



**Board of Riley County
Commissioners
Regular Meeting
Agenda
November 18, 2021**

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

Cindy Kabriel
785-565-6200

Commission Chambers

9:00 AM

[District 1 – John Ford, Chair](#)

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

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

9:00 AM

Call to Order

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Business Meeting

3. Sign a Tax Roll Correction
4. Highway Use Permit, Larson Construction
5. Sign Riley County Personnel Action Form(s)
6. Approve payroll/accounts payables (when completed)

Review Minutes

7. Board of Riley County Commissioners - Regular Meeting - Nov 15, 2021 8:30 AM

Review Tentative Agenda

8. Tentative Agenda

Press Conference Topics

9. Discuss Press Conference

9:15 AM

Amy Manges, Register of Deeds

10. Request to Fill Position

9:25 AM

Rich Vargo, County Clerk

11. Leonardville City Council Tie Breaking

9:30 AM

Clancy Holeman, Counselor/Director of Administrative Services

12. Administrative Work Session

9:50 AM

Bob Isaac, Planner

13. Public Hearing to Consider a Special Use Authorization to establish and operate an electrical substation.

10:00 AM Gary Fike, County Extension Director

14. Extension Update

10:15 AM Dennis Butler, RCPD Director

15. RCPD update

10:30 AM Amanda Smeller, Planning and Development Director

16. Consider ADOPTION of the “Riley County Land Development Regulations” (LDR) containing zoning and subdivision regulations, floodplain regulations, and zoning map, replacing and repealing, in their entirety, the existing Riley County Zoning Regulations (including Floodplain Regulations), Zoning Map, and Riley County Subdivision Regulations and to also consider ADOPTION of the “Driveway Standards in the Unincorporated Area of Riley County, Kansas” by reference.

11:00 AM Tami Robison, Budget and Finance Officer

17. CIP Work Session - November 18, 2021

Adjournment

Announcement

Good Morning Manhattan Virtual Meeting will be held today 7:30 - 8:30 a.m. via Zoom.

Beginning at 7:30 a.m. Thursday, November 18, 2021 lasting until approximately 8:30 a.m., the BOCC will be in its usual public meeting location, joining a Zoom meeting hosted by the Chamber of Commerce. This Chamber of Commerce Zoom call will be placed on a speaker phone, so BOCC members can “listen” to the presentations made by the scheduled speakers. But BOCC members will not participate in the Chamber of Commerce meeting. BOCC members will be “muted” during the Chamber of Commerce Zoom call.

Members of the Public are welcome to attend, in the BOCC Chambers, beginning at 7:30 a.m., on the above date, in order to listen to the Chamber of Commerce Zoom call.

At the conclusion of the Chamber of Commerce’s Zoom call, the BOCC will be on break until 9:00 a.m., when the regular meeting of the BOCC will begin at the BOCC’s same usual public meeting location. Riley County will begin its live stream of its regular meeting beginning at 9:00 a.m.

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
Tax Roll Correction

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

COMMISSION AGENDA REPORT

FROM: Lori Muir, Real Estate Specialist

MEETING: November 18, 2021

SUBJECT: Sign a Tax Roll Correction

PRESENTER: Rich Vargo, County Clerk

POSSIBLE MOTION(S)

Move to approve the Tax Roll Correction.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- image17644 (PDF)

TAX ROLL CORRECTION
REAL ESTATE

Printed by IMUIR

2021/11/12

3.a

Taxpayer ID OWEN0040
Owner ID OWEN0040

Control # 2021001205

Tax Year 2021
Tract # 480248

OWENS, LAURENCE G

CAMA # 211-02-0-30-08-001-00-0-01

CANDLEWOOD #4
LOT 248

3400 STONEHENGE DR

TU 2 Manhattan City
Parcel 91930

MANHATTAN, KS 66503-2138

USD 383

Property Address 3400 STONEHENGE DR

APPRAISER SECTION (Value)

2021/11/12 IMUIR

APPROVED

Appraised Prior to Correction:

CL	Land	Imp	Total
RU	28390	240010	268400

Total	28390	240010	268400
-------	-------	--------	--------

Assessed Prior to Correction:

RU			
	3265	27601	30866

Total	3265	27601	30866
-------	------	-------	-------

SB41	2300
------	------

Appraised After Correction:

CL	Land	Imp	Total
RU	28390	286340	314730

Total	28390	286340	314730
-------	-------	--------	--------

Assessed After Correction:

RU			
	3265	32929	36194

Total	3265	32929	36194
-------	------	-------	-------

SB41	2300
------	------

Net Change	46330
------------	-------

Net Change	46330
------------	-------

Net Change	5328
------------	------

Total	5328
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SB41	
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CLERK SECTION (Tax)

2021/11/12 IMUIR

ORDER PRINTED

Tax Prior to Correction:

Levy	157.46100	Gen Tax	4860.20
SB41 Tax Dollars		SB41 \$	46.00
SB41 Tax Dollars			4814.20

Tax After Correction:

Levy	157.46100	Gen Tax	5699.14
SB41 Tax Dollars		SB41 \$	46.00
SB41 Tax Dollars			5653.14

Net Change

Net Change	838.94
------------	--------

Net Change	838.94
------------	--------

TREASURER SECTION (Summary)

Net Change in Assessed Value
(no SB41 influence)

Applicable Mill Levy	157.46100
Net Change in Levied Tax Dollars	838.94

Net Change in SB41 Exemption

Type of Correction INCREASE

Correction Code TP TAX PROTEST Rate 2.00%

Tax Statement # 23841

Comments PUP adjustment per Appraiser

Owner OWEN0040

OWENS, LAURENCE G

Net Change in Total Tax Dollars	838.94
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By order of the Board of County Commissioners of RILEY COUNTY, Kansas.

(Per K.S.A. 1475, 1701, 1701a, and 1702)

(Date)

Approved by Commission:

Attest by County Clerk:



PUBLIC WORKS
Permit

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

COMMISSION AGENDA REPORT

FROM: Shannon Sterling, Administrative Assistant II

MEETING: November 18, 2021

SUBJECT: Highway Use Permit, Larson Construction

PRESENTER: John Ellermann, PE, Director of Public Works

BACKGROUND

Larson Construction is requesting permission to work in the right of way to excavate a 5 ft by 5 ft pit around a transformer, then dig to the house located at 3425 Germann Dr.

RECOMMENDATION(S)

Staff recommends approval of the Highway Use Permit as presented.

POSSIBLE MOTION(S)

Move to approve the Highway Use Permit granting Larson Construction permission to complete the work as outlined in the Permit.

Enclosures:

- 11.04.21_Larson Const_Germann Dr (PDF)

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

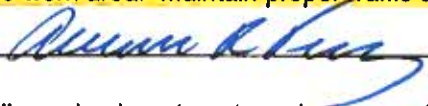
Project Number: 3425 Germann Dr

Requesting Party: Larson Construction, 2616 Eureka Terr., Manhattan, KS 66503

Processing Procedure: Date and initial completed steps.

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

Comments: Ensure all areas are backfilled, re-establish elevations and repair the existing right of way profiles within the work area. Maintain proper traffic control procedures during construction.

Signature:  11/3/21

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

Comments: Grant Township - No comments

The public works department attaches document management form to permit and gets recommendation signature from County Engineer. If recommended proceed by submitting scanned .pdf file (to include: Doc. Management Form and Original Highway Use Permit, with County Engineer signature and any additional maps or pages) to Minute Traq for scheduling of Commission meeting agenda. Place "Sign Here" post-it on original and deliver original to County Clerk's designated employee. Keep one copy here for our files.

Date _____ by _____

3. County Clerk via Minute Traq schedules permit to be signed by Chairman during next BOCC business meeting.
4. BOCC Chairman signs and dates permit. County Clerk produces 2 copies of permit including attached maps and sends to Administrative Clerk Public Works **the next business day**. County Clerk keeps original.
5. The public works department distributes copies of permit received from County Clerk.

CC: Petitioner ☐

Operations Manager ☐

Township Trustee: _____ (if on Township Road) ☐

Highway Use Permit filed with Document Management Form attached ☐

Date _____ by _____

Submitted by: _____

Date Submitted: _____

Attachment: 11.04.21_Larson Const_Germann Dr (11259 : Highway Use Permit)

Permit No. _____

APPLICATION FOR HIGHWAY USE PERMIT
Riley County, Kansas

LARSON CONSTRUCTION

Applicant Name

UNDERGROUND UTILITIES

Type of Construction

2616 EUREKA TERR.

Applicant Mailing Address

MANHATTAN

City

KS

State

66503

Zip

Applicant hereby requests permission to EXCAVATE 5'x5' PIT IN ROW

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

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

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

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

Submitted by: _____

Submitter's signature

11/3/21

Date

DUSTY HELLER - P.M.

Printed Name & Title

785-306-8171

Submitter's Telephone Number

LARSON CONST.

Contractor Name

dhellert.larson@gmail.com

Submitter's Email Address

785-537-0160

Contractor Telephone Number

11/10/21

Proposed Date of Construction

12/30/21

Estimated Duration of Construction

RECOMMENDED BY: _____

Riley County Engineer

Permit granted this _____ day of _____, 20____.

BOARD OF COUNTY COMMISSIONERS
RILEY COUNTY, KANSAS

Chairperson

OFFICE USE ONLY:

Application Fee: \$100.00\$1,000 Deposit ☒ Bond ☒ Letter ☒Receipt No. 12681 Date: 11-5-21Signature: S. Sterling

Shannon Sterling

From: dheller.larson@gmail.com
Sent: Wednesday, November 3, 2021 11:36 AM
To: Shannon Sterling
Cc: 'Will Siebert'
Subject: ROW Permit (3425 Germann Dr)
Attachments: Scope.png; Riley Co. Permit App.pdf

Good morning Shannon! I hope you've been well.

I've got a request for a permit to do some work for Evergy in the Germann Hills area. We'll only be digging a pit around a transformer, then digging to the house, so we won't need a lane closure. I've attached a scope (of the approximate location) and the application.

Please let me know if you need anything else.

Thanks,

 Larson <u>Construction, Inc.</u>  Mid Kansas <u>Underground, Inc.</u>	<i>Dusty Heller</i> Project Manager (785) 537-0160 office (785) 706-8171 cell dheller.larson@gmail.com
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Attachment: 11.04.21_Larson Const_Germann Dr (11259 : Highway Use Permit)





COUNTY CLERK & ELECTIONS
Personnel

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

COMMISSION AGENDA REPORT

FROM: Elizabeth Ward, Human Resource Manager

MEETING: November 18, 2021

SUBJECT: Sign Riley County Personnel Action Form(s)

PRESENTER: Elizabeth Ward, Human Resource Manager

Enclosures:

- 2021-11 A Nider (green) (PDF)
- 2021-11 A Price (green) (PDF)
- 2021-11 A herr (green) (PDF)
- 2021-11 K Lenhardt (PDF)

RILEY COUNTY PERSONNEL ACTION FORM

☒ Add		Fill Request Date: 11/15/2021
☐ Change		Employee #

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

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

Nider	Alyssa		
Name: Last	First	Middle	Home Phone

Address: Street	City	State	Zip

Public Health Nurse	Health Department	0030-000421
Position Title	Department	Fund

11/22/2021	☒ Exempt	☐ Non-Exempt		☒ Yes	☐ No
Effective Date			Ending Date For Temporary	Is this a budgeted position?	

\$ 1	\$	☐ Hour	\$ 2,260.80	☒ Bi-weekly	☐ 40	☐
Grade/Step			Pay Rate		Hours Per Workweek	

Approvals:

Department:  Date: 11-16-21

Personnel:  11/16/2021

BOCC

Chairman: _____

Member: _____

Member: _____

RILEY COUNTY PERSONNEL ACTION FORM

☒ Add		Fill Request Date: 11/15/2021
☐ Change		Employee #

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

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

Price	Aryn		
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Name: Last First Middle Home Phone

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Address: Street City State Zip

Nursing Supervisor	Health Department	0030-000421
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Position Title Department Fund

12-10-2021	☒	☐		☒ Yes	☐ No
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Effective Date Exempt Non-Exempt Ending Date For Temporary Is this a budgeted position?

V	6	\$	☐ Hour	\$ 3,070.61	☒ Bi-weekly	☐ 40	☐
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Grade/Step Pay Rate Hours Per Workweek

Approvals:

Department: [Signature] Date: 11-16-21

Personnel: [Signature] 11/16/2021

BOCC

Chairman: _____

Member: _____

Member: _____

RILEY COUNTY PERSONNEL ACTION FORM

☐ Add		Fill Request Date: 11/15/2021
☒ Change		Employee #

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

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

Herr	Elise		
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Name: Last First Middle Home Phone

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Address: Street City State Zip

Office Manager	Attorney	0001-000001
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Position Title Department Fund

11/12/2021	☒	☐		☒ Yes	☐ No
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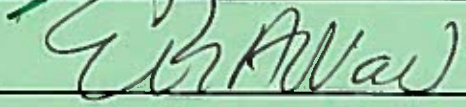
Effective Date Exempt Non-Exempt Ending Date For Temporary Is this a budgeted position?

N	1	\$	☐ Hour	\$ 1,897.60	☒ Bi-weekly	☐ 40	☐
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Grade/Step Pay Rate Hours Per Workweek

Approvals:

Department:  Date: 11/16/2021

Personnel: 

BOCC
Chairman: _____

Member: _____

Member: _____

RILEY COUNTY PERSONNEL ACTION FORM

☒ Add		Fill Request Date: 11/16/2021
☐ Change		Employee #

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

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

Lenhardt	Kim		
Name: Last	First	Middle	Home Phone

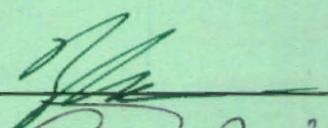
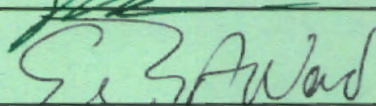
Address: Street	City	State	Zip

Interim Office Manager	Attorney	00001-000001
Position Title	Department	Fund

11/18/2021	☒ Exempt	☐ Non-Exempt		☒ Yes	☐ No
Effective Date	Exempt	Non-Exempt	Ending Date For Temporary	Is this a budgeted position?	

N	02	\$	☐ Hour	\$ 1,832.80	☒ Bi-weekly	☐ 40	☐
Grade/Step				Pay Rate		Hours Per Workweek	

Approvals:

Department: Date: 11-16-2021Personnel: 11/16/2021

BOCC

Chairman: _____

Member: _____

Member: _____



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
November 22, 2021**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Chair](#)

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

1. Small Business Saturday Proclamation

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Tami Robison, Budget and Finance Officer

2. 2021 Budget Amendment

9:15 AM

Lori Feldkamp, Big Lakes Developmental Center Director

3. Big Lakes Developmental Center update

9:30 AM

Press Conference

4. Presentation of Proclamation for Small Business Saturday - John Ford and Kimberly Weber (3 minutes)

9:45 AM

Julie Gibbs, Health Department Director

5. Staff update
6. Permission to keep on 3.5 FTEs for contact tracing from the end of December-June

10:20 AM

Clancy Holeman, Counselor/Director of Administrative Services

7. Administrative Work Session

10:40 AM

Budget and Planning Committee - Tami Robison, Budget and Finance

Attachment: 11-22-21 tentative agenda (10510 : Tentative Agenda)

Officer

8. Monthly Cash Flow Reports

11:00 AM**John Ellermann, Public Works Director/County Engineer**

9. EMS Station RFQs

11:15 AM**Clancy Holeman, Counselor/Director of Administrative Services**

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

12:00 PM**Intergovernmental Luncheon****Adjournment****Announcements**

Riley County Offices will be closed Thursday, November 25th and Friday, November 26th in observance of the Thanksgiving Day holiday.

The Board of County Commissioners will not be in session Thursday, November 25th.

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 29, 2021**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Chair](#)

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Clancy Holeman, Counselor/Director of Administrative Services

1. Administrative Work Session

9:20 AM

Barry Wilkerson, Attorney

2. Request to reorganize County Attorney admin positions
3. Request to fill open position

9:30 AM

Press Conference

Adjournment

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

Attachment: 11-29-21 tentative agenda (10510 : Tentative Agenda)



REGISTER OF DEEDS
Personnel

Amy Manges
Register of Deeds
110 Courthouse Plaza
Manhattan, KS 66502
Phone: 785-537-6340

COMMISSION AGENDA REPORT

FROM: Amy Manges, Register of Deeds
MEETING: November 18, 2021
SUBJECT: Request to Fill Position
PRESENTER: Amy Manges

BACKGROUND

The Register of Deeds office is approved for 5 full time employees in the 2021/2022 budget. I currently have 1 full time position open. I am requesting to fill that position as a Records Assistant II.

DISCUSSION

Our office is experiencing an abnormally high volume of recordings. With the BOCC's permission I hired Debbie Regester in a temporary capacity in April 2021 in order to meet the current demands and allow myself the ability to train new staff. Deb has worked in a part time capacity since July. With our continued volume it is imperative that I hire and train another full time employee. This will allow our office to continue processing work in a timely manner. Debbie is also ready to retire. Her last day will be January 7, 2022 or earlier if a replacement is hired sooner.

FISCAL IMPACT

None - This is a budgeted position.

RECOMMENDATION(S)

Recommendation is to open the position of Records Assistant II in the Register of Deeds Office.

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:

- Register of Deeds Records Assistant II position Description (DOC)
- 2021-11 Reg of Deeds Records Assist II (gold) (PDF)

RILEY COUNTY, KANSAS JOB DESCRIPTION

Job Title: Records Assistant II

Department: Register of Deeds

Division: Register of Deeds

Reports To: Deeds Supervisor/Deputy Register of Deeds

Pay Grade: H

Status: Full-Time

FLSA Status: Non-Exempt

Position Summary: To assist and provide clerical, secretarial and administrative duties to Register of Deeds office. To provide quality service to a wide variety of customers, both within and outside the county. To assist customers with genealogy, school records, military discharges: including land ownership, easements and restrictions for a particular parcel of land. Must maintain an extensive knowledge of computers and their software applications. Knowledge of technology applications relevant to active records environment. Accuracy and efficiency are essential.

ESSENTIAL FUNCTIONS:

- Perform clerical, secretarial and administrative assistance to Register of Deeds in a confidential manner as required. Respond to customer inquiries, direct inquiries to appropriate individuals, and assist with various research activities within the department.
- Schedule appointments for Register of Deeds. Perform word processing to create forms, update policies and procedures, and work on special projects as assigned.
- Function as system administrator for all office equipment; analyze hardware and software for operating accuracy and upgrades. Schedule monthly office computer maintenance, software updates, system updates and maintenance to ensure effective operation of office equipment.
- Maintain office inventory, office supplies, personal property, and records, including microfilm, microfiche, hard bound books, and electronic records. Replenish disposable office supplies as needed.
- Serve as the Records Custodian for the Register of Deeds office. Responsible for protecting public records from damage and disorganization; prevent excessive disruption of the office functions relevant to county operations; provide assistance and information upon request; ensure efficient and timely action and response to all applications for inspection of public records and carry out the procedures adopted by the county for inspecting and copying open public records, in conformance with the Kansas Open Records Act (KORA) (K.S.A. 45-215 et seq).
- Maintain and update office Disaster Recovery Plan, supplies and manual.
- Verify incoming documents to ensure names and legal descriptions are correct, signatures, notary stamps/seals are present and recording fees are enclosed. Maintain document rejection process ensuring accurate record of documents returned to customers including justification for rejection.

