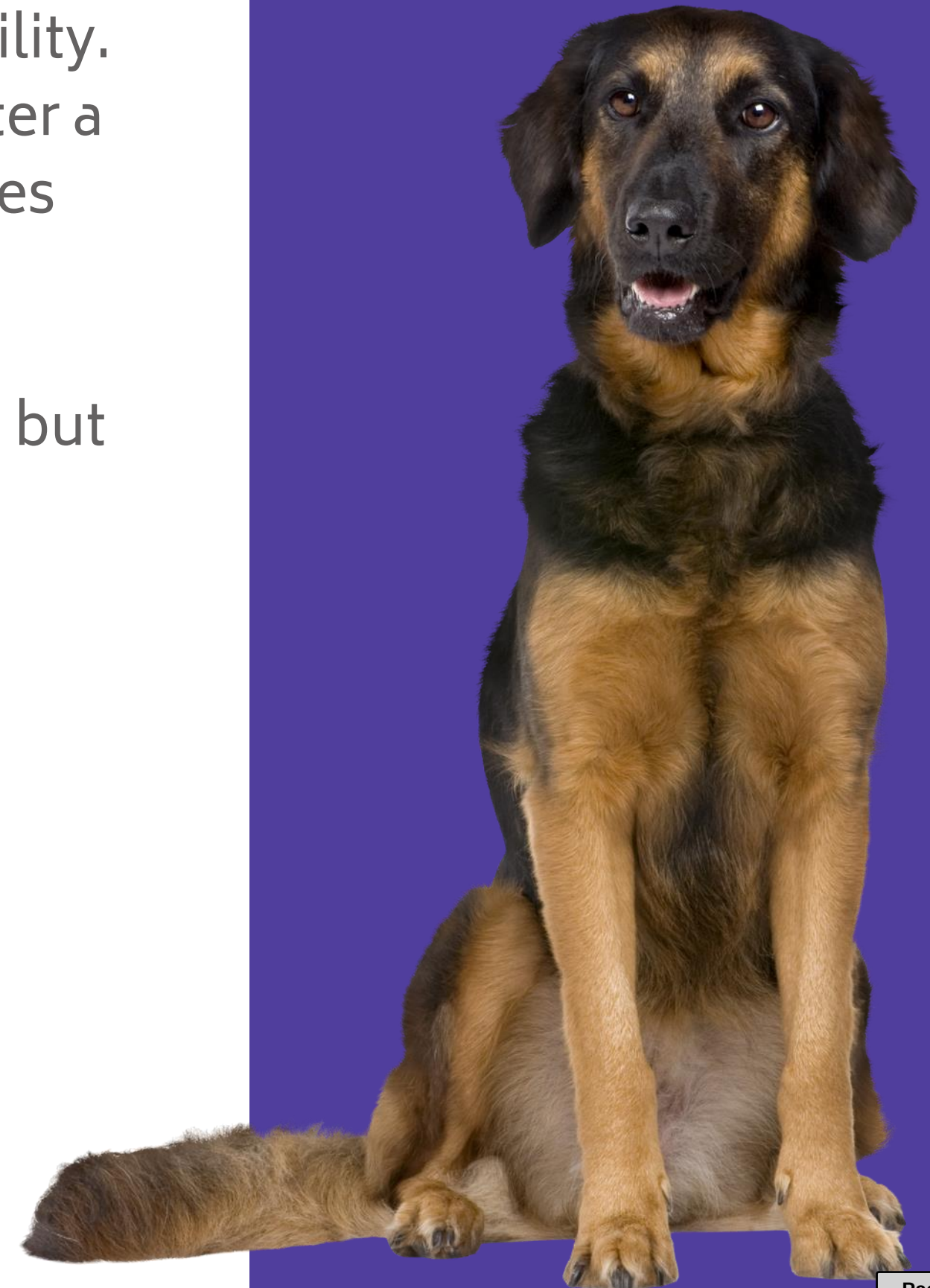


Measuring Performance:

Adoption Return Rate

- The percentage of adopted pets that are returned to the facility.
 - Note: Returns may be processed as owner surrenders after a certain period of time in the home. Also if the adopter lives outside the service area, a return may not be accepted.
- Generally a low return rate is positive.
- Best-practice adoption policies help to reduce return rates, but policies that are too focused on reducing returns can be discriminatory and lower the overall volume of adoptions.

