



**Board of Riley County
Commissioners
Regular Meeting
Agenda
March 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. 2021 Official Depositories
4. Sign a Tax Roll Correction
5. Sign Riley County Personnel Action Form(s)
6. Sign Riley County Position Action Form(s)

Review Minutes

7. Board of Riley County Commissioners - Regular Meeting - Feb 25, 2021 8:30 AM

Review Tentative Agenda

8. Tentative Agenda

Press Conference Topics

9. Discuss Press Conference

9:00 AM

Clancy Holeman, Counselor/Director of Administrative Services

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

9:20 AM

Kevin Howser, IT/GIS Director

12. Permission to post IT Technician position

9:30 AM

Press Conference

13. RCPD update - Captain Greg Steere (3-5 minutes)
14. Downtown Manhattan - Gina Scroggs (3-5 minutes)
15. Severe Weather Awareness Week in Kansas - Laurie Harrison (3

minutes)

9:45 AM

Rich Vargo, County Clerk

16. Request to fill the Administrative Assistant I-Elections 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 TREASURER'S OFFICE
Report

Shilo Heger
Treasurer
110 Courthouse Plaza
Manhattan, KS 66502
Phone: 785-537-6320

COMMISSION AGENDA REPORT

FROM: Shilo Heger
MEETING: March 1, 2021
SUBJECT: 2021 Official Depositories
PRESENTER: Shilo Heger

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:

- Official Depositories (DOC)



TREASURER'S OFFICE

Shilo Heger
County Treasurer

110 Courthouse Plaza
Manhattan, Kansas 66502-0100
Phone: 785-537-6321
Fax: 785-537-6322
E-mail: sheer@rileycountyks.gov
Website: www.rileycountyks.gov

TO: Board of County Commissioners
FROM: Shilo Heger
DATE: March 1, 2021
RE: 2021 Official Depositories

The following are the official depositories eligible to receive Riley County funds:

Capitol Federal Savings and Loan, Manhattan
Central National Bank, Manhattan
Commerce Bank, Manhattan
Community 1st Bank, Manhattan
Intrust Bank, Manhattan
KS State Bank, Manhattan
Landmark National Bank, Manhattan
Peoples State Bank, Leonardville
Riley State Bank, Riley
Sunflower Bank, Manhattan
UMB Bank, Manhattan
United Bank & Trust, Manhattan

Kansas Municipal Investment Pool

Attachment: Official Depositories (10581 : 2021 Official Depositories)



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: March 1, 2021
SUBJECT: Sign a Tax Roll Correction
PRESENTER: Rich Vargo, County Clerk

POSSIBLE MOTION(S)

Move to approve the Tax Roll Correction.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- image17024 (PDF)

TAX ROLL CORRECTION
REAL ESTATE

Printed by LMUIR

2021/02/25

4.a

Taxpayer ID GENE0019
Owner ID GENE0019

Control # 2021000130

Tax Year 2020
Tract # R20575

GENESIS HEALTH CLUBS OF
MANHATTAN LLC
6100 E CENTRAL AVE STE 3
WICHITA, KS 67208-4237

CAMA # 216-23-0-10-08-001-00-0-01

TU 2 Manhattan City
Parcel 98070
USD 383

GENESIS HEALTH
CLUBS LOT 1

APPRAISER SECTION (Value)

2021/02/25 LMUIR

APPROVED

Appraised Prior to Correction:

CL	Land	Imp	Total
CU	622600	8828720	9451320
—	—	—	—
—	—	—	—
—	—	—	—
Total	622600	8828720	9451320

Assessed Prior to Correction:

CU	Land	Imp	Total
CU	155650	2207180	2362830
—	—	—	—
—	—	—	—
—	—	—	—
Total	155650	2207180	2362830
SB41	—	—	—

Appraised After Correction:

CL	Land	Imp	Total
CU	622600	5877400	6500000
—	—	—	—
—	—	—	—
—	—	—	—
Total	622600	5877400	6500000

Assessed After Correction:

CU	Land	Imp	Total
CU	155650	1469350	1625000
—	—	—	—
—	—	—	—
—	—	—	—
Total	155650	1469350	1625000
SB41	—	—	—

Net Change
2951320-

Net Change
737830-

Total
SB41 737830-

CLERK SECTION (Tax)

2021/02/25 LMUIR

ORDER PRINTED

Tax Prior to Correction:

Levy	Gen Tax	SB41 \$	Total
155.27200	366881.34	—	366881.34
SB41 Tax Dollars	—	366881.34	366881.34

Tax After Correction:

Levy	Gen Tax	SB41 \$	Total
155.27200	252317.00	—	252317.00
SB41 Tax Dollars	—	252317.00	252317.00

