



**Board of Riley County
Commissioners
Regular Meeting
Agenda
December 02, 2021**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Chair](#)

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Business Meeting

3. Amend CIP Project for Ambulance Purchase
4. Retail Dealer's 2022 Cereal Malt Beverages Licenses for Chad Myers (Stagg Hill Golf Club)
5. Sign Tax Roll Corrections
6. Sign Riley County Personnel Action Form(s)
7. Approve payroll/accounts payables (when completed)

Review Minutes

8. Board of Riley County Commissioners - Regular Meeting - Nov 29, 2021 8:30 AM

Review Tentative Agenda

9. Tentative Agenda

Press Conference Topics

10. Discuss Press Conference

9:00 AM

Julie Gibbs, Health Department Director

11. Riley County Health Department request to fill Clinic Supervisor position

9:15 AM

Michael Boller, Noxious Weed Director

12. Noxious Weed Staff Update

9:30 AM

Greg McHenry, Appraiser

13. Appraiser's Office Report

- 9:55 AM Break**
- 10:00 AM Amanda Smeller, Planning/Special Projects Director**
14. Planning & Development - Staff Update
- 10:15 AM Clancy Holeman, Counselor/Director of Administrative Services**
15. Administrative Work Session
16. Executive session to discuss a performance matter involving non-elected personnel
- 12:00 PM Legislative Conference**
17. The 2022 Legislative Session Riley County Priorities
- 2:15 PM Executive Session to discuss department head evaluations**
18. 2:15 Cory Meyer, IT/GIS Director
19. 2:45 Julie Gibbs, Health Department Director
20. 3:15 Russel Stuke, Emergency Management Director
- Adjournment**

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



COUNTY CLERK & ELECTIONS
Amendment

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

COMMISSION AGENDA REPORT

FROM: Tami Robison, Budget & Finance Officer

MEETING: December 2, 2021

SUBJECT: Amend CIP Project for Ambulance Purchase

PRESENTER: David Adams, EMS Director

This is a request to sign an amendment form for the Ambulance purchase approved on November 29, 2021.

POSSIBLE MOTION(S)

Move to approve

Move to deny

Enclosures:

- DOC001 (PDF)

**RILEY COUNTY CAPITAL IMPROVEMENT PROGRAM
CIP PROJECT AMENDMENT FORM**

3.a

CERTIFICATION OF PROJECT AMENDMENT

Project: New Ambulance

Project #: 21-21AM001

Department: EMS/Ambulance

Date: 11/17/2021

Approved Project Cost: \$270,000

Project Amendment #1: \$5,000

Revised Total Project Cost: \$275,000

11/17/2021
Amendment Date

Project Amendment #2: \$ -

Revised Total Project Cost: \$ -

Amendment Date

Project Amendment #3: \$ -

Revised Total Project Cost: \$ -

Amendment Date

CASH: (Only required if cash is increased by amended amount)

Cash Available: \$ -

☐ This project is funded as amended.

☐ This project is not funded as amended.

Signatures:
#1 Shilo Heger, Riley County Treasurer
#2 Shilo Heger, Riley County Treasurer
#3 Shilo Heger, Riley County Treasurer

BUDGET: (Only required if budget authority is increased by amended amount)

Budget Available: \$ -

☐ This project is funded as amended.

☐ This project is not funded as amended.

#1 Rich Vargo, Riley County Clerk
#2 Rich Vargo, Riley County Clerk
#3 Rich Vargo, Riley County Clerk

APPROVAL: (Required)

Approved Amount: \$ -

☐ This project is funded as amended.

☐ This project is not funded as amended.

#1 Chairman
#2 Chairman
#3 Chairman

Attachment: DOC001 (11323 : Amend CIP Project)



COUNTY CLERK & ELECTIONS
License

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

COMMISSION AGENDA REPORT

FROM: Jodie Grimes, Account Clerk/License

MEETING: December 2, 2021

SUBJECT: Retail Dealer's 2022 Cereal Malt Beverages Licenses for Chad Myers
(Stagg Hill Golf Club)

PRESENTER: Rich Vargo, County Clerk

POSSIBLE MOTION(S)

Move to sign Retail Dealer's 2022 License and Application for Chad Myers (Stagg Hill Golf Club), 4441 Fort Riley Boulevard.

Move to deny

Enclosures:

- Stagg Hill Golf Club (PDF)

The board of county commissioners in any county shall not issue a license without giving the clerk of the township board in the township where the applicant desires to locate, written notice by registered mail, of the filing of such application.

NOTICE TO TOWNSHIP BOARD

State of Kansas, Riley County, ss.

To the Township Clerk, Manhattan Township, in said County:

This is to notify the members of your Township Board that application has been filed with the County Commissioners by Chad Myers (Stagg Hill Golf Club)

for a license to sell cereal malt beverages at retail in said Township, at _____

4441 Stagg Hill Rd Manhattan KS 66502

(Location as stated in application)

such sales* _____ to be broken case lots.

The Township Board may within ten (10) days file advisory recommendations as to the granting of such license and such advisory recommendations shall be considered by said Board of County Commissioners before such license is issued—K.S.A. 41-2702.

Done by the Board of County Commissioners, this 2nd day of December 20 21

Attest:

Chairman.

County Clerk.

(SEAL)

*If sales are in original and unbroken case lots, insert the word "not" before "to be in broken case lots."

Attachment: Stagg Hill Golf Club (11331 : Retail Dealer's 2022 Cereal Malt Beverages License)

KEEP THIS LICENSE POSTED CONSPICUOUSLY AT ALL TIMES

Fee, \$ 125

RETAIL

No. 1

DEALER'S 2022 LICENSE

TO ALL WHOM IT MAY CONCERN:

License is hereby granted to Stagg Hill Golf Club to sell at retail

CEREAL MALT BEVERAGES

Consumption on the premises

(State if for consumption on the premises, or for sale in original and unopened containers and not for consumption on the premises.)

at 4441 Stagg Hill Rd Manhattan KS 66502

(Give exact location, with street number, if any.)

in the Township of Manhattan in Riley County, Kansas,
Application therefor, on file in the office of the County Clerk of said County, having been approved by the governing body of said Township, as provided by the Laws of Kansas, and the regulations of the Board of County Commissioners.

This License will expire December 31st 2022, unless sooner revoked, is not transferable, nor will any refund of the fee be allowed thereon.

Done by the Board of County Commissioners of Riley County, Kansas,

(SEAL) this 2nd day of December, 20 21

Attest: County Clerk Chairman

Form B-374



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: December 2, 2021

SUBJECT: Sign Tax Roll Corrections

PRESENTER: Rich Vargo, County Clerk

POSSIBLE MOTION(S)

Move to approve the Tax Roll Corrections.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- image17654 (PDF)
- image17701 (PDF)

TAX ROLL CORRECTION
REAL ESTATE

Printed by IMUIR

2021/11/29

5.a

Taxpayer ID NOST0001
Owner ID NOST0001

Control # 2021001242

Tax Year 2021
Tract # MA00027B1NO STONE UNTURNED
FOUNDATION INC
PO BOX 654

CAMA # 177-25-0-10-02-00-0-01

25-9-7 TR IN NW4

OF NE4 5.5A

TU 130 Manhattan Township
Parcel 270

MANHATTAN, KS 66505-0654

USD 383

Property Address 4761 TUTTLE CREEK BLVD

APPRAISER SECTION (Value)

2021/11/29 IMUIR

APPROVED

Appraised Prior to Correction:

CL	Land	Imp	Total
CR	55000	620000	675000

—	—	—	—
—	—	—	—
—	—	—	—

Total	55000	620000	675000
-------	-------	--------	--------

Assessed Prior to Correction:

CR	13750	155000	168750
----	-------	--------	--------

—	—	—	—
—	—	—	—
—	—	—	—

Total	13750	155000	168750
-------	-------	--------	--------

SB41	—	—	—
------	---	---	---

Appraised After Correction:

CL	Land	Imp	Total
EO	55000	620000	675000

—	—	—	—
—	—	—	—
—	—	—	—

Total	55000	620000	675000
-------	-------	--------	--------

Assessed After Correction:

EO	55000	620000	675000
----	-------	--------	--------

—	—	—	—
—	—	—	—
—	—	—	—

Total	55000	620000	—
-------	-------	--------	---

SB41	—	—	—
------	---	---	---

Net Change

—

—

—

—

—

Net Change

506250

—

—

—

Total

168750-

SB41

CLERK SECTION (Tax)

2021/11/29 IMUIR

ORDER PRINTED

Tax Prior to Correction:

Levy 121.54600	Gen Tax	20510.90
	SB41 \$	—

SB41 Tax Dollars		20510.90
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Tax After Correction:

Levy 121.54600	Gen Tax	—
	SB41 \$	—

SB41 Tax Dollars		—
------------------	-------	---

Net Change

20510.90-

—

20510.90-

TREASURER SECTION (Summary)

Net Change in Assessed Value
(no SB41 influence)

168750-

Applicable Mill Levy
Net Change in Levied Tax Dollars

121.54600

20510.90-

Type of Correction DECREASE

Correction Code CO C.O.T.A./OTHER Rate 2.00%

Tax Statement # 23231

Comments Exempt per BOTA 2021-576-TX

Net Change in SB41 Exemption

—

—

—

Net Change in Total Tax Dollars

=====

20510.90-

=====

Owner NOST0001

NO STONE UNTURNED

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:

Taxpayer ID MUSE0003
Owner ID MUSE0003

Control # 2021001243

Tax Year 2021
Tract # R19737

MUSEUM OF AUTOMOTIVE ICONS INC

CAMA # 216-14-0-10-03-006-00-0-01

ICON ACRES

3007 ANDERSON AVE

TU 2 Manhattan City

LOT 1

MANHATTAN, KS 66503-2849

Parcel 106250
USD 383

Property Address 3007 ANDERSON AVE

APPRAISER SECTION (Value)

2021/11/29 LMUIR

APPROVED

Appraised Prior to Correction:

CL	Land	Imp	Total
CU	631300	995520	1626820
—	—	—	—
—	—	—	—
—	—	—	—
Total	631300	995520	1626820

Assessed Prior to Correction:

CU			
CU	157825	248880	406705
—	—	—	—
—	—	—	—
—	—	—	—
Total	157825	248880	406705
SB41	—	—	—

Appraised After Correction:

CL	Land	Imp	Total
CU	191984	302747	494731
EO	439316	692773	1132089
—	—	—	—
—	—	—	—
—	—	—	—
Total	631300	995520	1626820

Assessed After Correction:

CU			
CU	47996	75687	123683
EO	439316	692773	1132089
—	—	—	—
—	—	—	—
—	—	—	—
Total	487312	768460	123683
SB41	—	—	—

Net Change

1132089-
1132089

Net Change

283022-
1132089Total 283022-
SB41

CLERK SECTION (Tax)

2021/11/29 LMUIR

ORDER PRINTED

Tax Prior to Correction:

Levy 157.46100	Gen Tax	64040.18
	SB41 \$	—
SB41 Tax Dollars		64040.18

Tax After Correction:

Levy 157.46100	Gen Tax	19475.26
	SB41 \$	—
SB41 Tax Dollars		19475.26

Net Change

44564.92-
44564.92-

TREASURER SECTION (Summary)

Net Change in Assessed Value
(no SB41 influence)