Managing programs holistically and strategically is what sets us apart!



Partnering

Recommended Service Area

Unincorporated Riley County + Cities under 2,000 population (Ogden, Leonardville, Riley & Randolph)

- Low population cities struggle to fund effective animal services
- Contributing to service gaps
- Increases costs for larger municipalities
- When the County funds programs for these cities overall quality and efficiency is improved



Recommended Scope of Service

01 Stray Dog Housing

Stray Dogs found loose within the service area.

Open admission during open hours.

Accept intake from citizens + county staff.

No fee to citizens.

02 Relinquishment

Managed intake for voluntarily relinquished dogs and cats, owned by residents of the service area.

Average wait time of 1 week.

No fee to citizens.

03 Bite/Court Hold

Secure housing for the duration of the hold.

In some cases fees can be recovered from the pet owner.

Otherwise the Municipality is invoiced.

Supplemental Programming

Most of the additional programs our organization provides are established on a revenue neutral model and don't require government subsidies.

These programs will be available to residents of the service area and prioritized based on need.



01 Low-Cost Spay/Neuter, vaccines and microchips

02 TNR (Trap-Neuter Return)

03 Community Education

Potential Fee Structure

01 Flat Rate Yearly Amount
funded by Riley County
to PPAS

+

02 Fees recovered from pet
owners when possible
(reclaim, adoption,
spay/neuter, bite hold,
court hold)

+

03 Court Holds and Bite Holds
billed to relevant
municipality as needed.

Example Flat Rate Fees

Jurisdiction	Population	Contract (not budget)	Cost per capita
Lawrence, KS	97,348	\$440,000	\$4.51
Kansas City, MO	508,394	\$3,200,000	\$6.29
Ottawa, KS	12,308	\$62,400*	\$5.07
Johnson Co, MO	53,948	\$400,713	\$7.00
Topeka, KS	125,963	\$310, 476	\$2.46
Manhattan, KS	54,763	\$350,000	\$6.39
Franklin Co, KS	13,382	\$44,000	\$3.29
Total/Average	866,106	\$4,807,589	\$5.55



Calculating Flat Rate Fees – Per Capita



The average is \$5/capita or more towards animal sheltering services.

Contracts often include:

- Fee-waived leases
- Reduced expenses



For the recommended service area the population is ~18,000

= \$90,000 annually

Currently paying \$60,000 annually to The City of Manhattan.



What is the scope of services?

What is the service area?

Is the quality of services sufficient?

Are there gaps?

Next Steps:

- Discussion on Respective Obligations
- Funding Negotiation
- Outline Agreement
- Provide Performance Reports as Needed

Vanessa.cowie@prairiepaws.org





PLANNING & DEVELOPMENT
Agreement

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

COMMISSION AGENDA REPORT

FROM: Amanda Webb, Planning Director

MEETING: November 6, 2023

SUBJECT: Keats Sewer District - Amendment to Owner-Engineer Agreement

PRESENTER: Amanda Webb, Planning Director

BACKGROUND

The Board of County Commissioners approved the formation of the Keats Sewer District in October 2018. They approved an Owner-Engineer Agreement with BG Consultants, Inc., in January 2020 in the amount of \$8,500.

Over the last several years, staff and consultants have worked through various options, costs, and funding mechanisms for Keats. It has been determined the best option is a non-discharging lagoon to serve all of the district. We've been working to find property to evaluate for suitability of a lagoon.

