



**Board of Riley County
Commissioners
Regular Meeting
Agenda
February 01, 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. Heartland Works Chief Elected Officials' Board Participation Form
4. Sign Tax Roll Corrections
5. Sign Riley County Personnel Action Form

Review Minutes

6. Board of Riley County Commissioners - Regular Meeting - Jan 28, 2021 8:30 AM

Review Tentative Agenda

7. Tentative Agenda

Press Conference Topics

8. Discuss Press Conference

9:00 AM

Clancy Holeman, Counselor/Director of Administrative Services

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

9:20 AM

John Ellermann, Public Works Director/County Engineer

11. Bid opening for a tandem axle dump truck

9:30 AM

Press Conference

12. RCPD update - Captain Greg Steere (3-5 minutes)
13. Woman's Suffrage Centennial Exhibit at Manhattan Town Center to Feb. 6th - Cheryl Collins (2 minutes)
14. Residential real estate market update - Allen Todd (10 minutes)

- 10:00 AM Brevia Spencer, Maternal and Child Health Supervisor**
15. Outreach, Prevention and Early Intervention (OPEI) Letter of Intent
- 10:15 AM Amanda Smeller, Planning/Special Projects Director**
16. Request to add As-Needed Clerical Assistant position to Planning & Development
- 10:30 AM David Adams, EMS/Ambulance Director**
17. EMS/Ambulance Staff Update

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.



OUTSIDE AGENCY
Agreement

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

COMMISSION AGENDA REPORT

FROM: Cindy Kabriel, Administrative Assistant II

MEETING: February 1, 2021

SUBJECT: Heartland Works Chief Elected Officials' Board Participation Form

PRESENTER: Business Meeting

POSSIBLE MOTION(S)

Move to approve the Heartland Works Chief Elected Officials Board Participation Form for Greg McKinley to serve as a representative of Riley County on the board.

Move to deny

Move to modify

Move to table

Enclosures:

- CEO Agreement to Participate Form (DOCX)

PLEASE COMPLETE THE APPROPRIATE SECTION OF THIS AGREEMENT TO PARTICIPATE FORM AND RETURN THE ORIGINAL TO:

Heartland Works, Inc.
5020 SW 28th Street, Suite 100
Topeka, KS 66614-2348

Option 1:

I, _____, as a representative of the _____
County/City wish to serve on the Chief Elected Officials Board (CEOB). I have reviewed the
Chief Elected Officials Agreement and Bylaws and understand my responsibilities as a member
of the Kansas Workforce Development Local Area II CEO Board.

Signature of CEO to Serve on the Board

Date

Signature of County Commission Chair/City Mayor

Date

Option 2:

I, _____, as a representative of _____
County/City **do not**, at this time, wish to serve on the Chief Elected Officials Board (CEOB). I
have reviewed the Chief Elected Officials Agreement and Bylaws and understand designees
from other Local Area II units of government will represent our county's interests.

Signature of County Commission Chair/City Mayor

Date



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: February 1, 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:

- image16938 (PDF)

TAX ROLL CORRECTION
REAL ESTATE

Printed by IMJIR

2021/01/28

4.a

Taxpayer ID DUMM0002
Owner ID DUMM0002

Control # 2021000039

Tax Year 2020
Tract # GR37005

DUMMERMUTH, JOHN D & DAWNA M

CAMA # 172-09-0-40-03-002-00-0-01

4465 HARBOUR HILLS DR

TU 111 Grant Township
Parcel 3650
USD 300 USD 378

HARBOUR HILLS ADD
LOT 5

MANHATTAN, KS 66503-9070

APPRAISER SECTION (Value)

2021/01/28 IMJIR

APPROVED

Appraised Prior to Correction:

CL	Land	Imp	Total
RR	18580	630370	648950
Total	18580	630370	648950

Assessed Prior to Correction:

RR			
RR	2137	72493	74630
Total	2137	72493	74630
SB41	2300		

Appraised After Correction:

CL	Land	Imp	Total
RR	18580	458780	477360
Total	18580	458780	477360

Assessed After Correction:

RR			
RR	2137	52760	54897
Total	2137	52760	54897
SB41	2300		

Net Change
171590-

171590-
Net Change
19733-

Total 19733-
SB41

CLERK SECTION (Tax)

