



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

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

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

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Business Meeting

3. Konza United Way 2023 Riley County Campaign Proclamation

Review Minutes

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

Review Tentative Agenda

5. Tentative Agenda

Press Conference Topics

6. Discuss Press Conference

9:00 AM

Clancy Holeman, Counselor/Director of Administrative Services

7. Administrative Work Session
8. Pending County Projects County Counselor
9. Executive session for preliminary discussions related to the acquisition of real property

9:20 AM

Darell Edie, Budget and Finance Officer

10. 2024 Budget Calendar

9:30 AM

Press Conference

11. RCPD Update - Greg Steere (3-5 minutes)
12. United Way Campaign Month Proclamation - Kathryn Focke and Tara Claussen (2-3 minutes)
13. Public Notice - John Ellermann (2 minutes)

- 9:45 AM Tara Claussen, Konza United Way Chief Executive Officer**
14. Konza United Way
- 10:00 AM Russel Stukey, Emergency Management Director**
15. Staff Update EM/Fire/911
- 10:15 AM Amanda Webb, Planning/Special Projects Director**
16. Planning & Development fee schedule review - licenses
- 10:45 AM Clancy Holeman, Counselor/Director of Administrative Services**
17. Request to Fill Deputy County Counselor Position

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
Personnel

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

COMMISSION AGENDA REPORT

FROM: Konza United Way

MEETING: February 6, 2023

SUBJECT: Konza United Way 2023 Riley County Campaign Proclamation

PRESENTER: Konza United Way

POSSIBLE MOTION(S)

Move to approve the proclamation for Konza United Way 2023 Riley County Campaign.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- 2023 Proclamation Konza United Way Campaign (PDF)

KONZA UNITED WAY CAMPAIGN PROCLAMATION - FEBRUARY 2023

WHEREAS, Konza United Way raises funds to support human service agencies and charitable organizations in Riley County; and

WHEREAS, Konza United Way's goal is to create long-lasting changes in the community by addressing the underlying causes of problems; and

WHEREAS, for the past 79 years Konza United Way has provided financial support to organizations in Riley County to improve the quality of life for residents, with the goal of working together to create a brighter future; and

WHEREAS, in 2022 Konza United Way invested \$290,000 in local programs that provided financial stability, education, or health support.

NOW, THEREFORE, BE IT RESOLVED THAT WE, Board of County Commissioners, do hereby proclaim the month of February 2023 as "United Way Month" and encourage all residents and employees to support financially, through United Way, the many local community organizations that provide invaluable services for the seniors, individuals, families, and youth of Riley County.

BOARD OF COUNTY COMMISSIONERS
OF RILEY COUNTY KANSAS

Kathryn Focke, Chair

John Ford, Vice-Chair

Greg McKinley, Member

ATTEST:

Rich Vargo, Riley County Clerk

Attachment: 2023 Proclamation Konza United Way Campaign (13157 : Proclamation)



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

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

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

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

1. Discuss Joint City/County/County Meeting
2. Approve payroll/accounts payables (when completed)

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Clancy Holeman, Counselor/Director of Administrative Services

3. Administrative Work Session

9:20 AM

Amanda Webb, Planning/Special Projects Director

4. Public hearing to name a private road from Sedam Avenue to Rosebud Trail

9:30 AM

John Ellermann, Public Works Director/County Engineer

5. Road petition

9:45 AM

Jason Smith, Manhattan Area Chamber of Commerce

6. Economic development update

10:00 AM

Julie Gibbs, Health Department Director

7. Staff update
8. Grant application

10:50 AM

Amanda Webb, Planning/Special Projects Director

Attachment: 02-09-23 tentative agenda (12811 : Tentative Agenda)

9. Staff update

11:05 AM

Barry Wilkerson, County Attorney

10. Request to contract

Adjournment

Announcement

County Day at the Capitol will be held today 8:00 a.m. - 2:00 p.m. at the Kansas State Capitol, 300 W 10th Street, Topeka, Kansas.

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: 02-09-23 tentative agenda (12811 : Tentative Agenda)



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

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

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

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:30 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

Katharine Hensler, Museum Director

4. Staff update

11:15 AM

Amanda Webb, Planning/Special Projects Director

5. Planning and Development fee schedule review, land use

Adjournment

Announcements

A commissioner will be on In Focus live at 9:05 a.m. Tuesday,

Attachment: 02-13-23 tentative agenda (12811 : Tentative Agenda)

February 14, 2023 (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.

Attachment: 02-13-23 tentative agenda (12811 : Tentative Agenda)



**COUNTY
COUNSELOR/ADMINISTRATIVE
SERVICES**
Staff Update

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

STAFF REPORT

FROM: Clancy Holeman, Riley County Counselor

MEETING: February 6, 2023

SUBJECT: Pending County Projects County Counselor

PRESENTER: Clancy Holeman

Enclosures:

- FINAL Commission List 02.06.2023 (DOCX)

PENDING COUNTY PROJECTS ▪ August, 2022 and through February 1, 2023 Submitted by Clancy Holeman, Riley County Counselor

NOTE: The below lists are not intended to be a comprehensive list of all “pending” Commission or projects of other County Departments underway. Instead, the below lists represent an ongoing “snapshot” of the current status of selected pending projects which have either consumed significant staff time or involve county issues of widespread significance. Additional entries show selected project work for individual county departments. The sequence of entries below is not intended to reflect the priority assigned to any work described. *All entries more than 6 months old have been removed. Bold type entries are the most recent.*

COMMISSION LIST

American Rescue Plan: Discussion with staff about possibly engaging consultant to assist County with federal/state requirements in future use of County’s \$14M allocation of ARPA funds. Similar concept to staff’s use of consultant with prior CARES funding. Unlike CARES funding, a primary focus of ARPA funding is infrastructure. (8-31-21) Discussions with staff and potential consultant. (9-17-21) Attend and participate in KAC webinar on ARPA and potential Health Department fund uses. (9-24-21) Communicate with consultant on agreed terms of service. (9-26-21) Finalize Professional Services Agreement with Consultant; draw Commission Agenda Report and submit for BOCC review and possible approval 9-30-21. (9-28-21) Obtain BOCC approval of Professional Services Agreement. (9-30-21) Staff meets with Consultant for first time regarding ARPA distribution rules. (9-30-21) Draft letter to congressional office (for discussion by BOCC in public meeting on 10-28-21) in support of S 3011—giving more flexibility to counties nationwide in their use of ARPA funds. (10-27-21)

Board of Riley County Commissioners: Initial meeting of CPE staff working group on CPE building security. (8-3-22) Consult with Craig on tax foreclosure issue. (8-5-22) Draw letters of support for TVT and WTC applications for state/federal funding. (8- 11-22) Zoom with staff working group on CPE security issues. (8-19-22) Participate in Executive Session appeal of disciplinary action. (8-22-22) Attend BOCC public meetings: (8-18-22; 8-22-22;8-26-22) Attend KAC legislative policy committee meeting. (8-31-22) Attend BOCC public meetings (9-1-22; 9-5-22; 9-8-22; 9-12-22) Work on contract issue. (9-13-22;9-14-22) Attend BOCC public meetings. (9-16-22;9-20-22) Work on contract issue (9-15- 22;9-16-22; 9-19-22;9-20-22; 9-21-22) Assist with January 1, 2023 .20% countywide retailers’ sales tax approved by voters November, 2021. (9-19-22) Work on fence view request. (9-14-22;9-20-22) Work on multiple separate contract issues: (9-15-22; 9-16-22;9-19-22;9-20-22;9-21-22) Work on personnel matter for executive session. (10- 13-22) Work on resolution of support for riverbank development by private group. (10-13-22) Attend BOCC meetings. (10-21-22; 10-24-22) Work on personnel matter for upcoming executive session. (10-24-22;10-25-22; 10-26-22) Attend BOCC meetings. (10-27-22; 10-31-22) Amend and upload resolution of support for Riverfront MHK. (10-27-22)/ Work with title company to finalize assembly of seller documents for closing on Leonardville site for ambulance station. (10-28-22) Work staff of Clerk’s office to obtain potential dates for upcoming executive sessions. (10-27-22) Prepare for oral arguments in Lyon County District Court scheduled for 11-10-22; appeal regarding First Christian Church historical designation by state. (10-31-22;11-1-22;11-2-22) Attend District Court Case Management conference in Riley Count District Court on pending appeal of County’s approval of update to Prairiewood’s preliminary and final plans. (11-1-22) Participate in BOCC public meetings. (11-3-22; 11-7-22; 11-10-22; 11-14-22; 11-17-22) Present closing documents for BOCC signature on purchase of Leonardville site of North County Ambulance station. (11-14-22) Deliver signed closing documents on same purchase to title company. (11-17-22) *Work on information for annual audit.* (11-17-22) Attend regular BOCC public meeting. (11-21-22) Work on item for annual legislative conference and prepare to present it to BOCC during public meeting 11-28, 2022. (11-20-22; 11-22-22) Attend regular BOCC public meeting. Obtain BOCC approval of draft legislative conference. Obtain BOCC approval of draft lease renewal document for Aggieville substation. (11-28-22) Work with Cindy K. to place executive session on Thursday