283022-

Applicable Mill Levy

157.46100

Net Change in Levied Tax Dollars

44564.92-

Type of Correction DECREASE

Correction Code CO C.O.T.A./OTHER Rate 2.00%

Tax Statement # 22672

Comments Exempt per BOTA 2021-2081-TX

Beginning April 22, 2021

Net Change in SB41 Exemption

Net Change in Total Tax Dollars

44564.92-

Owner MUSE0003

MUSEUM OF AUTOMOTIVE ICONS INC

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:

Attachment: image17654 (11322 : Tax Roll Corrections)

TAX ROLL CORRECTION
REAL ESTATE

Printed by IMUIR

2021/11/30

5.b

Taxpayer ID MANH0003
Owner ID MANH0003

Control # 2021001248

Tax Year 2021
Tract # 884006

MANHATTAN, CITY OF

CAMA # 212-03-0-30-04-031-00-0-01

GRAND MERE VILLAGE
LOT 6

1101 POYNTZ AVE

TU 2 Manhattan City

Parcel 283535

MANHATTAN, KS 66502-5460

USD 383

Property Address 3900 VANESTA DR

APPRAISER SECTION (Value)

2021/11/30 IMUIR

APPROVED

Appraised Prior to Correction:

CL	Land	Imp	Total
CU		52830	52830
EO	917680	2718900	3636580

Total 917680 2771730 3689410

Assessed Prior to Correction:

CU			
	13208		13208
EO	917680	2718900	3636580

Total 917680 2732108 13208

SB41

Appraised After Correction:

CL	Land	Imp	Total
EO		52830	52830
EO	917680	2718900	3636580

Total 917680 2771730 3689410

Assessed After Correction:

EO			
	52830		52830
EO	917680	2718900	3636580

Total 917680 2771730

SB41

Net Change

Net Change
39622

Total 13208-
SB41

CLERK SECTION (Tax)

2021/11/30 IMUIR

ORDER PRINTED

Tax Prior to Correction:

Levy 157.46100	Gen Tax	2079.74
	SB41 \$	
SB41 Tax Dollars		2079.74

Tax After Correction:

Levy 157.46100	Gen Tax	
	SB41 \$	
SB41 Tax Dollars		

Net Change

Net Change
2079.74-
2079.74-

TREASURER SECTION (Summary)

Net Change in Assessed Value
(no SB41 influence)

Applicable Mill Levy

Net Change in Levied Tax Dollars

Net Change in SB41 Exemption

Net Change in Total Tax Dollars

13208-

157.46100

2079.74-

2079.74-

Type of Correction DECREASE

Correction Code CL CLERICAL ERROR Rate 6.00%

Tax Statement # 20773

Comments Classification correction per

Appraiser

Owner MANH0003

MANHATTAN, CITY OF

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:

Attachment: image17701 (11322 : Tax Roll Corrections)

TAX ROLL CORRECTION
REAL ESTATE

Printed by IMUIR

2021/11/30

5.b

Taxpayer ID HOME0021
Owner ID HOME0021

Control # 2021001249

Tax Year 2021
Tract # 884013

HEMOCARE & HOSPICE FOUNDATION
INC
3801 VANESTA DR

CAMA # 212-03-0-40-09-004-00-0-01

GRAND MERE VILLAGE
LOT 13

TU 2 Manhattan City
Parcel 283465
USD 383

Property Address 3801 VANESTA DR

MANHATTAN, KS 66503-0316

APPRAISER SECTION (Value)

2021/11/30 IMUIR

APPROVED

Appraised Prior to Correction:

CL	Land	Imp	Total
CU		52830	52830
EO	253380	2593690	2847070

Total	253380	2646520	2899900
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Assessed Prior to Correction:

CU		13208	13208
EO	253380	2593690	2847070

Total	253380	2606898	13208
SB41			

Appraised After Correction:

CL	Land	Imp	Total
EO		52830	52830
EO	253380	2593690	2847070

Total	253380	2646520	2899900
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Assessed After Correction:

EO		52830	52830
EO	253380	2593690	2847070

Total	253380	2646520	
SB41			

Net Change

Net Change
39622

Total
SB41 13208-

CLERK SECTION (Tax)

2021/11/30 IMUIR

ORDER PRINTED

Tax Prior to Correction:

Levy 157.46100	Gen Tax	2079.74
	SB41 \$	
SB41 Tax Dollars		2079.74

Tax After Correction:

Levy 157.46100	Gen Tax	
	SB41 \$	
SB41 Tax Dollars		

Net Change
2079.74-

2079.74-

TREASURER SECTION (Summary)

Net Change in Assessed Value

(no SB41 influence)	13208-
Applicable Mill Levy	157.46100
Net Change in Levied Tax Dollars	2079.74-

Net Change in SB41 Exemption

Type of Correction DECREASE

Correction Code CL CLERICAL ERROR Rate 6.00%

Tax Statement # 17294

Comments Classification correction per
Appraiser

Owner HOME0021

HEMOCARE & HOSPICE FOUNDATION

Net Change in Total Tax Dollars	2079.74-
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By order of the Board of County Commissioners of RILEY COUNTY, Kansas.

(Date)

Approved by Commission:

Attest by County Clerk:

Attachment: image17701 (11322 : Tax Roll Corrections)



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: December 2, 2021

SUBJECT: Sign Riley County Personnel Action Form(s)

PRESENTER: Elizabeth Ward, Human Resource Manager

Enclosures:

- 2021-11 A Graben (PDF)
- 2021-11 D Brokesh (green) (PDF)

RILEY COUNTY PERSONNEL ACTION FORM

☐ Add		Fill Request Date: 11/19/2021
☒ 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

Graben	Alyssa		
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Name: Last First Middle Home Phone

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Address: Street City State Zip

On Call Juvenile Intake	Community Corrections	0144-000501
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Position Title Department Fund

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

B	9	\$15.80	☒ Hour	\$	☐ Bi-weekly	☐ 40	☐
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Grade/Step Pay Rate Hours Per Workweek

Approvals:

Department:

Date:

Personnel:

BOCC

Chairman:

Member:

Member:

RILEY COUNTY PERSONNEL ACTION FORM

☒ Add		Fill Request Date: 11/30/2021
☐ 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

Brokesh	Dede		
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Name: Last First Middle Home Phone

--	--	--	--

Address: Street City State Zip

As Needed Museum Assistant	Museum	0001-000017
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Position Title Department Fund

12/3/2021	☐	☒		☒ Yes	☐ No
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Effective Date Exempt Non-Exempt Ending Date For Temporary Is this a budgeted position?

As Need	3	\$11.11	☒ Hour	\$	☐ Bi-weekly	☐ 40	☐
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Grade/Step Pay Rate Hours Per Workweek

Approvals:

Department: Asana Saeng-Parker Date: 11/30/2021

Personnel: [Signature] 11-30-2021

BOCC
Chairman: _____

Member: _____

Member: _____



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
December 06, 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
2. Executive session to discuss confidential legal advice regarding potential litigation issues

9:30 AM

Press Conference

3. RCPD update - Captain Greg Steere (3-5 minutes)
4. Downtown Manhattan update - Gina Snyder (3-5 minutes)
5. Presentation of plaque to Dr. Tom Taul in recognition of serving 20 years on the RCPB/BOZA - John Ford and Amanda Smeller (3-5 minutes)

10:00 AM

Russel Stukey, Emergency Management Director

6. Staff update

10:15 AM

Shilo Heger, Treasurer

7. 2021 Accomplishments and 2022 Goals

10:30 AM

Amy Manges, Register of Deeds

8. 2021 Accomplishments and 2022 Goals

Attachment: 12-06-21 tentative agenda (10513 : Tentative Agenda)

10:45 AM **Rich Vargo, County Clerk**

9. 2021 Accomplishments and 2022 Goals

11:00 AM **Amanda Smeller, Planning/Special Projects Director**

10. Land Development Regulations

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: 12-06-21 tentative agenda (10513 : Tentative Agenda)



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
December 09, 2021**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Chair](#)

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

1. Discuss Joint City/County/County Meeting

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Clancy Holeman, Counselor/Director of Administrative Services

2. Administrative Work Session

9:20 AM

Break

9:30 AM

Shilo Heger, Treasurer

3. Monthly Revenue Reports

9:45 AM

Jason Smith, Manhattan Area Chamber of Commerce

4. Economic development update

10:00 AM

Julie Gibbs, Health Department Director

5. Staff update

10:30 AM

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

6. Monthly Cash Flow Reports

10:50 AM

Amanda Smeller, Planning/Special Projects Director

Attachment: 12-09-21 tentative agenda (10513 : Tentative Agenda)

7. Public hearing for a Resolution to adopt the Manhattan Urban Area Subdivision Regulations

1:15 PM**Executive Sessions to discuss department head evaluations**

8. 1:15 Amanda Smeller, Planning/Special Projects Director
9. 1:45 Shelly Williams, Community Corrections Director
10. 2:15 Michael Boller, Noxious Weed Director
11. 2:45 John Ellermann, Public Works Director/County Engineer

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: 12-09-21 tentative agenda (10513 : Tentative Agenda)



HEALTH DEPARTMENT
Personnel

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

COMMISSION AGENDA REPORT

FROM: Julie Gibbs

MEETING: December 2, 2021

SUBJECT: Riley County Health Department request to fill Clinic Supervisor position

PRESENTER: Julie Gibbs

BACKGROUND

Aryn Price has resigned and her last day is December 10. This position (formerly the "Nursing Supervisor") is vital to the clinic and we will want to fill this immediately. We decided to change the title to Clinic Supervisor due to the fact that this position oversees the entire clinic.

DISCUSSION

Through many discussions with seasoned nurses and Aryn herself, we strongly feel that a "Clinic Coordinator" (an additional position) is much needed to cover some of the day-to-day tasks, including the HIPAA concerns. The HIPAA Compliance Officer job duties have been shuffled around this last year. This really could be a part time or even full time position in dealing with HIPAA concerns and questions, keeping track of training, keeping the policy manual up to date, and going through trainings and continuing education throughout the year to stay up to date. These duties were originally in the job description of the "Officer Manager" in the clinic.

Due to the fact that we no longer have an Office Manager and since then those duties have been assumed by the Nursing Supervisor, we feel that these duties need to be separated out again. This is apparent with the turnover we have had with our Nursing Supervisors (we have had 5 different supervisors in the last 10 years).

I believe that in making this change we will benefit three ways; 1) take some burden off an already overworked supervisor, 2) take some administrative duties off of the nurses to free them up to see more patients, 3) provide a "home" for the HIPAA Compliance Officer (this home should be in the clinic).

This job description is being analyzed now and when it is ready, my plan is to bring it to the BOCC for final approval and to discuss funding.

FISCAL IMPACT

The Clinic Supervisor is already budgeted for; no additional cost to the county.

RECOMMENDATION(S)

I recommend the board approve the request to fill the Clinic Supervisor position.

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:

- 2021clinicsupervisor (PDF)
- 2021-11 Clinic Supervisor (PDF)

RILEY COUNTY, KANSAS JOB DESCRIPTION

Job Title:	CLINIC SUPERVISOR – PUBLIC HEALTH CLINIC		
Department:	Health Department	Division:	Nursing
Reports To:	Health Department Administrator		
Pay Grade:	V	Status:	Full Time
FLSA Status:	Exempt		

POSITION SUMMARY:

This full-time position directs planning and implementation for public health clinic services onsite and in community settings that include: 1) Reproductive health services (family planning); 2) Communicable disease surveillance, prevention and health promotion; 3) Immunizations for all age groups; 4) Focused nurse assessments and referrals; 5) Clinic Risk Management. This position is responsible for supervising and facilitating public health clinic staff in the planning, writing, evaluating, reporting, and organizing of grants associated with the clinic services. This position is considered a leadership position requiring strong communication skills to engage staff and providers in public and private clinics to address identified health needs in the community in a culturally competent manner.