2021/01/28 IMJIR

ORDER PRINTED

Tax Prior to Correction:

Levy	123.57300	Gen Tax	9222.26
		SB41 \$	46.00
SB41 Tax Dollars			9176.26

Tax After Correction:

Levy	123.57300	Gen Tax	6783.80
		SB41 \$	46.00
SB41 Tax Dollars			6737.80

Net Change
2438.46-
2438.46-

TREASURER SECTION (Summary)

Net Change in Assessed Value
(no SB41 influence)

Applicable Mill Levy	123.57300
Net Change in Levied Tax Dollars	2438.46-

Net Change in SB41 Exemption

Type of Correction DECREASE

Correction Code TP TAX PROTEST Rate 2.00%

Tax Statement # 13389

Comments PUP adjustment per Appraiser

Net Change in Total Tax Dollars 2438.46-

Owner DUMM0002

DUMMERMUTH, JOHN D & DAWNA M

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 COMM0032
Owner ID COMM0032Control # 2021000040Tax Year 2020
Tract # R309964

COMMUNITY HOUSE LLC

CAMA # 204-18-2-80-07-001-01-0-01

709 PECAN CIR #A

TU 2 Manhattan City
Parcel 118601
USD 320 USD 383WARD 2 PART OF LOTS
185-188

MANHATTAN, KS 66502-8135

APPRAISER SECTION (Value)

2021/01/28 IMUIR

APPROVED

Appraised Prior to Correction:

CL	Land	Imp	Total
CU	47390	207781	255171
EO	42700	187219	229919

Appraised After Correction:

CL	Land	Imp	Total
CU	47390	128588	175978
EO	42700	115862	158562

Net Change
79193-
71357-

Total 90090 395000 485090

Total 90090 244450 334540

150550-

Assessed Prior to Correction:

CU	Land	Imp	Total
CU	11848	51945	63793
EO	42700	187219	229919

Assessed After Correction:

CU	Land	Imp	Total
CU	11848	32147	43995
EO	42700	115862	158562

Net Change
19798-
71357-

Total 54548 239164 63793

Total 54548 148009 43995

Total 19798-

SB41

SB41

SB41

CLERK SECTION (Tax)

2021/01/28 IMUIR

ORDER PRINTED

Tax Prior to Correction:

Levy	155.27200	Gen Tax	9905.28
SB41 Tax Dollars			9905.28

Tax After Correction:

Levy	155.27200	Gen Tax	6831.20
SB41 Tax Dollars			6831.20

Net Change
3074.08-
3074.08-

TREASURER SECTION (Summary)

Net Change in Assessed Value
(no SB41 influence)Applicable Mill Levy
Net Change in Levied Tax Dollars

19798-

155.27200

3074.08-

Type of Correction DECREASE

Correction Code TP TAX PROTEST

Rate 2.00%

Tax Statement # 11945

Comments PUP adjustment per Appraiser

Net Change in SB41 Exemption

Net Change in Total Tax Dollars

3074.08-

Owner COMM0032COMMUNITY HOUSE LLCBy 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: image16938 (10474 : Tax Roll Corrections)

Taxpayer ID BANK0146
Owner ID HCWM0001

Control # 2021000041

Tax Year 2020
Tract # 819004A

HCW-MANHATTAN LLC

CAMA # 204-18-2-80-26-001-00-0-01

153 S PAYNE STEWART DR

TU 10 Manhattan City TIF #5

BRANSON, MO 65616-2792

Parcel 1112
USD 320 USD 383HILTON GARDEN INN
DOWNTOWN ENTERTAIN
DIST LOT 1

APPRAISER SECTION (Value)

2021/01/28 IMUIR

APPROVED

Appraised Prior to Correction:

CL	Land	Imp	Total
CU	965940	11311290	12277230
—	—	—	—
—	—	—	—
—	—	—	—

Total 965940 11311290 12277230

Assessed Prior to Correction:

CU	Land	Imp	Total
CU	241485	2827823	3069308
—	—	—	—
—	—	—	—
—	—	—	—

Total 241485 2827823 3069308

SB41

Appraised After Correction:

CL	Land	Imp	Total
CU	965940	10336050	11301990
—	—	—	—
—	—	—	—
—	—	—	—

Total 965940 10336050 11301990

Assessed After Correction:

CU	Land	Imp	Total
CU	241485	2584013	2825498
—	—	—	—
—	—	—	—
—	—	—	—

Total 241485 2584013 2825498

SB41

Net Change

975240-

975240-

Net Change

243810-

Total 243810-

SB41

CLERK SECTION (Tax)

2021/01/28 IMUIR

ORDER PRINTED

Tax Prior to Correction:

Levy 155.27200 Gen Tax 476577.60

SB41 \$

SB41 Tax Dollars 476577.60

Tax After Correction:

Levy 155.27200 Gen Tax 438720.74

SB41 \$

SB41 Tax Dollars 438720.74

Net Change

37856.86-

37856.86-

TREASURER SECTION (Summary)

Net Change in Assessed Value
(no SB41 influence)

243810-

Applicable Mill Levy

155.27200

Net Change in Levied Tax Dollars

37856.86-

Type of Correction DECREASE

Correction Code TP TAX PROTEST

Rate 2.00%

Tax Statement # 7233

Comments PUP adjustment per Appraiser

Net Change in SB41 Exemption

Net Change in Total Tax Dollars

37856.86-

Owner HCWM0001

HCW-MANHATTAN LLC

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: image16938 (10474 : Tax Roll Corrections)

TAX ROLL CORRECTION
REAL ESTATE

Printed by LMUIR

2021/01/28

4.a

Taxpayer ID BANK0146
Owner ID REIL0007

Control # 2021000042

Tax Year 2020
Tract # 980003

REILLY, JUSTIN
JILLIAN REILLY
2630 TOBACCO CIR APT A

CAMA # 212-04-0-40-03-002-00-0-01

TU 8 Manhattan City
Parcel 375
USD 300 USD 378

CONGRESSIONAL ADDN
LOT 3

MANHATTAN, KS 66503-8910

APPRAISER SECTION (Value)

2021/01/28 LMUIR

APPROVED

Appraised Prior to Correction:

CL	Land	Imp	Total
RU	75290	559410	634700

Total	75290	559410	634700
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Assessed Prior to Correction:

RU	8658	64332	72990
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Total	8658	64332	72990
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SB41	2300		
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Appraised After Correction:

CL	Land	Imp	Total
RU	75290	532710	608000

Total	75290	532710	608000
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Assessed After Correction:

RU	8658	61262	69920
----	------	-------	-------

Total	8658	61262	69920
-------	------	-------	-------

SB41	2300		
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Net Change
26700-

26700-

Net Change
3070-

Total 3070-

SB41

CLERK SECTION (Tax)

2021/01/28 LMUIR

ORDER PRINTED

Tax Prior to Correction:

Levy 155.73300	Gen Tax	11366.96
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	SB41 \$	46.00
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SB41 Tax Dollars	11320.96
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Tax After Correction:

Levy 155.73300	Gen Tax	10888.86
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	SB41 \$	46.00
--	---------	-------

SB41 Tax Dollars	10842.86
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Net Change
478.10-

478.10-

TREASURER SECTION (Summary)

Net Change in Assessed Value
(no SB41 influence)

3070-

Applicable Mill Levy

155.73300

Net Change in Levied Tax Dollars

478.10-

Net Change in SB41 Exemption

Type of Correction DECREASE

Correction Code TP TAX PROTEST

Rate 2.00%

Tax Statement #

7126

Comments PUP adjustment per Appraiser

Owner REIL0007

REILLY, JUSTIN

Net Change in Total Tax Dollars

478.10-

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:

TAX ROLL CORRECTION
REAL ESTATE

Printed by LMJIR

2021/01/28

4.a

Taxpayer ID CROW0023
Owner ID CROW0023

Control # 2021000043

Tax Year 2020
Tract # 002224

CROWN INVESTMENT COMPANY

CAMA # 204-18-2-10-27-012-00-0-01

1010 WESTLOOP PL

TU 2 Manhattan City
Parcel 1770
USD 320 USD 383

WARD 2 S2 OF E2
LOT 262 S2 LOT 261

MANHATTAN, KS 66502-2836

APPRAISER SECTION (Value)

2021/01/28 LMJIR

APPROVED

Appraised Prior to Correction:

CL	Land	Imp	Total
RU	50250	61710	111960

Total	50250	61710	111960
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Assessed Prior to Correction:

RU			
RU	5779	7097	12876

Total	5779	7097	12876
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SB41	2300
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Appraised After Correction:

CL	Land	Imp	Total
RU	50250	16050	66300

Total	50250	16050	66300
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Assessed After Correction:

RU			
RU	5779	1846	7625

Total	5779	1846	7625
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SB41	2300
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Net Change

45660-

45660-

Net Change

5251-

Total

5251-

Tax Prior to Correction:

Levy 155.27200	Gen Tax	1999.28
	SB41 \$	46.00
SB41 Tax Dollars		1953.28

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CLERK SECTION (Tax)

2021/01/28 LMJIR

ORDER PRINTED

Tax After Correction:

Levy 155.27200	Gen Tax	1183.96
	SB41 \$	46.00
SB41 Tax Dollars		1137.96

--	--	--

Net Change

815.32-

815.32-

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

5251-

155.27200

815.32-

815.32-

Type of Correction DECREASE

Correction Code TP TAX PROTEST

Tax Statement # 12288

Comments PUP adjustment per Appraiser

Rate 2.00%

Owner CROW0023

CROWN INVESTMENT COMPANY

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: image16938 (10474 : 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: February 1, 2021

SUBJECT: Sign Riley County Personnel Action Form

PRESENTER: Elizabeth Ward, Human Resource Manager

Enclosures:

- Customer Service Rep I Trout (green) (PDF)

RILEY COUNTY PERSONNEL ACTION FORM

☒ Add		Fill Request Date	1/27/21
☐ 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

Trout	Annaliese		
-------	-----------	--	--

Name: Last First Middle Home Phone

--	--	--	--

Address: Street City State Zip

Customer Service Rep I	Treasurer	007-000
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Position Title Department Fund

02/01/2021	☐	☒		☒ Yes	☐ No
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Effective Date Exempt Non-Exempt Ending Date For Temporary Is this a budgeted position?

F	1	\$14.69	☒ Hour	\$	☐ Month	☒ 40	☐
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Grade/Step Pay Rate Hours Per Workweek

Comments:

Approvals:

Department:

Date:

Personnel:

BOCC:

Chairman:

Member:

Member:



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
February 04, 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

Russel Stukey, Emergency Management Director

1. Staff update

9:15 AM

Michael Boller, Noxious Weed Director

2. Staff update

9:30 AM

Greg McHenry, Appraiser

3. Staff update

9:50 AM

Break

10:00 AM

Amanda Smeller, Planning/Special Projects Director

4. Staff update

10:15 AM

Clancy Holeman, Counselor/Director of Administrative Services

5. Administrative Work Session

10:30 AM

Ron Fehr, Manhattan City Manager

6. Manhattan City General Update

Attachment: 02-04-21 tentative agenda (10420 : Tentative Agenda)

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: 02-04-21 tentative agenda (10420 : Tentative Agenda)



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
February 08, 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

Rich Vargo, County Clerk

1. Year to date budget and expenditure reports

9:30 AM

Press Conference

10:00 AM

Break

10:10 AM

John Ellermann, Public Works Director/County Engineer

2. Project update

10:40 AM

Clancy Holeman, Counselor/Director of Administrative Services

3. Administrative Work Session

11:00 AM

Cheryl Collins, Museum Director

4. Staff update

12:00 PM

County Officials Luncheon

Adjournment

Attachment: 02-08-21 tentative agenda (10420 : Tentative Agenda)

Announcements

Riley County Planning Board/Board of Zoning Appeals meeting will be held tonight at 7:30 p.m. in the Commission Chambers, Courthouse Plaza East Building, 115 N. 4th Street.

A commissioner will be on In Focus live at 9:05 a.m. Tuesday, February 9, 2021 (GM).

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



**COUNTY
COUNSELOR/ADMINISTRATIVE
SERVICES**
Staff Update

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

COMMISSION AGENDA REPORT

FROM: Jana Chingway, Administrative Assistant II

MEETING: February 1, 2021

SUBJECT: Pending County Projects County Counselor

PRESENTER: Clancy Holeman, Riley County Counselor

Enclosures:

- Final Commission List 02.01.2021 (DOC)

PENDING COUNTY PROJECTS ▪ February 1, 2021
Submitted by Clancy Holeman, Riley County Counselor
Changes from previous meetings are shown in italics.