agenda, during my administrative time. (11-29-22) Review my text changes I proposed to the draft minutes from the November 21st BOCC public meeting. (11-29-22) Work on “Prairiewood” neighboring landowner appeal to Riley County District Court of BOCC’s method of approval of updates to preliminary and final development plans. (11-25-22; 11-27-22; 11-28-22; 11-29-22) Work on journalizing court’s decision in BOCC appeal to Lyon County District Court of Kansas Historic Sites Board of Review’s placement of First Christian Church on Kansas Register of Historic Places. (11-29-22) Work on Prairiewood Holdings, LLC appeal to Riley County District Court: phone call with opposing counsel; I propose slight revision to “case management order” provided for review; Work on record on appeal, preparing it for filing with District Court; and work on record on appeal’s certification. (11-30-22) Work with IT/GIS on technology for executive session on department head performance evaluations by BOCC scheduled for 12-1-22 public meeting. (11-30-22) Attend BOCC public meetings. 12-1-22; 12-5-22) Legal research on fence view request. Discuss with attorney for applicant. Obtain permission to return call from applicant and provide limited information on status of request and that working with his attorney. (12-1-22; 12-5-22) Return phone call from applicant and obtain property access information from him, if viewers are sent out to examine any fence constructed by either party. Leave message with applicant’s attorney’s office staff to call me back. (12-5-22) Prepare for BOCC public meeting of 12-8-22. (12-7-22) Attend and participate in BOCC meeting. Assist with executive session. (12-8-22) Provide information to Mary Carson on reimbursement agreements for small cities based on formula approved by BOCC during December 1, 2022 regular public meeting, as presented on behalf of Budget and Planning Committee. (12-8-22) Legal research on question raised by cemetery district. (12-8-22) Legal research and opinion developed on issue requested by BOCC member. (12-11-22) Work on materials circulating among members of CPE building security working group. Purpose is to develop a CAR to circulate for working group input. Then presentation to BOCC during January. (12-12-22) Continue work on immediately preceding item. (12-13-22) Work on real property issue. (12-13-22) Work on pending litigation issue. (12-13-22) Advise Budget and Planning members of upcoming discussion of potential reimbursement agreements to small cities. (12-13-22) Further work on materials circulating among members of CPE building security working group. (12-14-22) Consult with Deputy County Counselor on upcoming annexation issue. (12-14-22) ***Attend and participate in BOCC public meetings. (12-15-22; 12-19-22; 12-26-22; 12-29-22) Legal advice provided during public meeting. (12-19-22) Initial review of “RAISE” federal grant opportunities as described in email from U.S. Dept. of Transportation. (12-21-22) Respond to citizen inquiry regarding RCPD daily operation. Refer to RCPD and counsel to Law Board. (12-26-22) Work on annexation request forwarded by City of Manhattan. (12-21-22; 12-27-22) Discuss with Treasurer further work to develop sales tax reimbursement agreements for small cities. (12-27-22) Inquiry from our outside counsel on proposed agreements. I return call and leave voicemail with planned further discussion. (12-28-22) Obtain BOCC approval of publication notice setting date and time for public hearing on MCW annexation request—Saturday, January 14, 9 a.m., in BOCC chambers; Obtain BOCC approval of coroner services contract amendment and extension. (12-29-22) Consult with Deputy Counselor on scheduled annexation hearing. (1-3-23) Review animal control issues. (1-27-23) Prepare for upcoming work session week of 1-30-23. (1-27-23) Attend and participate in BOCC public meetings (1-26-23; 1-30-23)***

Budget and Planning Committee: Attend meeting: 8-23-22; Prepare for meeting scheduled on 8-6-22. (8-2-22) Attend committee meetings. (9-13-22) Attend meeting. (10-25-22) Work with B & P on development of contracts for transfers to small cities for loss of funds as countywide ½ cent sales tax sunsets 12/31/22. (11-15-22) Review material for BOCC presentation to be made by Budget and Planning during the next BOCC public meeting. (11-28-22) Attend and participate in Committee meeting. (11-29-22)

“Constitutional Protection of County Home Rule”: Accepted KAC invitation to present to County Commissioners Association, KAC affiliate member, information on Home Rule, during final day of KAC annual meeting in Overland Park, October 20th. Accepted KAC invitation to work with KAC Executive Director on recording of KAC podcast on “Constitutional Protection of County Home Rule”; recording scheduled for September 10, 2021. Podcast recorded with KAC 9-10-21. Work on presentation to County Commissioners scheduled for 10-20-21 (10-15-21; 10-16-21; 10-17-21; 10-19-21) Convene presentation by

Mike Heim on constitutional protection of county home rule during KAC annual meeting. (10-20-21)
Presentation on constitutional protection of county home rule to County Commissioners Association of Kansas, during KAC annual meeting. (10-20-21)

County Counselors Association of Kansas:

County Jail Inmate Medical Care:

Countywide Emergency Radio Communications System Upgrade: The upgrade is complete. But now the “program” phase has been completed, additional work from this department will be provided, as necessary, during the “maintenance” and “warranty” periods now underway. Discussion with contract administrator for vendor (L3Harris) scheduled for August 27, 2021. Discussion held with vendor contract administrator. Discussion with EM Director (8-30-21). Working toward final documents of “program” phase. Conversation with EM Director. (9-24-21) Conversation with L3Harris contract administrator, moving this matter toward likely resolution by the BOCC on 9-30-21. (9-24-21) Review appropriately continues among EM, KSU and Emergency Dispatch personnel regarding close out of this phase of the project. (9-24-21) Draw Commission Agenda Report and place on 9-30-21 agenda for BOCC review and approval of contract documents. (9-28-21) Discuss final contract documents for agenda separately with EM Director and L3Harris Contract Administrator. (9-29-21) Obtain BOCC approval of Amendment 1 to Master Service Agreement. (9-30-21)

“Dark Store”:

District Court: Voicemail from Wareham manager on use of facility for jury trials. (8-8-22) Message left with Judge Bannister regarding foregoing matter. Provide cell number to court. (8-12-22) Phone call with owner regarding District Court fee for using Wareham between now and November 1, 2022. (8-31-22)

Federal Rules on Vaccination Mandate:

First Christian Church: Now this property is “listed” as a “historic site,” there are state law restrictions applicable whenever a “project” is undertaken involving potential repair, damage or destruction of the site or its structure. Asbestos removal is likely the next “project.” I will provide any necessary notice of that “project” to the State Preservation Officer. I presented a CAR to the Board 8/12/21 and discussed with the BOCC the primary controlling statute. Legal research 8-24-2021. BOCC decides during open meeting to cancel pending contract offer to remove asbestos from Church for approximately \$18,000. Majority of BOCC states premature to remove asbestos before later decision by BOCC what is planned for Church now it’s “listed.” Gary Rosewicz, Assistant County Engineer, will notify the company offering to remove asbestos of this cancellation. (8-30-21) Confirmed with Gary Rosewicz, he notified company. (9-1-21). I filed petition for judicial review, in Riley County District Court, of state Historic Sites Board of Review designation of the First Christian Church as a historic site. (9-3-21). Contacting attorney for Historic Sites Board of Review. (9-19-21) Discussion with attorney for Historic Sites Board of Review. (9-23-21) Conduct legal research related to pending issues. (9-24-21) Received entry of appearance from Topeka law firm representing defendants. (9-24-21) Received District Court Clerk’s extension of time to file answer to County’s petition for judicial review, at Defendants’ request. Granted as a matter of right by state statute. Deadline for Defendants to answer is extended to October 12, 2021. Legal research. (9-24-21) Advise Public Works on question regarding asbestos removal. (9-26-21) Agree to Defendant’s attorney’s request for additional time to submit record of hearing to Court. (Week of 9-29-2021) Case management order filed. County’s brief in support of appeal due March 31, 2022. Riley County District Court Judges recuse themselves from case and transfer to Lyon County District Court. (1-25-22) Work with Clerk of the Riley County District Court and Lyon County District Court to process my unopposed motion for extension of time to file County’s initial brief. Motion granted and new deadline to file County’s initial brief is April 29, 2022. (3-18-22;3-21-22;3-25-22;3-28-22;3-29-22) Legal research for County’s appeal brief due in district court April 29, 2022. (4-15-22;4-18-22; 4-19-22) Legal