NOMINAL FUNCTIONS:

- Prepare and computerize special projects as requested by Register of Deeds.
- Manage reservations and maintenance for assigned county vehicles
- Schedule use of shredder and train staff on proper operation of shredder
- Sell and track income for county maps

- Update various reference books and publication files, to include: Register of Deeds Statutes, County Commissioners Minutes, Department Head Meeting Minutes and Agendas, Various industry related publications, Newspaper Clippings and Public Access Terminal Procedure Manual
- Act as a backup for Deputy Register of Deeds when needed.
- Review and document Military Discharges (DD214's) into Records Management System (RMS).
- Trouble shoot computer and software problems. Provide training to public for use of Public Access Terminals and software.
- Perform other related duties as assigned by Register of Deeds.

POSITION REQUIREMENTS:

Education: High school diploma/G.E.D possession

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

Skills: Knowledge of standardized rules, procedures and operations requiring considerable training and experience to perform a wide range of secretarial and administrative assignments. Proficiency with personal computer applications, specifically experience with Excel, Access and Word. Extensive knowledge and experience with records management, legal practices and legal descriptions as well as deeds, mortgages, liens, restrictive covenants, easements, oil and gas rights and a number of other documents. Requires skills with written and verbal communications to answer many diverse questions without visual guidance. Knowledge of Kansas Statutes relating to office required.

Knowledge and skills to maintain office equipment such as:

- Multi line telephone system
- Copy machines
- Facsimile machine
- Desk top calculator,
- Computers including:
- Both personal and public
- AS400,
- Records Management System (RMS)
- Digital scanning system
- Microfilm reader/printer system.

Supervisory Control: Generally work is performed independently on the basis of standing instructions and directions. Works directly with Register of Deeds on difficult or extraordinary assignments. Register of Deeds and deputy provide additional instructions for priorities, deadlines, and new, difficult or unusual assignments. Work is reviewed for accuracy from an overall standpoint in terms of expected results. Workflow is structured so checking for accuracy is in constant mode and corrections are made when discovered. All effort is made to ensure accurate records. Work is reviewed daily for quality control and accuracy

Supervisory Responsibility: None

Guidelines: Consists of office practices and equipment learned from experience, on the job training, manuals, dictionaries and regulations and verbal instructions from Register of Deeds. Judgment is frequently used in selecting appropriate guidelines while determining a course of action. Continuously uses own judgment in determining priorities and procedures used, assistance is obtained in new or unusual situations.

Complexity: Workload includes many unrelated projects and processes. Employee must be creative and resourceful in approach to establishing procedures to follow. Employee must review given data for accuracy before applying it to specific projects. Tasks and duties performed involve many different and unrelated processes and methods relative to the performance of administrative and professional tasks. Knowledge of more than 200 types of legal documents. Work consists of various steps and procedures which are technical in nature. Multiple tasks are pursued simultaneously and decisions must be made based on the assessment of unusual circumstances, variations in approach or conflicting data.

Scope & Effect of Work: The operation of the entire county government depends upon the Register of Deeds office. Promptness and accuracy of the work affects the general efficiency of county government and the operation of other agencies. The job contributes to the overall smooth function of the Register of Deeds Office.

Personal Contacts: Must interface with a wide variety of customers to include but not limited to: General public, Abstractors, Realtors, Attorneys, County employees/officials, Veterans, genealogical researchers, IRS agents, Appraisers, Surveyors, Contractors, Financial institutions.

Interfacing includes answering numerous and often complicated questions such as land ownership both current and historical, legal descriptions, easements, and liens.

Purpose of Contacts: To receive facts, clarify differences and obtain information. Facts and information may range from general knowledge to highly technical. Disputes or conflicting matters may take days to resolve for an accurate solution. Must analyze information to resolve a problem or conflict that is not always apparent.

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

While performing the duties of this job, the employee is required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; talk or hear. The employee must occasionally lift and/or move up to 50 pounds. May be required to work in a confined areas. May be required to climb a ladder, stoop, and/or bend. Will encounter sensitive customer experiencing the death of a family member, divorce; and disclosing errors on documents to customers. Must be able to work in confined areas within office.

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 exposed to normal noise levels. Work is performed in normal office conditions with moderate risks. Noise levels may on occasion be

Updated 2011

high due to office machines, which makes it difficult for telephone conversations or oral communication. When there is heavy recording workflow, the time restrictions for clerical, administrative and recordings can be fast paced.

Approved: _____ Date: _____
(Supervisor)

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 POSITION ACTION FORM

Department Register of Deeds Date 9/17/2021 Job Title Records Assistant II

☒ Full Time	☒ Regular	☐ Seasonal	☐ Grant Funded	Pay Grade <u>40</u>	H <u> </u> Hours per ☒ Week ☐ Month	Start Date <u>ASAP</u>	☒ Non-Exempt
☐ Part Time	☐ As Needed	☐ Intern	☐ Temporary			End Date <u> </u>	☐ Exempt

TYPE OF REQUEST

(Check one box and follow instructions in box – attach new job description if applicable)

Budgeted Position Request		Non-Budgeted Position Request	
☒ Request to hire replacement-same duties	☐ Request to change budgeted hours	☐ Request to create a new position for current fiscal year only	☐ Request to create a new position which will be included in future annual budgets
☐ Request to hire replacement-new duties	☐ Request to change position status	☐ Request for current non-budgeted position to be included in future annual budgets	
1. Name of former incumbent or current employee:	2. Effective date of promotion, transfer, termination, or change:	1. Are there current budgeted funds available to pay for this position? ☐ Yes ☐ No ☐ Grant Funded	2. Requested hours per year:
3. If requesting a change in budgeted hours, estimated change in cost per year:	4. Would the position require re-evaluation for classification and pay grade purposes? ☐ Yes ☒ No	3. Estimated cost per year (financial impact): \$ <u> </u>	4. Would the position require evaluation for classification and pay grade purposes? ☐ Yes ☐ No
5. Has this position been "On Hold?" ☒ Yes ☒ No If yes, date placed "On Hold":	6. Any special conditions regarding this position:	5. If applicable, what is the ending date for the position?:	6. Any special conditions regarding this position:

1. Why is it necessary to fill this position or change its status? Position has been on hold

2. Is it possible to fill this position internally? If no, why not? Depending on qualifications

For hiring purposes, briefly state necessary and/or desirable education, training, and/or certification required as well as desirable experience and/or skills:
Graduation from a standard high school or G.E.D possession. 1 year office experience, extensive knowledge & experience w/legal practices & legal descriptions.
Basic knowledge of Kansas Statutes relating to Deeds Management.

Additional comments:

Approval by:

Department Head:

Personnel:

BOCC Chairman:

OCC Member:

OCC Member:

Date:

11-15-21
11/10/2021



COUNTY CLERK & ELECTIONS
Election

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

COMMISSION AGENDA REPORT

FROM: Rich Vargo, County Clerk

MEETING: November 18, 2021

SUBJECT: Leonardville City Council Tie Breaking

PRESENTER: Rich Vargo, County Clerk

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:

- 11-18-21 Leonardville tie breaking (PDF)



CLERK'S OFFICE

11.a

Rich Vargo, MCC
County Clerk
110 Courthouse Plaza
Manhattan, Kansas 66502-0109
Phone: 785-537-6300
Fax: 785-537-6394
E-mail: rvargo@rileycountyks.gov

November 18, 2021

TO: Board of County Canvassers

FROM: Rich Vargo, Riley County Clerk

In the General Election on Tuesday, November 2, 2021, we currently have a two-way tie. The Leonardville City Council tie is between Jeanne Richter and Larry Wendland, each receiving 8 votes. Per K.S.A. 25-3108 the tie will be decided by the County Board of Canvassers. In the past in determining tie elections, the Board of County Canvassers has flipped a coin or drawn straws to determine the elected positions. I recommend the Board use the coin flip method to determine the two-way ties.

All of the candidates have been notified of the tie election session before the Board of County Canvassers on Thursday, November 18, 2021 at 9:25 a.m. to determine the outcome.

Sincerely,

A handwritten signature in blue ink, appearing to read "Rich Vargo", with a large, sweeping flourish at the end.

Rich Vargo, Riley County Clerk

Attachment: 11-18-21 Leonardville tie breaking (11269 : Leonardville City Council)

2019 Statute

[Prev](#)

[Article 31. - COUNTY BOARDS OF CANVASSERS](#)

[Next](#)



25-3108. Tie votes in elections of local officers. (a) In any election for which the county board of canvassers makes the final canvass if any two or more persons have a tie vote, such board shall determine by lot which person is nominated or elected, as the case may be. Reasonable notice shall be given to such persons of the time when such determination by lot will be made; if such persons or either of them shall fail to appear in accordance with such notice, the county board of canvassers shall proceed to make such determination in the absence of such persons.

(b) A tie vote shall have occurred in the following cases:

(1) In a primary election for any county or township office, if any two or more persons have an equal number of votes and more than any other person for the same office as candidate for the same party.

(2) In a general election for any county or township office, if any two or more persons have an equal number of votes and more than any other person for the same office.

(3) In the case of election to any city office determination of whether a tie has occurred shall be made by the county board of canvassers, and such determination shall be based upon statutes applicable to the particular city election and the number of votes received by the candidates.

(4) In the case of election to any school office, determination of whether a tie has occurred shall be made by the county board of canvassers, and such determination shall be based upon statutes applicable to the particular school election and the number of votes received by the candidates.

(5) In the case of a question submitted election a tie shall never be deemed to have occurred, and if there are the same number of "yes" votes and "no" votes, the "no" vote shall have prevailed unless otherwise provided by law.

History: L. 1968, ch. 406, § 47; L. 1973, ch. 172, § 1; April 6.

[Prev](#)

[Article 31. - COUNTY BOARDS OF CANVASSERS](#)

[Next](#)





PLANNING & DEVELOPMENT
Public Hearing

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

COMMISSION AGENDA REPORT

FROM: Bob Isaac

MEETING: November 18, 2021

SUBJECT: Public Hearing to Consider a Special Use Authorization to establish and operate an electrical substation.

PRESENTER: Bob Isaac

BACKGROUND

See staff report.

DISCUSSION

See staff report.

FISCAL IMPACT

None is anticipated

ALTERNATIVES

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

RECOMMENDATION(S)

On Monday November 1, 2021, the Manhattan Urban Area Planning Board unanimously forwarded a recommendation of approval of the request to the Board of County Commissioners, contingent upon the following conditions:

1. The entrance and access road to the substation shall consist of and be maintained with all-weather surfacing;
2. No portion of the site shall be used for the storage of equipment, vehicles, materials or supplies except during construction;
3. All outdoor light fixtures shall be shielded with cutoff fixtures and directed downward to prevent off-site glare;
4. All areas outside of the fenced/walled area shall be graded and seeded (grass); and
5. A Reclamation Plan shall be submitted to and approved by the Manhattan Urban Area Planning Board.
6. *The decorative wall, as depicted on the site plan, shall be a minimum of nine (9) feet in height (suggested by MUAPB).*

Staff concurs with the recommendation of the Manhattan Urban Area Planning Board and also recommends the Board of County Commissioners approve the request for a Special Use Authorization to establish and operate an electrical substation, subject to the conditions provided above.

POSSIBLE MOTION(S)

ACTION NEEDED:

- A. Motion to approve Resolution 111821-_____ approving the request for a Special Use Authorization to establish and operate an electrical substation, as it has been determined that it is in general conformance with the comprehensive plan and meets the requirements of the Riley County Zoning Regulations.

or

- B. Motion to sign Resolution 111821-_____ denying the request for a Special Use Authorization to establish and operate an electrical substation, as it has been determined that it does not meet the requirements of the Riley County Zoning Regulations.

ATTACHMENT(S):

- Staff report
- Maps
- Excerpt of Planning Board minutes

Enclosures:

- Staff Report (PDF)
- MUAPB Minutes (PDF)
- Resolution (PDF)



PLANNING & DEVELOPMENT

STAFF REPORT

Special Use Permit

PETITION: #21-0075

APPLICANT: Every Central Kansas, Inc.
818 S. Kansas Ave.
Topeka, KS 66612

PROPERTY OWNER: Western Resources, Inc., Walters-Morgan Construction Inc.
225 S. Seth Childs 2616 Tuttle Creek Blvd.
Manhattan, KS 66502-3089 Manhattan, KS 66502-4479

REPRESENTATIVE: Jessica Keck
Every Kansas Central, Inc.
818 S. Kansas Ave.
Topeka, KS 66612

REQUEST: A Special Use Authorization to establish and operate an electrical substation.

SIZE OF TRACT: The subject site is approximately 7.52 acres.

LOCATION: Generally located at the northeast corner of Tuttle Creek Boulevard and Walters Drive; Section 6, Township 10, Range 8 East; Manhattan Township.



Attachment: Staff Report (11246 : Special Use for Electrical Substation)

BACKGROUND:

Evergy has submitted an application for a Special Use Authorization for the construction and operation of an electrical substation on property located immediately east of the intersection of Tuttle Creek Blvd and Walters Drive, referred to herein as the "Matter's Corner Substation". The proposed Matter's Corner Substation will replace the existing substation located on the westernmost portion of the subject site (1310 Walters Drive) and will increase the reliability, serviceability, and load of Evergy's electrical system in the City of Manhattan, Riley County and the surrounding areas. The new substation will contain equipment that function as switches and breakers that will allow personnel to perform maintenance on the transmission lines and substation equipment without subjecting customers to unnecessary outages.

Evergy's acquisition of the property is planned for early 2022, with construction to begin in 2023 and completion of the substation planned by June 2025. The subject property was selected based on the location of the existing substation and its proximity to Evergy's Levee to Matter's Corner and Matter's Corner to KSU 115 kV transmission lines that will be connected to the substation to accommodate future load growth in the region

The proposed Matter's Corner Substation dimensions are approximately 300-ft by 400-ft as shown on the Site Plan and will be constructed on an aggregate surface, with aggregate and concrete surfaced access drives. The tallest equipment within the substation is approximately 35-ft tall. Pole heights range from 65-ft to 75-ft tall; however, associated power poles are not considered part of the Special Use request, as they are exempt from the requirements of the Riley County Zoning Regulations.

There will be no buildings on the subject property and all structures will be within the fence-line. The fence will be 8-ft high chain link fence plus 3 strands of barbed wire for a total height of 9-ft.

DESCRIPTION:

Physical site characteristics: The special use boundary straddles three individual, unplatted tracts of land; one owned by Western Resources, Inc. and the others owned by Walters-Morgan Construction, Inc. The chosen location of the proposed substation is situated directly east of an existing substation. The site is relatively flat and currently devoid of vegetation. Due to the higher elevation of the property, the subject site is located entirely outside of the designated floodplain.

General character of the area: The area consists of a mix of light industrial/commercial uses, surrounding by medium density single-family residential, including a school.

ZONING:

Zoning History: The subject site was zoned "D-2" (Light Industrial) as Petition #7 during the 1974 County Zoning Conversion Process and currently serves as the existing Matter's Corner substation and as the headquarters for Walters-Morgan Construction, Inc., a local construction contractor. The area surrounding the property is used for single- and multi-family residential purposes, with Dwight D. Eisenhower Middle School located approximately 625 feet to the east of the proposed substation location.

Current zoning: The subject site is currently zoned "D-2" (Light Industrial). There are no variances, conditional uses or other special uses associated with the site.

SURROUNDING ZONING/LAND USE		
	ADJACENT ZONING	LAND USE
NORTH	“C-4” (Highway Business District)	Retail/Individual storage units
SOUTH	City of Manhattan	Residential
EAST	City of Manhattan	School
WEST	“U” (University District)	KSU equine facility/rangeland

POTENTIAL IMPACT:

Public facilities and services:

Streets and bridges: The subject site has direct access to Walters Drive, a paved two-lane, local road, owned and maintained by the City of Manhattan. The substation will be accessed via two existing entrances from Walters Drive. No additional improvements to Walters Drive are being proposed as a result of the development. Except during construction of the facility, the substation will be unmanned; thus, it is anticipated that the subject site will experience a substantial decrease of traffic, especially heavy trucks. The applicant is proposing that both entrances to the existing substation, via the frontage road along Tuttle Creek Boulevard, will be eliminated at the time of decommissioning.

Water and sewer: No water or sewer systems are being proposed with this request.

Fire: Riley County Fire District #1 will serve the site. The nearest county fire station is the Tuttle Creek Fire Station located at 4120 Highway 13. The subject site is located within 5-road miles of a fire station, but is within 1000 feet of a City fire hydrant.

Stormwater Drainage: (see attached)

Exterior Lighting: Substation lighting will be switch operated, inward facing (i.e., not towards the residences) and only used during emergencies.

Screening and Landscaping: As shown on the submitted site plan, the applicant is proposing that in lieu of landscaping on the south and east borders of the subject site, a decorative wall be put into place to serve as visual screening from surrounding properties. Grass will be planted between the wall and the street. The site plan also indicates that the area on which the existing substation is located will be restored to greenspace (grass).

Effect on public facilities and services:

The proposed substation will not generate waste, increase traffic, etc., and does not require water or sewer, thus no additional services will be necessary. It is anticipated that the proposed request will have a positive effect on public facilities services in the area.

COMMENTS AND CONCERNS:

ENVIRONMENTAL HEALTH: The site will not need a water or sewer source; thus, meets the Sanitary Code.

COUNTY ENGINEER: The County Engineer has reviewed the request and advised that the project will require a Storm Water Pollution Prevention Plan (SWPPP) at time of building permit.

EMERGENCY MANAGEMENT: The Deputy Rural Fire Chief has reviewed the request and reported no issues at this time pertaining to RCFD#1. He said suitable driveway access for emergency access is the primary concern. Additionally, he explained that a code footprint would be required for any enclosed space in the future sub-station area involving occupancy; if it is dry storage with no occupancy, it would warrant future discussion.

TOWNSHIP TRUSTEE: Manhattan Township Board reviewed request and had no objections.

MANHATTAN URBAN AREA PLANING BOARD:

On Monday November 1, 2021, the Manhattan Urban Area Planning Board unanimously forwarded a recommendation of approval of the request to the Board of County Commissioners, with the suggestion of adding the following condition:

“The decorative wall, as depicted on the site plan, shall be no less than nine (9) feet in height.”

STAFF RECOMMENDATIONS:

Staff recommends the Board of County Commissioners approve the request for a Special Use Authorization to establish and operate an electrical substation. Staff recommendation is based on the following findings:

- The proposed substation will increase the reliability of the power supplied to the residences, businesses and research/educational institutions located in Manhattan and surrounding area;
- The proposed substation will not pollute air, land or water, or produce dust, fumes, odors, smoke or vibration;
- The Stormwater Drainage Analysis provided by the applicant reveals a decrease in post-development stormwater run-off compared to pre-development; and
- It has been determined that the request meets the requirements of the Riley County Zoning Regulations and the Riley County Sanitary Code.

Staff recommends that the requested Special Use be approved contingent upon the following conditions:

1. The entrance and access road to the substation shall consist of and be maintained with all-weather surfacing;
2. No portion of the site shall be used for the storage of equipment, vehicles, materials or supplies except during construction;
3. All outdoor light fixtures shall be shielded with cutoff fixtures and directed downward to prevent off-site glare;
4. All areas outside of the fenced/walled area shall be graded and seeded (grass); and
5. A Reclamation Plan shall be submitted to and approved by the Manhattan Urban Area Planning Board.
6. *The decorative wall, as depicted on the site plan, shall be a minimum of nine (9) feet in height.*

POSSIBLE MOTION(S)

ACTION NEEDED:

- A. Motion to approve Resolution 111821-_____ approving the request for a Special Use Authorization to establish and operate an electrical substation, as it has been determined that

it is in general conformance with the comprehensive plan and meets the requirements of the Riley County Zoning Regulations.