NOTE: The below is not intended to be a comprehensive list of all “pending” departmental projects underway. Instead, it represents an ongoing snapshot of the current status of selected pending projects which have either consumed significant staff time; involve county issues of widespread significance, or which have been added to this list by the BOCC.

COMMISSION LIST

Matters Reviewed Since Last Project List Submitted:

1. Finalize draft of Fairmont Heights Sewer Benefit District Service Agreement and provide to City of Manhattan staff for review. Receive returned Agreement from City. Solicit and receive input from staff working group. Schedule county working group meeting for Friday, July 6, 2018.
2. Relay potential claim information to liability insurer.
3. Email and phone exchange with outside consulting engineer to finalize Engineering Agreement with Riley County for Fairmont Heights Sewer Benefit District; Draft CAR for final version and arrange for consulting engineer to provide originals for signature by BOCC July 5th.
4. Respond to working group inquiry about potential signage on private road. Review staff working group responses on same issue.
5. Update draft indemnity agreement for 2018 County Fair and transmit to Extension Director for review and further update. Communicate with Extension Director, then insurance company representative, for revision of certificate of insurance to provide coverage on appropriate dates. Provide agreement to Extension for circulation and signatures.
6. “Dark Store” Commercial Real Property Appraisal Theory: A local working group composed of two members of our state legislative delegation and staff from Riley County, the City of Manhattan and Pottawatomie County is scheduled to meet initially July 11, 2018. The goal is to develop legislation to address this “hypothetical” appraisal theory which, on commercial properties, represents potentially huge reductions in the property tax base for local governmental entities, a resulting shift of that tax liability to residential properties, along with local government exposure to refunds with interest from the counties’ general funds.

Staff and Departmental Meetings Attended Since Last Project List Submitted:

1. Discussion of Health Department electronic medical records and potential transition to vendor selected by consortium of regional health departments. Initial conversation on multiple issues. Staff discussion scheduled for Friday, July 6th, 2018.
2. Review Agenda items for BOCC public meeting of July 5, 2018.
3. Public Works--Carson Mobile Home Park Sewer Benefit District—sewer system improvement KDHE loan application. Met with Public Works and Budget and Finance on April 26, 2018. Conference call made to KDHE. I will provide draft of revised KDHE form contract and cover letter to Public Works week of May 7, 2018. Public Works submitted on May 10, 2018 its proposed changes to the KDHE form contract.
4. Emergency Management—Fort Riley meeting on development of tower site lease agreement held April 25, 2018. Fort will develop memorandum for Bank confirming the Fort supports this project “in principle.” All other details will remain to be worked out. Our joint theory is this memo will help financing institution go forward with closing on the loan for the entire project, even if the tower lease

with Fort Riley cannot be executed before that closing—because of the need for Corps. of Engineers’ development of a lease agreement for the use of Fort Riley’s radio tower site. Significant time expended during week of May 7, 2018 in order to finalize concepts for our tower lease agreements, including 1½ hour telephone conference May 9, 2018, with bond counsel, lawyer for financing institution and Fire Chief. Final proposed tower lease agreements were distributed.

Valleywood ROW Obstructions: Letter mailed giving the party placing obstructions in the township road ROW 15 days to remove or it will be removed by County Engineer, pursuant to statute. Deadline for removal of obstructions close of business, May 3, 2018.

Firing Range: Response due from landowner by May 10, 2018. Contacted by different counsel for landowner. Toured range with counsel for land owner.

Countywide Emergency Radio Communications System Upgrade: Established contact with federal legislative delegation members—requesting information on any available federal funding to help defray portion of total project cost—since NBAF labs and associated facilities will benefit from interoperability of improved emergency radio communications ability.