research and prepare county brief on appeal. (4-20-22; 4-21-22; 4-22-22; 4-25-22; 4-26-22; 4-27-22; 4-28-22; 4-29-22) File County brief electronically with District Court. (4-29-22) Contact opposing counsel on pending appeal. (5-31-22) Work on aspect of pending appeal. (6-5-22) Contacted by opposing counsel for continuance of Respondents' deadline to file their responsive brief—I do not oppose. (6-15-22) Respondents' unopposed motion for continuance of their deadline to file brief until August 1, 2022, filed with Court. (6-16-22) Work with District Court Judge's staff on scheduling of status conference. (7-14-22) Schedule status conference at request of District Court judge—will occur July 19, 2022. (7-15-22) Participate in status conference with opposing counsel and District Court Judge assigned this Riley County's Appeal. Opposing counsel believes her responsive brief will be provided by August 1, 2022. At that time, Court will review Riley County's Petition and opposing counsel's response. Then Court will schedule zoom oral schedule oral arguments. In the meantime, I will provide Court by mail a thumb drive "Attachment H," which is a video of the hearing by the Historic Sites Board of Review listing the property as historic. I cite that "Attachment H" throughout my brief in support of the county's petition. (7-19-22) Respondent's brief filed in District Court. (8-1-22) Prepare to possibly file Reply brief by review of video of hearing before HSB. (8-5-22) Mail Court portion of record on appeal. (8-12-22) Legal research for reply brief. (8-14-22; 8-15-22; 8-16-22; 8-17-22) Legal research for reply brief. (8-18-22; 8-19-22; 8-20-22; 8-21-22; 8-22-22) File reply brief with District Court. (8-22-22) Work with opposing counsel and Court to schedule oral arguments by counsel. (8-30-22; 8-31-22) Oral argument of counsel before Lyon County District Court. (11-10-22) Lyon County District Court announces its decision by zoom. Court vacates placement of 1st Christian Church on Kansas Register of Historic Places as illegal act; But because Church was validly placed on National Register of Historic Places, and state law requires all properties on National Register are placed on Kansas Register, the Church remains on the Kansas Register of Historic Places. (11-15-22) Discuss text of journal entry proposed by counsel for Respondents. (12-9-22; 12-11-22) ***Request transcript of Court's ruling. Arrange for generation of check based on invoice from court reporter. (12-20-22) Work on pending appeal by neighboring property owner. (12-27-22; 12-28-22; 12-29-22) Review transcript and notify opposing counsel I will provide revised version of her proposed journal entry—in order to conform the journal entry to the text of the transcript. (1-4-23) Provide opposing counsel proposed revised journal entry. (1-29-23)***

Human Resources: Prepare necessary motion for non-elected department head performance reviews upcoming. (11-29-22)

Indigent Defense Panel: Discuss at staff level potential 2022 contract. (9-21-21) Separate issue: Discuss with county and District Court staff coding of interpreter expense. (9-21-21) Panel member contracts for 2022 were created and emailed to current members. (11-3-21) Notice to Riley County Bar Association of at least one panel vacancy effective January 1, 2022. (11-4-21) Proposed 2022 contracts have been provided to all current panel members. None returned as of 11-23-21. No panel contracts are in place for calendar year 2022.

Intergovernmental Luncheon Meeting: Attend and describe Riley County state legislative platform for 2023. (11-28-2022)

KAC Annual Meeting (October 17, 2022): Request registration for 2022 annual meeting. (6-3-22)

Legislation: Work on HCR 5022; prepare for legislative hearing scheduled for 1-20-22. (1-16-22; 1-17-22; 1-18-22). Prepare CAR for BOCC meeting 1-20-22. (1-18-22) Legal research regarding law board. (1-18-21) Testify before House Federal and State Affairs Committee on HCR 5022. (1-20-22) Evaluate possible ROW legislation. (1-21-22) Evaluate different possible legislation affecting two county departments. (1-21-22) Present BOCC work session on SB 325 regarding solar and wind energy facilities only on parcels zoned for industrial uses. (1-27-22) Submit neutral written testimony to House Agriculture Secretary on HB 2531 for hearing scheduled for February 9, 2022. (February 8, 2022) Contract lobbyist advises hearing has been continued to Monday, 2-14-22. (February 9, 2022) Review, analyze and discuss SB 119 pending in House; with member of legislative delegation; contract lobbyist; Riley County Appraiser. (2-7-22; 2-8-22; 2-9-22; 2-

10-22). Watch portion of House floor debate on HCR 5022. Discussion with contract lobbyist. (2-22-22) Discuss with contract lobbyist potential in-session annual legislative conference update. (2-25-22) Discuss with member of delegation SB 119 as it stands in House. (2-25-22) Determine if members of delegation are available for follow up zoom legislative conference April 4 or April 7, 2022. (2-28-22) Review SB 538 at request of contract lobbyist. (3-2-22) Schedule follow up zoom only legislative conference for April 7, 2022. (3-2-22) CAR and agenda for April 7, 2022, follow up legislative conference provided delegation. (3-31-22) Review KAC legislative update. (4-5-22) Prepare for April 7, 2022, follow up legislative conference. Assist with presentation to BOCC of follow up legislative conference—1 delegation member present in BOCC chambers and 2 delegation members present by zoom. (4-7-22) Work with Treasurer on legislative issue. (5-10-22; 5-11-22; 5-12-22) Present during public meeting CAR on letter of support for motor vehicle registration and title bill available for action when legislature returns May 23-2022. (5-16-22) Email support letter to individual members of Senate Leadership. (5-18-22) Communicate with delegation member. (7-4-22) Prepare legislative requests for upcoming KAC legislative policy committee meetings. (7-18-22; 7-19-22) Schedule potential appearances before KAC legislative policy committee for 2023 legislative session requests. (7-23-22) Present 4 county legislative requests to the KAC legislative policy committee, via zoom. (7-27-22) Work on dates for Annual Legislative Conference—invitation emailed delegation asking their preference between Monday, December 5th and Thursday, December 8th, noon to 2 pm—lunch provided. (10-26-22) Invitations out to state delegation for December 12, 2022 legislative conference, along with copy of agenda. (12-1-22) Reminders out to legislative delegation of 12-12-22 legislative conference. (12-8-22) Preparation for legislative conference. (12-11-22) Attend and participate in legislative conference. (12-12-22) **Discuss legislative issue with County Appraiser. Review information and advise. (12-27-22) Discuss with 2 other county's county counselors possibility of linking up both our respective legislative delegations and lobbyists for cooperative action on potential "nuisance abatement" statute during 2023 legislative session. (12-29-22) Discuss with County Clerk and legislative delegation member the RNR statute. (1-3-23) Drive to Topeka and pick up lobbyist badge for 2023 state legislative session. (1-3-23) Week of January 23, 2023: Work on "vacant lot" house bill (HB 2083) and discuss with our legislative delegation; Work on RNR statute modification bill (HB 2002) and provide BOCC written testimony in support. Review legislative issues identified by contract lobbyist. (1-27-23.) Work on Nuisance Abatement legislation proposal on Riley County platform. (1-25-23; 1-26-23; 1-27-23) Work on SB 90 and HB 2148—Treasurers' Association auto tag fee bill. (1-26-23; 1-27-23) Review proposed schedule for temporary financing of High Plains Road project. (1-28-23)**

Leonardville North County EMS Station: Call and leave message for City of Leonardville's attorney. (9-14-22) Assist EMS with project. (9-19-22)

National Opioid Litigation Settlement:

NG-911 Committee (Road naming)

Proposed Construction of EMS/EM/RCFD Emergency Services Headquarters: *Schedule work session for discussion of design issue related to facility. (1-27-23)*

Riley County Annual Legislative Conference: Discussion with County Treasurer regarding statewide Treasurer's association pending legislation to increase fees but thereby reduce ad valorem property tax support of state function (motor vehicle registration). (11-30-22) Discussion with County Register of Deeds to schedule meeting week of December 5th to review documentation of long-term revenue loss to Riley County caused by legislature's past elimination of the mortgage registration fee. (12-1-22) Work preparing for 12-12-22 legislative conference. (12-8-22; 12-11-22) Discuss legislative conference information with County Appraiser. (12-8-22) Discuss legislative conference information in meeting with County Register of Deeds. (12-9-22)

Riley County Employee Day: Tour with members of staff committee proposed venue for event. (9-14-22)

Rural Economic Development Advisory Board:

Staff Budget and Planning Committee: Participate in committee meeting. (9-13-22)

White Canyon Benefit District: White Canyon benefit district's residents' request, made during this date's public commission meeting, asking whether Riley County willing to supplement the cost of the benefit district's proposed private road improvement project. No dollar figure provided by benefit district residents. County staff instructed to provide BOCC at upcoming meeting most recent Riley County Public Works' "estimate" of "northern route" as an option to current benefit district project proposed. (8-30-21)

DEPARTMENTAL LIST

Administrative Matters: *Work on matters related to departmental transition. (1-25-2023; 1-26-2023; 1-27-2023)*

Riley County Appraiser's Office: Answer Dept. Head inquiry on exemption process. (8-5-22) Conversation with Department Head on issue. (8-23-22). Work with Department head on legal issue. (9-14-22) Work on 2 separate issues involving property tax liability. (11-17-22;11-18-22) Review materials provided by Department Head. Schedule discussion with me, Craig and Department Head. (11-29-22) Assist with legal issue. (12-1-22) (Discuss with County Appraiser separate legal issue. (12-2-2) Assist Department Head with legal issue and prepare for executive session on same. (12-1-22; 12-7-22) Discuss legislative conference matter with Department Head. (12-7-22) Department Head notifies of property taxpayer verbally abusive to staff. Advisee. (12-13-22) *Discuss legislative issue with Department Head. (12-28-22) Discuss real property issue with Department Head and setting up staff meeting to discuss further. (12-29-22) Discuss KORA issue with Department Head and advise. (1-3-23) Review info from County Appraiser on upcoming property tax appeal. Provide additional background information to Appraiser. (1-28-23)*

Riley County Attorney:

Riley County Clerk: Assist staff with licensing issue and 2022 legislative amendments. (8-22-22; 8-23-22; 8-24-22;8- 25-22; 8-26-22) Assist on KORA issues. (8-25-22;8-26-22;8-28-22;8-29-22;8-30-22) Participate in zoom with Clerk and staff on KORA issues. (8-31-22) Work on KORA issues. (9-1-22; 9-2-22;9-5-22;9-6-22;9-7-22) (9-8-22;9-9-22) Advise staff on abandoned vehicle in RCOB lot. (9-9-22) Assist with KORA issue. (9-16-22) Assist with KORA issue. (10-14-22; 10-18-22) Assist with certification of records for pending district court appeal. (11-28-22) Review form of license application and its requirements at request of Clerk's staff. (12-7-22) Review revised license application provided today by Clerk's Office staff. Approve "as to form." (12-8-22)

Riley County Community Corrections: Discuss with Director Shelly Williams potential contract with Clay County Sheriff's Office for testing of Community Corrections' clients. (10-26-21) Work with Director Shelly Williams on Drug Court structure. (2-24-22) Review RCCC "FY 2023 Adult Comprehensive Plan Grant Signatory Approval Form. (4-19-22) Review RCCC "FY 2023 Juvenile Comprehensive Plan Grant Signatory Approval Form". Work with Department Head on "Drug Court" project. (5-6-22) Work with Director by zoom on Drug Court project. (5-25-22) Communication with Department Head on Drug Court project. (5-26-22) (Schedule with IT zoom discussion with Director and staff on Drug Court project for 6-8-22. (6-5-22) Zoom discussion with Director on Drug Court project. (6-8-22) Discuss with Dept. Head scheduling zoom on Drug Court possible documents. Schedule zoom for 7-20-22. (7-18-22) Communicate with Department head and reschedule zoom at her request. (7- 19-22) Zoom discussion with Department Head on possible drug court documents. (7-22-22) Finalize Drug Court documents with Department Head. (11-4-22)

Riley County Emergency Management: Advise EM Director on road access issue raised by Evergy. Contact

landowner. Relay to EM Director: landowner grants access conditional permission for Evergy to EM Director (gate must be closed by Evergy upon entering and leaving site. (Cattle on site.) (8-2-22) Work on radio tower access site and possible existing easement across adjoining property line. Assisted by Craig and Vaughn Colbert. (8-3-22) Respond to opportunity to tour CPE with RCPD on CPE security issues. (8-5-22) Advise EM and RCPW finished reviewing easement issue and advise on contacting landowners. (8-5-22) Tour CPE building with RCPD to review possible building security issues. (8-8-22) Contacted by EM regarding a 911 service issue. Discuss with EM Director. I call resident and leave message with adult in home. (12-1-22) Return 12-5-22 call from resident. I describe to resident options as I understand and staff (EM and 911) work to this point and 911's referral of issue to state's 911 coordinating council—in hopes they can obtain solution for resident from A T & T landline provider (resident reports no cell service available his location). Encourage resident to try a number available to reach 911 as short-term solution while 911's involvement with state coordinating council. Encourage resident to call me with result of his use of that landline number to reach 911. Make arrangements to speak with resident by end of this week with any results of my conversations with 911. Talk with 911 and Tyler brings me up to speed on where this is with 911 coordinating council. (12-6-22) Call back resident and inform Tyler of 911 has been told should hear back "soon" from 911 coordinating council. I relay that information by phone to resident. He verifies his test of direct line call to 911 did work today. Understands that is an interim solution while coordinating council effort plays out. Encouraged him to call me back and check on progress of state coordinating council effort, within next 2 weeks, or whenever he wants to do so. (12-6-22) Contacted by PIO for information. Provide. Review info. (12-6-22) Follow up from 911 and PIO on interim solution is working based on test by resident. (12-7-22) Meet with Department Head on proposed EM personnel policies and Standard Operating Guidelines. (12-9-22) ***New information provided by Department Head on foregoing resident's report of continued issue with 911 contact, based on info he received from his land line provider. (1-4-23) Department Head inquires about process for development of SOGs. Consult with HR who advises Department Head. (1-4-23) Request for contract assistance. (1-30-23) Information provided on scheduling training opportunity on FLSA. (1-30-23) Information provided on CPE building security. (1-30-23)***

Riley County Emergency Medical Services: Assist staff working group with ambulance project. (6-24-22) Assist with plan to purchase lot and place Ambulance Station in Leonardville. (8- 28-22) Call from Department head. He attended Leonardville City Commission meeting with Chairman recently. City Commission has asked counsel for both entities to develop a document allowing County use and potential improvements to alley providing access to lot purchased by County for North County ambulance station. I send email to counsel for City of Leonardville advising of this and inviting him to call me to discuss. (12-7-22) City Attorney responds and confirms parties understand what's necessary. Consultation with Craig. (12-8-22) ***Discuss with Department Head arrangement for site visit on 12-21-22. (12-20-22) Site visit with Department Head and Deputy County Counselor to be rescheduled.. (12-21-22) Work on North County ambulance station design project. Discuss with Department Head. (1-29-23)***

Riley County Extension:

Riley County Fire District No. 1:

Riley County GIS:

Riley County Health Department: Work with Department Head and RCHD on employment issue. (8-1-22) Provide comments to county staff working group on proposed alterations to county policy guidance. (8-1- 22; 8-2-22) Advise Department head after reviewing proposed grant agreement. (8-5-22) Assist staff with KSU internship process. (9-2-22) Work with department staff member on question about insurance coverage for staff. I ask County's insurance broker for information. (12-12-22) ***Follow up on question I previously asked county's insurance provider December 12. (12-28-22) Discussion with insurance agent on insurance coverage from a department's staff. Recontact staff member and advise agent will be contacting them for***

more detail—encourage staff member to check back with me next week if necessary. (12-28-22)

Riley County Historical Museum:

Riley County Human Resources: Provide comments to county staff working group on proposed alterations to county policy guidance. (8-1-22; 8-2-22) Work with Department Head and RCHD on employment issue. (8-1-22) Advise HR and EM on discovery matter in pending litigation involving third party plaintiff (not Riley County). Communicate with outside law firm about their request. (8-2-22) Review organizational chart for department. (8-5-22) Participate in staff discussion regarding possible location for employee training day in October. (8-12-22) Participate in scheduling of staff working group discussion on existing personnel guidance. (8-12-22) Two Zooms with staff on pending Disciplinary Action Review. (8-19-22) Conversation with two department heads and HR on employment issue. (8-23-22) Late join of scheduled zoom by staff planning employee recognition/training day. (8-23-22) Work with HR and Department Head on employment law issue. (9-14-22) Work on employment law issue. (9-20-22) Assist with employment law issue. (10-18-22) Attend meeting of planning committee for discussion about completed event for 2022. (10-25-22) Work on agenda documentation issue. (11-18-22) Discuss with Clerk's office staff contract termination issue. (12-2-22) Follow up conversation regarding immediately preceding contract termination issue—advice provided. (12-2-22) Work on performance evaluations and complete by 12-7-22 (12-5-22; 12-6-22; 12-7-22) Work on payroll approval issue. (12-12-22) ***Discuss with staff confirming contract termination issue resolved. (12-29-22) Work with HR Manager to assist separate Department Heads on distinct personnel matters. (1-4-23)***

Riley County *Participate in staff working group discussion of network security improvement. (12-19-22)*

Riley County Planning & Development: Sign approval of 2 plats previously approved by BOCC and other county officials. (8-2-22) Work on Department contract issue. (8-7-22; 8-8-22) Answer P&D staff question about benefit district issue. (8-12-22) Respond to Director on pending contractual issue this office is assisting Department with. (8-12-22) Assist staff by review of pending different matter. Provide advice. (8-12-22) Approve plat. (8-12-22) Discuss contract issue with Department Head. (8-12-22) Discuss software project with Department Head. (8-23-22) Prairiewood, District Court Appeal of Liquid Art Winery BOCC approved preliminary and final development plans. Case management conference (11-1-22) Work on Record on Appeal for preceding litigation. (11-2-22; 11-3-22; 11-15-22; 11-17-22) Phone conversation with USDA contact about possible funding for a project. (11-18-22) Work on Record on Appeal for District Court, as required by statute in foregoing Prairiewood matter. (11-20-22; 11-22-22) Discuss issue with after phone call from County Sanitarian. (12-5-22) Discuss immediately preceding issue with Department Head (12-6-22) Phone conference with Department Head and County Sanitarian on previous issue. Possible solution reached based on input from Department Head and Sanitarian. County Sanitarian will speak with property owner. (12-7-22) Review new form proposed by P & D staff for land use regulations. Route issue to Craig for his review. (12-8-22) ***Discuss benefit district issue with Department Head and Deputy County Counselor. (12-20-22) Review information on preceding provided by Department Head. Further discussion on same issue. (12-20-22)***

Riley County Public Information Officer:

Riley County Public Works: Prepare CAR for Department on pending KDHE request for evaluation of 2 sites in Fairmont Park. Work with Department Head on appropriate signature block. (8-2-22) Discuss with Assistant County Engineer status of compliance plan emailed to EPA by consultant. (8-3-22) EPA advises did not receive Compliance plan emailed to them by our consultant Monday, August 1, 2022. Assist Department with documenting timely provision of Compliance Plan August 1, 2022, by email from our consultant. Phone call exchange with consultant. Forward EPA attorney consultant email of Compliance Plan and email documentation to consultant of receipt. (8-3-22) Advise RCPW and EM I've finished reviewing easement issue and advice on contacting landowners. (8-5-22) Work on EPA issue involving benefit district. (8-5-22;