ESSENTIAL FUNCTIONS:

1. Responsible for planning, coordination, operation, and provision of clinic services at the Health Department and in the community working collaboratively with the (Maternal and Child Health/Home Visiting) Supervisor to align projects and program goals for maximum collective impact along with community partners
2. Proficiency in staff supervision, risk management, medical billing, and implementation of Electronic Health Records in the clinic for efficiency and effectiveness of clinic services assuring compliance with Health Insurance Portability and Accountability Act (HIPAA) and industry standards.
3. Assures clinic staff has licensure and certifications required for positions and develops workforce development plans with staff for ongoing skill and knowledge development.
4. Responsible for directing staff participation and completion of annual grant applications and quarterly/biannual reporting for Immunization Action Plan grant, Family Planning grant, and State Formula grant assuring all grant objectives are reviewed with assigned program staff and process for measuring and reporting progress is developed, implemented, and evaluated.
5. Conducts quarterly clinical chart audits to assure clinic is providing services within the scope of program requirements and clinical guidelines.
6. Plans, coordinates, and facilitates the use of quality improvement strategies to effectively evaluate and assess performance of clinic services, programs and practices implementing quality improvement plans for clinic programs and services.
7. Develop and directs the development of nursing policies, guidelines, and procedures for specialized public health programs including communicable disease control or prophylaxis, family

Attachment: 2021clinicsupervisor (11327 : RCHD Request to fill a position)

planning services, sexually transmitted diseases, immunizations, and laboratory.

8. Develops and maintains written guidelines and standing orders for clinical exams and reproductive health services in consultation with the APRN, Medical Director, Family Planning Medical Consultant and the State Family Planning Guidelines.
9. Works with the Department Fiscal Analyst to assure submission of bills/invoices for insurance billing, grant tracking, Early Detection Works (EDW) reimbursement, KDHE/family planning reimbursement for colposcopies and biopsies, nursing services, , or clinical and/or screening service reimbursement. That services are representative of standards for the coding industry in Kansas.

SECONDARY FUNCTIONS:

- Ensures that clinic processes are meeting industry standards.
- Assures that initial contact with clients regarding abnormal pap smear results and recommendations for follow up and treatment are made by the APRN and documented per grant requirements.
- Ensures ongoing passive surveillance of communicable disease or blood lead results in the county, utilization of the Kansas disease reporting system, EpiTrax, and State reporting.
- Ensures that data is properly entered into the Daisey state system for reporting.
- Ensures that all nursing staff members are certified to pack and ship hazardous biologic substances or specimens.
- Plans and implements community/off-site flu clinics.
- Collaborates with community partners to build and improve population health in Riley County. Assists in planning and participation in public health emergency response efforts as evaluates program and staff needs and makes sound requests for equipment, staffing and program cost items.
- Develops professional collaborative relationships with contracted consultants that include: Physicians with reproductive health/obstetrical specialization, Medical Director, and Pharmacy Consultant.
- Ensures that cheerful, accurate, timely and respectful reception and assistance is extended to both internal and external customers
- Demonstrates strong verbal and written communication skills.
- Demonstrates strong organizational skills.
- Demonstrates knowledge of Human Resources principles and practices.
- Provides leadership in establishing goals, objectives, and planning with Department administrator, supervisors, and administration team.
- Works collaboratively with the Department Community Health Educator in the planning and organization of community health fairs and clinics.
- Works collaboratively with academic institutions as a clinical site for students and develop orientation and guidance for students.
- Participates in appropriate training, workshops, and seminars to assure personal professional growth and effectiveness as a member of the agency leadership team.
- Participate on the Department Leadership Team.

Attachment: 2021clinicsupervisor (11327 : RCHD Request to fill a position)

- Other duties as assigned.

POSITION REQUIREMENTS:

Education: Licensed as a Registered Nurse in Kansas. A Master's degree in nursing or certification as an Advanced Practice Registered Nurse is required or applicable experience.

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

Experience: Five+year' experience in the field of public health nursing is preferred. Three years of supervisory experience is required.

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

Conforms to HIPAA privacy regulations specific to position held. The Nursing Supervisor has authority to use the following categories of PHI for administrative purposes: demographics, scheduling, treatment or procedures, reports and medical notes. Disclosures are only allowed as necessary for treatment to providers and/or Business Associates or as required by law. Has authority to use the following categories of PHI for treatment purposes: demographics, scheduling, treatment or procedures, reports and medical notes. Disclosures are only allowed as necessary for treatment to providers and/or Business Associates, for billing, health care operations or as required by law. May need to interact with the following departments for allowable access to PHI: All Riley Health Department Programs.

Supervisory Controls: The employee and the Health Department Administrator work together to set the overall objectives for this position following the Riley County Personnel and Policy Guidelines.

Supervisory Responsibility: The employee provides direct supervision of clinic staff that includes all public health clinic nursing staff, and medical clerks. Develops and follows sound personnel practices and procedures including timely evaluation of staff on a scheduled basis. Appropriately delegates authority when necessary.

Guidelines: The employee uses judgment in interpreting and adapting guidelines such as agency policies, regulations, precedents, and work directions for application to specific cases or problems. The employee analyzes results and recommends changes. Ensures that supervised employees demonstrate attitudes and behaviors respectful, courteous, and sensitive to the diverse needs of the individuals and populations served by the Health Department. Works cooperatively with Administration to identify strategies to achieve Department and program goals even though the strategies may not conform to personal opinions.

Complexity: The work requires self-motivated advanced planning for program planning and delivery of

services as well as critical thinking skills to assess and make rapid emergency decisions. The work also requires many complex daily decisions concerning such things as planning of the work, or refining the methods and techniques to be used to fulfill work requirements. Meeting and dealing with many individuals of varying interests and levels of responsibility. Dependable in carrying out responsibilities.

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

Personal Contacts: The personal contacts are with individuals or groups from inside and outside the County in a moderately unstructured setting (e.g., the contacts are not established on a routine basis); the purpose and extent of each contact is different and the role and authority of each party is identified and developed during the course of the contact. The purpose is to plan, coordinate, advise and educate on work efforts or to resolve operating problems by influencing or motivating individuals or groups who are working toward mutual goals and who have basically cooperative attitudes.

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

While performing the duties of this job, the employee is required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk and hear from both ears; smell. The employee must regularly lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

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

- The noise level in the work environment is usually considered normal. Use of personal vehicle may be required.
- Must be fluent in English; Bilingual with English and Spanish helpful, but not required.
- The Health Department as a public health facility requires a tobacco-free work environment.

Approved: _____ Date: _____
(Administrator)

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 Health Department Date 11/30/2021 Job Title Clinic Supervisor-Public Health Clinic

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

TYPE OF REQUEST

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

Budgeted Position Request		Non-Budgeted Position Request	
☒ Request to hire replacement-same duties	☐ Request to change budgeted hours	☐ Request to create a new position for current fiscal year only	☐ Request to create a new position which will be included in future annual budgets
☐ Request to hire replacement-new duties	☐ Request to change position status	☐ Request for current non-budgeted position to be included in future annual budgets	
1. Name of former incumbent or current employee: <u>Aryn Price</u>	2. Effective date of promotion, transfer, termination, or change: <u>12/10/2021</u>	1. Are there current budgeted funds available to pay for this position? ☐ Yes ☐ No ☐ Grant Funded	2. Requested hours per year:
3. If requesting a change in budgeted hours, estimated change in cost per year:	4. Would the position require re-evaluation for classification and pay grade purposes? ☐ Yes ☒ No	3. Estimated cost per year (financial impact): \$	4. Would the position require evaluation for classification and pay grade purposes? ☐ Yes ☐ No
5. Has this position been "On Hold?" ☐ Yes ☒ No If yes, date placed "On Hold":	6. Any special conditions regarding this position:	5. If applicable, what is the ending date for the position?:	6. Any special conditions regarding this position:

1. Why is it necessary to fill this position or change its status? Resignation of Nursing Supervisor

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

For hiring purposes, briefly state necessary and/or desirable education, training, and/or certification required as well as desirable experience and/or skills:
License in KS as a RN, Master's Degree in nursing or certification as an Advanced Practice RN required or applicable experience. 5+ yrs in public health nursing preferred. 3+ yrs supervisory exp required

Additional comments: KS Nursing License and Valid Drivers License.

Approval by:

Department Head:

Personnel:

BOCC Chairman:

BOCC Member:

BOCC Member:

Date:

11-30-21
11-30-2021



NOXIOUS WEED/HHW
Staff Update

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

STAFF REPORT

FROM: Riley County Noxious Weed Director Michael Boller

MEETING: December 2, 2021

SUBJECT: Noxious Weed Staff Update

PRESENTER: Riley County Noxious Weed Director Michael Boller

Enclosures:

- 12-2-2021 Staff Report (DOC)

Riley County Noxious Weed/HHW Department
Michael Boller, Director
December 2, 2021

Staff Report

Noxious Weed/Mowing:

- All spraying operations for the year are complete.
- Trucks have been converted over for snow removal.
- Mowing has been completed this week and has been the primary focus since mid-September.
- Next vegetation management work will be tree and brush removal. Focus area will be along Wildcat Creek road and some more remote areas along county roads at the lake if time and weather permits.

HHW:

- The next HHW collection at Howie's Recycling is Saturday, December 11, 2021 from 8:00am to 12:00 noon. No business waste or large truck loads will be accepted at this event.
- The Riley County HHW Facility has recycled latex paint to give away. We have one gallon and five gallon containers available. Our office is open Monday – Friday from 7:30am to 4:00pm for assistance.
- Big Lakes Regional HHW annual Board of Directors meeting will be December 17th, 2021 at the Riley County Public Works conference room. Agenda items will be setting budget for 2022 and possible replacement of aging equipment.



COUNTY APPRAISER'S OFFICE
Staff Update

Greg McHenry
County Appraiser
110 Courthouse Plaza
Manhattan, KS 66502
Phone: 785-537-6310

STAFF REPORT

FROM: Greg McHenry, County Appraiser
MEETING: December 2, 2021
SUBJECT: Appraiser's Office Report
PRESENTER: Greg McHenry, County Appraiser

APPRAISER'S OFFICE REPORT
BOCC

December 2nd, 2021

APPRAISER'S OFFICE OVERVIEW:

- Our appraisers will be busy during December continuing data collection of new construction properties. Commercial data collection will once again keep us busy this year. The commercial new construction includes a hotel, parking garage, KSU projects, apartment buildings, offices, warehouses, etc. that will be complete and/or partially complete by the end of the year. We're also doing residential new construction reviews, especially in the southwest and northwest portions of Manhattan.
- We'll be starting our 2022 final review process next week. During final review our appraisers choose values for the approximately 26,000 properties in our county.
- We've begun doing Payment Under Protest (PUP) appeals for real estate parcels. We hope to be able to wrap those up by mid-January.