Net Change
114564.34-
114564.34-

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

737830-
155.27200
114564.34-

Type of Correction DECREASE

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

Tax Statement # 14972

Comments Lowered per BOTA 2020-1510-EQ

Owner GENE0019

GENESIS HEALTH CLUBS OF

Net Change in Total Tax Dollars

114564.34-

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: image17024 (10583 : 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: March 1, 2021

SUBJECT: Sign Riley County Personnel Action Form(s)

PRESENTER: Elizabeth Ward, Human Resource Manager

Enclosures:

- 2021-02 M Hobbs Info Tech Technician (green) (PDF)
- 2021-02 K Brown - Admin Assist I - Election (green) (PDF)
- 2021-02 T Lare Child Care Surveyor 2 (green) (PDF)

RILEY COUNTY PERSONNEL ACTION FORM

☐ Add		Fill Request Date	2/25/2021
☐ Change		Employee #	

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

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

Hobbs	Mary		
-------	------	--	--

Name: Last First Middle Home Phone

--	--	--	--

Address: Street City State Zip

Info Tech Technician	IT	0029
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Position Title Department Fund

3/6/2021	☐	☒		☒ Yes	☐ No
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Effective Date Exempt Non-Exempt Ending Date For Temporary Is this a budgeted position?

K	02	\$19.40	☒ Hour	\$	☐ Month	☒ 40	☒
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Grade/Step Pay Rate Hours Per Workweek

Comments:

resignation

Approvals:

Department:

Date:

Personnel:

BOCC:

Chairman:

Member:

Member:

RILEY COUNTY PERSONNEL ACTION FORM

☐ Add		Fill Request Date	2/26/2021
☒ Change		Employee #	

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

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

Brown	Karen		
Name: Last	First	Middle	Home Phone

Address: Street	City	State	Zip

Admin Assist I - Election	Clerk	019
Position Title	Department	Fund

3/10/2021	☐ Exempt	☒ Non-Exempt	Ending Date For Temporary	☒ Yes	☐ No
Effective Date	Exempt	Non-Exempt	Ending Date For Temporary	Is this a budgeted position?	

H	17	\$26.27	☒ Hour	\$	☐ Month	☒ 40	☐
Grade/Step		Pay Rate				Hours Per Workweek	

Comments:

voluntary resignation

Approvals:

Department:

Susan M. Biller, Deputy

Date:

02-26-2021

Personnel:

S. J. Adams

2/26/21

BOCC:

Chairman:

Member:

Member:

RILEY COUNTY PERSONNEL ACTION FORM

☐ Add		Fill Request Date	2/22/2021
☒ Change		Employee #	

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

☒ Full Time	☒ Regular	☐ As-Needed	☐ Seasonal
☐ Part Time	☐ Grant Funded	☐ Intern	☒ Temporary <i>Temp position</i>

Lare	Tarica		
------	--------	--	--

Name: Last First Middle Home Phone

--	--	--	--

Address: Street City State Zip

Child Care Surveyor	HD	030-420
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Position Title Department Fund

3/01/2021	☐	☒		☒ Yes	☐ No
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Effective Date Exempt Non-Exempt Ending Date For Temporary Is this a budgeted position?

L	02	\$20.37	☒ Hour	\$	☐ Month	☐ 40	☒ 8-10
---	----	---------	--	----	--------------------------------	-----------------------------	--

Grade/Step Pay Rate Hours Per Workweek

Comments:

Tarica has agreed to continue in a part time, temporary role until the position is filled

Approvals:

Department: *[Signature]* Date: 2-24-21

Personnel: *[Signature]* 2/24/21

BOCC:

Chairman: _____

Member: _____

Member: _____



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: March 1, 2021

SUBJECT: Sign Riley County Position Action Form(s)

PRESENTER: Elizabeth Ward, Human Resource Manager

Enclosures:

- 2021-01 PRN Paramedic (gold) (PDF)
- 2021-01 PRN EMT (gold) (PDF)
- 2021 PW Seasonal (gold) (PDF)
- 2021 PW Landscape Intern (gold) (PDF)
- 2021-02 PW Seasonal Horticulturalist (gold) (PDF)

RILEY COUNTY POSITION ACTION FORM

Department EMS Date 2/18/2021 Job Title PRN - Paramedic

☐ Full Time	☒ Regular	☐ Seasonal	☐ Grant Funded	Pay Grade <u>36</u>	Paramedic	Start Date <u>ASAP</u>	☒ Non-Exempt
☒ Part Time	☐ As Needed	☐ Intern	☐ Temporary	Hours per ☐ Week ☒ Month		End Date	☐ Exempt