Attachment: FINAL Commission List 02.06.2023 (13158 : Clancy's Commission List)

8-8-22; 8-9-22) Work on University Park Benefit District EPA issues. (8-14-22; 8-15-22; 8-16-22; 8-17-22; 8-18-22) Work on access agreements for KDHE in Fairmont Park. (8-15-22; 8-17-22; 8-29-22; 8-30-22) Discussion with Department Head on upcoming construction project. (8-1-22) Work on same upcoming construction project. (8-2-22) Assist with contract issue on one project. (9-19-22) Assist with contract different project. (9-19-22) Discussion with Department Head and staff to finalize our proposed changes to transfer station agreement with operator. (11-7-22) Work with Department on placing evaluation of RFQ responses before BOCC as “Construction Management at Risk” for 11-17-22 public meeting. (11-15-22) Work on litigation issue. (11-17-22) Work on KORA issue. (11-17-22; 11-18-22) Advise Department Head on CMAR process. (11-18-22) Review potential dates for CMAR phase. (11-18-22) Assist with scheduling of negotiation meeting for contract renewal. (11-28-22) Contacted by PW staff about new owner of county park real property and continued county lease of parking space. Provide my contact information to new owner. (12-6-22) Follow up with Department Staff about proposed meeting in their conference room this Friday. (12-7-22) Meeting with Head of Department and Assistant County Engineer to prepare for upcoming discussion with transfer station operator. (12-9-22) Learn of potential grant opportunity for road projects. Provide information to Department. (12-11-22) Discuss former with Department staff member. (12-12-22) Meeting with Department Head and Assistant County Engineer to prepare for upcoming discussion with transfer station operator. (12-13-22) Work on immediately preceding item on information from provided by operator. (12-14-22) Work with Department Head on Construction Management at Risk selection process. (12-14-22) ***Participate in transfer station contract negotiation with Department Head, Assistant County Engineer, Operator and Operator’s counsel and principals. (12-16-22) Staff discussion of issue related to preceding negotiation. (12-19-22) Teams meeting with Budget and Finance, Department Head and Assistant County Engineer regarding contract issue. (12-28-22) Continue work toward transfer station operation agreement. (1-29-23) Advise Dept. Head after review of MOU related to bridge project. (1-29-23)***

Riley County Register of Deeds: Review information on recording fee. (11-18-22) Discuss legislative conference issue with Department Head. (12-6-22; 12-7-22)

Riley County Treasurer: Meet with Department Head on National Opioid Settlement payment process. (7-8-22) Meeting with Treasurer to review legislative proposal developed by statewide Treasurers’ association regarding license tag fees----to prepare for my discussion of this item during December 12th legislative conference. (11-30-22) ***Discuss with Department Head process for Opioid Settlement Fund payments routed from Attorney General’s Office. Discuss with Assistant Attorney General supervising such distributions. (12-21-22)***

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

Prepare 2023 proposed lease on “Aggieville Substation” for consideration by BOCC at upcoming public meeting.

(11-22-22) Approved by BOCC. (11-28-22)

PROFESSIONAL ASSOCIATION, INTERNAL STAFF COMMITTEES, CLE MATTERS & ADMINISTRATIVE MATTERS:

Administrative Matters: Work on annual performance reviews. (12-1-22; 12-2-22; 12-3-22; 12-4-22; 12-5-22; 12-6-22; 12-7-22) Work with Clerk staff to reschedule administrative time on upcoming BOCC agenda. (12-7-22) Register for free webinar during lunch hour December 14, 2022; “Practical Law” updates from Westlaw—our computerized legal research provider. (12-7-22) Forward to Office Manager Clerk’s Office info on end-of-year vendor payments by check. (12-8-22) Discuss with Craig any updates to contact info. (12-13-22) Advise staff I’ll be into office after attending 8:30 a.m. meeting at Public Works. (12-13-22) Discuss with Craig teams meeting later this a.m. with Department Heads of Appraiser’s office and Planning

and Development. (12-13-22) ***Review and Approve A/P and Accounts Payable documents. (1-30-23)***

Continuing Legal Education:

County Counselor Association of Kansas: Attend semiannual CLE program during KAC annual meeting. (10-18-22)

Department Head Committee: Attend and participate in department Head Committee Meeting. Remind Department Heads of next Monday's Legislative Conference, that they are all invited; and it is an opportunity to interact for the first time with new members of our delegation. Also described I will be inviting all delegation members to contact Department Heads throughout the legislative session when they have any questions about this county's daily operation or of counties generally. (12-7-22) ***Attend and participate in Committee Meeting. (12-21-22)***

Kansas Association of Counties: Attend annual meeting. (10-17-22 to 10-19-22).

Staff Budget and Planning Committee: Participate in committee meeting. (9-13-22) ***Attend and participate in Committee meeting. (12-21-22)***

Staff Road Renaming Committee: Respond to committee member's relay of landowner's proposed rename of private road. (12-7-22)



COUNTY CLERK & ELECTIONS
Budget

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

COMMISSION AGENDA REPORT

FROM: Darell Edie, Budget and Finance Officer

MEETING: February 6, 2023

SUBJECT: 2024 Budget Calendar

PRESENTER: Darell Edie, Budget and Finance Officer

POSSIBLE MOTION(S)

Move to approve

Move to deny

Move to modify

Move to table

Enclosures:

- 2024 Budget Calendar (XLS)



Riley County 2024 Internal Budget Calendar

Date	Activity
February 6, 2023	Present 2024 Budget Calendar to Commission and Board establish 2024 budget baseline.
February 7, 2023	Distribute 2024 budget calendar to department heads for review at the Department Head meeting.
Feb 14	Budget and Finance Officer to formulate 2024 budget baseline estimates as applicable.
March 13	HR Manager to forward preliminary personnel reports to departments for verification. CPI-U for December annual from Bureau of Labor Statistics included in reports as guideline.
On or before March 20	Budget & Finance Officer sends letters to outside entities/agencies for appropriation requests.
March 22	Departments submit preliminary personnel reports to HR Manager & Budget & Finance Officer.
April 4	2024 Rev/Exp Budget Request Forms distributed to depts/funds w/personnel numbers & budget baseline estimates.
On or before April 21	Outside agency appropriation requests due to Budget and Finance Officer
On or before April 27	Departmental revenue and expenditure budget requests due to Budget and Finance Officer. Benefit district and special fund budgets due to Budget & Finance Officer. Revenue estimates received from the County Treasurer.
May 8, 11, 15 & 18	Meetings between Commissioners and agencies/entities requesting appropriations. Meetings between Commissioners and Department Heads to discuss budget requests.
May 23, 30, & 6	Budget & Planning Committee to discuss compiled budget information.
June 1 (Statute)	Real Estate, Personal Property, Utilities, 16/20 M Vehicles, and Oil & Gas valuations certified.
June 12	Value of 1 Mill and Revenue Neutral Rate established for all taxing subdivisions and distributed by County Clerk.
June 15	Preliminary budgets are distributed to BOCC. 2024 COLA presentation included for consideration by BOCC.
June 12 - July 3	Budget & Planning Committee & Commission budget work sessions. Department Heads review final proposed budgets with Commission as necessary.
July 10	Commissioners approve auditor review of county budgets
July 11	Budget documents are finalized and sent to auditor for review
July 20	Final day to notify County Clerk of intent to levy above RNR
July 20	Present Final Proposed Budget & Notice of Budget Hearing and Intent to Exceed RNR to Commissioners
August 9	Send Hearing and RNR Notice to <i>Manhattan Mercury</i>
on or before Aug 10	Clerk sends information to taxpayers of intent to exceed RNR
August 12	Publication in the <i>Manhattan Mercury</i> of the proposed budget and notice of public and RNR hearing.
August 28	2024 Budget - Public Hearing and RNR Hearing
October 1	Adopted budget due to County clerk (intent to exceed RNR)--Resolution passed between Aug. 20-Sept. 20

Attachment: 2024 Budget Calendar (13155 : 2024 BUDGET CALENDAR)



**EMERGENCY
MANAGEMENT/FIRE**
Staff Update

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

STAFF REPORT

FROM: Russel Stukey
MEETING: February 6, 2023
SUBJECT: Staff Update EM/Fire/911
PRESENTER: Russel Stukey Emergency Services Director

Enclosures:

- 1, 2023 January staff time (DOCX)



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

911

- 911 Working group monthly meeting
- Constantly working on radio system management, analyzing opportunities to lower the annual operating costs of the 911 system
- Facilitated discussions with Mr & Mrs David Zimmer about 911 routing issues
- Researching AT&T charges for 911 service with Laurie, Tyler and Cory

Emergency Management

- Attended department head meetings
- Attended several commission meetings
- Working with Cory in IT on county phone system paging and panic button options
- Attended Emergency Services Director meeting
- Reviewing proposed floor plans for Public Safety Headquarters and submitting comments
- Attended LEPC meeting
- Met with Health Dept. Director Gibbs and EM German to discuss sheltering needs and responsibilities
- Monitored winter weather forecast
- Participating on Employee training committee and researching options for the next employee day
- Walked through Aggieville after KU win to observe, met up with Deputy Director Moldrup and agreed it was pretty calm considering
- Attended CPR training
- Chaired NEKSHSC in Topeka
- Attended Director Peete reception at Discovery Center
- Providing information to Architect for new Public Safety HQ building