BOCC v. Archer: On April 4, 2018 District Court denied Archer’s motion to sanction me for alleged misconduct, at the close of his evidence over two days. The District did so when we made a motion for judgment as a matter of law, based upon our theory we had no reason to provide evidence, given the nature of Defendant’s evidence. We have provided a Supreme Court Rule 170 demand that Defendant’s counsel sign our journal entry or it will be submitted to the Court for consideration. Defendant’s Supreme Court Rule deadline to provide us with any objections to that journal entry was close of business, Thursday, April 26, 2018. When no response was received by opposing counsel, our journal entry was submitted to the Court pursuant to the foregoing Supreme Court Rule, un-signed by Defendant’s counsel. It was approved and signed by the Judge. That final journal entry has now been filed in the case.

Household Hazardous Waste: I provided the BOCC for signature Monday, December 12th the resolution necessary to add Marion County as a member of the Regional HHW Program. The Board signed that document. Director Dennis Peterson will offer that resolution as a template to the other 10 current members of the Program. Each one of them is required to pass a similar resolution in order to allow Marion County membership. Once all those resolutions are passed, the most recent version of the underlying interlocal agreement must be submitted to the Attorney General for review and approval. I’ve discussed with Dennis the fact that we will need to have each signing county provide proof of their resolution adoption and publication before submitting the interlocal agreement to the Attorney General. That office no longer has copies in its files of the original interlocal agreement this current agreement amends. That’s because they were disposed of according to the Attorney General’s record retention schedule. Weeks of April 3, 10, 2017: Drafting cover letter to A.G. to accompany documents from various counties showing interlocal ready for approval. I anticipate completing this cover letter and transmitting the agreements for review in July, 2018.



HEALTH DEPARTMENT
Grant

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

COMMISSION AGENDA REPORT

FROM: Breva Spencer, LBSW Maternal and Child Health Supervisor

MEETING: February 1, 2021

SUBJECT: Outreach, Prevention and Early Intervention (OPEI) Letter of Intent

PRESENTER: Breva Spencer, LBSW Maternal and Child Health Supervisor

BACKGROUND

In August 2013 Riley County Health Department (RCHD) initially received the Outreach, Prevention and Early Intervention (OPEI) services grant from Kansas Department of Health and Environment (KDHE). Renewed annually, the grant allows implementation of a program that provides outreach and prevention services to low-income families and at-risk infants.

DISCUSSION

The Maternal and Child Health (MCH) Weekly Home Visiting program utilizes an evidence-based curriculum, Promoting Maternal Mental Health and Promoting First Relationships for families prenatal through age 5.

Program elements include:

1. Identify all families of at-risk infants from a targeted geographic area using reliable screening mechanisms.
2. Provide intensive, long-term, home visitor support.
3. Facilitate bonding between parent and infant.
4. Empower parents to seek support services through available community resources.
5. Promote healthy child development.
6. Prevent child abuse and neglect among project children from birth to age 5.
7. Link the child to a pediatric medical facility, other community services, and to developmental resources, as needed.
8. Initiate services with new parents before birth or at birth.
9. Identify families who are most in need of services
10. Offer services voluntarily and use positive, persistent, outreach efforts to build family trust.

11. Offer services intensively (at least once a week) and over the long term (2-5 years), with well-defined criteria for increasing or decreasing frequency of services.

The OPEI letter of intent is due to KDHE. See attached.

FISCAL IMPACT

Total funding shall not exceed \$440,000.00 and is comprised of \$220,000.00 from KDHE and \$220,000.00 in matching funds from Riley County.

RECOMMENDATION(S)

Move for Commissioner John Ford to sign the OPEI grant contract.

POSSIBLE MOTION(S)

Move to approve

Move to deny

Move to modify

Move to table

No action required.

Enclosures:

- OPEI 2021commission letter of intent (PDF)



February 1, 2021

Attention: Blake Weiter, Contracts Manager
 Kansas Department of Health and Environment
 Division of Health Care Finance
 900 SW Jackson, Room 900N
 Landon Building
 Topeka, KS 66612-1220

Dear Mr. Weiter:

The Riley County Board of County Commissioners wish to participate in the Outreach, Prevention and Early Intervention Services program and understand that a match is required. The source of matching dollars will be from local taxes and Riley County has adequate tax funds to provide \$220,000.00 match.