TYPE OF REQUEST

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

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

1. Why is it necessary to fill this position or change its status? hiring delayed due to Covid-19, need to fill roster

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

For hiring purposes, briefly state necessary and/or desirable education, training, and/or certification required as well as desirable experience and/or skills:
High school diploma or equivalent, Paramedic training program completion, advanced cardiac life support credential

Additional comments:

Approval by:

Department Head:

Personnel:

BOCC Chairman:

BOCC Member:

BOCC Member:

Date:

If the approved request affects current and future budget figures, a copy will go to Payroll and Budget & Finance

RILEY COUNTY POSITION ACTION FORM

Department EMS

Date 2/18/2021

Job Title PRN - EMT

☐ Full Time	☒ Regular	☐ Seasonal	☐ Grant Funded	Pay Grade	EMT	Start Date	ASAP	☒ Non-Exempt
☒ Part Time	☐ As Needed	☐ Intern	☐ Temporary	36	Hours per	Week	☒ Month	End Date
☐ Exempt								

TYPE OF REQUEST

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

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

1. Why is it necessary to fill this position or change its status? hiring delayed due to Covid-19, need to fill roster

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

For hiring purposes, briefly state necessary and/or desirable education, training, and/or certification required as well as desirable experience and/or skills:

High school diploma or equivalent, CPR credential, EMT Certification

Additional comments:

Approval by:

Date:

Department Head:

Personnel:

BOCC Chairman:

BOCC Member:

BOCC Member:

If the approved request affects current and future budget figures, a copy will go to Payroll and Budget & Finance

RILEY COUNTY POSITION ACTION FORM

Department Public Works Date 2/24/2021 Job Title Parks Seasonal

☐ Full Time	☐ Regular	☒ Seasonal	☐ Grant Funded	Pay Grade <u>A</u>	Start Date <u>4/15/21</u>	☒ Non-Exempt
☐ Part Time	☐ As Needed	☐ Intern	☐ Temporary	>40 Hours per ☒ Week ☐ Month	End Date <u>9/15/21</u>	☐ Exempt

TYPE OF REQUEST

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

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

1. Why is it necessary to fill this position or change its status? Seasonal position - up to 3 FTE for 2021 season(less than 1560 hours per season per employee)

2. Is it possible to fill this position internally? If no, why not? N/A

For hiring purposes, briefly state necessary and/or desirable education, training, and/or certification required as well as desirable experience and/or skills:

Additional comments:

Approval by:

Department Head:

Personnel:

BOCC Chairman:

BOCC Member:

BOCC Member:

Date:

2-25-20212/26/21

Landscape Intern

TYPE OF REQUEST

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

1. Why is it necessary to fill this position or change its status? Sea
2. Is it possible to fill this position internally? If no, why not? NA

For hiring purposes, briefly state necessary and/or desirable education, training, and/or certification required as well as desirable experience and/or skills: Highschool diploma, 2 years in education in Park Management, Hort, Turf or Landscape, enrolled in related field at University level, 20 hours per week

Additional comments:

Approval by:

Department Head:

Personnel:

BOCC Chairman:

BCCC Member:

BOCC Member:

Date:

If the approved request affects current and future budget figures, a copy will go to Payroll and Budget & Finance

RILEY COUNTY POSITION ACTION FORM

Department Public WorksDate 2/22/2021

Job Title

Parks Seasonal Horticulturalist

☐ Full Time	☐ Regular	☒ Seasonal	☐ Grant Funded	Pay Grade <u>A</u>	Start Date <u>4/15/21</u>	☒ Non-Exempt
☐ Part Time	☐ As Needed	☐ Intern	☐ Temporary	>40 Hours per ☒ Week ☐ Month	End Date <u>9/15/21</u>	☐ Exempt

TYPE OF REQUEST

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

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

1. Why is it necessary to fill this position or change its status? Seasonal position - up to FTE for 2021 season less than 1560 hours total 2400

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

For hiring purposes, briefly state necessary and/or desirable education, training, and/or certification required as well as desirable experience and/or skills:
Landscape design experience, herbaceous and woody plant maintenance, Class C driver's license

Additional comments:

Date:

Approval by:

Department Head:

Personnel:

BOCC Chairman:

BOCC Member:

BOCC Member:

If the approved request affects current and future budget figures, a copy will go to Payroll and Budget & Finance



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
March 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

Craig Cox, Deputy County Counselor

1. aTa Bus extended parking lot lease

9:15 AM

Russel Stukey, Emergency Management Director

2. Out of State Travel Request
3. Request to fill position

9:30 AM

Greg McHenry, Appraiser

4. Staff update

9:50 AM

Shelly Williams, Community Corrections Director

5. Request to fill position
6. Contract with Clay County Sheriff's Office

10:00 AM

Amanda Smeller, Planning/Special Projects Director

7. Staff update

10:15 AM

Clancy Holeman, Counselor/Director of Administrative Services

8. Administrative Work Session

Attachment: 03-04-21 tentative agenda (10427 : 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.