Items awaiting legal review:

Mobile Command Post upgrade RFP documents

Assistant Director Laurie Harrison activity EM/911

Kansas Emergency Management Association (KEMA):

Attend monthly Northeast regional meeting

Serve as treasurer

Attend conference planning meeting

Attend Board meeting

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

Conduct monthly siren test, Everbridge test, IPAWS test

Facilitate Everbridge working group meeting

Emergency Management fund:

Pay invoices

Track expenses and income



Complete and submit 2022 EMPG reimbursement report

911 fund:

Pay invoices

Track expenses and income

Complete and submit 2022 annual 911 revenue and expenditure report

Northeast Regional Homeland Security Council:

Attend meeting

Serve as a project manager

Serve as KEMA representative

Volunteer Management:

Facilitate WARN (storm spotters) meeting

Facilitate CERT (emergency volunteers) meeting

Community Outreach:

Present Emergency Prep at KSU Vet Med

Misc:

Attend 911 working group meeting

Attend LEPC meeting

Attend web demo of VEOC

Attend RCFD recognition banquet

Attend Kansas Pipeline Association Training

EM Planner Baldwin Fisher

Kansas Emergency Management Association (KEMA):

Attend monthly Northeast regional meeting

Plans:

Review and update Emergency Operations Plan

Review COOP plans

Review debris management plan

Misc:

Attend LEPC meeting



Fire

- Met with St. 106 (Leonardville) personnel for 3 hours to discuss station leadership changes
- Planned for and hosted FF appreciation banquet, had over 100 attendees
- Attended north and south county fire trainings
- Worked with Elizabeth in HR to facilitate upward evaluations from the Battalion Chiefs, of myself and both Deputy Chiefs
- Attended several department head meetings
- Continue to accept and process applications for volunteer firefighters
- Working with HR to update policy manual
- Working with HR on several personnel issues
- Held Fire Advisory Board meeting at Public Works
- Presented revamped Fire Policy and SOG manual to the BOCC for approval
- Attended KS Forest Service event at Topeka Billard Airport to educate people on the value of air assets the KS Forest Service has contracted for Wildland Fire responses
- Attended area Fire Chiefs meeting in Wamego
- Staffed a volunteer FF recruitment table at Riley Co. High basketball game
- Covered emergency calls

Items awaiting legal review:

- a. University Park proposed fire station property legal description and agreement with UP board to swap property when new fire station is completed
- b. First responder agreement with the City of Randolph, Mercy Hospital Ambulance service (now Riley County EMS) and RCFD #1
- c. RCFD#1 policy/SOG review

Items awaiting HR review:

- a. RCFD#1 policy/SOG review

Admin. Asst. M. Horstmeier

The annual banquet was held earlier this month. We were able to get all the invitations out to those we had information on, and I believe it was a successful event. I learned a lot in the process of trying to help set up the banquet that will make next year's more successful. A data base (excel spreadsheet) was created with all of the previous years winners of all the different awards at the banquets. This data goes back to 2000/2001 banquet. This will be updated each year after each awards banquet is held/ winners are voted on. Also, with information from Pat, I created a new spreadsheet of retired Firefighters. I am slowly getting all the updated contact information for the retirees. This will take some time to compile, since I do not have the most accurate information currently, or its locked in the archived data of ER. We had six firefighters resign this month, with me inventorying three of them when they returned their gear. For the most part, the equipment was returned in good condition, with only a few needing to be washed.



We are awaiting two candidates to finish with the pre-requisite courses to move them forward to being hired. Only one candidate was hired this month due to some miscommunications with HR and busy holiday schedules.

Burn permits have been completed and are continuing to come in to be renewed. One copy of the renewed burn permit list was sent to dispatch for their records and will be continued to be resent as it is updated.

The Monthly Prescribed Burn reports have been updated and sent off to Jason Hartman at K-State. Last years missing months included June-December, and were generated, then sent off. January was also completed and sent today (02/01). Jason noted that Riley County is the only county who consistently sends these reports and was very appreciative.

HR has requested help to compile our records with theirs, to have consistent information for all the Firefighters. This month I have provided, and retrieved, the information from our non-stipend Firefighters to allow them to be imported into Paylocity. We- myself and HR- are still attempting to verify start dates and birthdays of all the Firefighters. There have been some clerical errors, so I have been checking the paper files to find original information for HR to use. We are still working on hire dates, since the data is vastly different between ER and HR. While going through the paper files to check accuracy of dates, I have been organizing the paperwork. I have completed about a third of the files- some take longer due to their size and quantity of paperwork. Once I have completed updating HRs records, I will work towards finishing the organization of the active files, as well as standardizing the labels and file colors. Attended a National Pipeline Association meeting at the end of the month. It was quite interesting and nice to see all the various jurisdictions coming together.

Deputy Chief Doug Russell

- Responding to multiple calls
- Dealing with personnel issues.
- Pump Repair on HB112 Fixed 4X4 issues we have had
- Toured 3 New RCPD dispatches around our trucks and stations
- B115 nearing completion
- Advisory Board meeting
- Started Active Violence training in conjunction with RCPD
- Dealt with more cold weather.
- Planning Next Projects
- Getting items rounded up for an auction including 3 trucks and multiple other items.
- Helping stations members Clean and organize stations.
- Answering questions and presenting the new SOGS

**Deputy Chief John Martens**

- Responding to emergency calls
- Processing new firefighter applications and working through the onboarding process
- Handling personnel issues
- Researched fire department software options to balance the best product offering with a reasonable price point for RCFD#1
- Planned Active Violence training pertaining to Volunteer Firefighters in coordination with Riley County Police Department and Riley County EMS.
- Assisted in providing review sessions in Randolph to FD members of recently approved Standard Operating Guidelines
- Attended and earned certification through FEMA for G-0400- Advanced ICS Command and General Staff-Complex Incidents in Merriam, KS
- Planning a fall course for RCFD#1 Members on Grain Engulfment Rescue taught by KU Fire & Rescue Institute
- Made draft revisions to the Job Descriptions for Volunteer Fire Responder and Volunteer Fire Responder- Support Staff pending HR review
- Provided safety & fire code recommendations to Planning and Development for future county occupancies and businesses
- In process of updating RCFD committee seats and members for apparatus, equipment, training, recruitment & retention committee

Month End	January
New Applications	6
Interviews Conducted	1
Hired Candidates	
Probationary Members	8
Trained Members	111
Active Staff	119
Terminations	
Resignations	2
Retirements	

Submitted by:

Russel Stuke, Emergency Services Director



PLANNING & DEVELOPMENT
Work Session

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

COMMISSION AGENDA REPORT

FROM: Amanda Webb, Planning Director

MEETING: February 6, 2023

SUBJECT: Planning & Development fee schedule review - licenses

PRESENTER: Amanda Webb, Planning Director

Planning and Development's fee schedule was last fully reviewed in 2012. This review gathered the complete picture of costs for each application/permit/license existing in 2012: staff time (including an administrative fee for the director's oversight), mailing costs, publishing costs, recording costs, and mileage/gas. Most fees were increased in 2012 based on that information. With the exception of several new processes (permits/licenses) added since that time, the only fees that have changed since 2012 are the *removal* of the \$75 fee for minor wastewater repairs and the increase from \$8 to \$9 for bacteria water testing. All other fees that existed in 2012 are the same. Attached is a fee schedule history which shows when each fee was first established and how it has changed (or not changed) over the years. Note that Environmental Health was added to Planning & Development in 2012 which is why there is no fee data pre-2012.

At the January 5, 2023 BOCC meeting, we held a work session to discuss several of the fees in various categories including building, environmental health, licensing, and land use. We did not have enough time to cover the entire fee schedule during that meeting. The BOCC asked that I bring back each section/category separately, so the time and discussion can be more focused. As such, the discussion today encompasses only the license category. Attached is a chart showing the current fees for all licenses as well as proposed fees for some licenses.

The current review of fees includes all the factors that were studied in 2012. Attached is a chart comparing the staff hours for each application/permit/license. As you can see, the necessary staff time to complete each process has changed very little. In some cases, the time decreased because of the implementation of an electronic permit system so less work has to be done manually.

However, the cost of doing business has increased - mailing/postage costs, publishing costs,

recording fees, and mileage/gas have all risen. While the applicant should not have to bear the entire brunt of these increases, and I am not proposing such, it is prudent to evaluate current fees and increase as necessary to help offset some of the additional costs to the county.