Sincerely,

Commissioner John Ford
 Chairperson

Health Department Clinics
 2030 Tecumseh Road
 Manhattan KS 66502
 P: 785-776-4779
 F: 785-565-6565

Family & Child Resource Center
 2101 Claflin Road
 Manhattan KS 66502
 P: 785-776-4779
 F: 785-587-2879

Attachment: OPEI 2021commission letter of intent (10258 : 2021 OPEI Letter of Intent)



PLANNING & DEVELOPMENT
Personnel

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

COMMISSION AGENDA REPORT

FROM: Amanda Smeller, Planning Director

MEETING: February 1, 2021

SUBJECT: Request to add As-Needed Clerical Assistant position to Planning & Development

PRESENTER: Amanda Smeller, Planning Director

BACKGROUND:

The Riley County Planning & Development Department is currently comprised of five (5) positions: Planning Director, Planner, Environmental Health Specialist, Zoning Enforcement Officer, and Administrative Assistant II. This has been the configuration since approximately April 2012.

Prior to April 2012, the Environmental Health Specialist position was housed in the Health Department. When this position was in danger of elimination, the Planning Director at the time lobbied to bring this position into Planning & Development. As this position is heavily involved with land development, it made sense for this position to be in the Planning & Development Department. No support staff was added to Planning & Development when the Environmental Health Specialist position was brought over. Previously, the Environmental Health Specialist position had 2-3 support staff that were partially shared with other professional staff.

Prior to 2008, the Planning & Development Department had two administrative support staff, including one that was more involved with GIS. When the clerical assistant left in 2008, the position was never filled. The Administrative Assistant hired in 2009 replaced the previous Administrative Assistant (who moved to GIS) and has been the sole support position to serve the Planning & Development Department since that time. When the Environmental Health Specialist was brought on in 2012, this meant the current Administrative Assistant would have to support four professional staff by herself. In 2015, she was promoted to Administrative Assistant II.

In 2019, Planning & Development switched to an electronic permit system, LAMA, when previously they were using an Access database. This system is complicated and detailed, and the current Administrative Assistant II not only works in the system every day for basic application processing, but is also the go-to for any issues with the system both for Planning & Development as well as other departments who also utilize the system. Keeping up with the permit system is a near full time job in itself, in addition to all of the other job tasks she must handle. No additional staff was hired to assist with the transition to or day to day operation of LAMA.

The Environmental Health Specialist is also doing the work of multiple people as his work load is quite heavy. There would generally be at least two of these positions in a county the size of Riley County. An additional Environmental Health Specialist position will be a topic of a future discussion.

DISCUSSION

The citizens of Riley County would be well served by the addition of two new permanent full time staff positions to Planning & Development: a Clerical Assistant and an Environmental Health Specialist. Current staff could also use relief as they are often forced to work in addition to their regular schedules to ensure work is done a timely manner, plus there are tasks that just not able to be completed.

Barring the addition of full time staff, an As-Needed Clerical Assistant could provide a more immediate patch to help the Department get through until full time positions can be added. This As-Needed Clerical Assistant would be similar to the position used in both the Clerk's and Appraiser's offices and is intended as a part time position not to exceed 1,000 hours per calendar year. This position does not receive benefits, so would be paid at a flat hourly rate.

FISCAL IMPACT

This position was not included in the 2021 budget. An As-Needed Clerical Assistant is rated at a Grade D, with no benefits. Step 1, Grade D is \$13.33 per hour. Working 1,000 hours per year at \$13.33 per hour equates to \$13,300 annually.

For budget cycles 2015-2019, Planning & Development has had an average unused personnel budget of \$47,500 and an overall average unused budget of \$63,000. Planning & Development had a greater unused budget in 2020 of \$121,595 which anticipated having more overlap for training and transition of the new director.

RECOMMENDATIONS

Approve the As-Needed Clerical Assistant position for Planning & Development, and open the position for recruitment.

POSSIBLE MOTIONS

Move to approve the addition of an As-Needed Clerical Assistant position for Planning & Development.

Enclosures:

- Planning Deve As Needed Clerical Asst position description (DOCX)

RILEY COUNTY, KANSAS JOB DESCRIPTION

Job Title:	CLERICAL ASSISTANT		
Department:	Clerk Department	Division:	Planning & Development
Reports To:	Election Supervisor		
Pay Grade:	D	Status:	Part-Time (As Needed-1000hrs)
FLSA Status:	Non-Exempt		

Position Summary: To provide clerical assistance to department and to assist customers.