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
March 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

9:15 AM

Kristy Rodriguez, Flint Hills Regional Council Director

2. Flint Hills Regional Council update

9:30 AM

Press Conference

10:00 AM

Break

10:10 AM

John Ellermann, Public Works Director/County Engineer

3. Project update

10:40 AM

Clancy Holeman, Counselor/Director of Administrative Services

4. Administrative Work Session

11:00 AM

Cheryl Collins, Museum Director

5. Staff update

11:15 AM

Amanda Smeller, Planning/Special Projects Director

Attachment: 03-08-21 tentative agenda (10427 : Tentative Agenda)

6. NG911 Committee

12:00 PM

County Officials Luncheon

Adjournment

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, March 9, 2021 (KF).

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: 03-08-21 tentative agenda (10427 : 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

COMMISSION AGENDA REPORT

FROM: Jana Chingway, Administrative Assistant II

MEETING: March 1, 2021

SUBJECT: Pending County Projects County Counselor

PRESENTER: Clancy Holeman, Riley County Counselor

Enclosures:

- Final Commission List 03.01.2021 (DOC)

PENDING COUNTY PROJECTS ▪ March 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.



IT/GIS
Personnel

Kevin Howser
IT/GIS Director
110 Courthouse Plaza
Manhattan, KS 66502
Phone: 785-537-6305

COMMISSION AGENDA REPORT

FROM: Kevin Howser
MEETING: March 1, 2021
SUBJECT: Permission to post IT Technician position
PRESENTER: Kevin Howser

BACKGROUND

The person in the current IT Technician position has resigned to take a new job, effective 3/5/21.

DISCUSSION

Seeking permission to re-post this position, which shares both the Administrative Support functions of the department (AR/AP, invoice payment, p-card transactions, etc.) along with first level IT duties (Help Desk phone and support functions, Zoom meeting management, Website maintenance, etc.)

FISCAL IMPACT

This is a currently budgeted position.

RECOMMENDATION(S)

The IT/GIS Director and staff recommend that the BOCC approve the IT/GIS Director post this position ASAP, due to job duties, current IT staffing level, and amount of work to be performed.

POSSIBLE MOTION(S)

1. Allow IT/GIS to proceed with the job posting.
2. Disallow IT/GIS to proceed with the job posting.
3. Table the decision for more discussion at a later time.

Enclosures:

- 2021-02 IT Technician - Hobbs (gold) (PDF)

RILEY COUNTY POSITION ACTION FORM

Department IT Date 2/25/2021 Job Title information Technology Technician

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

TYPE OF REQUEST

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

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

1. Why is it necessary to fill this position or change its status? incumbent resignation

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

For hiring purposes, briefly state necessary and/or desirable education, training, and/or certification required as well as desirable experience and/or skills:
high school diploma and 1 year IT experience, A+, Network+, MCP, MCSE, CCNA certifications preferred

Additional comments:

Approval by:

Department Head:

Personnel:

BOCC Chairman:

BOCC Member:

BOCC Member:

Date:

2-25-212/25/21



COUNTY CLERK & ELECTIONS
Personnel

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

COMMISSION AGENDA REPORT

FROM: Cindy Kabriel, Administrative Assistant II

MEETING: March 1, 2021

SUBJECT: Request to fill the Administrative Assistant I-Elections position

PRESENTER: Rich Vargo, County Clerk

POSSIBLE MOTION(S)

Move to approve

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- Admin Asst I Elections (gold sheet) (PDF)

RILEY COUNTY POSITION ACTION FORM

Department Clerk Date 2/26/2021 Job Title Administrative Assist I - Elections

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

TYPE OF REQUEST

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

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

1. Why is it necessary to fill this position or change its status? incumbant resignation

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

For hiring purposes, briefly state necessary and/or desirable education, training, and/or certification required as well as desirable experience and/or skills:
 Associates degree and 2 years office experience, ability to obtain Notary Public, knowledge of tax roll and real estate conveyance

Additional comments:

Approval by:

Department Head:

Date:

Personnel:

BOCC Chairman:

BOCC Member:

BOCC Member:

If the approved request affects current and future budget figures, a copy will go to Payroll and Budget & Finance

3/19/03