- Personal Property forms will be mailed December 30th. We're doing the mailing ourselves (in-house) this year.
- We're expecting to receive the 2022 Agricultural Use Land values from PVD within the next 2 weeks.
- We've had 1,536 real estate sales in 2021 through Nov 30th, with 1,341 of those being home sales. The median sale price for homes was \$205,000. The average sale price was \$227,825. In addition there have been 359 building permits in 2021 through Nov 30th. Our median residential sales ratio is currently 90%.
- We have several Board of Tax Appeals (BOTA) cases currently docketed for trial. Pending cases include: Central National Bank (2019, 2020), Genesis (2020, 2021), Hilton Garden Inn (2020), Holiday Inn-Campus (2021), Holiday Inn Express (2021), Home Depot (2020), Houston St Ballroom (2020, HyVee (2020), IHOP (2019), Icon (2020, 2021 3 parcels), Little Apple Honda/Toyota (2020), Manhattan Marketplace (2020), Midtown Plaza (2020), Parkwood Hotel (2020, 2021), Target (2020, 2021), Walgreens (Anderson Ave, 2020, 2021), Walgreens (Bluemont Ave, (2020, 2021), Westloop (2020, 2021).

Enclosures:



PLANNING & DEVELOPMENT
Staff Update

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

STAFF REPORT

FROM: Amanda Smeller

MEETING: December 2, 2021

SUBJECT: Planning & Development - Staff Update

PRESENTER: Amanda Smeller

Enclosures:

- December PD Update (PDF)
- Staff Update (PDF)



PLANNING & DEVELOPMENT

Date: December 2, 2021

To: Riley County Board of County Commissioners

From: Amanda Smeller, Planning & Special Projects Director

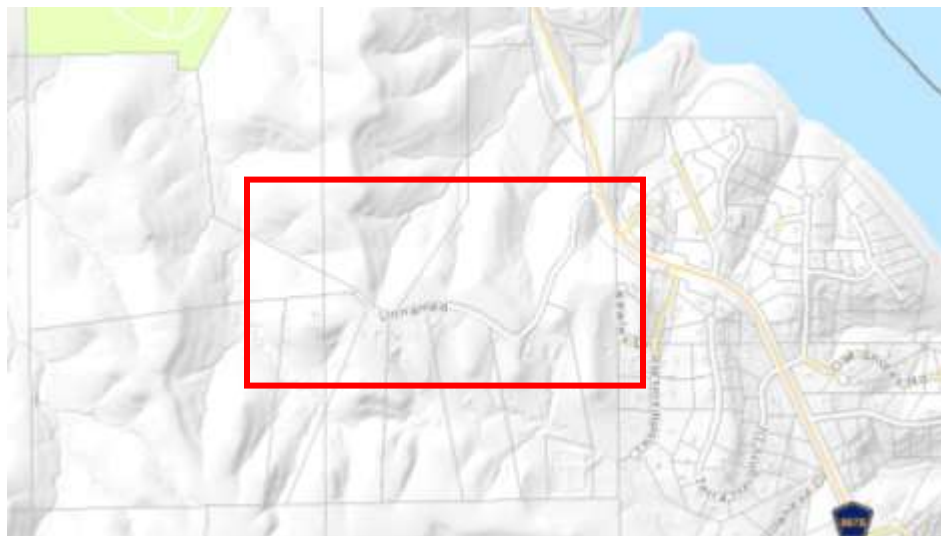
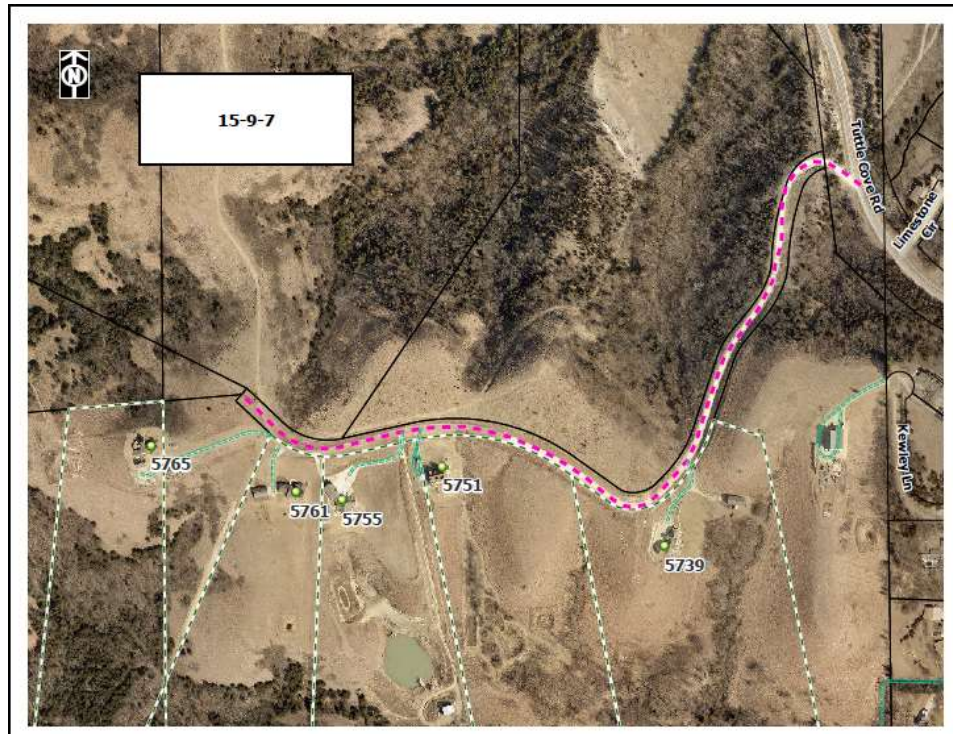
Re: Planning & Development November Staff Report

Please see the attached project spreadsheet for more details.

November Highlights:

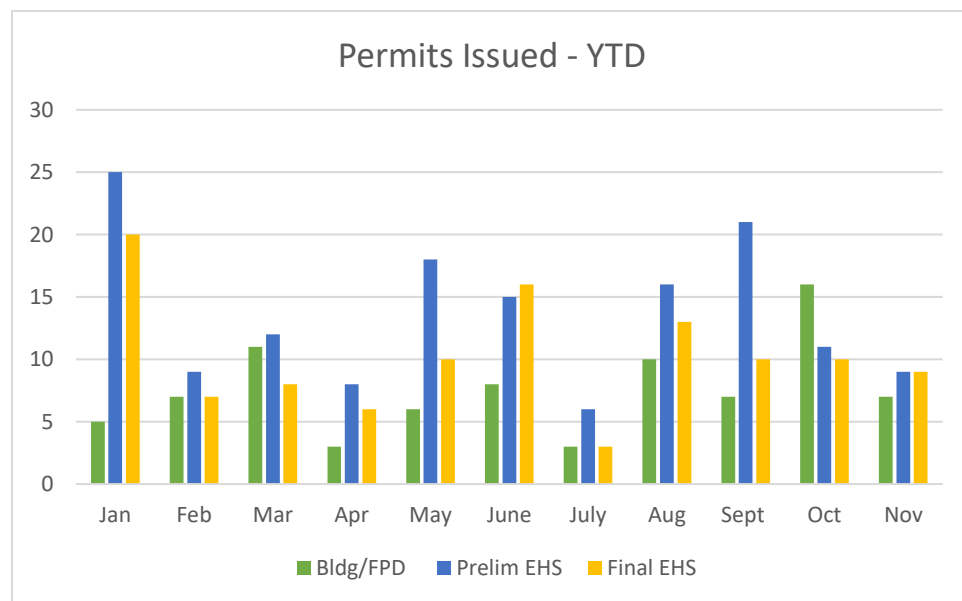
- Land Development Regulations:
 - The Manhattan Urban Area Planning Board held a public hearing on November 1 and recommended approval to the Board of County Commissioners.
 - The BOCC held a work session on this item during a regular meeting on November 1.
 - The BOCC held a public hearing for this item during a regular meeting on November 18. Staff had recommended adoption at this meeting; however, the BOCC requested additional information so tabled the item to a future date.
- The City is also updating their regulations, titled the Manhattan Development Code (MDC). Riley County must adopt the City's subdivision regulations for the Manhattan urban area only.
 - The Manhattan Urban Area Planning Board held a public hearing on November 1 for the entire MDC and recommended approval to the City Commission for the entire document. They passed a separate motion recommending approval of the subdivision regulations for the Manhattan Urban Area to the Board of County Commissioners. See attached map outlining the Manhattan Urban Area (in blue).
 - The Manhattan City Commission held first reading for the entire MDC on November 16.
 - The County already has the City's current subdivision regulations adopted for the urban area. Because the City is updating their regulations, we must subsequently adopt those to maintain consistency.
- Presented Comprehensive Plan Update during the November 8 County Official's luncheon and the November 22 Intergovernmental Official's meetings.
- Reviewed applications for two Riley County Planning Board vacancies which included a recommendation for a new member (current member is not interested in serving again) as well as retaining an existing member who is interested in serving again.

- NG911 – The committee is working through renaming/readdressing Tuttle Cove Road (private) and have received a petition to use "Hayovel Place." The committee reviewed and recommends approval of this name. Notifications letters were sent to adjacent property owners with new proposed addresses utilizing Hayovel Place.



- Five vendor proposals were received in response to our permit software RFP and are under review by staff to determine who we would like to interview.
- The Riley County Planning Board held a regular meeting on November 8 for a public hearing to review a request by Bret & Nicole Tremblay and Pope Inc. for a Residential Use Designator – Country Estate on a tract of land in Madison Township.

- The Manhattan Urban Area Planning Board held a regular meeting on November 1 for the following –
 - Public hearing to consider a Special Use Permit for Evergy to establish and operate an electrical substation on the corner of Tuttle Creek Boulevard and Walters Drive in Manhattan Township.
 - Public hearing for the County's proposed Land Development Regulations
 - Public hearing for the City's Manhattan Development Code which includes subdivision regulations for the urban area.
- Staff held the following two pre-application conferences both for potential replats.
- Permits issued:
 - Building/floodplain development permits: 7
 - Preliminary approval environmental health permits: 9
 - Final/use environmental health permits: 9



- I attended the following:
 - Kansas Quick Guide Floodplain Management (FEMA/KDA WRS presentation)
 - MPO TAC
 - County Official's luncheon
 - Waste CAT
 - Master Food Plan Committee
 - Healthy Rivers and Streams Virtual Forum
 - Intergovernmental luncheon
- Participated in the EMS station RFQ review process
- Met with City staff to discuss CDBG Housing Rehab for Riley County options