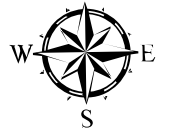
Or

- B. Motion to sign Resolution 111821-_____ denying the request for a Special Use Authorization to establish and operate an electrical substation, as it has been determined that it does not meet the requirements of the Riley County Zoning Regulations.

ATTACHMENTS:

- Vicinity/site map
- Surrounding zoning map
- Site plan
- Stormwater Drainage Analysis
- Reclamation Plan
- Applicant summary letter

Prepared by: Bob Isaac, Planner
November 2, 2021



VICINITY AND SITE

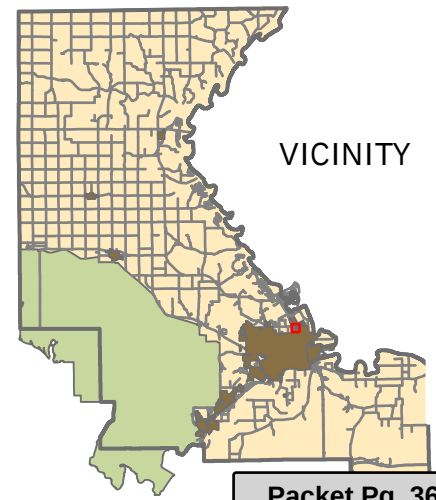
Evergy

#21-0075
Special Use

To establish and operate an electric
substation

6-10-8

-  200'/1000' Buffer
-  Site





SURROUNDING ZONING

Evergy

#21-0075
Special Use

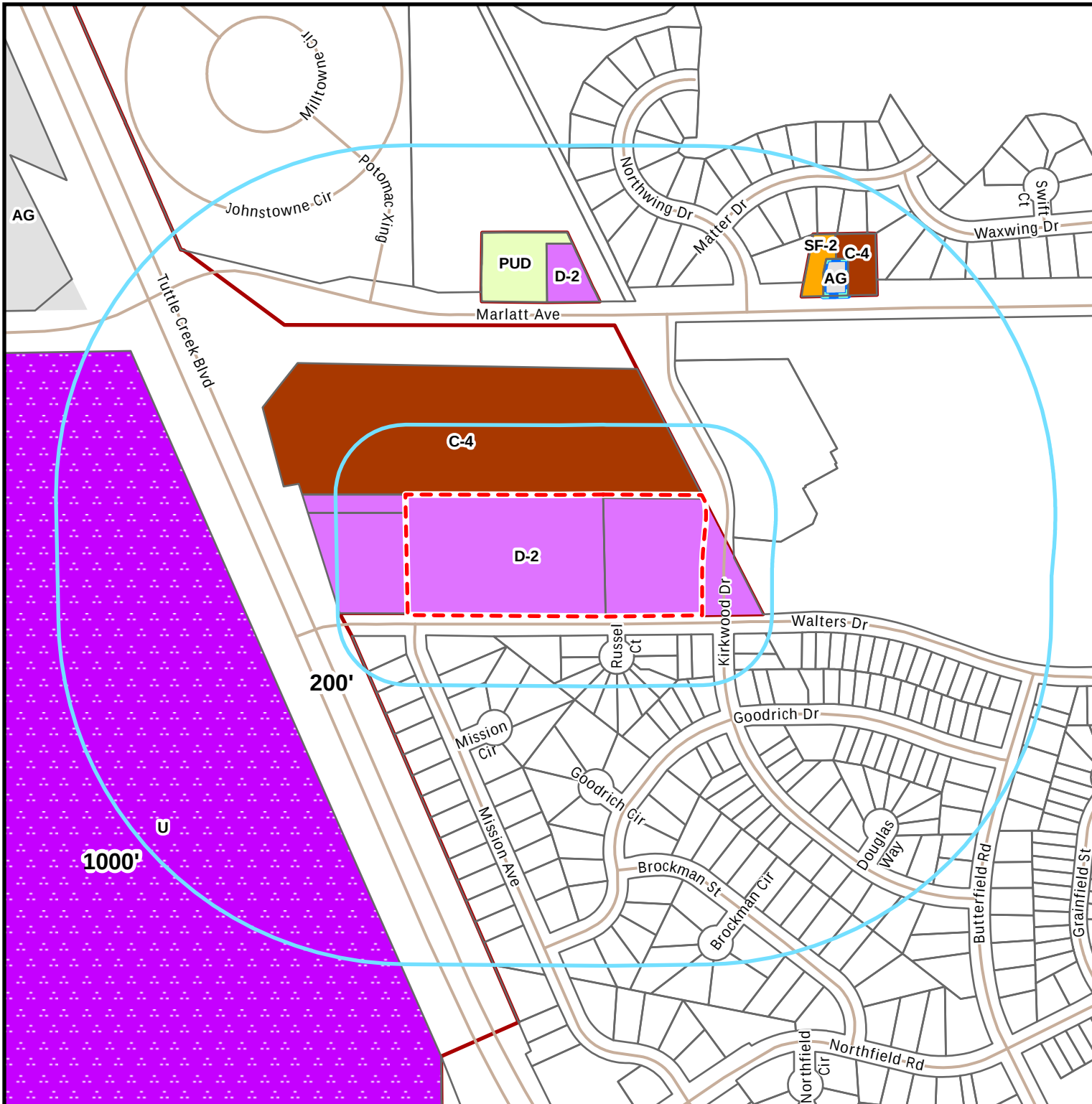
To establish and operate an electric
substation

6-10-8

200'/1000' Buffer

Site

- AG Agricultural
- AG-R AG/Residential
- B-1 Two Family Residential
- B-2 Multiple Family Residential
- B-3 Mobile Home Park
- C-3 General Business
- C-4 Highway Business
- D-1 Industrial Park
- D-2 Light Industrial
- D-3 Heavy Industrial
- Fort Riley
- N-1 Noise Hazard
- PUD Planned Unit Development
- SF-1 Single Family Residential
- SF-2 Single Family Residential
- SF-3 Single Family Residential
- SF-4 Single Family Residential
- SF-5 Single Family Residential
- U University
- Special Zoning:
- Conditional Use
- Special Use
- Variance





FIRE STATIONS

Evergy

#21-0075
Special Use

To establish and operate an electric
substation

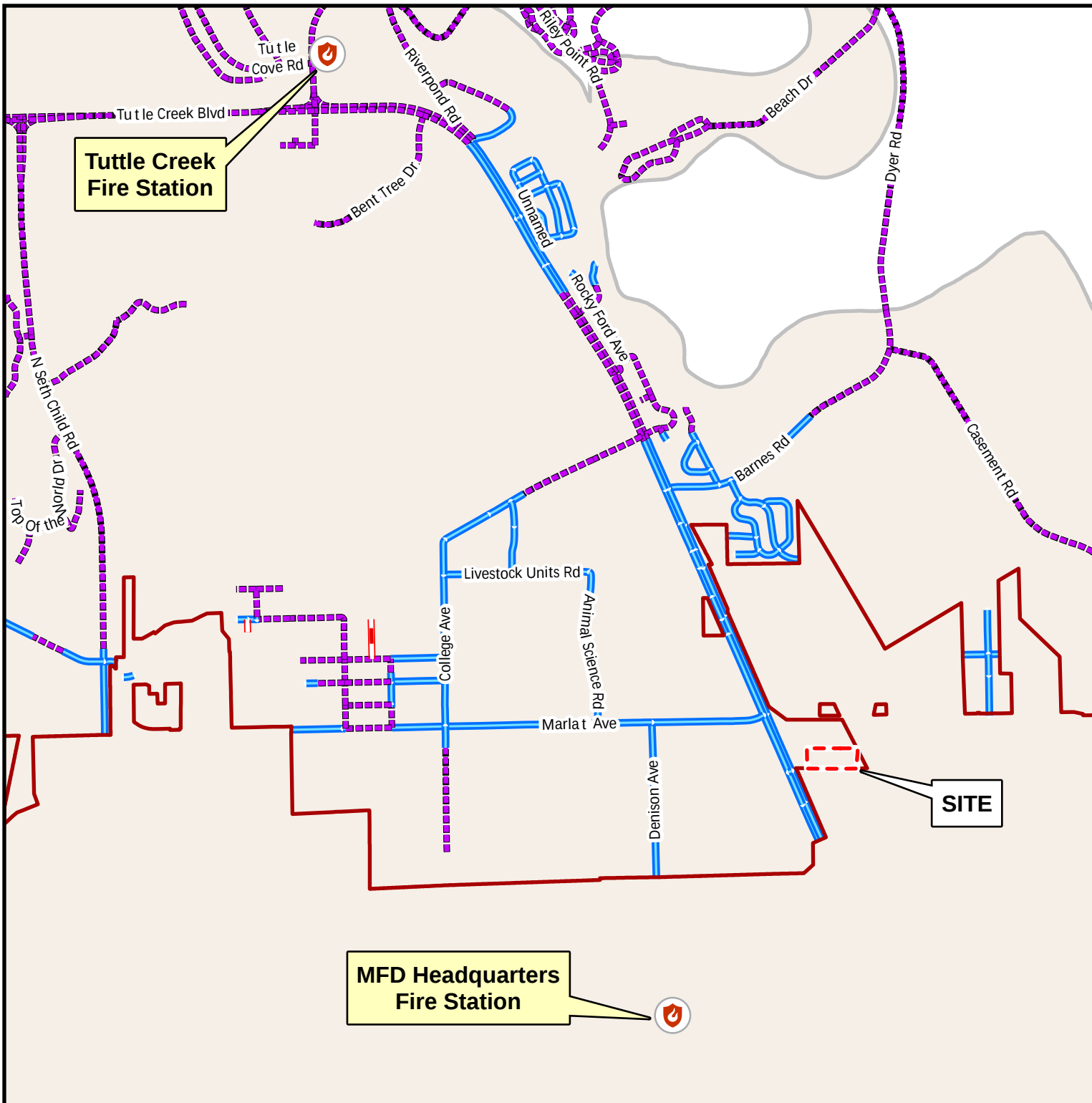
6-10-8



ISO Rating

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

Attachment: Staff Report (11246 : Special Use for Electrical Substation)



**Tuttle Creek
Fire Station**

**MFD Headquarters
Fire Station**

SITE



Technical Memorandum

Date: 09/16/2021

Re: Evergy Matter's Corner Substation, Site Drainage Review
PEC Project No. 209030-046

1. Introduction

The proposed Matter's Corner Substation site will be constructed on a parcel of land currently used as a construction contractor's office and equipment and material storage yard. The existing site is primarily composed of an impervious aggregate surface. The new substation will be constructed of an aggregate surface, with aggregate and concrete surfaced access drives. The remainder of the developed site will be graded and turned over to grassed areas.

Stormwater Analysis Criteria

The C values used to compute a composite C were 0.2 for pervious areas and 0.85 for impervious.¹ The time of concentration was calculated using the same straight-line flow path for pre- and post-development conditions, with a length of approximately 700 feet and a slope of 1.85%.

2. Pre-Development Conditions

Pre-development conditions currently feature 1.86 acres of pervious area and 6.76 acres of impervious area. The pervious areas include grassy areas to the north and south of the existing substation, between the two entrances to the existing substation, along the southern and western property lines, and a grassy hill west of the existing buildings. The pre-development peak runoff rate is estimated to range from about 31 cfs during the 5-year event to 50 cfs during the 100-year event using the rational method. The time of concentration was estimated to be about 12 minutes. The composite C value used for pre-development was 0.71.

3. Post- Development Conditions

Post-development conditions have an estimated 5.33 acres of pervious area and 3.30 acres of impervious area. The only impervious areas assumed following development of the new substation are the proposed aggregate substation pad, access road, and concrete entrance. The rational method estimated peak runoff rates range from 17 cfs during the 5-year event to 27 cfs during the 100-year event following development. The time of concentration was calculated to be approximately 18 minutes, and the composite C value post-development was 0.45.

4. Summary

The total area examined was 8.62 acres. Following development there is a reduction in impervious area of 3.5 acres. This reduction is due to the replacement of existing gravel areas with pervious grassed areas. The change in peak runoff from pre-development to post-development is a reduction of 14 cfs for the 5-ear event and 23 cfs during the 100-year event.

¹ City of Manhattan, Kansas Stormwater Management Criteria



RECLAMATION PLAN
MATTER'S CORNER SUBSTATION, MANHATTAN, KS
OCTOBER 19, 2021

Evergy is preparing to rebuild and improve its Matter's Corner substation, located in Riley County, Kansas, just north of the City of Manhattan. As shown on the attached Site Plan, the new Matter's Corner substation will be located at 1310 Walters Drive and 0000 Walters Drive, on property immediately east of the existing Matter's Corner substation, which is located at 2616 Tuttle Creek Blvd. Construction of the new Matter's Corner substation is planned to be completed by June 2025. The existing substation will be demolished and restored to greenspace approximately two years thereafter.

This Restoration Plan (Plan) has been developed at the request of the Riley County Planning and Zoning Department to provide additional detail regarding Evergy's plans to demolish and restore its Matter's Corner substation. Once the new Matter's Corner substation has been constructed and energized, the existing substation will be de-energized and all aboveground infrastructure (e.g., electrical equipment, transformers, fencing, etc.) will be removed from the property and reused/recycled if possible or otherwise properly disposed at an off-site location. To the maximum extent possible, all below ground infrastructure, such as concrete footings/foundations, driveway entrances, underground cables/wiring, etc., will be removed from the property. If complete removal is not feasible, remaining below ground infrastructure will be removed to at least 3-ft below ground surface. Upon completion of site demolition activities, the property will be returned to its present grade with compacted soil, contoured to facilitate drainage and sodded.

In the event the new substation becomes obsolete or is no longer needed, it will be also reclaimed in accordance with this plan.

Please direct any questions or concerns to Jessica Keck, Evergy Permitting and Compliance Analyst at 785-575-8841 or Jessica.Keck@evergy.com.

Attachment: Staff Report (11246 : Special Use for Electrical Substation)



September 16, 2021

Riley County Department of Planning and Development
Attn: Bob Isaac, Planner
110 Courthouse Plaza
2nd Floor, Rm B212
Manhattan, KS 66502

RE: Special Use Permit Application – Proposed Matter's Corner Substation
1310 Walters Drive, 2616 Tuttle Creek Blvd, and 0000 Walters Drive
Manhattan, Riley County, Kansas

Dear Mr. Isaac,

Evergy is pleased to submit the enclosed application for a Special Use Permit (SUP) for construction of an electrical substation on property located immediately east of the intersection of Tuttle Creek Blvd and Walters Drive, just beyond the limits of the City of Manhattan, in Riley County, Kansas (i.e., parcels 2030623001001000, 2030620000005000, and 2030620000004000, referred to herein as the "Matter's Corner Substation"). The proposed Matter's Corner Substation will replace the existing substation on the westernmost parcel (1310 Walters Drive) and will increase the reliability, serviceability, and load of Evergy's electrical system in the City of Manhattan, Riley County and the surrounding areas. The new substation will contain equipment that function as switches and breakers that will allow personnel to perform maintenance on the transmission lines and substation equipment without subjecting customers to unnecessary outages. Evergy's acquisition of the property is planned for early 2022, with construction to begin in 2023 and completion of the substation planned by June 2025.

Approximately 2.0-2.75 acres of the 7-acre property will be used for the new Matter's Corner Substation. An electrical substation is already located on the western part of the subject property. The remainder of the property is used for commercial and industrial purposes. This property was selected based on the location of the existing substation and its proximity to Evergy's Levee to Matter's Corner and Matter's Corner to KSU 115 kV transmission lines that will be connected to the substation to accommodate future load growth in the region. Please see the following attached application materials:

- Special Use Permit Application Form
- \$400 Application Fee
- Real estate contract (authorization of property owner and legal description)
- Site Design Drawings
- Frequently Asked Questions Document

The following provides a narrative statement regarding the proposed substation.

Site and Building Design

The proposed Matter's Corner Substation will replace the existing Matter's Corner substation, located at the northeast corner of Tuttle Creek Boulevard and Walters Drive. The proposed substation property is zoned for light industrial use (D-2) and currently serves as the existing Matter's Corner substation and as the headquarters for Walters-Morgan Construction, Inc., a local construction contractor. The area surrounding the property is used for single- and multi-family residential purposes with Dwight D. Eisenhower Middle School located approximately 625 feet to the east of the proposed substation location. Maps showing the property location and current property owners are enclosed. The nearest residence is located on the south side of



Walters Drive, approximately 200-feet south of the proposed substation. The substation will be accessed via two existing entrances from Walters Drive.

The proposed Matter's Corner Substation dimensions are approximately 300-ft by 400-ft as shown on the Site Plan. The tallest equipment within the substation is approximately 35-ft tall. Pole heights range from 65-ft to 75-ft tall. There will be no buildings on the subject property and all structures will be within the fence-line. The fence will be 8-ft high chain link fence plus 3 strands of barbed wire for a total height of 9-ft.

We have consulted with the Kansas Department of Wildlife & Parks, the U.S. Fish & Wildlife Service, and the Kansas State Historical Society and asked them to assess the impact of our project on fauna, flora and nearby historical sites.

Substation Operations

The current owner of the facility, Walters-Morgan Construction, operates a construction office and yard on the subject property. Except during construction, the substation is unmanned; employees will be on site only for maintenance and repairs on a monthly basis. Therefore, the construction of the substation will significantly reduce traffic in the area. Adequate space is available within the substation for maintenance vehicles to park off the roadway. The proposed substation will not impact pedestrian activity in the area. All parts of the substation will be readily accessible to public safety vehicles. Areas outside of the fenced substation will be seeded and maintained as needed.

A substation does not generate or produce a product, so it does not pollute air, land, or water. A substation does not produce dust, fumes, odors, smoke, or vibration. The humming sound many people associate with a substation comes from the transformer. Today's transformers are significantly quieter than older models, and the sound dissipates rapidly with distance. With the buffer areas provided the sound level on adjacent properties should be minimal.

Standard sediment and erosion control measures will be used during construction. Drainage in the area will be significantly improved by the reduction of impervious land surface on the subject property. Areas outside of the fenced substation will be graded and seeded. A drainage memo is attached.

With the exception of emergency maintenance and repairs, any work on the site property will be performed during normal business hours. Although no long-term storage on the property is planned, any exterior storage areas on the property, following construction completion, will be screened from adjacent properties and roadways.

We appreciate your consideration of this application for a Special Use Permit for the proposed Matter's Corner Substation. Please direct any questions or concerns to me at 785-379-4481 or Jessica.Keck@evergy.com.

Sincerely,

Jessica Keck
Permitting and Compliance Analyst

EXCERPT OF MINUTES MANHATTAN URBAN AREA PLANNING BOARD

November 1, 2021

Page 1

- 3.1. A PUBLIC HEARING to consider a **SPECIAL USE PERMIT to establish and operate an electrical substation**, generally located at the northeast corner of Tuttle Creek Boulevard and Walters Drive; Section 6, Township 10, Range 8 East; Manhattan Township (Applicant: Evergy; file no. RCF-21-078)

Action needed: Conduct a Public Hearing to consider the request based on the Riley County Zoning Regulations, and forward a recommendation of approval, approval with modifications, or denial to the Board of Commissioners of Riley County

Mr. Isaac stated Evergy has submitted an application for a Special Use Authorization for the construction and operation of an electrical substation on property located immediately east of the intersection of Tuttle Creek Blvd and Walters Drive, referred to as the "Matter's Corner Substation". He said the proposed Matter's Corner Substation will replace the existing substation located on the westernmost portion of the subject site (1310 Walters Drive) and will increase the reliability, serviceability, and load of Evergy's electrical system in the City of Manhattan, Riley County and the surrounding areas.

Mr. Isaac stated staff worked with City planning staff to make sure the site plan was as close to city standards as possible since the city abuts on two sides of the property. He also mentioned the close proximity of the neighborhood to the south and Dwight D Eisenhower Middle School to the east.