Enclosures:

- Licenses (PDF)
- Fee schedule history (PDF)
- Staff hours (PDF)

Licenses	Current	Proposed
Agritourism (initial)	\$200	
Agritourism (renewal)	\$100	
Short Term Rental (initial)	\$200	
Short Term Rental (renewal)	\$100	
Excavation	\$150 (for initial & renewal)	\$200 initial \$100 renewal
Mobile Home Park	\$300 (max) \$5 per lot (for initial and renewal)	Initial between \$100 - \$200 + \$5 per unit over 50 lots Renewal – between \$75 to \$100 + \$5 per unit over 50 lots. See second paragraph below.
Septic Hauler (initial)	\$150	
Septic Hauler (renewal)	\$50	
Standard System Installer (initial)	\$150	
Alternative System installer (initial)		\$150
Standard System Installer (renewal)	\$50	
Alternative System installer (renewal)		\$50

In late 2021, the board approved fees for Agritourism licenses and Short-Term Rental licenses, as shown above. Both require review of application and materials, a site visit(s), license tracking and issuance, and continued monitoring to ensure conditions are met. Excavation licenses have the same process, but right now there is only a single fee of \$150 for both initial application and renewal. I am proposing to be consistent with the other licenses and assess a \$200 fee for initial Excavation licensing, and a \$100 fee for renewals. That equates to more up front, but less for each annual review. We are also working to streamline the renewal process for the Excavation licenses.

Mobile Home Park licensing works a little differently than the other licenses, so fees should be assessed differently. We have six permitted mobile home parks within the county ranging from five lots to over 160 lots. Mobile home park licensing includes review of application and materials, site inspections of each unit, lot, **and** the entire park grounds (usually multiple site visits), tracking and license issuance, and continued monitoring to ensure conditions are met. Right now, the fee is \$5 per lot with a \$300 maximum for both initial and renewal licenses. This has been the same since 2003. It would not be right to assess the same flat fee for both large and small mobile home parks. That said, \$5 per lot is not enough to cover all the tasks necessary to issue a license. Both the Planning Compliance Specialist and Environmental Health Specialist review mobile home park licenses. I am considering an initial license fee of between \$100 and \$200 plus \$5 per lot over 50 lots, with a maximum of between \$400 and \$500. Depending on the fee for initial licensing, renewals would be between \$75 and \$100, plus \$5 per lot over 50 lots, with the same maximum as initial licenses. The majority of the existing mobile home parks within the county are less than 50 lots. Because they are all existing, each will only be assessed the renewal fee.

Wastewater installer licensing is completely different from the other types of licenses. To license a person to install a wastewater system, the Environmental Health Specialist must "classroom train" the applicant and administer an exam. He must also observe the first system installation.

For renewals, licensees must submit proof of additional training (we can offer this training, however, installers generally get this training elsewhere). The fee for wastewater installer licensing is \$150 for initial and \$50 for renewal. I am not proposing to change these fees. However, there are standard wastewater systems and there are alternative wastewater systems. The current single fee covers both types of systems but not all installers look to be licensed in both. That means those who are only licensed in standard wastewater systems are somewhat subsidizing those that are licensed in both. The licensing process for alternative wastewater system installation is the same as standard system installation: training, exam, and observation of first install. Because alternative systems are more complex than standard systems, the time necessary to observe the installation is greater. I am proposing to assess a \$150 initial license fee and \$50 renewal fee for alternative system installer licenses. This is in addition to the fees charged for standard system installer licenses.

	1992	2003	2007	2008	2012	2014	2016	2018	2019	2021	First appeared on fee schedule	Change since first cost
Building permit - Residential home	\$60	\$100	\$100	\$100	\$150	\$150	\$150	\$150	\$150	\$150	1992	\$90
Building permit - Commercial/industrial primary use	\$80	\$150	\$150	\$150	\$225	\$225	\$225	\$225	\$225	\$225	1992	\$145
Building permit - residential outbuilding	\$25	\$50	\$50	\$50	\$150	\$150	\$150	\$150	\$150	\$150	1992	\$125
Building permit - commercial/industrial outbuilding	\$25	\$75	\$75	\$75	\$225	\$225	\$225	\$225	\$225	\$225	1992	\$200
Floodplain development permit					\$75	\$75	\$75	\$75	\$75	\$75	2012	\$0
Floodplain development permit w/ BFE					\$100	\$100	\$100	\$100	\$100	\$100	2012	\$0
Sign Permit	\$25	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	1992	\$25
Special Event permit					\$100	\$100	\$100	\$100	\$100	\$100	2012	\$0
BLA/Lot Split					\$100	\$100	\$100	\$100	\$100	\$100	2012	\$0
Conditional Use	\$125	\$200	\$200	\$200	\$400	\$400	\$400	\$400	\$400	\$400	1992	\$275
PUD amendment				\$100	\$200	\$200	\$200	\$200	\$200	\$200	2008	\$100
Plat (4 lots or less)	\$125	\$200	\$200	\$200	\$350	\$350	\$350	\$350	\$350	\$350	1992	\$225
Plat (5 lots or more)	\$125	\$275	\$275	\$275	\$450	\$450	\$450	\$450	\$450	\$450	1992	\$325
Plat/rezone					\$550	\$550	\$550	\$550	\$550	\$550	2012	\$0
Replat	\$75	\$100	\$100	\$100	\$200	\$200	\$200	\$200	\$200	\$200	1992	\$125
RUD					\$200	\$200	\$200	\$200	\$200	\$200	2012	\$0
RUD/plat					\$350	\$350	\$350	\$350	\$350	\$350	2012	\$0
Rezone	\$275	\$275	\$275	\$275	\$450	\$450	\$450	\$450	\$450	\$450	1992	\$175
Road name change		\$50	\$50	\$50	\$100	\$100	\$100	\$100	\$100	\$100	2003	\$50
Special Use			\$275	\$275	\$400	\$400	\$400	\$400	\$400	\$400	2007	\$125
Variance	\$125	\$200	\$200	\$200	\$300	\$300	\$300	\$300	\$300	\$300	1992	\$175
Zoning Appeal	\$125	\$125	\$125	\$125	\$200	\$200	\$200	\$200	\$200	\$200	1992	\$75
Agritourism license										\$200	2021	N/A
Agritourism license renewal										\$100	2021	N/A
Short term rental license										\$200	2021	N/A
short term rental license renewal										\$100	2021	N/A
Excavation license		\$100	\$100	\$100	\$150	\$150	\$150	\$150	\$150	\$150	2003	\$50
Mobile home park license		\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$300	2003	\$0
Site Evaluation (no profile)								\$50	\$50	\$50	2018	\$0
Profile/site evaluation					\$150	\$150	\$150	\$150	\$150	\$150	2012	\$0
New private septic permit					\$150	\$150	\$150	\$150	\$150	\$150	2012	\$0
Lagoon permit					\$300	\$300	\$300	\$300	\$300	\$300	2012	\$0
Septic major repair					\$75	\$75	\$75	\$75	\$75	\$75	2012	\$0
Septic minor repair					\$75	\$75	\$75	N/C	N/C	N/C	2012	-\$75
ESE					\$100	\$100	\$100	\$100	\$100	\$100	2012	\$0
ESE revisit					\$50	\$50	\$50	\$50	\$50	\$50	2012	\$0
Alt system permit					\$300	\$300	\$300	\$300	\$300	\$300	2012	\$0
Alt system inspection							\$100	\$100	\$100	\$100	2016	\$0
Alt system re-inspection							\$75	\$75	\$75	\$75	2016	\$0
Initial septic hauler license					\$150	\$150	\$150	\$150	\$150	\$150	2012	\$0
Septic hauler license renewal					\$50	\$50	\$50	\$50	\$50	\$50	2012	\$0
Initial installer license					\$150	\$150	\$150	\$150	\$150	\$150	2012	\$0
Installer license renewal					\$50	\$50	\$50	\$50	\$50	\$50	2012	\$0
Water well permit					\$75	\$75	\$75	\$75	\$75	\$75	2012	\$0

MHP wastewater permit					\$100	\$100	\$100	\$100	\$100	\$100	2012	\$0
Text amendment	\$125											
Easement vacation	\$100	\$175	\$175	\$175	\$300	\$300	\$300	\$300	\$300	\$300	1992	\$200

Permit/Project/License type	AA hours		EHS hours		PCS hours		Planner hours	
	2012	2022	2012	2022	2012	2022	2012	2022
BP - Residential Principle Structure	2	1	1	1	3	3		
BP - Commercial/Ind Principle Structure	2	1	4	4	3	3		
BP - Residential Addition/ Accessory Structure	2	1	1	1	3	3		
BP - Commercial/Ind Addition/Acc Structure	2	1	4	4	3	3		
FDP					3	3		
FDP w/ BFE					4	4		
Sign permit	1	1			2	2		
Special Event Permit	2	1	2	2	2	2		
BLA/lot split	1	1					2	2
CUP	5	5	3	3			13	13
Easement Vacation	3	3					8	8
Final PUD Amendment	3	3					5	5
Plat (4 lots/less)	5.5	5.5					13	13
Plat (5 lots/more)	6	6					15	15
Plat/Rezone	6	6					15	15
Replat	5.5	5.5					8	8
RUD	2	2					5	5
RUD/Plat	6	6					13	13
Rezone	5.5	5.5					13	13
Road name change	3	3						
Special Use	5	5					13	13
Variance	4.5	4.5					10	10
Zoning appeal	3	3					2.5	2.5
Excavation license		1			4	4		
Mobile home park license	3.5	1			2	4		
Profile/Site Eval		1	4	4				
New private septic permit		1	4	4				
Lagoon		1	9	9				
Repair (See below - now major/minor separated)		1	2	2				
ESE		1.5	3	3				
ESE Revisit			1	1				
Alternative System Permit		1	12	12				
Initial Septic hauler license		1	5	5				
Septic hauler license renewal		1	1	1				
Initial installer license		1	5	5				
Installer license renewal		1	1	1				
Water well permit		1	2	3				
Mobile Home Park wastewater permit		1	3	3				
Utilities plat		1	2	2				
New since 2012:	AA hours		EHS hours		PCS hours		Planner hours	

This decreased for AA because not having to enter information manually anymore because we have a permit system.