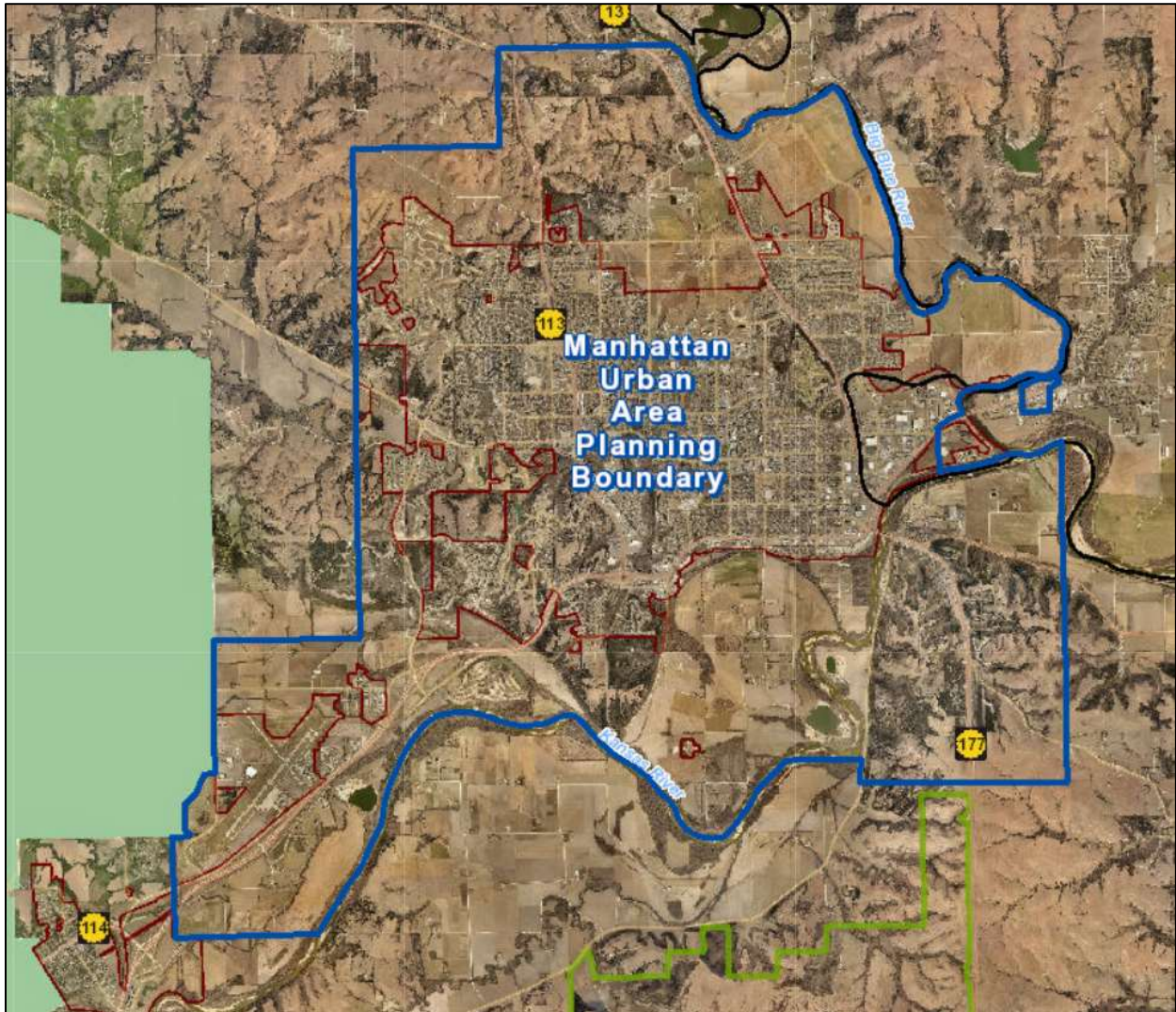
Upcoming of note in December:

- Land Development Regulations:
 - The Board of County Commissioners will review this item during their regular meeting on December 6. Staff is recommending approval.
- City of Manhattan's Development Code:
 - The City Commission will hold a final reading for this item during their regular meeting on December 7.
 - Provided the City Commission passes final reading, the subdivision regulations for the Manhattan Urban Area will be before the Board of County Commissioners for review and approval on December 9.
- Staff will hold interviews for permit software vendors and make a selection to get a contract under way.
- The BOCC and staff will recognize Dr. Tom Taul for more than 20 years of service on the Riley County Planning Board and Board of Zoning Appeals.
- The BOCC will select a new member to fill the vacancy left by Tom on the planning board. Staff has made a recommendation from applications received as well as a recommendation to retain current Planning Board member Joe Gelroth who is interested in serving another term.
- Staff evaluations will occur the week of December 6.
- My Department Head evaluation will occur on December 9.
- I am out of the office from December 15 through December 27.

Further Ahead:

- The BOCC will hold a public hearing on January 10 for the renaming of Tuttle Cove Road to Hayovel Place.
- Staff will bring a professional services contract in January for new permitting software before the BOCC for approval.

Manhattan Urban Area (in blue)
(City limits are in red)



Attachment: December PD Update (11325 : Staff Update)

Planning and Development
Staff Update
November 29, 2021

Projects	Staff	Status	Task	Start Date	Request to Prosecute	Deadline
Long Range Planning						
Land development regulations	Amanda Smeller, Bob Isaac & Darrin Hobbs	Work sessions were held with the RCPB 9/13 and MUAPB 9/20. Published Notice of Public Hearing. Public hearing held before RCPB on 10/18. Conducted MUAPB public hearing on 11/1, second BOCC work session on 11/1, and BOCC public hearing/adoption review on 11/18/21. BOCC hearing tabled.	BOCC public hearing 12/6/2021 to adopt.	5/1/2016		12/6/2021
Keats Sewer District	Amanda Smeller & Perry Piper	Income surveys completed. Ineligible for CDBG funding and KDHE loan forgiveness. Eligible for USDA and KDHE funding. Still moving forward with option 1 and BOCC offered ARPA funding.	Pending ARPA funding. Clancy will present letter to BOCC for signature. Need to work on USDA application.	11/1/2014		12/31/2021
Sewer agreement for County shop area	Clancy Holeman & Craig Cox	Met with City staff to discuss report and agreement. City staff analysis reveals that the sanitary system has adequate capacity for the proposed development area.	Wait on City and County Counselors to draft agreement. Investigate water options. Update BOCC on process.	2/1/2014		TBD
NG911 - Private Road Naming	Amanda Smeller & Lisa Daily	Johnson Trail completed. Committee met and decided to move forward with renaming a private road Tuttle Cove Road to Tuttle Cove Lane. Prenotification letters were mailed on 10/18/2021. Petition for alternate road name was received and NG911 committee approved Hayovel Place.	Send out second notification letters with alternative road name.	8/1/2015		11/23/2021
Develop Riley County - historic land use changes in Wildcat Creek Watershed	Darrin Hobbs	Information gathering from NASA complete for report. Report has been finalized. Waiting for end product.	Present report to all participating entities.	6/1/2020		12/31/2021
Regulations						
Manhattan Unified Development Ordinance	Bob Isaac & Amanda Smeller	Reviewed UDO subdivision regulations and met with City staff to discuss modifications. City provided sections regarding subdividing in the MUA. The entire MDC will be before the MUAPB during a public hearing on 11/1. The MUAPB made a affirmative recommendation to the Riley County BOCC for adoption of the subdivision regulations in the MUA.	This will be before the BOCC on December 9, 2021.	4/11/2011		12/9/2021
Grants						
Keats Sewer District	Amanda Smeller	Income surveys completed. Ineligible for CDBG funding and KDHE loan forgiveness. Eligible for USDA and KDHE funding. Still moving forward with option 1 and BOCC offered ARPA funding.	Pending ARPA funding. Clancy will present letter to BOCC for signature. Need to work on USDA application.	TBD		TBD
CDBG-CV	Amanda Smeller & Lisa Daily	Grant awarded for meal program and job retention program. Close out meeting with KDOC on August 3, 2021.	Working on close out paperwork. Staff will bring additional documentation for BOCC Chair to sign at a future meeting.	7/27/2020		12/2/2021
KDHE Solid Waste Grant	Amanda Smeller	Awarded grant for battery recycling education program. Held meeting September 20th. Sticker design complete. 1000 stickers have been received.	Working on flyers.	8/1/2021		12/31/2021
Current Planning						
Vinduska - RUD & Plat	Bob Isaac	RCPB approved RUD-EF and Concurrent Plat. BOCC approved and plat filed.	Project closed.	9/7/2021		10/29/2021
Evergy - Special Use	Bob Isaac	MUAPB and BOCC approved. Resolution to be published on 11/24/21.	Project closed.	9/20/2021		11/24/2021
Tremblay - RUD Country Estate	Bob Isaac	RCPB approved. Agricultural Protection Easement filed with Register of Deeds.	Project closed.	11/8/2021		11/12/2021
RCPB - Land Development Regulations	Bob Isaac	RCPB conducted public hearing; recommended approval with modifications.	MUAPB to conduct public hearing 11/1 and BOCC 11/18/21.	9/23/221		11/18/2021
Lott - Replat	Bob Isaac	Application received.	Process application.	11/9/2021		1/10/2022
Swindler - RUD-Isolated Homesite & Plat	Bob Isaac	Application received.	Process application.	1/15/2021		1/10/2022
Permits						
21-0120-NBLD Wege	Darrin Hobbs & Craig Cox	Application entered into LAMA; septic tank and lateral field not on the same lot as house. Showing as issued in LAMA which is not correct.	Covenant complete. On 11.04.2021 BOCC agenda. ABATED	5/27/2021		11/4/2021
21-0153-OFLD Britt	Darrin Hobbs	Application received and entered into LAMA. Elevation certificate and approved plan received from DWR.	Permit issued.	7/19/2021		11/17/2021
21-0185-ADGR Myers & Maupin (shed)	Darrin Hobbs	Inspections completed, determined a variance is required. Bob and Darrin contacted property owner.	Follow up with property owner.	8/23/2021		12/1/2021
Unpaid Fees						
L20AIR-0113 HMH LLC	Craig Cox	Inspection of the Alternative Private Wastewater System completed on 12/10/20. Repairs completed and re-inspected on 1/15/21. Inspection fee of \$100.00 and Re-inspection fee of \$75.00 have not been paid by the property owner. Tried reaching property owner by telephone but no response.	Referred to Counsel for collection.	4/29/2021		TBD
Property Maintenance Code Violations						
Kilner - Unsafe structure	Craig Cox	Judgment granted on 9.16.2021. Property enjoined from violating Property Maintenance Code.	90 days to come into compliance.	8/18/2016		12/16/2021
21-0025 Secretary of Housing and Urban Development - Dangerous Structure	Darrin Hobbs	Notification Letter mailed.	Send Notice of Order to Abate.	4/27/2021		12/1/2021
Hermesch - Unsafe structure	Clancy Holeman	Counselor met with P&D staff for Property Maintenance Code application. Photos of property taken.	Counsel put property in 2018 tax case for 2014 & 2015 delinquent taxes.	11/24/2015		TBD
Zoning Violations						
Doyle - Illegal mobile home storage (Mobile Gardens) Violation #10-0050	Craig Cox	Staff met with Charlotte Doyle on 8.31.2021.	Replat property and comply with zoning regulations.	12/17/2010	4/17/2012	12/30/2021
Doyle - Illegal salvage at residence Violation #05-0007	Craig Cox	Counsel and staff conducted site visits on 6/25/18 and 7/20/18. Mr. Doyle removed 600 tires and 3 mobile homes. March 19, 2021 conference with Mr. Doyle. He agreed to remove vehicles from the property. Set site visit for May 4, 2021. Mr. Doyle has moved about 90% of the tires and multiple vehicles to a staging area across from his residence for a salvage company to pick up, and will continue with this method. Next site visit 08/11/2021. Staff met with Charlotte Doyle on 08/31/2021.	Continue removing cars from property.	4/15/2013	5/1/2014	1/30/2022
Zeller/Thomas - Illegal sign	Craig Cox	Owner has limited signage to MHK Airport (governmental entity).	Counsel to schedule meeting with staff to discuss case status.	12/1/2011	9/27/2012	12/30/2021
Kilner - Unsafe structure	Craig Cox	Judgment granted on 9.16.2021. Property enjoined from violating Property Maintenance Code.	90 days to come into compliance.	8/18/2016		12/16/2021
20-0063 - Satterlee: Inoperable vehicles and campers	Darrin Hobbs	Determined to be a violation. Notification letter sent. The Notification letter was resent by me for a fresh start to make contact with the property owner. Contacted property owner on what still needs to be removed and provided an aerial map.	Monitor progress.	9/27/2021		11/30/2021
20-0077 - Scott - Illegal salvage operation in residential zoning	Darrin Hobbs	Inspection completed and sent notification letter to property owner. Met with property owner on site and will be removing some items by 3/1/2021.	Monitor progress.	12/8/2020		11/30/2021
21-0053 Myers - building without a permit	Darrin Hobbs	Inspection completed, Notification Letter and Violation Notice sent. Applications received and processed. Bob and Darrin visited with property owner on 10/27/21 to confirm a Certificate of Survey would need to be done to confirm if the "well house" is located in the building setback. Property owner indicated he wanted to seek legal counsel.	Follow up with property owner.	7/14/2021		12/1/2021