Mr. Isaac said the decommissioning of the existing site will be done when the new substation becomes operational. He stated both entrances to the existing substation will be eliminated and that portion of the subject site will be reclaimed to grass. He said existing ingress/egress points along Walters Drive will be reconstructed with primary access to the substation pad along the west side of the pad.

Mr. Isaac stated that the substation will be unmanned, except during construction, and it is anticipated the subject site will experience a substantial decrease in traffic, especially heavy trucks. He said the pad will consist of all weather surfacing as will the access drives. He said all areas within the special use boundary that are not developed or disturbed will be graded and seeded to grass. He said Evergy suggested using a chain link fence along the north and east borders of the pad and a decorative wall along the south and west borders of the pad.

Mr. Isaac reviewed the conditions of the Special Use Authorization; they are as follows:

1. The entrance and access road to the substation shall consist of and be maintained with all-weather surfacing;
2. No portion of the site shall be used for the storage of equipment, vehicles, materials or supplies except during construction;

3. All outdoor light fixtures shall be shielded with cutoff fixtures and directed downward to prevent off-site glare;
4. All areas outside of the fenced/walled area shall be graded and seeded (grass); and
5. A Reclamation Plan shall be submitted to and approved by the Manhattan Urban Area Planning Board.

Staff recommended that the Planning Board forward a recommendation of approval of the request to the Board of County Commissioners. Staff recommendation is based on the following findings:

- The proposed substation will increase the reliability of the power supplied to the residences, businesses and research/educational institutions located in Manhattan and surrounding area;
- The proposed substation will not pollute air, land or water, or produce dust, fumes, odors, smoke or vibration;
- The Stormwater Drainage Analysis provided by the applicant reveals a decrease in post-development stormwater run-off compared to pre-development; and
- It has been determined that the request meets the requirements of the Riley County Zoning Regulations and the Riley County Sanitary Code.

Ebert asked if the substation will generate noise. He also asked if the site will be more or less impervious than it is now, as per the stormwater plan requirement. He also asked what the schedule of construction of the new facility was.

Mr. Isaac replied that an Evergy representative would be best to answer the noise question. He said that a stormwater analysis was completed and showed post-development runoff from the site will actually decrease as there will be less impervious area.

Ebert asked how the size of the proposed substation compares to the size of the substation located at Seth Child Road and Dickens Avenue.

Mr. Isaac replied he couldn't answer that question.

Ebert noted there was a 10-foot maximum height listed for the wall, but not a minimum.

Mr. Isaac stated the fencing has to be at least 9 feet in height.

Parikh said there should be a minimum. He said that his concern with the Seth Child substation is the grading and you can actually see more than what was expected because of the elevation difference between the road and the substation.

Mr. Isaac reminded the Board that Riley County Zoning Regulations do not have screening requirements for this use. He said the wall screening is a recommendation by the Evergy and agreeable by city staff, but the minimum height for the wall requirement could be added to the conditions.

Parikh asked what the minimum standard is required.

Mr. Isaac stated there is a minimum for fencing for security purposes, but not screening.

Ball stated the challenge on Seth Child is based on its location and the height of the things behind the wall. He said the screening for the subject site is appropriate for the nearby residential area and the school.

Burton asked who maintains the frontage road.

Mr. Isaac said it is located in KDOT's right-of-way. He said the frontage road is paved but it is not certain who actually maintains it. He said it serves as primary access to a retail business, although east half of that property accesses Kirkwood Drive. He said in visiting with the City about future plans, staff expressed they would prefer the retail store obtain access off Kirkwood Drive and eliminate the frontage road.

Ball opened the public hearing.

Chris Meyer introduced himself and Jade Glaser who both work for Evergy, along with Jessica Keck, with permitting and compliance for Evergy out of Topeka. He also introduced Chris Carey with ppB Enviro Solutions.

He said, regarding wall height, Evergy works with two vendors, one of which offers a 9-foot precast stone wall and the other offers a 10-foot wall. He said Evergy's standard is an 8-foot chain link with one foot of three strand barbed (9-foot total).

Mr. Meyer said in reference to noise or a hum, transformers do hum. He said the site works well for Evergy since there is already a substation there. He said however, it is small and doesn't provide much opportunity for growth. He said that with this being in north Manhattan and NBAF becoming operational, there is a good possibility for increased load in the future.

Dede Brokesh stated she lives at 3005 Wilson Drive and the wall at Seth Child substation appears to be painted white, which draws attention to it. She recommended the decorative wall be a limestone color.

Kirk Crabtree stated he represents the Abbott family who owns the storage facility to the north of the subject site. He had the following questions.

- The proposed site is located outside the city limits; will it be annexed at some point?
- Will there be another fence around the outside boundaries of the property?
- Is there a timeline as to when the city and KDOT will want to eliminate the frontage road?
- Is there a timeline for this project?

Mr. Bunger said there are no plans at this time to annex the property.

Mr. Isaac said the only fence will be around the pad, which is more for security. He said there have been no discussions with KDOT about eliminating the frontage road, just discussion with City staff who have stated they prefer to eliminate the frontage road due to safety reasons. Mr. Isaac stated construction is anticipated to begin in 2023 with completion in 2025.

Ball closed the public hearing.

Ebert asked if the concrete panels (wall) are painted.

Mr. Meyer replied they are cast concrete and are painted afterwards with a standard uniform color.

Parikh asked that a condition be added to the Special Use Authorization that the wall be a minimum height of 9 feet.

Burton asked if future access is off Kirkwood Drive will that come back to the Board or is that handled administratively.

Mr. Isaac explained there has been discussion about the property to the north being subdivided which would trigger a plat and Evergy is also interested in combining their unplatted lots into one lot. He said there hopefully would be a collaborative effort between Evergy and Mr. Abbott to plat everything at one time with access off of Kirkwood Drive for the future two lots to the north, with a travel easement to the newly created west lot. He stated closing the frontage road has not been determined at this time.

Ebert stated if the concrete panels will be painted then they should be painted the color of a stone such as beige.

Burton stated he was not supportive of placing a condition on wall color.

Parikh agreed with Burton. He stated the walls will be facing Walters Drive and the school and will not have the visibility as the one on Seth Child Road.

Burton recommended that the Planning Board forward a recommendation of approval of the request to the Board of County Commissioners with the following conditions and the addition of a sixth condition:

1. The entrance and access road to the substation shall consist of and be maintained with all-weather surfacing;
2. No portion of the site shall be used for the storage of equipment, vehicles, materials or supplies except during construction;
3. All outdoor light fixtures shall be shielded with cutoff fixtures and directed downward to prevent off-site glare;
4. All areas outside of the fenced/walled area shall be graded and seeded (grass); and
5. A Reclamation Plan shall be submitted to and approved by the Manhattan Urban Area Planning Board
6. The decorative wall, as depicted on the site plan, shall be a minimum of nine (9) feet in height.

Parikh seconded.

Motion carried 4-0.

RESOLUTION NO. 111821-**RESOLUTION AMENDING THE ZONING MAP OF RILEY COUNTY
CONCERNING THE USE OF CERTAIN REAL ESTATE
LOCATED IN MANHATTAN TOWNSHIP****SPECIAL USE AUTHORIZATION**

WHEREAS, pursuant to the provision of Section 22 of the Zoning Regulations of Riley County, Kansas, Every Central Kansas, Inc., petitioner and Walters-Morgan Construction Inc., and Western Resources Inc., property owners, have made application that an exception be granted to the Zoning Regulations of Riley County, Kansas, to permit a Special Use in the “D2” (Light Industrial) zoning district.

WHEREAS, Manhattan Urban Area Planning Board, after appropriate notice conducted a public hearing on said request, on November 1, 2021;

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

WHEREAS, the Manhattan Urban Area Planning Board has found that all of the requirements have been met for this request.

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

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

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

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

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

1. The entrance and access road to the substation shall consist of and be maintained with all-weather surfacing;
2. No portion of the site shall be used for the storage of equipment, vehicles, materials or supplies except during construction;
3. All outdoor light fixtures shall be shielded with cutoff fixtures and directed downward to prevent off-site glare;
4. All areas outside of the fenced/walled area shall be graded and seeded (grass);
5. A Reclamation Plan shall be submitted to and approved by the Manhattan Urban Area Planning Board; and
6. The decorative wall, as depicted on the site plan, shall be a minimum of nine (9) feet in height.

Section 2. A Special Use Authorization to permit A Special Use Authorization to establish and operate an electrical substation. on the following described real estate in Riley County, Kansas:

A tract of land lying in the North Half (N 1/2) of Section Six (6), Township Ten (10) South, Range Eight (8) East of the 6th P.M., Riley County, Kansas, as recorded in a Quit Claim Deed on Page 2837, in Book 830, at the Office of the Register Of Deeds for Riley County, prepared by Brian O'keefe LS # 1558 on September 30, 2021, more particularly described as follows:

Commencing at the Northeast Corner of said Section Six; Thence S89°07'32"W along the North Line of said section a distance of 5594.92 feet; Thence S00°52'28"E perpendicular to the North Line of said section a distance of 536.99 feet to the easterly right of way line of US 24 Highway, being the Point Of Beginning; Thence N15°50'25"W along said right of way line a distance of 53.29 feet to the North Line of said tract; Thence N89°08'11"E along said North Line a distance of 1152.42 feet to the Westerly Line of Northeast Middle School Unit Four Subdivision, Manhattan, Riley County, Kansas being the centerline of a vacated railroad right of way; Thence S26°52'47"E along said Westerly Line a distance of 381.84 feet to the Southwest Corner of Lot 1 of said subdivision, being the north right of way line of Walters Drive; Thence S89°12'05"W along said right of way line a distance of 1037.16 feet to the Southeast Corner of a tract of land as recorded in a Warranty Deed on Page 4372, in Book 835, at said Register of Deeds Office; Thence N01°49'53"W along the East Line of the tract described in said warranty deed a distance of 5.00 feet to the Northeast Corner of the tract described on said Warranty Deed; Thence N01°49'53"W along the East Line of a tract of land recorded as a Quit Claim Deed on Page 545, in Book 262, at said Register of Deeds Office a distance of 287.05 feet to the North Line of the tract described in said Quit Claim Deed; Thence S88°48'11"W along said North Line a distance of 264.00 feet to the easterly right of way of US 24 Highway and the Point Of Beginning. Contains 7.835 acres more or less.

Less and Except

A portion of a tract of land lying in the North Half (N 1/2) of Section Six (6), Township Ten (10) South, Range Eight (8) East of the 6th P.M., Riley County, Kansas, as recorded as a Quit Claim Deed on Page 2837, in Book 830, at the Office of the Register of Deeds for Riley County, more particularly described as follows:

Commencing at the Northeast Corner of said Section Six; Thence S89°07'32"W along the North Line of said Section a distance of 5594.92 feet; Thence perpendicular to the North Line of said Section S00°52'28"E a distance of 536.99 feet to the easterly right of way of US 24 Highway, being the Point Of Beginning; Thence along said right of way N145°50'25"W a distance of 53.29 feet to the North Line of said tract; Thence N89°08'11"E along said North Line a distance of 277.76 Feet; Thence S00°51'49"E a distance of 49.95 feet to the Northeast Corner of a tract of land recorded as a Quit Claim Deed on Page 545, in Book 262, at said Register of Deeds Office; Thence S88°48'11"W along the North Line of said tract a distance of 264.00 feet to the easterly right of way of US 24 Highway, being the Point Of Beginning. Contains 13,772 square feet more or less.

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

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

GRANTED this 18th day of November, 2021

BOARD OF COMMISSIONERS
OF RILEY COUNTY, KANSAS

John Ford, Chair

Greg McKinley, Vice Chair

Kathryn G. Focke, Member

ATTEST:

Rich Vargo, Riley County Clerk



EXTENSION
Staff Update

Gary Fike
County Extension
Director
110 Courthouse Plaza
Manhattan, KS 66502
Phone: 785-537-6350

STAFF REPORT

FROM: Gary Fike
MEETING: November 18, 2021
SUBJECT: Extension Update
PRESENTER: Gary Fike

Update on extension activity

Enclosures:

- November 2021 BOCC Report (PPTX)

Board of County Commissioners Report

GARY D. FIKE

COUNTY EXTENSION DIRECTOR

K-STATE
Research and Extension

Riley County

Update on Medicare and Kitchen Restore

- u Part D Enrollment began in mid-October
- u To date, Megan has helped just over 115 clients enroll
- u Savings so far: \$ 203,880.93
- u Booked fully until enrollment ends in December
- u Kitchen Restore: over \$ 500 worth of items donated by Bike/Walk MHK participants



K-STATE
Research and Extension

Riley County

Update on Extension Master Gardeners

- u Gregg Eyestone has been training EMGs all fall
 - u 8 new EMGs
- u Culminated with a graduation celebration last Friday night with 28 people present.
- u Volunteers commit to 40 hours of volunteer work
 - u Four completed their time commitment in 2021



K-STATE
Research and Extension | Riley County

Volunteer Income Tax Assistance (VITA)

- u Nine volunteers so far plus Sue Simmons (co-coordinator)
- u Meeting date is December 16th for orientation and training
- u Opens in late January, runs through final tax deadline (whatever that might be!); presumably April 15th
- u Manhattan Public Library
- u Caroline Peine Foundation and Konza United Way



K-STATE
Research and Extension

Riley County

4-H Youth

- u Riley County 4-H Poultry Team wins state and left for the National contest in Louisville, KY
- u Brandy doing school enrichment programs: Book in a Bag, Bread in a Bag, and Tadpoles (last two are STEM)
- u 4-H Achievement Banquet was November 7th with 130 youth and parents present.
- u Junior Stockman's Club (new) teaching youth on breed i.d., feed i.d., equipment, management, nutrition

K-STATE
Research and Extension



K-STATE
Research and Extension

Riley County

More Programming Efforts!

- u Extension Elections held and completed; two new members
- u Investing Basics 101 being held “live” and via Zoom
- u Rural Revitalization Conference set for February 23rd at the Fairview Church
- u Greg has planted winter wheat plots
- u Annual Meeting to be held on December 1st
- u Five counties are exploring the possibility of forming an extension district on December 2nd



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Research and Extension

Riley County



PLANNING & DEVELOPMENT
Public Hearing

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

RESOLUTION

FROM: Amanda Smeller, Director

MEETING: November 18, 2021

SUBJECT: Consider **ADOPTION** of the “Riley County Land Development Regulations” (LDR) containing zoning and subdivision regulations, floodplain regulations, and zoning map, replacing and repealing, in their entirety, the existing Riley County Zoning Regulations (including Floodplain Regulations), Zoning Map, and Riley County Subdivision Regulations and to also consider **ADOPTION** of the “Driveway Standards in the Unincorporated Area of Riley County, Kansas” by reference.

PRESENTER: Amanda Smeller, Director

BACKGROUND

See staff report.

DISCUSSION

See staff report.

FISCAL IMPACT

None is anticipated

ALTERNATIVES

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

RECOMMENDATION(S)

On October 18, 2021, the Riley County Planning Board held a public hearing and unanimously forwarded a recommendation of approval of the request to the Board of County Commissioners, contingent upon the suggested modifications listed in the staff report.

On Monday November 1, 2021, the Manhattan Urban Area Planning Board held a public hearing and unanimously forwarded a recommendation of approval of the request to the Board of County Commissioners, contingent upon the suggested modification(s) listed in the staff report.

Staff recommends that the Board of Commissioners of Riley County adopt the “Riley County Land Development Regulations” (LDR), containing zoning and subdivision regulations, floodplain regulations, and zoning map, replacing and repealing, in their entirety, the existing Riley County Zoning Regulations (including Floodplain Regulations), Zoning Map, and Riley County Subdivision Regulations, with the text changes recommended in the staff report and to also adopt the “Driveway Standards in the Unincorporated Area of Riley County, Kansas” by reference.

POSSIBLE MOTION(S)

A. Motion to approve Resolution 111821-_____ adopting the “Riley County Land Development Regulations” (LDR), containing zoning and subdivision regulations, floodplain regulations, and zoning map, replacing and repealing, in their entirety, the existing Riley County Zoning Regulations (including Floodplain Regulations), Zoning Map, and Riley County Subdivision Regulations, with the text changes recommended in the staff report and also adopt the “Driveway Standards in the Unincorporated Area of Riley County, Kansas” by reference.

Or

B. Motion to sign Resolution 111821-_____ denying the request to adopt the “Riley County Land Development Regulations” (LDR), containing zoning and subdivision regulations, floodplain regulations, and zoning map, replacing and repealing, in their entirety, the existing Riley County Zoning Regulations (including Floodplain Regulations), Zoning Map, and Riley County Subdivision Regulations, and adopt the “Driveway Standards in the Unincorporated Area of Riley County, Kansas” by reference.

ATTACHMENT(S):

- Staff report
- Excerpt of Planning Board minutes
- Riley County Land Development Regulations
<<https://www.rileycountyks.gov/DocumentCenter/View/20588/Land-Development-Regulations>>
- Driveway Standards
<<https://www.rileycountyks.gov/DocumentCenter/View/20677/Driveway-Standards->>

Enclosures:

- Staff Report BOCC (PDF)

- [RCPB Minutes 10-18-21](#) (PDF)
- [MUAPB 11-1-21](#) (PDF)
- [Resolution](#) (PDF)
- [Floodplain Regulations Certificate of Adoption](#) (PDF)



PLANNING & DEVELOPMENT

STAFF REPORT

Regulation Repeal, Replacement & Adoption

PETITION: #21-0074

APPLICANT: Riley County Planning Board
110 Courthouse Plaza
Manhattan, KS 66502

REQUEST: Consider ADOPTION of the “Riley County Land Development Regulations” (LDR) containing zoning and subdivision regulations, floodplain regulations, and zoning map, replacing, in their entirety, the existing Riley County Zoning Regulations (including Floodplain Regulations), Zoning Map, and Riley County Subdivision Regulations and ADOPT the “Driveway Standards in the Unincorporated Area of Riley County, Kansas” by reference.

BACKGROUND: In order to provide for their administration and enforcement, the Riley County Planning Board is proposing to repeal and replace, in their entirety, the Riley County Zoning Regulations (including Floodplain Regulations) and Riley County Subdivision Regulations. Generally, the proposed changes are as follows:

Cleaned up existing regulatory documents

1. Removed inconsistencies, contradictory language/requirements, redundancies, outdated concepts, unnecessary steps, etc.;
2. Re-organized the structure and format of the regulations to provide clarity, minimize confusion and make them easier to navigate; and
3. Added new options that provide convenience and options to properly develop/redevelop property.

Updated Zoning Districts

1. Created purpose statements for each of the zoning districts;
2. Included Corridor Overlay Districts for the Gateway K-I77 and Eureka Valley/K-18 Corridor; and
3. Proposed consolidation of districts & “retirements”
 - Reduced five single family residential districts down to three
 - Reduced four commercial districts down to two
 - Reduced four industrial districts down to two
 - Revamped the Planned Unit Development district process

- Retired the N-1 district in favor of an Airport Overlay District

Created a consolidated Use Table

1. Removed the individual lists of Permitted Uses, Conditional Uses and Special Uses from each zoning district and created an accurate and convenient consolidated land use table.