In July 2023, the BOCC approved an amended agreement for an additional \$7,500. Total expended for engineering fees to date is \$16,000 which includes the Preliminary Engineering Reports (original and updated), the Preliminary Engineering Opinion of Probable Costs (original and updated), site visits, site plans, and numerous meetings with landowners, community members, staff, and the BOCC.

DISCUSSION

As we move toward a solution for the Keats community, additional lagoon site evaluation is necessary. BG Consultants, Inc., must coordinate geotechnical services for selected site(s), conduct additional meetings, and perform additional engineering services. They also assist with funding source applications and documentation.

This amended agreement requests an additional \$10,000 to keep engineering assistance ongoing. Tasks are billed at an hourly rate, so if any services are not performed for any reason, no payment for said services will be necessary. The attached amended agreement will need to be approved and signed by the BOCC Chair.

FISCAL IMPACT

All funds expended on behalf of the Keats Sewer District will be included in the total cost of the project and will be assessed to the property owners within the District. To utilize BG Consultants, Inc.'s continued engineering services is \$10,000. Tasks are billed at an hourly rate, so if any services are not performed for any reason, no payment for said services will be necessary. Staff recommends this amount be taken from the ARPA funds allocated to this project.

RECOMMENDATION

Staff recommends the BOCC approve the Amendment to Owner-Engineer Agreement and utilize ARPA funds to pay for these services.

POSSIBLE MOTION(S)

Move to approve the Amendment to Owner-Engineer Agreement and utilize ARPA funds to pay the additional \$10,000.

Enclosures:

- Nov 2023 Amendment (PDF)

AMENDMENT TO OWNER-ENGINEER AGREEMENT
Amendment No. 2

1. *Background Data:*

- a. Effective Date of Owner-Engineer Agreement: January 06, 2020
- b. Owner: Riley County, KS
- c. Engineer: BG Consultants, Inc.
- d. Project: Keats Sanitary Sewer Improvements PER

2. *Description of Modifications:* The Agreement and previous amendments, if any, is modified as follows:

Engineer will perform the additional services as needed at current standard hourly rates, services may include but are not limited to the following:

- 1. Coordinate geotechnical services for soil profile and static water level information
- 2. Conduct meetings with Riley County Staff and Commission (as requested)
- 3. Conduct meeting with Landowners
- 4. Additional services as requested by Owner

3. Agreement Summary (Reference only)

a. Original Agreement amount:	\$ <u>8,500.00</u>
b. Net change for prior amendments:	\$ <u>7,500.00</u>
c. Increase this Amendment:	\$ <u>10,000.00</u>
d. Adjusted Agreement amount:	\$ <u>26,000.00</u>

The foregoing Agreement Summary is for reference only and does not alter the terms of the Agreement,

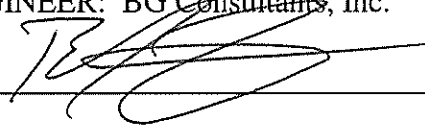
Owner and Engineer hereby agree to modify the above-referenced Agreement as set forth in this Amendment. All provisions of the Agreement not modified by this or previous Amendments remain in effect.

The Effective Date of this Amendment is _____.

OWNER: Riley County, KS

ENGINEER: BG Consultants, Inc.

By: _____

By:  _____
Brian J. Foster, P.E.

Title: _____

Title: Manhattan Office Manager

Date Signed: _____

Date Signed: 11-2-2023

Attachment: Nov 2023 Amendment (14270 : Keats Engineer Agreement Amendment)



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: November 6, 2023

SUBJECT: Riley County 2024 Performance Review Updated Proposal

PRESENTER: Elizabeth Ward, Human Resources Director

BACKGROUND

The Riley County personnel policy requires performance evaluations for new employees at 6 months after placement in a new position as well as a formal annual evaluation as a means to identify improvements in the ways we provide service to the citizens of Riley County.