Attachment: Staff Update (11325 : Staff Update)

Projects	Staff	Status	Task	Start Date	Request to Prosecute	Deadline
20-0079 Miller - Illegal auto repair and salvage operation 1382 Pillsbury Dr	Darrin Hobbs	Inspection completed and sent notification letter to property owner. Property owner is making progress but no contact. Staff met with property owner and agreed to provide a plan to abate violations by 1/29/2021. Final notice of violation sent to property owner. Sent violation, final notice, property owner met with staff and agreed to provide a plan to abate the violation. No response or plan received.	Send request to prosecute to Deputy County Counselor.	12/8/2020		11/15/2021
20-0087 Miller - Illegal auto repair and salvage operation 1420 Pillsbury Dr	Darrin Hobbs	Inspection completed and sent notification letter to property owner. Property owner is making progress but no contact. Staff met with property owner and agreed to provide a plan to abate violations by 1/29/2021. Final notice of violation sent to property owner. Sent violation, final notice, property owner met with staff and agreed to provide a plan to abate the violation. No response or plan received.	Send request to prosecute to Deputy County Counselor.	12/21/2020		12/31/2021
20-0090 Fishgill LLC - Illegal auto repair and salvage operation	Darrin Hobbs	Inspection completed and sent notification letter to property owner. Property owner wants an extension to remove tenant. Vehicles being removed. Sent notice of violation. No response.	Complete follow up inspection.	12/22/2020		12/15/2021
L21MHP-0004 TDJ Stables	Darrin Hobbs & Craig Cox	Renewal applications and fees received. License can't be issued until property is compliance sanitary code.	Counsel to schedule staff meeting with Mr. Jones to discuss resolution.	11/20/2020		12/30/2021
21-0019 Britt - non compliance in flood hazard area/floodway	Craig Cox	Temporary Agreed Injunction filed with the Court. Review dates: July 15-DWS, August 15-No Rise, September 15-Riley County permit, November 1-Remove trees.	Court case 11/10/2021	4/6/2021		12/16/2021
Sanitary Code Violations						
TDJ Stables - illegal repair	Perry Piper & Craig Cox	Property owner applied for repair permit and made repairs himself and is not a licensed installer.	Counsel to schedule staff meeting with Mr. Jones to discuss resolution.	4/7/2020		11/30/2021
21-0022 Goss/Masterson - undersized lagoon	Perry Piper & Craig Cox	Violation determined.	Counsel to send letter.	4/14/2021		11/30/2021
21-0038 Worrell - Sanitation Violation	Perry Piper & Craig Cox	Spoke to property owner and mailed repair application with no response, additionally lateral field installed unlawfully. Repair application received.	Met with Mrs. Worrel, she stated no Conservation money available. Told to contact USDA to see if they would qualify for low interest loan, they never. Legal to send letter giving them timeline to replace lateral field.	6/23/2021		11/30/2021
21-0048 Wurtz - lagoon fencing requirement not completed	Perry Piper & Craig Cox	Violation letter sent to property owner. Counsel sent a letter to property owner.	Fencing deadline 8/31/2021 and seeding deadline 9/30/2021. No trespassing sign placed at entrance. Legal to do Emergency Order.	7/9/2021		11/30/2021



RILEY COUNTY LEGISLATIVE CONFERENCE AGENDA

Thursday, December 2, 2021
12:00 p.m. - 2:00 p.m.
County Commission Meeting Room
115 North Fourth Street - First Floor

THE 2022 LEGISLATIVE SESSION RILEY COUNTY PRIORITIES

12:00 p.m. Catered Lunch

12:30 p.m. Welcome and Introductions

John Ford, Chairman
Greg McKinley, Vice Chairman
Kathryn Focke, Member

12:35 p.m.
Presentation

Shilo Heger, Riley County Treasurer
Amy Manges, Riley County Register of Deeds
Clancy Holeman, Riley County Counselor

I. Loss of Riley County Tax Dollars Due to State Actions (2013-2022) (Attachment A)

A. Cumulative Totals—Treasurer Perspective: Shilo Heger

1. LAVTR
2. Revenue Sharing
3. City/County Highway
4. Vehicle Tax

B. Mortgage Registration Fee—Register of Deeds Perspective: Amy Manges

C. Machinery and Equipment Exemption and “Slider”—Appraiser Perspective: Clancy Holeman

1:05 p.m.

Discussion--Delegation Action to Stop Future Losses

Board of Riley County Commissioners
Riley County Counselor
Riley County Legislative Delegation

II. Dark Store

Board of Riley County Commissioners
Riley County Counselor
Riley County Legislative Delegation

1:15 p.m.

Discussion--Legislative Support of SB 222
(Attachment B)

III. Constitutional Protection of County Home Rule Board of Riley County Commissioners

1:25 p.m.
Discussion—Legislative Support of SCR 1606
(Attachment C)

Riley County Counselor
 Riley County Legislative Delegation

IV. Riley County Nuisance Abatement

1:35 p.m.
Discussion—Legislative Support of Riley County
Unincorporated Area Nuisance Abatement Act
(Attachment D)

Board of Riley County Commissioners
 Riley County Counselor
 Riley County Legislative Delegation

V. Resuming LAVTR and other Revenue Sharing

1:45 p.m.
Discussion—Legislative Support of LAVTR Resumption
(Attachment E)

Board of Riley County Commissioners
 Riley County Counselor
 Riley County Legislative Delegation

VI. Closing Remarks

Board of Riley County Commissioners

2:00 p.m.

ADJOURNMENT

[illegible]

Session of 2021

SENATE BILL No. 222

By Committee on Ways and Means

2-11

1 AN ACT concerning property taxation; relating to valuation of property;
 2 excluding hypothetical leased fee in the determination of fair market
 3 value; amending K.S.A. 79-503a and repealing the existing section.
 4

5 *Be it enacted by the Legislature of the State of Kansas:*

6 Section 1. K.S.A. 79-503a is hereby amended to read as follows: 79-
 7 503a. "Fair market value" means the amount in terms of money that a well
 8 informed buyer is justified in paying and a well informed seller is justified
 9 in accepting for property in an open and competitive market, assuming that
 10 the parties are acting without undue compulsion. *A hypothetical leased fee*
 11 *shall not be included in the determination of fair market value of any*
 12 *property.* In the determination of fair market value of any real property
 13 ~~which~~ *that* is subject to any special assessment, such value shall not be
 14 determined by adding the present value of the special assessment to the
 15 sales price. For the purposes of this definition it will be assumed that
 16 consummation of a sale occurs as of January 1.

17 Sales in and of themselves shall not be the sole criteria of fair market
 18 value but shall be used in connection with cost, income and other factors
 19 including, but not by way of exclusion:

- 20 (a) The proper classification of lands and improvements;
- 21 (b) the size thereof;
- 22 (c) the effect of location on value;
- 23 (d) depreciation, including physical deterioration or functional,
 24 economic or social obsolescence;
- 25 (e) cost of reproduction of improvements;
- 26 (f) productivity taking into account all restrictions imposed by the
 27 state or federal government and local governing bodies, including, but not
 28 limited to, restrictions on property rented or leased to low income
 29 individuals and families as authorized by section 42 of the federal internal
 30 revenue code of 1986, as amended;
- 31 (g) earning capacity as indicated by lease price, by capitalization of
 32 net income or by absorption or sell-out period;
- 33 (h) rental or reasonable rental values or rental values restricted by the
 34 state or federal government or local governing bodies, including, but not
 35 limited to, restrictions on property rented or leased to low income
 36 individuals and families, as authorized by section 42 of the federal internal

Attachment B

Attachment: Legislative Conference Agenda Items (11233 : Legislative Conference Agenda)

1 revenue code of 1986, as amended;

2 (i) sale value on open market with due allowance to abnormal
3 inflationary factors influencing such values;

4 (j) restrictions or requirements imposed upon the use of real estate by
5 the state or federal government or local governing bodies, including
6 zoning and planning boards or commissions, and including, but not limited
7 to, restrictions or requirements imposed upon the use of real estate rented
8 or leased to low income individuals and families, as authorized by section
9 42 of the federal internal revenue code of 1986, as amended; and

10 (k) comparison with values of other property of known or recognized
11 value. The assessment-sales ratio study shall not be used as an appraisal
12 for appraisal purposes.

13 *Fair market value pursuant to this section does not apply to land*
14 *devoted to agricultural use.*

15 The appraisal process utilized in the valuation of all real and tangible
16 personal property for ad valorem tax purposes shall conform to generally
17 accepted appraisal procedures and standards which are consistent with the
18 definition of fair market value unless otherwise specified by law.

19 Sec. 2. K.S.A. 79-503a is hereby repealed.

20 Sec. 3. This act shall take effect and be in force from and after its
21 publication in the statute book.

Session of 2021

Senate Concurrent Resolution No. 1606

By Committee on Local Government

2-4

1 A PROPOSITION to amend article 9 of the constitution of the state of
2 Kansas by adding a new section thereto; concerning home rule for
3 counties.
4

5 *Be it resolved by the Legislature of the State of Kansas, two-thirds of the*
6 *members elected (or appointed) and qualified to the Senate and two-*
7 *thirds of the members elected (or appointed) and qualified to the*
8 *House of Representatives concurring therein:*

9 Section 1. The following proposition to amend the constitution of
10 the state of Kansas shall be submitted to the qualified electors of the state
11 for their approval or rejection: Article 9 of the constitution of the state of
12 Kansas is hereby amended by adding a new section to read as follows:

13 "§ 6. **Counties' power of home rule.** (a) Counties are
14 hereby empowered to determine their local affairs and
15 government including the levying of taxes, excises, fees,
16 charges and other exactions, except when and as the levying of
17 any tax, excise, fee, charge or other exaction is limited or
18 prohibited by enactment of the legislature applicable uniformly
19 to all counties of the same class. The legislature may establish
20 not to exceed four classes of counties for the purpose of
21 imposing all such limitations or prohibitions. Counties shall
22 exercise such determination by resolution passed by the
23 governing body with referendums only in such cases as
24 prescribed by the legislature, subject only to enactments of the
25 legislature of statewide concern applicable uniformly to all
26 counties, to other enactments of the legislature applicable
27 uniformly to all counties, to enactments of the legislature
28 applicable uniformly to all counties of the same class limiting or
29 prohibiting the levying of any tax, excise, fee, charge or other
30 exaction and to enactments of the legislature prescribing limits
31 of indebtedness. All enactments relating to counties now in
32 effect or hereafter enacted and as later amended and until
33 repealed shall govern counties, except as counties shall exempt
34 themselves by charter resolutions as herein provided for in
35 subsection (b).