Included Baseline Development Standards (new)

1. Parking and parking lot landscaping;
2. Landscaping, screening and buffering;
3. Fire buffering; and
4. Site layout

Enhanced Subdivision Regulations

1. Clarified applicability, jurisdiction and exemptions;
2. Enhanced general standards;
3. Added new section describing additional studies and standards for improvements;
4. Fortified the procedures of the platting and replatting process;
5. Added lot splits and boundary lines adjustments as options;
6. Added signature certificates and notes required on final plats; and
7. Referenced the Riley County Standards for Road Design in Platted Subdivisions

Overhauled the Floodplain Regulations

1. Re-organized structure and clarified language to be more “user friendly”;
2. Added illustrations provided by the State of Kansas;
3. Proposed an increase of the freeboard from one foot above base flood elevation to two feet above base flood elevation;
4. Established the “regulatory floodplain”, which is comprised of the Special Flood Hazard Area. This area encompasses both the Floodway (FW) and Floodway Fringe (FF) Overlay Districts; and
5. Included specific criteria for approving variances for agricultural structures.

Included Photos, diagrams and illustrations

1. For the purposes of providing clarity through visual examples, various photos, diagrams and illustrations were inserted with the text;

Included appendices

1. Appendices were added for:

- The Memorandum of Understanding between Fort Riley, Kansas and Municipalities Adjacent to or Surrounding Fort Riley, Kansas Regarding Communication and Potential Land Use Changes;
- The Manhattan Urban Area Boundary
- The Zoning District Conversion Table
- Airport Overlay District; and
- The Corridor Overlay Districts

WORK SESSIONS:

Riley County Planning Board

The Riley County Planning Board held a work session on September 13, 2021, in order to review the document and offer suggestions. The Board suggested that the following modifications/clarifications be made:

1. Increase the side yard building setback in the large-lot single family residential district (proposed SF-1) from ten (10) feet to fifteen (15) feet.

Collectively, the Board had no further suggestions.

Manhattan Urban Area Planning Board

The Manhattan Urban Area Planning Board held a work session on September 20, 2021, in order to review the document and offer suggestions. The Board suggested that the following modifications/clarifications be made:

1. Board member Ebert referred to Section 4.20 Floodplain Regulations (FW and FF), subparagraph F, paragraph D, last sentence, “Designs for meeting this requirement shall either be by a registered professional engineer or licensed architect.” He suggested changing the wording to professional licensed engineer or architect registered in the State of Kansas.
2. Ebert referred to the diagram Page 6-10, the blue arrow labeled “80’ from roadbed” should be moved to the edge of the road, not the centerline. (*illustration corrected*)
3. Ebert suggested the term “fire code”, should be defined.
4. Ebert referred to Section 6.8 Landscaping and Screening, subparagraph C. Screening, 1. Non-Residential Screening: “a. The screening shall be sufficient to conceal the commercial and/or industrial use from the abutting resident district.” He stated that the word “conceal” was impractical and would be too difficult to implement; suggested revising.

Collectively, the Board had no further suggestions.

Board of County Commissioners:

The Board of County Commissioners of Riley County (BOCC) also held a work session on October 4, 2021, in order to review the document and offer suggestions. As with the Planning Boards, staff reviewed the proposed changes to the regulations and described the format of the new document. Staff informed the Board of the work sessions with the Planning Board, including the suggestions provided by each board. The BOCC had no suggestions for changes or modifications.

A follow-up work session was held on November 1, 2021, as staff suspected that more time was needed for the Board to review the document. Director of Planning and Development Amanda

Smeller informed the Board of the Planning Board public hearings and stated that their suggested modifications would be brought before the BOCC, along with each Planning Board's recommendation. Staff informed the Board that each Planning Board was informed that the Floodplain Regulations have already been approved by the State of Kansas (Division of Water Resources) and FEMA.

PUBLIC HEARINGS:

RILEY COUNTY PLANNING BOARD:

On October 18, 2021, the Riley County Planning Board held a public hearing. Planning and Development Director Smeller stated that, as per suggestion by the Board, the side yard setback in the proposed "SF-1" (Single Family Residential) zoning district was changed from 10 feet to 15 feet.

During the hearing, several changes to the document were suggested from the public. The Board evaluated the proposed changes and unanimously forwarded a recommendation of approval of the request to the Board of County Commissioners, contingent upon the following suggested modifications:

Article 4, Section 13, paragraph C.3.d.: Manufactured Home Park Districts states "A drainage study prepared by an engineer licensed in the State of Kansas." Suggestion was made to consider adding "a landscape architect in the State of Kansas" with regard to the surface drainage language of this paragraph.

The Board: Recommended to add "or landscape architect".

Staff: The requirements for a Drainage Impact Study (DIS) are referenced in the Riley County Standards for Road Design in Platted Subdivisions and strictly requires the DIS report "be sealed and signed by a registered Professional Engineer (PE) licensed in the State of Kansas". Planning staff recommends no change to the existing text.

Article 4, Section 22, paragraph 6.f.: Some shrubs are not available in 5 gallon sizes, especially for shrubs that stay short. Suggestion was made that a 2 gallon size (#2 container per ANSI Z60.1 terminology) be used as the smallest size for plants that reach 30" (inch) mature height or less.

The Board: Recommended to change the minimum size to #2 container.

Staff: Planning staff concurs with Planning Board recommendation.

Article 4, Section 22, D.1.b.: Gateway Corridor Overlay District does not define how many building stories are allowed. Suggestion was made to define the number of stories/building height.

The Board: Recommended adding language/hyperlink to underlying zoning district's density requirements.

Staff: Planning staff concurs with Planning Board recommendation and will research the ability of document hyperlink within itself.

Article 4, Section D.1.d.: Consider adding language about bicycle travel with regard to shared-use roadways, bike lanes, and/or shared pedestrian/bicycle paths.

The Board: Recommended not to make any changes for bicycle travel.

Staff: Planning staff concurs with Planning Board recommendation.

Article 5, Section 2, T.2.b. Use-Specific Standards T.2.b.: “An extraction operation shall not be permitted within 300 feet of a residence or 200 feet of a residential district. Suggestion to make both setbacks consistent at 300 feet.

The Board: Recommended to change from 200 feet to 300 feet of a residential district.

Staff: Planning staff concurs with Planning Board recommendation.

Article 6, Section 6.6 E.3.: Streets, Driveways, and Pedestrian Circulation, Visibility at Intersections: The reference standard called “Riley County Standards for Roadway Design in Platted Subdivisions” but, reportedly, is difficult to find. Ms. Brokesh stated there is a standard that appears to meet this description but has a different title and does not talk about sight distances. Suggestion was made to make the document titles the same.

The Board: Recommended to reserve street/road safety analysis to the County Engineer, rather than include AASHTO standards within the Land Development Regulations.

Staff: Sight triangles and AASHTO standards are referenced within the Riley County Standards for Roadway Design in Platted Subdivisions. Planning staff concurs with Planning Board recommendation.

Article 6, Section 7. Parking, Loading, Access Drive, paragraph C. Table 6-4 off-street parking: The concern was presented that if a child care center has, for example, 250 children and 32 staff, the required number of off-street parking appears to be 94 (1 space per 3 occupants). Suggestion was made to lower the number of required parking stalls or implement a maximum amount of parking spaces.

The Board agreed by consensus to have staff review this further.

Staff: As explained by planning staff during the hearing, a considerable amount of research was completed reviewing parking requirements from several jurisdictions throughout the United States. The findings were relatively consistent based on land use; however, staff suggested following the current trend of requiring less parking than historically mandated, with the intent of reducing negative impacts of large impervious areas on the environment, and calculated the required parking spaces accordingly. Staff recommends no change to the text.

Article 6, Section 8, paragraph B.3.c. and B.4.c. Landscaping: The tree size of 1½” caliper conflicts with Article 4, Section 22, paragraph C. b. and d. which says to use 2½” caliper for deciduous trees. It was suggested to use the larger caliper to reduce vandalism. It was suggested to consider #2 container size for plants less than 30 inches at mature height.

The Board recommended changing text that requires 2” caliper for shade trees, 1-1/2” for ornamentals.

Staff: Planning staff concurs with Planning Board recommendation.

Article 6, Section 8, paragraph B.4: A suggestion to add sight distance setback at apex of parking lot islands for mature plant height to be no taller than 30” height from parking lot surface to top of plant within 10’ (feet) from apex of island for the purposes of providing adequate sight visibility when backing out of a stall or maneuvering around a waste dumpster storage area.

The Board recommended to insert language that restricts the height of mature plants to no taller than 30 inches (from parking lot surface to top of plant) within 10 feet of the end(s) of a parking lot island, in order to provide adequate sight visibility when backing out of a

stall or maneuvering around a waste dumpster storage area. Staff: Planning staff concurs with Planning Board recommendation.

MANHATTAN URBAN AREA PLANNING BOARD:

On Monday November 1, 2021, the Manhattan Urban Area Planning Board held a public hearing and unanimously forwarded a recommendation of approval of the request to the Board of County Commissioners, contingent upon the following suggested modification(s):

Article 6, Section 8, Landscaping and Screening, paragraph C. 1. Non-Residential Screening:

- a. The screening shall be sufficient to conceal the commercial and/or industrial use from the abutting resident district.” The Board suggested replacing the word “conceal” with “screen”.

Staff: Planning staff concurs with Planning Board recommendation.

STAFF RECOMMENDATIONS:

Staff recommends that the Board of Commissioners of Riley County ADOPT the “Riley County Land Development Regulations” (LDR), containing zoning and subdivision regulations, floodplain regulations, and zoning map, replacing, in their entirety, the existing Riley County Zoning Regulations (including Floodplain Regulations), Zoning Map, and the Riley County Subdivision Regulations, with the following suggested changes:

- Article 4, Section 22, Corridor Overlay Districts (GCOD and EVCOD), paragraph 6.f.: Suggest using 2-gallon size (#2 container per ANSI Z60.1 terminology) as the smallest size for plants that reach 30” (inch) mature height or less.;
- Article 4, Section 22, (GCOD and EVCOD): *Suggest adding language/hyperlink to underlying zoning district’s density requirements.*
- Article 5, Section 2, Use-Specific Standards, T.2.b.: Suggest increasing the separation distance requirement from an extraction operation to a residential district from 200 feet to 300 feet
- Article 6, Section 8, Landscaping, paragraphs B.3.c. and B.4.c. and Article 4, Section 22, Corridor Overlay Districts (GCOD and EVCOD), paragraph C. b. and d.: *Suggest consistent language that requires a minimum 2½” caliper for evergreen trees; 2” caliper for shade trees; and 1½” caliper for ornamentals.*
- Article 6, Section 8, Landscaping and Screening, paragraph B.4. *Suggest inserting language that restricts the height of mature plants to no taller than 30 inches (from parking lot surface to top of plant) within 10 feet of the end(s) of a parking lot island.*
- Article 6, Section 8, Landscaping and Screening, paragraph C. 1. Non-Residential Screening: Suggest replacing the word “conceal” with “screen”.

Staff also recommends that the Board of Commissioners of Riley County ADOPT the “Driveway Standards in the Unincorporated Area of Riley County, Kansas” by reference.

POSSIBLE MOTION(S)

ACTION NEEDED:

- A. Motion to approve Resolution 111821-_____ adopting the “Riley County Land Development Regulations” (LDR), containing zoning and subdivision regulations, floodplain regulations, and zoning map, replacing, in their entirety, the existing Riley County Zoning Regulations

(including Floodplain Regulations), Zoning Map, and Riley County Subdivision Regulations, with the text changes recommended in the staff report and also adopt the “Driveway Standards in the Unincorporated Area of Riley County, Kansas” by reference.

Or

- B. Motion to sign Resolution 111821-_____ denying the request to adopt the “Riley County Land Development Regulations” (LDR), containing zoning and subdivision regulations, floodplain regulations, and zoning map, replacing, in their entirety, the existing Riley County Zoning Regulations (including Floodplain Regulations), Zoning Map, and Riley County Subdivision Regulations, and adopt the “Driveway Standards in the Unincorporated Area of Riley County, Kansas” by reference.

ATTACHMENTS:

- Riley County Land Development Regulations ([link](#))
- Driveway Standards in the Unincorporated Area of Riley County, Kansas ([link](#))

Prepared by: Bob Isaac, Planner
November 4, 2021

EXCERPT OF MINUTES RILEY COUNTY PLANNING BOARD

October 18, 2021

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Riley County Land Development Regulations

Amanda Smeller reminded the Board that this is public hearing to adopt the Land Development Regulations and also adopt the Driveway Standards by reference. She referenced the staff report, which summarized the proposed changes as follows:

Cleaned up existing regulatory documents

1. Removed inconsistencies, contradictory language/requirements, redundancies, outdated concepts, unnecessary steps, etc.;
2. Re-organized the structure and format of the regulations to provide clarity, minimize confusion and make them easier to navigate; and
3. Added new options that provide convenience and options to properly develop/redevelop property.

Updated Zoning Districts

1. Created purpose statements for each of the zoning districts;
2. Included Corridor Overlay Districts for the Gateway K-I77 and Eureka Valley/K-18 Corridor; and
3. Proposed consolidation of districts & “retirements”
 - Reduced five single family residential districts down to three
 - Reduced four commercial districts down to two
 - Reduced four industrial districts down to two
 - Revamped the Planned Unit Development district process
 - Retired the N-1 district in favor of an Airport Overlay District

Created a consolidated Use Table

1. Removed the individual lists of Permitted Uses, Conditional Uses and Special Uses from each zoning district and created an accurate and convenient consolidated land use table.

Included Baseline Development Standards (new)

1. Parking and parking lot landscaping;
2. Landscaping, screening and buffering;
3. Fire buffering; and
4. Site layout

Enhanced Subdivision Regulations

1. Clarified applicability, jurisdiction and exemptions;
2. Enhanced general standards;
3. Added new section describing additional studies and standards for improvements;
4. Fortified the procedures of the platting and replatting process;
5. Added lot splits and boundary lines adjustments as options;
6. Added signature certificates and notes required on final plats; and
7. Referenced the Riley County Standards for Road Design in Platted Subdivisions

Overhauled the Floodplain Regulations

1. Re-organized structure and clarified language to be more “user friendly”;
2. Added illustrations provided by the State of Kansas;
3. Proposed an increase of the freeboard from one foot above base flood elevation to two feet above base flood elevation;
4. Established the “regulatory floodplain”, which is comprised of the Special Flood Hazard Area. This area encompasses both the Floodway (FW) and Floodway Fringe (FF) Overlay Districts; and
5. Included specific criteria for approving variances for agricultural structures.

Included Photos, diagrams and illustrations

1. For the purposes of providing clarity through visual examples, various photos, diagrams and illustrations were inserted with the text;

Included appendices

1. Appendices were added for:
 - The Memorandum of Understanding between Fort Riley, Kansas and Municipalities Adjacent to or Surrounding Fort Riley, Kansas Regarding Communication and Potential Land Use Changes;
 - The Manhattan Urban Area Boundary
 - The Zoning District Conversion Table
 - Airport Overlay District; and
 - The Corridor Overlay Districts

Chairman Taul stated he was not at the work session, but several suggestions were made by the other board members. He asked if those suggestions were put into the document.

Ms. Smeller said that, as per suggestion by the Board, the side yard setback in the proposed “SF-1” (Single Family Residential) zoning district was changed from 10 feet to 15 feet.

Bob Isaac explained that under the notes in residential zoning districts, the side yard setback increases one foot for every one foot of building height over 16 feet.

Chairman Taul asked that the Board address the suggestions of Dede Brokesh as follows:

Article 4, Section 13, paragraph C.3.d.: Manufactured Home Park Districts states “A drainage study prepared by an engineer licensed in the State of Kansas.” Please consider adding “a landscape architect in the State of Kansas” with regard to the surface drainage language of this paragraph.

The Board agreed by consensus to add “or landscape architect”.

Article 4, Section 22, paragraph 6.f.: Some shrubs are not available in 5 gallon sizes, especially for shrubs that stay short. She suggested a 2 gallon size (#2 container per ANSI Z60.1 terminology) as the smallest size for plants that reach 30” (inch) mature height or less.

The Board agreed by consensus to change the minimum size to #2 container.

Article 4, Section 22, D.1.b.: Gateway Corridor Overlay District does not define how many building stories are allowed. She suggested defining the number of stories.

Mr. Isaac stated those requirements would be found in the underlying zoning district and maps of the Corridor Overlay Districts can be found in the appendices. He suggested possibly putting in a link.

The Board agreed by consensus to provide a link to that information.

Article 4, Section D.1.d.: Consider adding language about bicycle travel with regard to shared-use roadways, bike lanes, and/or shared pedestrian/bicycle paths.

Mr. Isaac said he believed that details regarding streets/road construction and design are addressed in the Riley County Standards for Roadway Design in Platted Subdivisions, but didn’t think the document included specifics for bicycle traffic. Mr. Isaac stated that most of the road system outside the City limits are not designed for pedestrian/bicycle traffic, although that mode of travel is not illegal.

The Board agreed by consensus not to make any changes for bicycle travel.

Article 5, Section 2, T.2.b. Use-Specific Standards T.2.b.: “An extraction operation shall not be permitted within 300 feet of a residence or 200 feet of a residential district. Ms. Brokesh suggested making both setbacks consistent at 300 feet.

The Board agreed by consensus to change from 200 feet to 300 feet of a residential district.

Article 6, Section 6.6 E.3.: Streets, Driveways, and Pedestrian Circulation, Visibility at Intersections: The reference standard called “Riley County Standards for Roadway Design in Platted Subdivisions” is difficult to find with this title. Ms. Brokesh stated there is a standard that appears to meet this description but has a different title and does not talk about sight distances. She suggested making the document titles the same. Additionally, she recommended to use the AASHTO standards for setting sight triangles to meet or exceed the stopping distances found in Table 3 of the following website:

https://safety.fhwa.dot.gov/local_rural/training/fhwasa1108/ch3.cfm.

Mr. Isaac stated the Riley County Standards for Roadway Design in Platted Subdivisions was created by the Public Works Department. He said we can’t make changes to that document but can make recommendations. Mr. Isaac stated any proposed platted subdivision is reviewed by the County Engineer regarding street/road design and safety.

Diane Hoobler asked if a link could be added.

Mr. Isaac stated staff will look into implementing a link to that document.

The Board agreed by consensus to leave the review of street/road safety up the County Engineer, rather than include AASHTO standards within the Land Development Regulations.

Article 6, Section 7. Parking, Loading, Access Drive, paragraph C. Table 6-4 off-street parking: Ms. Brokesh stated that if a child care center has, for example, 250 children and 32 staff, the required number of off-street parking appears to be 94 (1 space per 3 occupants). She said this amount seems excessive. She suggested looking at this number and numbers of stalls for big box stores to evaluate if that many stalls are necessary. She explained that excess parking with impervious surfaces contribute to downstream flooding.

Mr. Isaac referenced the Gateway and Eureka Valley Corridors. He said if this type of development were to occur, it could eventually be annexed into the city due to the need of municipal services, such as water and sewer. He stated there is always an option for a variance to reduce the amount of required parking.

The Board agreed by consensus to have staff review this further.

Article 6, Section 8, paragraph B.3.c. and B.4.c. Landscaping: The tree size of 1-1/2" caliper conflicts with Article, Section 22, paragraph C. b. and d. which says to use 2-1/2" caliper for deciduous trees. Ms. Brokesh suggested to use the larger caliper to reduce vandalism. She said consider #2 container size for plants less than 30" mature height, and also add sight distance setback at apex of parking lot islands for mature plant height to be no taller than 30" height from parking lot surface to top of plant within 10' (feet) from apex of island. She explained the reason is for adequate sight visibility when backing out of a stall or maneuvering around a waste dumpster storage area.

The Board agreed by consensus to use 2" caliper for shade trees, 1-1/2" for ornamentals, and mature plant height no taller than 30" height from parking lot surface to top of plant within 10' (feet) from apex of island.

Diane Hoobler moved to close the public hearing. Joe Gelroth seconded. Carried 5-0.