Essential Functions:

- Provides front line customer service.
- Answers incoming calls/directs calls and provides basic information.
- Takes accurate and complete messages and relays to the proper person in a timely manner.
- Educates and assists the general public by disseminating information through a variety of mediums, training the public on the use of the department and GIS websites, providing applications with instructions, and/or directing persons to appropriate staff depending on need.
- Assists with the processing of land use, building, and environmental health permit applications.
- Receives and documents complaints.
- Receives, sorts, and distributes incoming mail.
- Processes outgoing mail.
- Receipts cash, check, and credit card payments daily.
- Assembles agenda packets for Manhattan Urban Area Planning Board, Riley County Planning Board, Board of Zoning Appeals and Solid Waste Management Committee.
- Provide general clerical support for the Department by performing word-processing, filing, photocopying, scanning, and facsimile communications.
- Operates standard office equipment.
- Assists with water samples.

Secondary Functions:

As assigned by Department Head.

Position Requirements:

Education: High school graduate or GED required. Knowledge of modern office practices, business English, spelling, and math.

License(s)/Certification(s): N/A

Experience: Experience with zoning and environmental health related concepts and terminology helpful. Land use background preferred. Electronic permit system experience preferred.

Skills: Knowledge of modern office equipment. Basic computer skills required. The ability to perform basic mathematical computations, and follow both written and oral instructions. Competent organizational skills and the ability to work effectively with the public, advisory boards, other agencies, and other county staff. The ability to communicate effectively both in writing and orally. Proficiency in word-processing applications and creating spreadsheets required.

Created Jan 2021

Attachment: Planning Deve As Needed Clerical Asst position description (10470 : As-Needed Clerical Assistant)

Supervisory Control: Instructions are accepted from all office staff as directed by the Department Head. The employee plans and carries out the successive steps and handles problems in deviations in the work assignments in accordance with instructions, policies, previous training, or accepted practices.

Supervisor Responsibility: None.

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

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

Scope & Effect of Work: The work involves treating a variety of conventional problems, questions, or situations in conformance with established criteria and working with many types of people having a variety of questions.

Personal Contacts: Considerable public contact with applicants as well as working closely with department staff and staff from other county departments.

Purpose of Contacts: Most public, departmental, and interdepartmental contact involves receiving and disseminating information.

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 the 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 find, handle, or feel; reach with hands and arms; talk or hear. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception, and ability to adjust focus.

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

While performing the duties of this job, the employee is exposed to normal noise levels. The employee may also be exposed to tense and sometimes confrontational situations while assisting with the public, applicants, and potential violators.



EMS
Staff Update

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

STAFF REPORT

FROM: David Adams, EMS/Ambulance Director

MEETING: February 1, 2021

SUBJECT: EMS/Ambulance Staff Update

PRESENTER: David Adams, EMS/Ambulance Director

Operations

Calls for service

December- 375

North County- 22

I continue to work as part of the Command Staff of the EOC.

Successfully enrolled in a new BC/BS online payment portal which will increase our reimbursements by 3%!

All but three of our FT staff and multiple of our PRN staff have received their 1st round of vaccinations and are expected to receive their 2nd dose either this week or next. We are working towards opening some of the departments' functions and abilities. This will include some in person meetings (with socially distancing and good hygiene) and masks will still be mandated for large meetings where we cannot socially distance.

2 Paramedic promotions last month. Orientation is going well, since they are both long time employees they will work as a 3rd person with another Paramedic for multiple shifts. After taking and passing a comprehensive protocol test they will then be assigned to a station with a Paramedic partner to ensure continued clinical oversight.

Employee evaluations went well and are finished.

Education

Completing Credentialing

Completing online Drivers training and one obstacle course class

Training Calendar has been sent to staff and we have started our monthly protocol review as well as skills training.

Community Outreach:

EMS staff are assigned to the monitoring room at the vaccination clinics

EMS personnel are assisting with mobile vaccinations to those who are unable to leave their homes and attend the in person vaccination clinics

EMS Leadership is assisting with various tasks at the vaccination clinics.

To date EMS has delivered 1,500 meals to those that are in quarantine and unable to leave their homes.

Enclosures:

- Staff Report-January 2021 (DOCX)

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