36 (b) (1) Any county may by charter resolution elect in the

Attachment: Legislative Conference Agenda Items (11233 : Legislative Conference Agenda)

Attachment C

1 manner prescribed in this section that the whole or any part of
2 any enactment of the legislature applying to such county, other
3 than enactments of statewide concern applicable uniformly to
4 all counties, other enactments applicable uniformly to all
5 counties, and enactments prescribing limits of indebtedness,
6 shall not apply to such county.

7 (2) A charter resolution is a resolution which exempts a
8 county from the whole or any part of any enactment of the
9 legislature as referred to in this section and which may provide
10 substitute and additional provisions on the same subject. Such
11 charter resolution shall be so titled, shall designate specifically
12 the enactment of the legislature or part thereof made
13 inapplicable to such county by the adoption of such resolution
14 and contain the substitute and additional provisions, if any, and
15 shall require a two-thirds vote of the members-elect of the
16 governing body of such county. Every charter resolution shall
17 be published once each week for two consecutive weeks in the
18 official county newspaper or, if there is none, in a newspaper of
19 general circulation in the county.

20 (3) No charter resolution shall take effect until 60 days
21 after its final publication. If, within 60 days of its final
22 publication, a petition signed by a number of electors of the
23 county equal to not less than 10% of the number of electors who
24 voted at the last preceding regular county election shall be filed
25 in the office of the clerk of such county demanding that such
26 resolution be submitted to a vote of the electors, it shall not take
27 effect until submitted to a referendum and approved by a
28 majority of the electors voting thereon. An election, if called,
29 shall be called within 30 days and held within 90 days after the
30 filing of the petition. The governing body shall pass a resolution
31 calling the election and fixing the date, which resolution shall
32 be published once each week for three consecutive weeks in the
33 official county newspaper or, if there be none, in a newspaper of
34 general circulation in the county, and the election shall be
35 conducted as elections for officers and by the officers handling
36 such elections. The proposition shall be: "Shall charter
37 resolution No. _____, entitled (title of resolution) take
38 effect?" The governing body may submit any charter resolution
39 to a referendum without petition by the same publication of the
40 charter resolution, and the same publication of the resolution
41 calling the election as for resolutions upon petition and such
42 charter resolution shall then become effective when approved
43 by a majority of the electors voting thereon. Each charter

1 resolution becoming effective shall be recorded by the county
 2 clerk in a book maintained for that purpose with a statement of
 3 the manner of adoption, and a certified copy shall be filed with
 4 the secretary of state, who shall keep an index of the same.

5 (4) Each charter resolution enacted shall control and
 6 prevail over any prior or subsequent act of the governing body
 7 of the county, and may be repealed or amended only by charter
 8 resolution or by enactments of the legislature applicable to all
 9 counties.

10 (c) Powers and authority granted to counties pursuant to
 11 this section shall be liberally construed for the purpose of giving
 12 to counties the largest measure of self-government.

13 (d) This amendment shall be effective on and after July 1,
 14 2023."

15 Sec. 2. The following statement shall be printed on the ballot with
 16 the amendment as a whole:

17 "*Explanatory statement.* This amendment would provide a
 18 constitutional basis for county home rule. A county could
 19 enact a charter resolution to exempt itself from non-uniform
 20 state laws that apply to the county and provide substitute or
 21 additional provisions to that law. The legislature could
 22 preempt counties from exercising home rule powers by the
 23 passage of uniform state laws that apply to all counties in the
 24 exact same manner. Counties could pass home rule
 25 resolutions to legislate locally on matters not covered by
 26 state law.

27 "A vote for this proposition would empower counties to
 28 determine their local affairs and government with a
 29 constitutional grant of power that could only be preempted
 30 by enactments of the legislature that apply uniformly to all
 31 counties in the exact same way.

32 "A vote against this proposition would retain the present law
 33 granting counties home rule power and other both uniform
 34 and non-uniform laws pertaining to counties that can be
 35 readily amended by the legislature to restrict home rule
 36 powers by statute."

37 Sec. 3. This resolution, if approved by two-thirds of the members
 38 elected (or appointed) and qualified to the Senate and two-thirds of the
 39 members elected (or appointed) and qualified to the House of
 40 Representatives, shall be entered on the journals, together with the yeas
 41 and nays. The secretary of state shall cause this resolution to be published
 42 as provided by law and shall cause the proposed amendment to be
 43 submitted to the electors of the state at the general election in November

SCR 1606

4

- 1 in the year 2022, unless a special election is called at a sooner date by
- 2 concurrent resolution of the legislature, in which case it shall be
- 3 submitted to the electors of the state at the special election.

RILEY COUNTY UNINCORPORATED AREA NUISANCE ABATEMENT ACT

Be it enacted by the Legislature of the State of Kansas:

Section 1. (a) Sections 1 through 6, and amendments thereto, shall be known and may be cited as the Riley county unincorporated area nuisance abatement act. (b) Before any nuisance abatement process shall be commenced under this act, Riley county first shall have obtained a conviction for a county code violation resulting from such nuisance within the 12-month period prior to the issuance of any order as provided in section 2, and amendments thereto. (d) (1) The board of county commissioners may order the removal or abatement of any nuisance from any lot or parcel of ground within the unincorporated area of the county. The board may order the repair or demolition of any structure, or the removal or abatement of any other type of nuisance. (2) The order shall provide that all costs associated with the abatement shall be paid by the owner of the property on which the nuisance is located.

Section 2. (a) Whenever the board of county commissioners or other agency designated by the board files with the Riley county clerk a statement in writing describing a nuisance and declaring that such nuisance is a menace and dangerous to the health of the inhabitants of the county, the board of county commissioners, by resolution, may make such determination and issue an order requiring the nuisance be removed or abated. (b) Except as provided by subsection (c), the board of county commissioners shall order the owner of the property to remove and abate the nuisance within not less than 10 days, to be specified in the order. The board or its designated representative may grant extensions of the time period indicated in the order. The order shall state that before the expiration of the waiting period or any extension, the recipient may request a hearing before the board or its designated representative. The order shall be served on the owner by personal service in accordance with K.S.A. 60-303, and amendments thereto. (c) If the owner of the property has failed to accept delivery or otherwise failed to effectuate receipt of a notice sent pursuant to this section during the preceding 24-month period, the board of county commissioners may provide notice of the issuance of any further orders to abate or remove a nuisance from the property in the manner provided by subsection (d) or as provided in this subsection. The board may provide notice of the order by such methods including, but not limited to, door hangers conspicuously posting notice of the order on the property, personal notification, telephone communication or first class mail. If the property is unoccupied and the owner is a nonresident, notice provided by this section shall be given by telephone communication or first class mail. (d) If the owner of the property fails to comply with the order for a period longer than that named in the order or any extensions of such time period, the board of county commissioners may proceed to order the repair or demolition of any structure and have the items described in the order removed and abated from the lot or parcel of ground. If the county abates or removes the nuisance, the county shall give notice to the owner by certified mail, return receipt requested, of the total cost of the abatement or removal incurred by the county. The notice also shall state that payment of the cost is due and payable within 60 days following the mailing of the notice. (e) If the cost of the removal or abatement is not paid within the 60-day period, the cost shall be assessed and charged against the lot or parcel of land on which the nuisance

Attachment D

was located. If the cost is to be assessed, the county clerk, at the time of certifying other county taxes, shall certify the costs, and the county clerk shall extend the cost on the tax roll of the county against the lot or parcel of land. Such cost shall be collected by the county treasurer. (f) In assessing the cost of removal and abatement of a nuisance, the county shall subtract from the total cost of the abatement or removal incurred by the county the value of the property removed or abated. If the value of the property removed or abated is greater than the cost of the removal or abatement incurred by the county, the county shall pay the owner the difference. If the value of the property is contested, the property owner may request a hearing before the board or its designated representative prior to the 60 days following receipt of notice of costs due and payable under subsection (d). (g) All orders and notices shall be served on the owner of record or, if there is more than one owner of record, then on at least one such owner. (h) Any decision of the board of county commissioners or its designated representative is subject to review in accordance with the Kansas judicial review act.

Section 3. Riley county may remove and abate from property, other than public property or property open to the use by the public, a motor vehicle determined to be a nuisance. Disposition of such vehicles shall be in compliance with the procedures for impoundment, notice and public auction provided by K.S.A. 8-1102(a)(2), and amendments thereto. Following any sale by public auction of a vehicle determined to be a nuisance, the purchaser may file proof with the division of vehicles, and the division shall issue a certificate of title to the purchaser of the motor vehicle. If a public auction is conducted, but no responsible bid is received, the county may file proof with the division of vehicles, and the division shall issue a certificate of title of the motor vehicle to the county. Any person whose motor vehicle has been disposed of pursuant to this section shall be eligible for a refund of the tax imposed pursuant to K.S.A. 79-5101 et seq., and amendments thereto. The amount of the refund shall be determined in the manner provided by K.S.A. 79-5107, and amendments thereto.

Section 4. The board of county commissioners may adopt a resolution to establish any policies, procedures, designated body or other related matters for hearings that property owners or their agents may request pursuant to this act.

Section 5. Nothing in the Riley county unincorporated area nuisance abatement act shall apply to land, structures, machinery and equipment or motor vehicles used for an agricultural activity. For purposes of this section, the term "agricultural activity" means the same as defined in K.S.A. 2-3203, and amendments thereto, except such term shall also include real and personal property, machinery, equipment, stored grain and agricultural input products owned or maintained by commercial grain elevators and agribusiness facilities.

Section 6. The Riley county unincorporated area nuisance abatement act, sections 1 through 6, and amendments thereto, shall expire on July 1, 2025.

The Impact of Demand Transfer Losses

By Chardae Caine, Research Associate, League of Kansas Municipalities

The Kansas Legislature continues to implement budget and tax policies with negative repercussions on local governments' finances. The property tax lid demonstrates this through requiring a city or county to hold an election for any increase in property tax revenue collected at a rate higher than inflation, as measured by the Consumer Price Index (CPI). While a majority of cities are attempting to delay the need for an election by making budget adjustments, other cities needed to hold an election. Similarly, the legislature's decision to not fund demand transfers over the past 15 years is another example of the influence state decisions have on local governments and the services that can be provided to Kansas residents.

Since 2001, cities and counties in Kansas have lost at least \$2,591,533,883 as a result of the State's decision not to fund demand transfers. It is very important to note that while some of these monies are often referred to as "state aid" in budget documents, the history of these funds does not support that classification. The LAVTRF and the CCRS funds (explained below) were part of an agreement between the State and local governments that involved the loss of revenue sources in exchange for the establishment of these funds. The past 18 years are illustrated on data tables provided with this document.

Reduction in LAVTRF

Fiscal Year	Statute	Actual	Loss
2001	\$60,315,000	\$54,139,000	\$6,176,000
2002	\$61,980,000	\$54,680,000	\$7,300,000
2003	\$62,431,000	\$26,247,000	\$36,184,000
2004	\$64,636,000	\$0	\$64,636,000
2005	\$66,521,000	\$0	\$66,521,000
2006	\$66,682,000	\$0	\$66,682,000
2007	\$71,233,000	\$0	\$71,233,000
2008	\$71,063,598	\$0	\$71,063,598
2009	\$69,860,878	\$0	\$69,860,878
2010	\$67,430,000	\$0	\$67,430,000
2011	\$81,788,000	\$0	\$81,788,000
2012	\$87,665,000	\$0	\$87,665,000
2013	\$92,021,000	\$0	\$92,021,000
2014	\$88,644,600	\$0	\$88,644,600
2015	\$90,203,785	\$0	\$90,203,785
2016	\$96,519,286	\$0	\$96,519,286
2017	\$96,940,047	\$0	\$96,940,047
2018	\$99,759,907	\$0	\$99,759,907
Total Through FY 2018:	\$1,395,694,101	\$135,066,000	\$1,260,628,101

LAVTRF (Local Ad Valorem Property Tax Reduction)

Established under K.S.A. 79-2959, LAVTRF is currently supposed to transfer 3.63% of state sales and use taxes to cities and counties. Revenue sharing in this manner dates to the 1930s with the current statutory framework being established in 1965. At that time, the local share of certain cigarette revenue stamp taxes and cereal malt beverage taxes were rolled into the state general fund and a direct transfer was made into the LAVTRF to replace the loss of these funds (Kansas Session Laws, Chapter 530, 1965). Since 2001, Kansas cities and counties have not received \$1,260,628,101 in LAVTRF funding.