Diane Hoobler moved to forward a recommendation to the Board of Commissioners of Riley County to repeal the existing Riley County Subdivision Regulations and Riley County Zoning Regulations, including Floodplain Regulations, in their entirety, and adopt the "Riley County Land Development Regulations" and also adopt the "Driveway Standards in the Unincorporated Area of Riley County, Kansas" by reference, with the aforementioned suggested changes discussed during this public hearing and the last work session.

Joe Gelroth seconded. Carried 5-0.

EXCERPT OF MINUTES MANHATTAN URBAN AREA PLANNING BOARD

November 1, 2021

Page 1

- 3.2. A PUBLIC HEARING to consider **REPEALING** the Riley County Subdivision Regulations and Riley County Zoning Regulations, including Floodplain Regulations, in their entirety, and **REPLACING** said documents with a single consolidated document entitled “Riley County Land Development Regulations” and adopting the “Driveway Standards in the Unincorporated Area of Riley County, Kansas” by reference (file no. RCF-21-066)

Action needed: Conduct a Public Hearing to consider the request and forward a recommendation of approval, approval with modifications, or denial to the Board of Commissioners of Riley County

Amanda Smeller stated staff has held work session with the Riley County Planning Board and two work sessions with the Board of County Commissioners. She said the public hearing for the Riley County Planning Board was held the previous month. The Board recommended approval with suggested changes. She also said the Driveway Standards are a separate document that will be adopted by reference.

Ball asked for a summary of changes from the Riley County Planning Board public hearing.

Ms. Smeller said staff corrected the illustration that was pointed out from the work session with this Board. She said that during the public hearing, it was recommended to increase the side yard setback from 10 feet to 15 feet in the “SF-1” (Single Family Residential) zoning district. She said a member from the public attended the hearing with suggestions regarding the caliper size for trees; correcting some inconsistencies between 1 ½ inches and 2 ½ inches. She said the Board asked staff to review the number of parking spaces required for some of the uses, as it appears it will create very large parking areas.

Ms. Smeller stated the regulations currently have drainage studies prepared by a licensed engineer in the State of Kansas. She said it was recommended to add, “or licensed landscape architect.” She said it was noted that landscape shrubs in five gallon containers are not always available, so the suggestion was to recommend two gallon containers instead. She said it was noted that the Gateway Corridor Overlay regulations didn’t define the number building stories allowed and was asked that they be added. Ms. Smeller explained that each individual underlying zoning district dictates the height or number of stories allowed.

Ms. Smeller said it was recommended to add language about bicycle travel with regards to shared use roadways, with bike lanes or pedestrian bicycle pathways. She stated those types of standards do not exist for county roadways or sidewalks. Ms. Smeller stated it was decided that it was not possible to incorporate that recommendation through this document.

Attachment: MUAPB 11-1-21 (11248 : Riley County Land Development Regulations)

Ms. Smeller said another recommendation was made regarding extraction operations. She said a recommendation was to make the distance from an extraction operation to a residence or residential district be the same – 300 feet.

Burton asked if a residential use designator is being created and shares a single entrance point with a neighboring agricultural use, will there be a requirement for a separate entrance or be held to the driveway standards.

Isaac replied the driveway standards will apply to specific residential use designators and will apply to new development. He said if there is not a house there already and it will share the agricultural driveway, then the driveway standards will apply to the portion of the drive that serves the house.

Ebert asked if the non-residential screening that he mentioned from the work session was addressed.

Isaac said the word “conceal” wasn’t meant to completely block or obscure, but offer a low-level dividing line between the uses.

Ebert said “sufficient to conceal” would make it impossible to screen the use.

Parikh stated semantics matter and suggested using a different word than conceal. He said screening and conceal are not equal or synonymous in their context. He didn’t have a suggestion to replace conceal.

Isaac asked the Board it would be acceptable to replace the word “conceal” with the word “screen”.

Parikh affirmed.

Ball wanted to clarify if the Riley County Land Development Regulations are still under development. He said we are considering to recommend approval on document that has not been finalized. Mr. Ball asked for guidance from the city planning staff.

John Adams, Senior Planner Long Range, said the purpose of public hearings is to take in testimony and make some amendments to the body that ultimately makes the decision. He said if the Board is not comfortable with the level of changes that have been detailed, then he could understand the hesitancy to recommend approval. He said if the Board trusts staff to make the changes that have been recommended, in the case, and carry it forward, then it would be okay to recommend approval.

Ball opened and closed the public hearing.

Parikh moved to forward a recommendation to the Board of Commissioners of Riley County to repeal the existing Riley County Subdivision Regulations and Riley County Zoning Regulations, including Floodplain Regulations, in their entirety, and replace those documents with a single consolidated document entitled “Riley County Land Development Regulations” and also adopt the “Driveway Standards in the unincorporated Area of Riley County, Kansas” by reference.

Burton seconded.

Motion carried 4-0.

RESOLUTION NO. 111821-

A RESOLUTION ADOPTING THE RILEY COUNTY LAND DEVELOPMENT REGULATIONS (LDR), CONTAINING ZONING AND SUBDIVISION REGULATIONS, FLOODPLAIN REGULATIONS, AND ZONING MAP, REPLACING AND REPEALING, IN THEIR ENTIRETY, THE EXISTING RILEY COUNTY ZONING REGULATIONS, INCLUDING FLOODPLAIN REGULATIONS, ZONING MAP, AND RILEY COUNTY SUBDIVISION REGULATIONS, AND ALSO ADOPTING THAT DOCUMENT ENTITLED “DRIVEWAY STANDARDS IN THE UNINCORPORATED AREA OF RILEY COUNTY, KANSAS” BY REFERENCE.

WHEREAS, Riley County, Kansas, is authorized by K.S.A. 12-741, *et seq.*, to adopt, replace, revise, repeal and amend Riley County Zoning and Riley County Subdivision Regulations and to provide for their administration and enforcement; and

WHEREAS, the Riley County Planning Board has developed proposed repealing and replacing of the Riley County Zoning Regulations, including Floodplain Regulations, Zoning Map and Riley County Subdivision Regulations; and

WHEREAS, the Manhattan Urban Area Planning Board gave notice of a public hearing by publication in the official county newspaper not less than 20 days prior to the date of that public hearing; fixed the time and place for such hearing and described proposed repealing and replacing of the Riley County Zoning Regulations, including Floodplain Regulations, Zoning Map and Riley County Subdivision Regulations; then held a public hearing November 1, 2021, causing a record of the public hearing to be made; and

WHEREAS, the Manhattan Urban Area Planning Board, by an affirmative vote of a majority of its entire membership on November 1, 2021, recommended repealing and replacing, in their entirety, the Riley County Zoning Regulations, including Floodplain Regulations, Zoning Map and Riley County Subdivision Regulations, and adopting a single consolidated document entitled “Riley County Land Development Regulations” and also adopting the document entitled “Driveway Standards in the Unincorporated Area of Riley County, Kansas” by reference; and

WHEREAS, the Riley County Planning Board gave notice of a public hearing by publication in the official county newspaper not less than 20 days prior to the date of that public hearing; fixed the time and place for such hearing and described proposed repealing and replacing of the Riley County Zoning Regulations, including Floodplain Regulations, Zoning Map and Riley County Subdivision Regulations; then held a public hearing October 18, 2021, causing a record of the public hearing to be made; and

WHEREAS, the Riley County Planning Board, by an affirmative vote of a majority of its entire membership on October 18, 2021, recommended repealing and replacing, in their entirety, the Riley County Zoning Regulations, including Floodplain Regulations, Zoning Map and Riley County Subdivision Regulations, and adopting a single consolidated document entitled “Riley County Land Development Regulations” and also adopting the document entitled “Driveway Standards in the Unincorporated Area of Riley County, Kansas” by reference; and

WHEREAS, the Board of County Commissioners of Riley County, Kansas, has reviewed the aforesaid proposed amendments to Zoning and Subdivision Regulations and the recommendations of the Manhattan Urban Area Planning Board and the Riley County Planning Board, and has determined that it is in the best interests of Riley County to repeal and replace, in their entirety, the Riley County Zoning Regulations, including Floodplain Regulations, Zoning Map and Riley County Subdivision Regulations, and adopt a single consolidated document entitled “Riley County Land Development Regulations” and to also adopt the document entitled “Driveway Standards in the Unincorporated Area of Riley County, Kansas” by reference.

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

Section 1. Documents: That the Riley County Planning Board prepared and compiled a single consolidated document entitled “Riley County Land Development Regulations” and a

separate document entitled “Driveway Standards in the Unincorporated Area of Riley County Kansas” for adoption by reference.

Section 2. Adoption: That publication titled “Riley County Land Development Regulations” is hereby adopted and incorporated by reference as if fully set out herein in accordance with the provisions of K.S.A.12-3301, *et seq.* That publication titled “Driveway Standards in the Unincorporated Area of Riley County, Kansas” is also hereby adopted and incorporated by reference as if fully set out herein in accordance with the provisions of K.S.A.12-3301, *et seq.*

Section 3. Jurisdiction: From the effective date of this resolution, the regulations herein incorporated by reference shall govern land located within the unincorporated territory of Riley County subject to these regulations.

Section 4. Penalties & Civil Enforcement: Pursuant to KS.A. 2011 Supp. 12-761, any violation of any provision of these regulations shall be deemed to be a misdemeanor and punishable by a fine of not to exceed \$500 for each offense or by imprisonment in the county jail for not more than six months, or both, and each day's violation shall constitute a separate offense. The proper county official or any person, the value or use of whose property is or may be affected by such violation, has authority to maintain suits or actions in any court of competent jurisdiction to enforce these regulations and to abate nuisances maintained in violation thereof.

Section 5. Official Copies: Not less than three copies of the Riley County Land Development Regulations and Driveway Standards in the Unincorporated Area of Riley County, Kansas, shall be marked or stamped “official copy” and to which there shall be attached a copy of this resolution. Such official copy shall be filed and maintained in the office of the Riley County Clerk, open for public inspection and available to the public at all reasonable business hours, provided that such official copy may not be removed from the County Office Building. Copies of

the official publication shall be furnished without charge to the courts and all administrative agencies charged with enforcement of such publication.

Section 6. Effective Date: This resolution upon publication shall take effect and be in force from and after January 1, 2022.

Section 7. Administrative Amendments: For purposes of providing efficiency, clarity and accuracy, the Riley County Planning and Development Department shall have the authority to make minor text edits, grammatical corrections, and/or illustrative modifications to the “Riley County Land Development Regulations” and/or the “Driveway Standards in the Unincorporated Area of Riley County, Kansas”.

ADOPTED this 18th day of November, 2021

THE BOARD OF COMMISSIONERS
OF RILEY COUNTY, KANSAS

John Ford, Chair

Katheryn Focke, Member

Greg McKinley, Member

ATTEST:

(seal)

Rich Vargo, County Clerk

Attachment: Resolution (11248 : Riley County Land Development Regulations)

CERTIFICATE OF ADOPTION

This Floodplain Management Resolution for Riley County, Kansas.

PASSES AND ADOPTED by the Board of Commissioners of Riley County, Kansas.

This _____ day of _____, 20____

Chief Engineer Draft Approval Seal here:

APPROVED:

Signature of Chief Executive Officer/Chief Elected Official Date

Signature of Executive Officer/Chief Elected Official (typed/printed) Date

ATTEST:

Signature of Recording Clerk Date

Name of Recording Clerk (typed/printed) Title

Published in the Official News Publication, The Manhattan Mercury



COUNTY CLERK & ELECTIONS
Work Session

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

COMMISSION AGENDA REPORT

FROM: Tami Robison, Budget & Finance Officer

MEETING: November 18, 2021

SUBJECT: CIP Work Session - November 18, 2021

PRESENTER: Tami Robison, Budget & Finance Officer

BACKGROUND

This is the last CIP work session for 2021 which will include the CIP cash position updated with estimated project costs as of October 31, the 2021 Non-Funded CIP Project List (attached) and Funding Authorization Forms (attached) for consideration in activating additional CIP projects.

The estimated 2021 CIP cash position is as follows:

2021 Beginning Cash Balance	\$ 5,655,953
PLUS	
Interest	\$ 7,044
Fair Booth Rental Income	\$ 7,375
State Reimbursement (Fed Fund Exchange Program)	\$ 267,425
Radio Tower Rental Income	\$ 14,400
General Fund Transfers	\$ 3,716,027
Total Resources Available	\$ 9,668,224
LESS	
Project Expenditures-actual & estimated	\$ 3,232,807
Debt and Lease Payments	\$ 668,248
Estimated 2021 Cash	\$ 5,767,169

This Estimated Cash includes the \$500,000 CIP reserve, \$91,218 fair reserve, \$691,704 FFE reserve, \$591,112 Hardware refresh reserve and escrow interest of \$106,919 reserved for the radio infrastructure project. Without these reserves the Estimated Uncommitted Cash for

projects is \$3,786,216.

The beginning of year transfer into CIP from the General fund has been made. The transfer from CIP to Bond and Interest for Facilities & Bridge Project bonds of \$186,392 has been made. The lease payments of \$55,060 for the motor grader and \$426,796 for the radio project have been made.

DISCUSSION

The Department Heads reviewed and updated their 2021 CIP requests. I have attached copies of the 2021 Funding Authorization Form requests. Currently the 2021 Non-Funded CIP Project List totals \$1,151,000. The breakdown by department is as follows:

<u>DEPARTMENT:</u>	<u>TOTAL:</u>	<u># OF PROJECTS:</u>
Clerk	\$ 30,000	1
Parks (PK)	\$ 108,000	4
Planning & Development	\$ 110,000	1
EMS	\$ 106,000	1
NW	\$ 28,000	1
Public Works (PW)	\$ 640,000	6
LEC	\$ 103,000	3
<u>Appraiser</u>	<u>\$ 26,000</u>	1
TOTAL	\$1,151,000	

In addition, several large project considerations are outlined on the second page of the attached 2021 requests.

FISCAL IMPACT

The Remaining **Budget Authority** for 2021 as of October 31, after subtracting remaining project balances, is \$5,169,112.

RECOMMENDATION(S)

Recommend consideration of the above projects based on priority by department.

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:

- NON-Funded CIP Project List 2021 (PDF)
- November 2021 CIP requests (PDF)

Riley County Capital Improvement Program

Annualized Non-funded Projects

2021 Non-fund CIP Projects					
Dept.	Project Category	Project	2021 EST.	Department Ranking	Department Sub-totals
CLERK	EQUIP	Shadow tax system-SB 13 requirement	\$ 30,000	1	\$ 30,000
AP	EQUIP	Replacement Vehicle	\$ 26,000	1	\$ 26,000
NW	EQUIP	10' Pull Behind Mower	\$ 28,000	1	\$ 28,000
EMS	EQUIP	2 SUV Replacement Vehicles	\$ 106,000	1	\$ 106,000
P&D	TECH	Electronic Permit System	\$ 110,000	1	\$ 110,000
PK	FACILITY	Score Board - Fairmont Park	\$ 12,500	1	
PK	FACILITY	Goal Post - Fairmont Park	\$ 10,000	2	
PK	EQUIP	Aeravator Tractor Attachments	\$ 10,500	3	
PK	FACILITY	Playground Equipment to CICO Park	\$ 75,000	4	\$ 108,000
LEC	FACILITY	Elevator Repair-LEC Lobby	\$ 45,000	1	
LEC	FACILITY	Upgrade Fuel card system	\$ 13,000	2	
LEC	FACILITY	Canopy to cover fuel island	\$ 45,000	3	\$ 103,000
PW	TECH	Imaging Software & Conversion	\$ 75,000	1	
PW	FACILITY	Electric to Leonardville Equipment Shed	\$ 10,000	2	
PW	EQUIP	Tandem Axle Truck w/ Plow & Spreader	\$ 230,000	3	
PW	EQUIP	Tandem Axle Truck w/ Plow & Spreader	\$ 230,000	4	
PW	EQUIP	SUV	\$ 45,000	5	
PW	EQUIP	3/4 Ton 4X4 Ext, Cab Pickup	\$ 50,000	6	\$ 640,000
2021 Totals			\$ 1,151,000		\$ 1,151,000

Attachment: NON-Funded CIP Project List 2021 (11199 : November 2021 CIP Work Session)

Riley County Capital Improvement Program
Annualized Non-funded Projects

Large Projects:

BOCC	Business Park Land-Riley County		??
EMS	EMS Facility Enhancement	\$	4,000,000
EMS	Emergency Op Center office/dispatch center	\$	1,500,000
LEC	RCPD Training Facility	\$	2,500,000
LEC	New Roof for LEC	\$	500,000
PK	CICO Playground Improvement to Masterplan	\$	1,000,000
LEC	RCPD Expansion of Admin Building	\$	4,000,000
EMS	Substation (Joint or Stand alone project)	\$	750,000
EX	Education Center	\$	850,000

Riley County Capital Improvement Program

Annualized Non-funded Projects

2022 Non-fund CIP Projects					
Dept.	Project Category	Project	2022 EST.	Department Ranking	Department Sub-totals
NW	EQUIP	Roadside Mower Tractor	\$ 100,000	1	
NW	EQUIP	PTO Driven Mower	\$ 18,000	2	\$ 118,000
IT	TECH	AS400 box	\$ 30,000	1	\$ 30,000
EMS	EQUIP	Training Manikin	\$ 19,000	1	
EMS	EQUIP	Cardiac Monitor Replacement (2)	\$ 75,000	2	\$ 94,000
AP	EQUIP	Replacement Vehicle	\$ 20,000	1	\$ 20,000
CK/TR	TECH	Tax/Accounting Software	\$ 600,000	1	\$ 600,000
PK	EQUIP	Large Area Mower	\$ 65,000	1	
PK	FACILITY	Score Board - Fairmont Park	\$ 12,500	2	
PK	FACILITY	Goal Post - Fairmont Park	\$ 10,000	3	
PK	INFRA	Well House Improvements at Fairmont	\$ 10,000	4	
PK	INFRA	Asphalt Messenger & Dog Park Parking Lot	\$ 60,000	5	
PK	FACILITY	Playground Equipment to CICO Park	\$ 75,000	6	\$ 232,500
LEC	FACILITY	Replace 2 roof top HVAC Units	\$ 35,000	1	
LEC	FACILITY	Convert Cubicle into Admin Office	\$ 30,000	2	\$ 65,000
PW	EQUIP	Tandem Axle Truck w/ Plow & Spreader	\$ 230,000	1	
PW	EQUIP	3/4 Ton 4X4 Ext, Cab Pickup	\$ 50,000	2	
PW	EQUIP	3/4 Ton 4X4 Ext, Cab Pickup	\$ 50,000	3	
PW	EQUIP	4 Motor Graders	\$ 460,000	4	
PW	EQUIP	Hydraulic Trailer	\$ 60,000	5	\$ 850,000
2022 Totals			\$ 2,009,500		\$ 2,009,500

2023 Non-fund CIP Projects					
Dept.	Project Category	Project	2023 EST.	Department Ranking	Department Sub-totals
EM	EQUIP	3/4T SUV	\$ 45,000	1	\$ 45,000
NW	EQUIP	3/4T crew cab 4x4 truck	\$ 30,000	1	\$ 30,000
PK	EQUIP	Zero turn mower w/ 72" deck	\$ 19,000	1	
PK	INFRA	Move Parking Lot at Wildcat Park	\$ 35,000	2	
PK	INFRA	Asphalt Roads/Parking at Fairmont Park	\$ 75,000	3	
PK	INFRA	Construct parking area drive - CICO	\$ 100,000	4	
PK	INFRA	Robinson Sidewalks	\$ 80,000	5	\$ 309,000
LEC	FACILITY	Replace 2 roof top HVAC Units	\$ 20,000	1	\$ 20,000
PW	EQUIP	Tandem Axle Truck w/ Plow & Spreader	\$ 250,000	1	
PW	EQUIP	3/4 Ton 4X4 Ext, Cab Pickup	\$ 50,000	2	
PW	EQUIP	Semi Tractor	\$ 170,000	3	
PW	EQUIP	Oil Distributor	\$ 230,000	4	\$ 700,000
2023 Totals			\$ 1,104,000		\$ 1,104,000

2024 Non-fund CIP Projects					
Dept.	Project Category	Project	2024 EST.	Department Ranking	Department Sub-totals
NW	EQUIP	1 1/2T 4x4 spray truck	\$ 45,000	1	\$ 45,000
PW	EQUIP	3/4 Ton 4X4 Ext, Cab Pickup	\$ 50,000	1	
PW	EQUIP	Sign Truck	\$ 220,000	2	
PW	EQUIP	2 Ton Truck w/ Bed	\$ 75,000	3	\$ 345,000
2024 Totals			\$ 390,000		\$ 390,000

2025 Non-fund CIP Projects					
Dept.	Project Category	Project	2025 EST.	Department Ranking	Department Sub-totals
NW	EQUIP	Roadside Mower Tractor	\$ 100,000	1	\$ 100,000
PW	EQUIP	Tandem Axle Truck w/ Plow & Spreader	\$ 250,000	1	
PW	EQUIP	3/4 Ton 4X4 Ext, Cab Pickup	\$ 50,000	2	\$ 300,000
2025 Totals			\$ 400,000		\$ 400,000

**RILEY COUNTY CAPITAL IMPROVEMENT PROGRAM
CIP PROJECT FUNDING AUTHORIZATION FORM**

17.b

GENERAL INFORMATION (Completed by Budget & Finance Officer)

Project # _____ Fund(s) Name: CIP

PROJECT INFORMATION (Completed by Department Head)

Department: Clerk Date: 9-Nov-21

Category(circle): FACILITIES INFRASTRUCTURE EQUIPMENT TECHNOLOGY

Project Name: Revenue Neutral Rate (RNR) Program-Shadow Tax System Total Cost \$: \$ 30,000.00

Brief Description:

This request is for our tax software vendor, Komtek, to create a shadow tax system to generate RNR mailings to taxpayers in 2022. Senate Bill 13 requires the County Clerk to mail an RNR mailing to all taxpayers in the County with the RNR of all taxing entities. The County Clerk is solely

Project Justification:

Operating Cost Implications: It will cost approximately \$20,000 additional annually to mail the RNR statements to all taxpayers in Riley County.