A satisfactory annual review is also tied to eligibility for some Riley County benefits including shared leave and merit-based pay increases.

DISCUSSION

In 2022 our transition to Paylocity as an HRIS was not complete in time to utilize the performance review module, therefore Riley County utilized a simple, hard-copy evaluation form for most employees and scanned those into a folder on the employee's file. For 2023 non-department head employees will use a county-wide review, designed by Department Heads on Paylocity.

For Department Head evaluations, the Commissioners requested a new evaluation form related to the overarching responsibilities of the head of a department. Attached, please find the updated proposed 2023 version.

Once the form and process are chosen for 2023, I will begin scheduling Department Head evaluations for November 20th, November 30th.

FISCAL IMPACT

None

RECOMMENDATION(S)

Recommendation is for the Commissioners to approve the updated Department Head performance review for 2023.

POSSIBLE MOTION(S)

Move to approve the updated Department Head performance review for 2023.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- 2023 Department Head Commiss Evalv2 (PDF)
- 2023 Department Head Self Evalv2 (PDF)

DEPARTMENT HEAD PERFORMANCE REVIEW

Name: _____

Department: _____ Date of Evaluation: _____

Commissioner: _____

EMPLOYEE EXCELLENCE –REVIEW

The Department Head Performance Evaluation allows for meaningful feedback in four key areas of performance:

-  Leading Change
-  Leading People
-  Knowledge
-  Results Driven.

The process includes a self-appraisal, evaluation by the Commissioners, and an opportunity to talk about goals and initiatives for each department. This discussion will assist the Department Head in determining plans for the year.

INSTRUCTIONS Performance Standards (specified below.)

- **5:** The Department Head demonstrates exceptional performance; creates a climate of excellence and optimizes results. This is the highest level of Department Head performance. The Department Head is considered a role model by Commissioners, peers, and employees, and continually contributes to efforts that accomplish important goals, consistently achieves expectations at the highest level of quality, and consistently handles challenges, and completes assignments ahead of schedule.
- **4:** Department Head demonstrates a very high level of performance beyond successful for the position. The Department Head is a proven, effective leader who builds trust and instills confidence in Commissioners, peers, and employees. The Department Head consistently exceeds expectations, timelines, or targets.
- **3:** The Department Head demonstrates the high level of performance expected and his/her actions and contribute toward the achievement of meaningful results. The Department Head is an effective, solid, and dependable leader who delivers quality results within agreed upon timelines. The Department Head meets and often exceeds expectations for the position.
- **2:** The Department Head's contributions to the organization are acceptable but do not advance the goals and objectives. The Department Head generally meets expectations, timelines and targets, there are occasional lapses that cause concern. While showing basic ability to accomplish work, the Department Head may demonstrate limited ability to manage subordinates to give their best efforts or effectively address problems.
- **1:** In repeated instances, the Department Head demonstrates deficiencies that detract from goals and objectives. The Department Head generally is viewed as ineffective by Commissioners, peers, or employees. The Department Head does not meet expectations/timelines/targets and produces unacceptable work or outcomes.

- **LEADING CHANGE** - develops and implements key goals and priorities. Assesses and adjusts to changing situations, implementing solutions as needed. Strives to improve services and maintains focus.
- **LEADING PEOPLE** - maximizes employee potential, connects the organization. Develops others to their full potential; supports constructive resolution of conflicts. Ensures employees receive constructive feedback and are realistically appraised against clear performance standards. Holds employees accountable, seeks and considers employee input, and recruits, retains, and develops the talent needed.
- **KNOWLEDGE** - assesses, analyzes, acquires, and administers human, financial, material, and information resources in a manner that instills public trust and accomplishes the organization's mission. Uses technology to enhance processes and decision making. Executes operating budget and manages resources.
- The **RESULTS DRIVEN** – meets the results expected by the Commissioners and the public for the

Rating:

I. FUTURE-YEAR GOALS

Consider what goals you, as a Commissioner, have for the Department Head/Department in the upcoming year.