CCRS (County City Revenue Sharing)

Established under K.S.A. 79-2964, CCRS is supposed to transfer 2.823% of state sales and use taxes to cities and counties. CCRS was established in 1978 as part of an agreement between the State and local governments regarding several different taxes. In particular, the local share of cigarette and liquor enforcement tax revenues was traded for the establishment of the CCRS (Kansas Session Laws, Chapter 401, 1978). Since 2001, Kansas cities and counties have not received \$1,006,713,076 in CCRS revenue sharing.

Reduction in CCRS

Fiscal Year	Statute	Actual	Loss
2001	\$46,004,000	\$34,531,000	\$11,473,000
2002	\$46,901,000	\$34,876,000	\$12,025,000
2003	\$47,868,000	\$16,741,000	\$31,127,000
2004	\$51,564,063	\$0	\$51,564,063
2005	\$53,422,952	\$0	\$53,422,952
2006	\$56,609,567	\$0	\$56,609,567
2007	\$57,920,881	\$0	\$57,920,881
2008	\$55,206,431	\$0	\$55,206,431
2009	\$54,329,823	\$0	\$54,329,823
2010	\$52,570,000	\$0	\$52,570,000
2011	\$63,606,000	\$0	\$63,606,000
2012	\$68,175,000	\$0	\$68,175,000
2013	\$71,563,000	\$0	\$71,563,000
2014	\$68,937,660	\$0	\$68,937,660
2015	\$70,150,216	\$0	\$70,150,216
2016	\$75,061,693	\$0	\$75,061,693
2017	\$75,388,912	\$0	\$75,388,912
2018	\$77,581,878	\$0	\$77,581,878
Total Through FY 2018:	\$1,092,861,076	\$86,148,000	\$1,006,713,076

Reduction in SCCHF

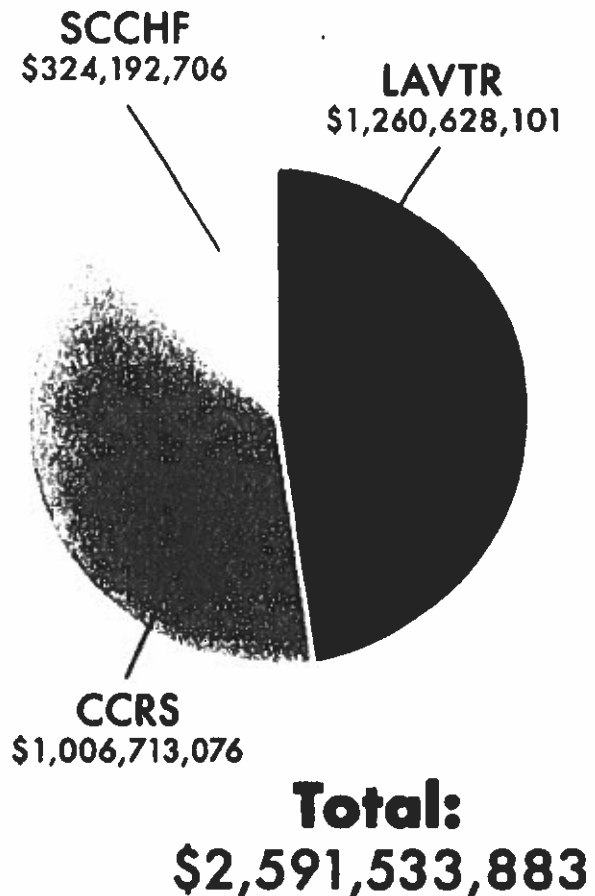
Fiscal Year	Statute	Actual	Loss
2001	\$18,068,010	\$10,343,000	\$7,725,010
2002	\$15,729,000	\$10,447,000	\$5,282,000
2003	\$19,498,652	\$10,063,000	\$9,435,652
2004	\$20,454,000	\$5,032,000	\$15,422,000
2005	\$22,056,000	\$10,064,000	\$11,992,000
2006	\$25,811,513	\$10,064,000	\$15,747,513
2007	\$29,031,000	\$10,064,000	\$18,967,000
2008	\$29,685,531	\$10,064,000	\$19,621,531
2009	\$22,000,000*	\$0	\$22,000,000
2010	\$22,000,000*	\$0	\$22,000,000
2011	\$22,000,000*	\$0	\$22,000,000
2012	\$22,000,000*	\$0	\$22,000,000
2013	\$22,000,000*	\$0	\$22,000,000
2014	\$22,000,000*	\$0	\$22,000,000
2015	\$22,000,000*	\$0	\$22,000,000
2016	\$22,000,000*	\$0	\$22,000,000
2017	\$22,000,000*	\$0	\$22,000,000
2018	\$22,000,000*	\$0	\$22,000,000
Total Through FY 2018:	\$400,333,706	\$76,141,000	\$324,192,706

SCCHF (Special City-County Highway Fund)

Established under K.S.A. 79-3425(I), this portion of the Special City-County Highway Fund is funded by the motor vehicle property tax. The other portion of SCCHF is funded by the motor fuels tax and transfers from that portion of the fund have not been reduced to date. Since 2001, Kansas cities and counties have not received \$324,192,706 in CCRS revenue sharing.

☐ Chardae Caine is the Research Associate for the League of Kansas Municipalities. She can be reached at ccaine@lkm.org or (785) 354-9565.

Total of All Demand Transfer Losses Since 2001



**Local Ad Valorem Tax Reduction Fund (LAVTRF) and County and
City Revenue Sharing Fund (CCRSF) Estimated Distributions
(Excludes subdistributions to Cities and Local Taxing Authorities)**

County	LAVTRF Available	CCRSF Available	TOTAL	County	LAVTRF Available	CCRSF Available	TOTAL
Johnson County	\$ 12,352,116	\$ 17,608,326	\$29,960,441	Wabaunsee County	\$ 129,019	\$ 183,921	\$312,941
Sedgwick County	8,714,863	12,423,310	21,138,173	Pawnee County	124,218	177,077	301,295
Shawnee County	3,040,975	4,335,005	7,375,979	Ellsworth County	131,470	187,414	318,884
Wyandotte County	2,653,323	3,782,395	6,435,718	Mitchell County	118,297	168,636	286,933
Douglas County	2,143,528	3,055,664	5,199,190	Greenwood County	110,084	158,928	267,012
Leavenworth County	1,306,747	1,862,809	3,169,556	Gray County	126,211	179,918	306,130
Riley County	1,266,117	1,804,889	3,071,006	Sherman County	125,174	178,439	303,612
Butler County	1,183,917	1,687,711	2,871,627	Ottawa County	114,125	162,688	276,813
Reno County	1,081,084	1,541,119	2,622,203	Harper County	122,525	174,664	297,189
Saline County	984,446	1,403,358	2,387,804	Stevens County	131,179	187,000	318,179
Crawford County	613,970	875,233	1,489,203	Morris County	107,685	153,508	261,193
Finney County	714,503	1,018,546	1,733,049	Washington County	119,692	170,625	290,317
Geary County	562,792	802,278	1,365,071	Norton County	100,698	143,548	244,246
Cowley County	573,139	817,027	1,390,166	Phillips County	99,326	141,592	240,918
Harvey County	581,353	828,736	1,410,089	Rooks County	108,049	151,176	257,225
Ford County	582,096	829,796	1,411,892	Scott County	108,118	154,126	262,244
Montgomery County	583,716	832,105	1,415,821	Barber County	117,370	167,315	284,685
Lyon County	571,648	814,903	1,386,551	Republic County	98,517	140,439	238,957
Miami County	605,565	863,251	1,468,816	Meade County	109,749	156,450	266,199
Ellis County	558,183	795,708	1,353,891	Stafford County	98,555	140,494	239,049
McPherson County	585,301	834,365	1,419,666	Haskell County	110,548	157,590	268,138
Barton County	467,612	686,595	1,134,207	Kearny County	98,471	140,373	238,843
Franklin County	435,670	621,062	1,056,732	Smith County	74,997	106,910	181,907
Sumner County	421,397	600,714	1,022,111	Osborne County	74,778	106,598	181,376
Pottawatomie County	578,430	824,570	1,403,000	Chautauqua County	58,820	83,850	142,670
Seward County	418,233	596,205	1,014,438	Woodson County	58,277	83,075	141,352
Labette County	318,755	454,395	773,149	Lincoln County	68,268	97,319	165,587
Cherokee County	337,526	481,154	818,680	Rush County	64,435	91,853	156,288
Dickinson County	344,233	490,715	834,949	Ness County	74,740	106,544	181,283
Jefferson County	317,493	452,596	770,090	Jewell County	68,750	98,005	166,755
Atchison County	285,105	406,426	691,532	Edwards County	63,438	90,433	153,871
Neosho County	285,920	379,077	644,997	Morton County	72,188	102,906	175,093
Osage County	268,854	383,280	652,114	Trego County	64,791	92,362	157,153
Bourbon County	232,829	331,906	564,735	Decatur County	65,621	93,545	159,166
Jackson County	222,903	317,755	540,657	Logan County	67,942	96,853	164,795
Allen County	231,152	329,515	560,667	Cheyenne County	58,784	83,799	142,583
Marion County	216,115	308,079	524,194	Chase County	58,472	83,353	141,825
Nemaha County	211,219	301,100	512,319	Gove County	68,926	98,255	167,181
Rice County	198,478	280,086	478,564	Hamilton County	53,399	76,122	129,521
Marshall County	209,559	298,733	508,293	Elk County	45,368	64,673	110,041
Brown County	212,291	302,627	514,918	Graham County	62,173	88,629	150,802
Pratt County	208,175	293,909	500,084	Kiowa County	74,734	106,535	181,268
Linn County	248,530	354,287	602,817	Rawlins County	62,119	88,553	150,672
Cloud County	167,831	239,248	407,080	Sheridan County	63,115	89,972	153,087
Wilson County	159,445	227,293	386,738	Wichita County	52,421	74,728	127,149
Coffey County	390,958	557,324	948,282	Stanton County	52,850	75,339	128,189
Clay County	155,595	221,806	377,401	Clark County	46,252	65,934	112,185
Thomas County	166,025	236,674	402,698	Hodgeman County	42,841	61,072	103,913
Anderson County	146,052	208,201	354,253	Comanche County	39,215	55,902	95,116
Doniphan County	164,555	234,578	399,132	Lane County	42,611	60,744	103,356
Grant County	180,120	256,767	436,888	Wallace County	40,516	57,757	98,274
Kingman County	146,143	208,331	354,474	Greeley County	34,046	48,533	82,579
Russell County	135,453	193,092	328,545				
Total CCRSF	\$ 76,978,689						
Total LAVTRF	54,000,000						
Grand Total	\$ 130,978,689						