Land use processes have not changed so the hours are the same.

We did not have these processes prior to 2012 so had no data for the AA's time with this last study.

	2022	2022	2022	2022
Agritourism license initial	1	2	4	
Agritourism license renewal	1	1	1	
Short term rental license initial	1	2	3	
Short term rental license renewal	1	1	1	
Site Evaluation (no profile)	1	2	1	
Major Repair	1	2		
Minor Repair	1	1.5		
Inspection of Alternative system	1	3		
Reinspection of alternative system	1	1.5		
Initial alternative system installer license	1	8		
Alternative system installer license	1	5		

These are all "new" permits and processes since 2012 which is why there was no prior fee data.



COUNTY CLERK & ELECTIONS
Personnel

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

COMMISSION AGENDA REPORT

FROM: Clancy Holeman, County Counselor

MEETING: February 6, 2023

SUBJECT: Request to Fill Deputy County Counselor Position

PRESENTER: Clancy Holeman and Elizabeth Ward, Human Resources Director

BACKGROUND

The current Deputy County Counselor has given a tentative retirement date of September 30, 2023.

The Deputy position is integral to the County Counselor's office and the over all County as it is responsible for providing legal advice to the Board of County Commissioners and the elected and appointed officials of Riley County in a wide variety of legal subject areas. Those areas include but are not limited to: contracts; the Kansas Open Meetings Act; the Kansas Open Records Act; real property law; real property title issues; collection of county accounts in pending bankruptcies; public construction projects and their financing; benefit district formation and assessment; road opening; personnel issues; real property tax foreclosure and the supervision of two staff members in that effort; delinquent personal property tax collection; and enforcement of County zoning and sanitary codes. This advice must be communicated either verbally or in writing, as appropriate. And the Deputy must be willing and able to litigate county issues in the Kansas state or federal trial and appellate courts and administrative agencies, at the direction of the Board of Riley County Commissioners.

Further, the unique skills required to perform this job to standard include the ability to communicate the above legal advice in a timely manner which complies at all times with the highest ethical standards required by the Kansas Supreme Court's "Kansas Rules of Professional Conduct." Additionally, the successful candidate must respect and participate daily within a cooperative organizational culture operating between the County Commission and all the

following separate and distinct departments in the Riley County governmental structure: the County Attorney; Register of Deeds; County Treasurer; County Clerk; Emergency Management/Volunteer Fire; Emergency Medical Service/Ambulance; Riley County Health Department; County Appraiser; Public Works; Noxious Weed/Household Hazardous Waste; Planning and Development; Community Corrections; and Information Technology/GIS. While they are not Riley County departments, this “cooperative organizational culture” also includes the Riley County Police Department and K-State Extension.

For the reasons listed above the Counselor’s office and Human Resources believe this will be a unique position to fill and may take more time to find the right candidate.

It is important to also understand, when considering this request, that the current County Counselor has also given a tentative retirement date of January 2025, and there may be other departmental transitions over the next 2-3 years. With the timeline for this office, it is vital to get a high quality candidate, who can learn the requirements of the deputy position in a short period of time.

DISCUSSION

In the last several years, Riley County has filled several Assistant County Attorney positions, which, although not identical skills, have similar recruiting requirements. Each of these positions has taken several months to secure the right candidate.

Additionally, because of the vast number of projects and nuances to the work in this position, the County Counselor highly recommends the county afford a transition period of no less than 6 months of cross training of the incoming candidate by the current deputy counselor .

The proposed timeline for filling this position includes:

- February 3 - open the position for advertising and begin focused recruiting efforts
- February through March - Candidate review
- April - Interviews and selection
- May 1 expected start date for new candidate
- May 1 through Sept 30 cross training and onboarding of new counselor
- Sept 30 full transition to Deputy County Counselor and retirement of incumbent

FISCAL IMPACT

The Deputy County Counselor falls into the pay grade of FF with a pay range of:

Position	Grade	Minimum	Midpoint	Maximum
Deputy County Counselor	FF	\$107,030.21	\$139,171.17	\$171,312.13

Of course, the new candidate is expected to start lower in the salary range than the current Deputy Counselor as he has been with the county for 17 years.

The fiscal impact for the 2023 budget:

	Budgeted Wage Annualized	Budgeted Benefits	Total Compensation
Current Budgeted Salary	<u>165,413.82</u>	<u>\$65,338.46</u>	<u>\$230,752.28</u>
Current Deputy Counselor – prorated for 9 months	\$124,060.37	\$49,003.85	\$173,064.21
New Deputy Counselor-prorated for 8 months	\$92,780.78	\$36,648.41	\$129,429.19
Total additional budgetary request	\$28,427.33	\$11,151.67	<u>\$71,741.12</u>

RECOMMENDATION(S)

I recommend the Board of County Commissioners approve the requisition to open the Deputy County Counselor position and follow the timeline outlined above.

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:

- Deputy County Counselor Position Description (PDF)
- 2023-01 Deputy County Counselor PAF (DOCX)

RILEY COUNTY, KANSAS JOB DESCRIPTION

Job Title:	DEPUTY RILEY COUNTY COUNSELOR		
Department:	Administrative Services	Division:	County Counselor
Reports To:	County Counselor of Riley County, Kansas		
Pay Grade:	FF	Status:	Fulltime
FLSA Status:	Exempt		

Position Summary: The Deputy County Counselor assists the Riley County Counselor to provide legal counsel to the Board of Commissioners and County Department Heads. The position is a resource to the County for matters involving – contractual agreements, Benefit Districts, the annual filing of a tax foreclosure case, will assist with human resources matters, and may be asked to provide advice and direction to the Board of Commissioners on all areas of county government as needed.

Essential Functions:

- Represent the Board of County Commissioners under the purview and direction of the County Counselor.
- Give advice on legal questions and assist the County Counselor on legal matters. In the absence or unavailability of the County Counselor, advise department heads and department supervisors with legal questions.
- Commence, prosecute, or defend, as the case requires, assigned civil suits or actions in which County is interested and represent County generally in all matters of civil law.
- Draw contracts and other papers or documents required by the County, as directed, and furnish opinions in writing upon legal matters pending before the County, when requested.
- Assist the County Counselor in performing the duties provided by K.S.A. 19-716 and amendments thereto.
- Collect delinquent personal property taxes, as directed, in collaboration with appropriate County Departments. .
- Assist the Human Resources Director and Department Heads in personnel matters, as required.
- Supervise the preparation and filing of bankruptcy court, mortgage foreclosure and probate claims for real and personal property tax debts owed Riley County.
- Serve as the primary point of contact for formation and expansion of Riley County sewer, water, and paving districts, in coordination with the Riley County Clerk and Public Works departments, citizen petitioners, and other interested parties. .
- Collaborate with the Planning & Development department to enforce zoning and sanitary codes.
- Conduct a real property tax foreclosure case annually.

Secondary Functions:

- Attend the meetings of the Board; and present proposed policies, programs and plans aimed at addressing overall county needs for review, revisions and approval by the Board of Commissioners as needed.
- Perform other duties as assigned.

Position Requirements:

Education: Must be a juris doctorate graduate from a properly accredited law school. Must have and maintain a license to practice law in Kansas District Courts and in Kansas Federal District Courts.

Experience: A minimum of five years legal experience, in Kansas local government law required, preferably at the County level.

Appropriate combination of education and experience will be considered in lieu of requirements.

Updated Jan 2023

Attachment: Deputy County Counselor Position Description (13159 : Request to Fill position - County Counselor)

Skills: Ability to work independently carrying out the duties of the position under the direction and standards set by the County Counselor. .Ability to provide advice and representation to the other elected and appointed officials of Riley County when appropriate whenever the situation does not present conflict of interest with representation of the Board of County Commissioners.

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, talk or hear. The employee must occasionally lift and/or move more than 10 pounds. Specific vision abilities required by this job include close vision, color vision, 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 moderate.

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. Other duties may be assigned by the Board of Riley County Commissioners, or the County Counselor.

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

17.b

Job created by : Clancy Holeman

Date requested: 01/30/2023

Internal Position Details:

Company 166733	Position Title Deputy County Counselor	Work Location CPE
Pay Range Full-Time	Salary \$107,030.21 - \$139,171.17/year	Supervisor Position Yes
Cost Center 1 1-County General	Department 4-Counselor	Project Code
Supervisor: Clarence Holeman	Department Head: Clarence Holeman	

☐ No changes to Position or Budget

☒ Position Description attached

Total annual hours 2080

☒ Budgeted

☒ New or updated position description.

☐ New request for budget (details attached)

Salary: \$139,171.17

Budget for Benefits: \$54,972.61

Total proposed annual budget: \$194,143.78

Additional Position Comments: requesting 5-6 month onboarding training period

BoCC Chairman _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Original document stored in Human Resources

Revised 2023-01

Packet Pg. 41

Attachment: 2023-01 Deputy County Counselor PAF (13159 : Request to Fill position - County Counselor)