Goals:

V. DEPARTMENT HEAD OVERALL PERFORMANCE ASSESSMENT

Rating:

The Commissioners will discuss the goals and achievements described in the Employee Self-Assessment with the employee. They will highlight notable achievements from the year, and/or areas needing improvement.

SIGNATURE OF COMMISSIONER: _____

DATE: _____

SIGNATURE OF DEPARTMENT HEAD: _____

DATE: _____

DEPARTMENT HEAD SELF ASSESSMENT

Name: _____

Department: _____ Date of Evaluation: _____

I. EMPLOYEE EXCELLENCE – SELF ASSESSMENT

The Department Head should prepare a brief narrative (**not to exceed 3 pages**) of their own performance focusing on the challenges and opportunities faced in their position.

Please include the following items in your narrative assessment:

- What do you enjoy about your role?
- Your major accomplishments over the year, with a brief description. These may refer to the goals you set for the previous year.
- A description of each prior-year goal and how you progressed against its milestones. In your response, please highlight:
 - How you enlisted the assistance of your colleagues, direct reports, and/or other County employees towards achieving the milestones.
 - How you communicated the goal, changes, and progress to your supervisor, colleagues, employees, and/or key stakeholders.
 - Major lessons learned that could be applied to future goals and how you shared these lessons with your supervisor, colleagues, employees, and/or key stakeholders.
- What support do you want or need from the Commissioners or others?

Following completion of the self-assessment, the employee and Commissioners will meet to discuss, focusing on contributions made despite the challenges faced. This is the moment to recognize excellence; address areas of improvement; and focus on growth, resilience, and capacity to adapt.

This discussion will assist the Department Head in determining the plans and goals for the upcoming year.

II. FUTURE-YEAR GOALS

Think about the current strengths, weaknesses, opportunities, and threats (SWOT) in your department and how they align to the Mission of Riley County ‘*To provide quality public services that preserve the past, protect the present and enhance the health, safety and general well-being of the citizens of Riley County*’.

Consider how you might leverage strengths and opportunities, while mitigating threats and weaknesses, to move your areas of responsibility to the next level of performance.

After considering the above, please identify specific goals for the upcoming year.

III. LEADERSHIP, VISION, AND INSPIRATION – NOW AND LOOKING FORWARD

Please provide **brief** answers to the following questions.

1. What do you see as your department's greatest strengths?

Consider specifically what strengths you believe the rest of the County could leverage or benefit from collaboration, sharing of best practices, or inter-departmental support.

2. What do you see as key areas of potential growth and improvement for your department's greatest strengths?

What areas you believe should be areas of focus and growth in the coming years, to improve service to the community, increase efficiency, grow capacity, or shift to more effective and innovative practices.

3. As a leader in the County, how do you engage with the public and employees?

You may include information related to customer and client satisfaction, enhancing staff performance, supporting employee learning and development, improving morale, and/or process improvements.

4. What do you find inspiring in your department or the part of the organization for which you are responsible and why?

You may share more than one inspiration. The goal is to provide Commissioners with a good understanding of what motivates our Department Heads. This information will also help inform topics of interest for future focus areas, and professional development opportunities for Department Heads.

5. How have you supported and encouraged professional growth and development?

As you think about your employees' career goals, how have you supported and encouraged them? How have you supported newer staff to learn about the County, the work of your department/agency, and provided meaningful support for and feedback on their work?

6. Are there specific outcomes, information, data, and assessments you utilize to evaluate your department or the part of the organization for which you are responsible?

Consider what specific information or materials you believe would be beneficial for Commissioners to review or utilize to understand performance and outcomes in your area.

7. Is there anything you would like to suggest to the Commissioners?

Please identify **two** things that you feel would be important for the Commissioners to know or how they can better assist you or the County.