Department Head Name (PRINT): Rich Vargo Department Head (SIGNATURE): [Signature]

TECHNOLOGY PROJECTS (Completed by IT/GIS Director)

For computer related projects, the Department Head must provide the following information and submit to the IT Director for approval.

- Y N
☒ Will this project be used exclusively by your department?
☒ Will this project require support from Information Technology?

Information Technology Director's Signature: _____

To be completed by IT:

- Y N
☐ Will the project require the implementation of new technologies/costs? If so, what & costs? _____
☐ Is the project duplicated in other CIP requests? _____
☐ Is the project compatible with the technology development plans of Riley County? _____

CERTIFICATION OF PROJECT AUTHORITY

CASH:

Cash Available: _____

- ☐ This project is funded for start-up as cash is available.
☐ This project is not funded for start-up as cash is not available.

Shilo Heger, Riley County Treasurer Date

BUDGET:

Budget Available: _____

- ☐ This project is funded for start-up as budget authority is available.
☐ This project is not funded for start-up as budget authority is not available.

Rich Vargo, Riley County Clerk Date

APPROVAL:

Approved Amount: _____

- ☐ This project is funded.
☐ This project is not funded.

Chairman Date
Board of County Commissioners

ALL FIELDS MUST BE COMPLETED

11/9/2021 3:51 PM

Prepared by Tami Robison
Budget and Finance Officer

Packet Pg. 84

Attachment: November 2021 CIP requests (11199 : November 2021 CIP Work Session)

**RILEY COUNTY CAPITAL IMPROVEMENT PROGRAM
CIP PROJECT FUNDING AUTHORIZATION FORM**

17.b

GENERAL INFORMATION (Completed by Budget & Finance Officer)

Project # _____ Fund(s) Name: CIP _____

PROJECT INFORMATION (Completed by Department Head)

Department: Appraiser's Office Date: 11/10/2021

Category(circle): FACILITIES INFRASTRUCTURE EQUIPMENT TECHNOLOGY

Project Name: purchase of replacement vehicle Total Cost \$: \$ 26,000.00

Brief Description:

I'm asking to replace our oldest fleet vehicle (2007 Malibu) with a replacement from the state contract. We typically replace every 11-12 years, while the vehicles still have some trade/auction value, and before repair costs become significant.

Project Justification:

Due to the current high prices for used cars right now, it's a favorable time to sell the 2007 Malibu and replace it with a state contract vehicle (Chevy Traverse). The Malibu would have brought approximately \$4,000 last year and it could bring \$5,500-6,000 now.

Operating Cost Implications:

There are no vehicle property taxes. The insurance costs will increase slightly. Cost of maintenance & repair for the replacement vehicle will be routine & minimal (oil change, etc.).

Department Head Name (PRINT): Greg McHenry

Department Head (SIGNATURE): 

TECHNOLOGY PROJECTS (Completed by IT/GIS Director)

For computer related projects, the Department Head must provide the following information and submit to the IT Director for approval.

Y N

☐ Will this project be used exclusively by your department?

☐ Will this project require support from Information Technology?

Information Technology Director's Signature: _____

To be completed by IT:

Y N

☐ Will the project require the implementation of new technologies/costs?

If so, what & costs? _____

☐ Is the project duplicated in other CIP requests? _____

☐ Is the project compatible with the technology development plans of Riley County? _____

CERTIFICATION OF PROJECT AUTHORITY

CASH:

Cash Available: _____

☐ This project is funded for start-up as cash is available

☐ This project is not funded for start-up as cash is not available

Shilo Heger, Riley County Treasurer Date _____

BUDGET:

Budget Available: _____

☐ This project is funded for start-up as budget authority is available

☐ This project is not funded for start-up as budget authority is not available

Rich Vargo, Riley County Clerk Date _____

APPROVAL:

Approved Amount: _____

☐ This project is funded.

☐ This project is not funded.

Chairman Date _____
Board of County Commissioners

17.b

Project # _____ Fund(s) Name: CIP _____

Department: Riley County Noxious Weed Date: 10/29/2021

Project Name:	Total Cost \$:	\$ 28,000.00
---------------	----------------	--------------

Project Justification:
Current mower has required multiple repairs and is a side mower unit. It is no longer effective and needs to be replaced.

Department Head Name (PRINT): Michael Boller

For computer related projects, the Department Head must provide the following information and submit to the IT Director for approval.

Information Technology Director's Signature:

To be completed by IT:

Y N
☐ ☐ Will the project require the implementation of new technologies/costs? If so, what & costs? _____
☐ ☐ Is the project duplicated in other CIP requests? _____
☐ ☐ Is the project compatible with the technology development plans of Riley County? _____

CASH:

Cash Available:

☐	This project is funded for start-up as cash is available.
☐	This project is not funded for start-up as cash is not available.

Shilo Heger, Riley County Treasurer Date

BUDGET:

Budget Available:

☐ This project is **funded** for start-up as budget authority is available.

☐ This project is **not funded** for start-up as budget authority is not available.

Rich Vargo, Riley County Clerk Date _____

APPROVAL:

Approved Amount:

☒ This project **is funded**.

☐ This project is **not funded**.

Chairman _____ Date _____
Board of County Commissioners

Prepared by Tami Robison
Budget and Finance Committee **Packet P**

RILEY COUNTY CAPITAL IMPROVEMENT PROGRAM

CIP PROJECT FUNDING AUTHORIZATION FORM

17.b

GENERAL INFORMATION (Completed by Budget & Finance Officer)

Project # _____ Fund(s) Name: CIP

PROJECT INFORMATION (Completed by Department Head)

Department: EMS/Ambulance Date: 11/5/2021

Category(circle): FACILITIES INFRASTRUCTURE EQUIPMENT TECHNOLOGY

Project Name: SUV Replacement- Two Vehicles Total Cost \$: \$106,000

Brief Description:

This request is to purchase either one (1) or two (2) 1/2 ton Suburbans to replace the vehicles that Asst. Director Gering and Maj. Protzman are assigned. The cost is \$51,315 each through Jim Clark Auto. There are no vehicles in the state contract that can pull the trailers or store the equipment

Project Justification:

One of the Suburbans is a 2012 model year with 68,000 miles and the other is a 2013 model year with 86,000 miles. The plan would be to assign one of the new vehicles to the on duty supervisor and their current vehicle would be assigned to either Gering or Protzman. These vehicles are utilized daily as both of these leaders respond to calls from home, attend event standbys in the EMS Administrative team role as well as are used to transport the UTV's to event standbys. Currently EMS does not have a 'spare' SUV so one has had to be left at EMS on multiple weekends a year so that the UTV's can transport standbys to their events. The vehicles are also used for work related training and errands as the leaders perform EMS related travel to

Operating Cost Implications:

Increase in cost of insurance and some fuel that would be covered in the current budget.

Department Head Name (PRINT): DAVID A ADAMS Department Head (SIGNATURE): [Signature]

TECHNOLOGY PROJECTS (Completed by IT/GIS Director)

For computer related projects, the Department Head must provide the following information and submit to the IT Director for approval.

Y N

☐ Will this project be used exclusively by your department?

☐ Will this project require support from Information Technology?

Information Technology Director's Signature: _____

To be completed by IT:

Y N

☐ Will the project require the implementation of new technologies/costs? If so, what & costs? _____

☐ Is the project duplicated in other CIP requests? _____

☐ Is the project compatible with the technology development plans of Riley County? _____

CERTIFICATION OF PROJECT AUTHORITY

CASH:

Cash Available: _____

☐

This project is **funded** for start-up as cash is available.

☐

This project is **not funded** for start-up as cash is not available.

Shilo Heger, Riley County Treasurer Date

BUDGET:

Budget Available: _____

☐

This project is **funded** for start-up as budget authority is available.

☐

This project is **not funded** for start-up as budget authority is not available.

Rich Vargo, Riley County Clerk Date

APPROVAL:

Approved Amount: _____

☐

This project is **funded**.

☐

This project is **not funded**.

Chairman Date
Board of County Commissioners

ALL FIELDS MUST BE COMPLETED

11/7/2021 7:50 AM

Prepared by
Budget and Finance

Packet Pg. 87

Attachment: November 2021 CIP requests (11199 : November 2021 CIP Work Session)

RILEY COUNTY CAPITAL IMPROVEMENT PROGRAM CIP PROJECT FUNDING AUTHORIZATION FORM

GENERAL INFORMATION (Completed by Budget & Finance Officer)

Project # _____ Fund(s) Name: CIP _____

PROJECT INFORMATION (Completed by Department Head)

Department: Planning & Development Date: 10/22/2021

Category(circle): FACILITIES INFRASTRUCTURE EQUIPMENT TECHNOLOGY

Project Name: Electronic permit system Total Cost \$: estimated \$110,000

Brief Description:

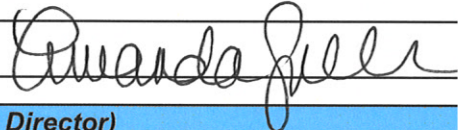
Planning and Development is in need of a new electronic permit software system to include administrative/internal functions as well as a public portal and mobile application.

Project Justification:

Our current permitting system is not meeting our needs. We need an electronic permit system to help create efficiencies and organization within our department which will help better serve the public. Our permitting system is not only a method to track permits, violations, licenses, and projects, but also serves as a "file cabinet" to store property related documents (such as septic/well documentation, building permits, etc.).

Operating Cost Implications:

Initial one-time cost could be up to \$110,000. After such time, each annual subscription is anticipated to be approximately \$25,000 which is already part of the department's budget.

Department Head Name (PRINT): Amanda Smeller Department Head (SIGNATURE): 

TECHNOLOGY PROJECTS (Completed by IT/GIS Director)

For computer related projects, the Department Head must provide the following information and submit to the IT Director for approval.

Y N

☐ Will this project be used exclusively by your department?

☐ Will this project require support from Information Technology?

(*Some support may be necessary to get things up and running, plus the weekly data backup may be submitted to IT.
On-going support and training should be provided by the vendor)

Information Technology Director's Signature: _____

To be completed by IT:

Y N

☐ Will the project require the implementation of new technologies/costs? If so, what & costs? _____

☐ Is the project duplicated in other CIP requests? _____

☐ Is the project compatible with the technology development plans of Riley County? _____

CERTIFICATION OF PROJECT AUTHORITY

CASH:

Cash Available: _____

☐ This project is **funded** for start-up as cash is available.

☐ This project is **not funded** for start-up as cash is not available.

Shilo Heger, Riley County Treasurer Date: _____

BUDGET:

Budget Available: _____

☐ This project is **funded** for start-up as budget authority is available.

☐ This project is **not funded** for start-up as budget authority is not available.

Rich Vargo, Riley County Clerk Date: _____

APPROVAL:

Approved Amount: _____

☐ This project is **funded**.

☐ This project is **not funded**.

Chairman Date: _____
Board of County Commissioners

**RILEY COUNTY CAPITAL IMPROVEMENT PROGRAM
CIP PROJECT FUNDING AUTHORIZATION FORM**

17.b

GENERAL INFORMATION (Completed by Budget & Finance Officer)

Project # _____ Fund(s) Name: CIP _____

PROJECT INFORMATION (Completed by Department Head)

Department: Public Works - Parks Date: 11/04/2021

Category(circle): **FACILITIES** INFRASTRUCTURE EQUIPMENT TECHNOLOGY

Project Name: Score Board - Fairmont Park Total Cost \$: \$ 12,500.00

Brief Description:

Replace the old score board on the football at Fairmont Park

Project Justification:

Existing score board is old and no longer works properly. A new score board will improve the functionality of football games and other sporting events held on the field.

Operating Cost Implications:

Cost of the new score board and installation is \$10,000

Department Head Name (PRINT): John Ellermann

Department Head (SIGNATURE): 

TECHNOLOGY PROJECTS (Completed by IT/GIS Director)

For computer related projects, the Department Head must provide the following information and submit to the IT Director for approval.

Y N

☐

Will this project be used exclusively by your department?

☐

Will this project require support from Information Technology?

Information Technology Director's Signature: _____

To be completed by IT:

Y N

☐

Will the project require the implementation of new technologies/costs?

If so, what & costs? _____

☐

Is the project duplicated in other CIP requests?

☐

Is the project compatible with the technology development plans of Riley County?

CERTIFICATION OF PROJECT AUTHORITY

CASH:

Cash Available: _____

☐

This project is funded for start-up as cash is available.

☐

This project is not funded for start-up as cash is not available.

Shilo Heger, Riley County Treasurer

Date

BUDGET:

Budget Available: _____

☐

This project is funded for start-up as budget authority is available.

☐

This project is not funded for start-up as budget authority is not available.

Rich Vargo, Riley County Clerk

Date

APPROVAL:

Approved Amount: _____

☐

This project is funded.

☐

This project is not funded.

Chairman

Board of County Commissioners

Date

ALL FIELDS MUST BE COMPLETED

11/03/2021 4:10 PM

Prepared by
Budget and Finance Officer

Packet Pg. 89

Attachment: November 2021 CIP requests (11199 : November 2021 CIP Work Session)

**RILEY COUNTY CAPITAL IMPROVEMENT PROGRAM
CIP PROJECT FUNDING AUTHORIZATION FORM**

17.b

GENERAL INFORMATION (Completed by Budget & Finance Officer)

Project # _____ Fund(s) Name: CIP

PROJECT INFORMATION (Completed by Department Head)

Department: Public Works - Parks Date: 11/04/2021

Category(circle): **FACILITIES** INFRASTRUCTURE EQUIPMENT TECHNOLOGY

Project Name: Goal Posts - Fairmont Park Total Cost \$: \$ 10,000.00

Brief Description:
New goal posts for the football field at Fairmont Park.

Project Justification:
The east football field currently does not have goal posts.

Operating Cost Implications:
Adding goal posts to the south field will increase the functionality of the field and enhance the playing experience.

Department Head Name (PRINT): John Ellermann Department Head (SIGNATURE): *John Ellermann*

TECHNOLOGY PROJECTS (Completed by IT/GIS Director)

For computer related projects, the Department Head must provide the following information and submit to the IT Director for approval.

Y N

☐ Will this project be used exclusively by your department?

☐ Will this project require support from Information Technology?

Information Technology Director's Signature: _____

To be completed by IT:

Y N

☐ Will the project require the implementation of new technologies/costs? If so, what & costs? _____

☐ Is the project duplicated in other CIP requests? _____

☐ Is the project compatible with the technology development plans of Riley County? _____

CERTIFICATION OF PROJECT AUTHORITY

CASH:

Cash Available: _____

☐ This project is funded for start-up as cash is available.

☐ This project is not funded for start-up as cash is not available.

Shilo Heger, Riley County Treasurer Date

BUDGET:

Budget Available: _____

☐ This project is funded for start-up as budget authority is available.

☐ This project is not funded for start-up as budget authority is not available.

Rich Vargo, Riley County Clerk Date

APPROVAL:

Approved Amount: _____

☐ This project is funded.

☐ This project is not funded.

Chairman Date
Board of County Commissioners

ALL FIELDS MUST BE COMPLETED

11/03/2021 3:49 PM

Prepared by _____ Packet Pg. 90
Budget and Finance Officer

Attachment: November 2021 CIP requests (11199 : November 2021 CIP Work Session)

**RILEY COUNTY CAPITAL IMPROVEMENT PROGRAM
CIP PROJECT FUNDING AUTHORIZATION FORM**

17.b

GENERAL INFORMATION (Completed by Budget & Finance Officer)

Project # _____ Fund(s) Name: _____

PROJECT INFORMATION (Completed by Department Head)

Department: _____ Public Works - Parks _____ Date: _____ 11/04/2021

Category(circle): FACILITIES INFRASTRUCTURE **EQUIPMENT** TECHNOLOGY

Project Name: _____ Tractor Attachments _____ Total Cost \$: \$ _____ 10,500.00

Brief Description:

Purchase of a Coring shaft and Slicer shaft attachments for the Aeravator tractor.

Project Justification:

These attachments will help relieve compaction and improve turf quality of our baseball field, 2 football fields and other areas of high use.

Operating Cost Implications:

None.

Department Head Name (PRINT): John Ellermann

Department Head (SIGNATURE):



TECHNOLOGY PROJECTS (Completed by IT/GIS Director)

For computer related projects, the Department Head must provide the following information and submit to the IT Director for approval.

Y N

☐

Will this project be used exclusively by your department?

☐

Will this project require support from Information Technology?

Information Technology Director's Signature: _____

To be completed by IT:

Y N

☐

Will the project require the implementation of new technologies/costs?

If so, what & costs? _____

☐

Is the project duplicated in other CIP requests?

☐

Is the project compatible with the technology development plans of Riley County?

CERTIFICATION OF PROJECT AUTHORITY

CASH:

Cash Available: _____

☐

This project is funded for start-up as cash is available.

☐

This project is not funded for start-up as cash is not available.

Shilo Heger, Riley County Treasurer

Date

BUDGET:

Budget Available: _____

☐

This project is funded for start-up as budget authority is available.

☐

This project is not funded for start-up as budget authority is not available.

Rich Vargo, Riley County Clerk

Date

APPROVAL:

Approved Amount: _____

☐

This project is funded.

☐

This project is not funded.

Chairman

Board of County Commissioners

Date

**RILEY COUNTY CAPITAL IMPROVEMENT PROGRAM
CIP PROJECT FUNDING AUTHORIZATION FORM**

17.b

GENERAL INFORMATION (Completed by Budget & Finance Officer)

Project # _____ Fund(s) Name: _____

PROJECT INFORMATION (Completed by Department Head)

Department: Public Works - Parks Date: 11/04/2021

Category(circle): **FACILITIES** INFRASTRUCTURE EQUIPMENT TECHNOLOGY

Project Name: Playground Equipment at CICO Park Total Cost \$: \$ 75,000.00

Brief Description:

To install playground equipment in phases in accordance with the Master Plan.

Project Justification:

A lot of the playground equipment has been removed from the playground as it was old and determined to be unsafe. Some small pieces have been added but the playground lacks a lot of equipment. The requested funds will be utilized to purchase several smaller pieces along with the appropriate surface material or one larger piece of equipment with the appropriate surface material. Several years ago a master plan was developed but to date limited funding has been provided.

Operating Cost Implications:

None.

Department Head Name (PRINT): John Ellermann

Department Head (SIGNATURE): _____

TECHNOLOGY PROJECTS (Completed by IT/GIS Director)

For computer related projects, the Department Head must provide the following information and submit to the IT Director for approval.

Y N

☐ Will this project be used exclusively by your department?

☐ Will this project require support from Information Technology?

Information Technology Director's Signature: _____

To be completed by IT:

Y N

☐ Will the project require the implementation of new technologies/costs?

If so, what & costs? _____

☐ Is the project duplicated in other CIP requests?

☐ Is the project compatible with the technology development plans of Riley County?

CERTIFICATION OF PROJECT AUTHORITY

CASH:

Cash Available: _____

☐

This project is funded for start-up as cash is available.

☐

This project is not funded for start-up as cash is not available.

Shilo Heger, Riley County Treasurer Date

BUDGET:

Budget Available: _____

☐

This project is funded for start-up as budget authority is available.

☐

This project is not funded for start-up as budget authority is not available.

Rich Vargo, Riley County Clerk Date

APPROVAL:

Approved Amount: _____

☐

This project is funded.

☐

This project is not funded.

Chairman Date
Board of County Commissioners

ALL FIELDS MUST BE COMPLETED

11/03/2021 3:56 PM

Prepared by _____ Packet Pg. 92
Budget and Finance Officer

Attachment: November 2021 CIP requests (11199 : November 2021 CIP Work Session)

**RILEY COUNTY CAPITAL IMPROVEMENT PROGRAM
CIP PROJECT FUNDING AUTHORIZATION FORM**

17.b

GENERAL INFORMATION (Completed by Budget & Finance Officer)

Project # _____ Fund(s) Name: _____

PROJECT INFORMATION (Completed by Department Head)

Department: LEC Date: 11/04/2021

Category(circle): **FACILITIES** INFRASTRUCTURE EQUIPMENT TECHNOLOGY

Project Name: Elevator Repair - LEC Lobby Total Cost \$: \$ 45,000.00

Brief Description:
Replace old wiring in elevator

Project Justification:
Lobby Elevator door sensors are malfunctioning. Service inspection revealed old wiring is causing alarm errors.

Operating Cost Implications:
Could cause elevator to be closed. This may have ADA implecations

Department Head Name (PRINT): John Ellermann Department Head (SIGNATURE): 

TECHNOLOGY PROJECTS (Completed by IT/GIS Director)

For computer related projects, the Department Head must provide the following information and submit to the IT Director for approval.

- Y N
☐ Will this project be used exclusively by your department?
☐ Will this project require support from Information Technology?

Information Technology Director's Signature: _____

- To be completed by IT:
Y N
☐ Will the project require the implementation of new technologies/costs? If so, what & costs? _____
☐ Is the project duplicated in other CIP requests? _____
☐ Is the project compatible with the technology development plans of Riley County? _____

CERTIFICATION OF PROJECT AUTHORITY

CASH:

Cash Available: _____

- ☐ This project is funded for start-up as cash is available.
☐ This project is not funded for start-up as cash is not available.

Shilo Heger, Riley County Treasurer Date

BUDGET:

Budget Available: _____

- ☐ This project is funded for start-up as budget authority is available.
☐ This project is not funded for start-up as budget authority is not available.

Rich Vargo, Riley County Clerk Date

APPROVAL:

Approved Amount: _____

- ☐ This project is funded.
☐ This project is not funded.

Chairman Date
Board of County Commissioners

ALL FIELDS MUST BE COMPLETED

11/05/2021 11:44 AM

Prepared by _____ Packet Pg. 93
Budget and Finance Officer

Attachment: November 2021 CIP requests (11199 : November 2021 CIP Work Session)

**RILEY COUNTY CAPITAL IMPROVEMENT PROGRAM
CIP PROJECT FUNDING AUTHORIZATION FORM**

17.b

GENERAL INFORMATION (Completed by Budget & Finance Officer)

Project # _____ Fund(s) Name: _____

PROJECT INFORMATION (Completed by Department Head)

Department: _____ LEC _____ Date: _____ 11/04/2021

Category(circle): **FACILITIES** INFRASTRUCTURE EQUIPMENT TECHNOLOGY

Project Name: _____ LEC Fuel Card System Upgrade _____ Total Cost \$: \$ _____ 13,000.00

Brief Description:
Upgrade to the Fuel Card System

Project Justification:
This project will replace the rusted out pedestal, and upgrade the card readers. It also includes installation and training of the upgraded system. Lead time on equipment extremely long.

Operating Cost Implications:
System upgrade will be more reliable and be able to allow users to input vehicle mileage and compliment preventative maintenance on vehicles.

Department Head Name (PRINT): _____ John Ellermann _____ Department Head (SIGNATURE): _____ 

TECHNOLOGY PROJECTS (Completed by IT/GIS Director)

For computer related projects, the Department Head must provide the following information and submit to the IT Director for approval.

- Y N
☐ Will this project be used exclusively by your department?
☐ Will this project require support from Information Technology?

Information Technology Director's Signature: _____

- To be completed by IT:
Y N
☐ Will the project require the implementation of new technologies/costs? If so, what & costs? _____
☐ Is the project duplicated in other CIP requests? _____
☐ Is the project compatible with the technology development plans of Riley County?

CERTIFICATION OF PROJECT AUTHORITY

CASH:
Cash Available: _____
☐ This project is **funded** for start-up as cash is available.
☐ This project is **not funded** for start-up as cash is not available.

Shilo Heger, Riley County Treasurer _____ Date _____

BUDGET:
Budget Available: _____
☐ This project is **funded** for start-up as budget authority is available.
☐ This project is **not funded** for start-up as budget authority is not available.

Rich Vargo, Riley County Clerk _____ Date _____

APPROVAL:
Approved Amount: _____
☐ This project is **funded**.
☐ This project is **not funded**.

Chairman _____ Date _____
Board of County Commissioners

**RILEY COUNTY CAPITAL IMPROVEMENT PROGRAM
CIP PROJECT FUNDING AUTHORIZATION FORM**

17.b

GENERAL INFORMATION (Completed by Budget & Finance Officer)

Project # _____ Fund(s) Name: _____

PROJECT INFORMATION (Completed by Department Head)

Department: LEC Date: 11/04/2021

Category(circle): **FACILITIES** INFRASTRUCTURE EQUIPMENT TECHNOLOGY

Project Name: LEC Fuel Island Canopy Total Cost \$: \$ 45,000.00

Brief Description:
Fuel Island Canopy

Project Justification:
Canopy covering the fuel island will protect the electronics from weather, preventing system downtime. As well as officers while refueling.

Operating Cost Implications:
Protection of the fuel card system, possible fewer repairs in the future.

Department Head Name (PRINT): John Ellermann

Department Head (SIGNATURE): 

TECHNOLOGY PROJECTS (Completed by IT/GIS Director)

For computer related projects, the Department Head must provide the following information and submit to the IT Director for approval.

Y N

☐ Will this project be used exclusively by your department?

☐ Will this project require support from Information Technology?

Information Technology Director's Signature: _____

To be completed by IT:

Y N

☐ Will the project require the implementation of new technologies/costs?

If so, what & costs? _____

☐ Is the project duplicated in other CIP requests?

☐ Is the project compatible with the technology development plans of Riley County?

CERTIFICATION OF PROJECT AUTHORITY

CASH:

Cash Available: _____

- ☐ This project is **funded** for start-up as cash is available.
☐ This project is **not funded** for start-up as cash is not available.

Shilo Heger, Riley County Treasurer Date

BUDGET:

Budget Available: _____

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☐ This project is **not funded** for start-up as budget authority is not available.

Rich Vargo, Riley County Clerk Date

APPROVAL:

Approved Amount: _____

- ☐ This project is **funded**.
☐ This project is **not funded**.

Chairman
Board of County Commissioners Date

**RILEY COUNTY CAPITAL IMPROVEMENT PROGRAM
CIP PROJECT FUNDING AUTHORIZATION FORM**

17.b

GENERAL INFORMATION (Completed by Budget & Finance Officer)

Project # _____ Fund(s) Name: _____

PROJECT INFORMATION (Completed by Department Head)

Department: Public Works Date: 11/09/2021

Category(circle): ☐ FACILITIES ☐ INFRASTRUCTURE ☐ EQUIPMENT ☒ TECHNOLOGY

Project Name: Image Software & Conversion Total Cost \$: \$ 75,000.00

Brief Description:
Update of an outdated and unsupported imaging software.

Project Justification:
The current imaging software is outdated and can no longer be supported. Conversion of the existing imaging data to a commonly recognized format is necessary. New software to organize and retrieve the data is needed. .

Operating Cost Implications:
If current data is lost or unable to be converted, scanning the data would cost thousands of hours to recapture the information.

Department Head Name (PRINT): John Ellermann Department Head (SIGNATURE): 

TECHNOLOGY PROJECTS (Completed by IT/GIS Director)

For computer related projects, the Department Head must provide the following information and submit to the IT Director for approval.

- Y N
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Information Technology Director's Signature: _____

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Shilo Heger, Riley County Treasurer Date

BUDGET:

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Rich Vargo, Riley County Clerk Date

APPROVAL:

Approved Amount: _____
☐ This project is funded.
☐ This project is not funded.

Chairman
Board of County Commissioners Date

**RILEY COUNTY CAPITAL IMPROVEMENT PROGRAM
CIP PROJECT FUNDING AUTHORIZATION FORM**

17.b

GENERAL INFORMATION (Completed by Budget & Finance Officer)

Project # _____ Fund(s) Name: _____

PROJECT INFORMATION (Completed by Department Head)

Department: Public Works Date: 11/04/2021

Category(circle): **FACILITIES** INFRASTRUCTURE EQUIPMENT TECHNOLOGY

Project Name: Electric - Leonardville Shop Total Cost \$: \$ 10,000.00

Brief Description:
Install electricity to the Leonardville Equipment Shop

Project Justification:
When the construction of the Leonardville Shop was approved in April of 2021 prices had increased enough to not allow electricity to be installed to the new building. Flood lights are needed for security and night operations at the shop. Also, electrical outlets are essential to plug in block heaters on equipment for ease of starting in the winter time.

Operating Cost Implications:
These items are essential for night and winter operations.

Department Head Name (PRINT): John Ellermann Department Head (SIGNATURE): 

TECHNOLOGY PROJECTS (Completed by IT/GIS Director)

For computer related projects, the Department Head must provide the following information and submit to the IT Director for approval.

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Shilo Heger, Riley County Treasurer Date

BUDGET:

Budget Available: _____

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☐ This project is not funded for start-up as budget authority is not available.

Rich Vargo, Riley County Clerk Date

APPROVAL:

Approved Amount: _____

- ☐ This project is funded.
☐ This project is not funded.

Chairman Date
Board of County Commissioners

**RILEY COUNTY CAPITAL IMPROVEMENT PROGRAM
CIP PROJECT FUNDING AUTHORIZATION FORM**

17.b

GENERAL INFORMATION (Completed by Budget & Finance Officer)

Project # _____ Fund(s) Name: _____

PROJECT INFORMATION (Completed by Department Head)

Department: Public Works Date: 11/04/2021

Category(circle): FACILITIES INFRASTRUCTURE **EQUIPMENT** TECHNOLOGY

Project Name: Tandem Axle Truck w/ Plow and Spreader Total Cost \$: \$ 230,000.00

Brief Description:

Purchase a new tandem axle truck complete with snow plow and salt spreader to replace an older truck in the fleet.

Project Justification:

This new truck will replace unit #91 which is a 2010 Kenworth, 12 yard dump truck with 188,000 miles. The Kenworth has heavy rust on the engine and the bed is rusted through. The emissions on this truck is obsolete and expensive to repair. It has had a lot of down time and is no longer reliable.

Operating Cost Implications:

Unit #91 originally cost \$145,590 and have spent about as much in parts and labor as we did to buy it. The newer model with emissions has proven to have better fuel economy.

Department Head Name (PRINT): John Ellermann Department Head (SIGNATURE): 

TECHNOLOGY PROJECTS (Completed by IT/GIS Director)

For computer related projects, the Department Head must provide the following information and submit to the IT Director for approval.

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Information Technology Director's Signature: _____

To be completed by IT:

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Shilo Heger, Riley County Treasurer Date

BUDGET:

Budget Available: _____

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Rich Vargo, Riley County Clerk Date

APPROVAL:

Approved Amount: _____

☐ This project is **funded**.

☐ This project is **not funded**.

Chairman
Board of County Commissioners Date

ALL FIELDS MUST BE COMPLETED

11/03/2021 3:48 PM

Prepared by _____
Budget and Finance Officer

Packet Pg. 98

Attachment: November 2021 CIP requests (11199 : November 2021 CIP Work Session)

**RILEY COUNTY CAPITAL IMPROVEMENT PROGRAM
CIP PROJECT FUNDING AUTHORIZATION FORM**

17.b

GENERAL INFORMATION (Completed by Budget & Finance Officer)

Project # _____ Fund(s) Name: _____

PROJECT INFORMATION (Completed by Department Head)

Department: _____ Public Works _____ Date: _____ 11/04/2021

Category(circle): FACILITIES INFRASTRUCTURE **EQUIPMENT** TECHNOLOGY

Project Name: _____ Tandem Axle Truck w/ Plow and Spreader _____ Total Cost \$: \$ _____ 230,000.00

Brief Description:

Purchase a new tandem axle truck complete with snow plow and salt spreader to replace an older truck in the fleet.

Project Justification:

This new truck will replace unit #90 which is a 2010 Kenworth, 12 yard dump truck with 180,000 miles. The Kenworth has heavy rust on the engine and body parts. The bed needs to be replaced now. It has become undependable but has been needed for snow and ice removal activities.

Operating Cost Implications:

Unit #90 originally cost \$145,590 and approximately \$146,800 has been spent to date with \$91,000 being for parts. The newer model with emissions has proven to have better fuel economy.

Department Head Name (PRINT): _____ John Ellermann _____ Department Head (SIGNATURE): _____ 

TECHNOLOGY PROJECTS (Completed by IT/GIS Director)

For computer related projects, the Department Head must provide the following information and submit to the IT Director for approval.

Y N

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Will this project be used exclusively by your department?

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Information Technology Director's Signature: _____

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If so, what & costs? _____

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Is the project duplicated in other CIP requests?

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Is the project compatible with the technology development plans of Riley County?

CERTIFICATION OF PROJECT AUTHORITY

CASH:

Cash Available: _____

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This project is not funded for start-up as cash is not available.

Shilo Heger, Riley County Treasurer _____ Date _____

BUDGET:

Budget Available: _____

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This project is funded for start-up as budget authority is available.

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This project is not funded for start-up as budget authority is not available.

Rich Vargo, Riley County Clerk _____ Date _____

APPROVAL:

Approved Amount: _____

☐

This project is funded.

☐

This project is not funded.

Chairman _____ Date _____
Board of County Commissioners

**RILEY COUNTY CAPITAL IMPROVEMENT PROGRAM
CIP PROJECT FUNDING AUTHORIZATION FORM**

17.b

GENERAL INFORMATION (Completed by Budget & Finance Officer)

Project # _____ Fund(s) Name: _____

PROJECT INFORMATION (Completed by Department Head)

Department: Public Works Date: 11/04/2021

Category(circle): FACILITIES INFRASTRUCTURE **EQUIPMENT** TECHNOLOGY

Project Name: SUV Total Cost \$: \$ 45,000.00

Brief Description:
Purchase a new SUV to replace an older vehicle in the fleet.

Project Justification:
This vehicle will replace unit # 33, a 2005 Chevy 1/2 ton 2 wheel drive. It has over \$73,000 with transmission problems and rusted.

Operating Cost Implications:
Was purchased for \$15,400 and to date labor and parts spent on the pickup is approximately \$11,000.

Department Head Name (PRINT): John Ellermann Department Head (SIGNATURE): *John Ellermann*

TECHNOLOGY PROJECTS (Completed by IT/GIS Director)

For computer related projects, the Department Head must provide the following information and submit to the IT Director for approval.

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Information Technology Director's Signature: _____

To be completed by IT:

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Shilo Heger, Riley County Treasurer Date

BUDGET:

Budget Available: _____

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Rich Vargo, Riley County Clerk Date

APPROVAL:

Approved Amount: _____

- ☐ This project is funded.
☐ This project is not funded.

Chairman Date
Board of County Commissioners

ALL FIELDS MUST BE COMPLETED

11/03/2021 3:48 PM

Prepared by _____
Budget and Finance **Packet Pg. 100**

Attachment: November 2021 CIP requests (11199 : November 2021 CIP Work Session)

**RILEY COUNTY CAPITAL IMPROVEMENT PROGRAM
CIP PROJECT FUNDING AUTHORIZATION FORM**

17.b

GENERAL INFORMATION (Completed by Budget & Finance Officer)

Project # _____ Fund(s) Name: _____

PROJECT INFORMATION (Completed by Department Head)

Department: _____ Public Works _____ Date: _____ 11/04/2021

Category(circle): FACILITIES INFRASTRUCTURE **EQUIPMENT** TECHNOLOGY

Project Name: 3/4 Ton 4x4 Extended Cab Pickup Total Cost \$: \$ 50,000.00

Brief Description:

Purchase a new 3/4 Ton 4x4 extended cab pickup to replace an older pickup in the fleet.

Project Justification:

This new pickup will replace a Unit 13, a 1997 Chevy 3/4 ton 4x4 pickup that has over 117,000 miles. It has heavy rust and is not very dependable.

Operating Cost Implications:

Original cost was \$22,000 and to date we have spent \$15,300 on repairs and has seen the end of its useful life.

Department Head Name (PRINT): John Ellermann Department Head (SIGNATURE): John Ellermann

TECHNOLOGY PROJECTS (Completed by IT/GIS Director)

For computer related projects, the Department Head must provide the following information and submit to the IT Director for approval.

Y N

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Will this project be used exclusively by your department?

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Will this project require support from Information Technology?

Information Technology Director's Signature: _____

To be completed by IT:

Y N

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Will the project require the implementation of new technologies/costs?

If so, what & costs? _____

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Is the project duplicated in other CIP requests?

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Is the project compatible with the technology development plans of Riley County?

CERTIFICATION OF PROJECT AUTHORITY

CASH:

Cash Available: _____

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This project is **funded** for start-up as cash is available.

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This project is **not funded** for start-up as cash is not available.

Shilo Heger, Riley County Treasurer Date

BUDGET:

Budget Available: _____

☐

This project is **funded** for start-up as budget authority is available.

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This project is **not funded** for start-up as budget authority is not available.

Rich Vargo, Riley County Clerk Date

APPROVAL:

Approved Amount: _____

☐

This project is **funded**.

☐

This project is **not funded**.

Chairman Date
Board of County Commissioners