



**Board of Riley County
Commissioners
Regular Meeting
Agenda
March 03, 2022**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

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

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

[District 1 – John Ford, Member](#)

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Business Meeting

3. Highway Use Permit, City of Manhattan
4. Sign Riley County Personnel Action Form(s)

Review Minutes

5. Board of Riley County Commissioners - Regular Meeting - Feb 28, 2022 8:30 AM

Review Tentative Agenda

6. Tentative Agenda

Press Conference Topics

7. Discuss Press Conference

9:00 AM

John Ellermann, Public Works Director/County Engineer

8. Bid opening for grounds maintenance

9:15 AM

Craig Cox, Deputy County Counselor

9. Executive session to discuss confidential legal advice regarding pending litigation issues

9:30 AM

Craig Cox, Deputy County Counselor

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

10:00 AM

Amanda Webb, Planning/Special Projects Director

- 11. Planning & Development - Staff Update
- 12. CDBG-CV grant performance public hearing

10:15 AM Clancy Holeman, Counselor/Director of Administrative Services

- 13. Administrative Work Session

10:30 AM Ron Fehr, Manhattan City Manager

- 14. City of Manhattan general update

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

- 15. EMS - North County Station RFQ

11:15 AM Rich Vargo, County Clerk

- 16. Request to Fill Budget & Finance Officer position

11:25 AM David Adams, EMS/Ambulance Director

- 17. North County Station Discussion
- 18. Purchase of Equipment for North County Operations

Adjournment

Announcement

A Special Law Enforcement Agency Meeting will be held Thursday, March 3, 2022 at 4:00 p.m. in the City Commission Meeting Room, 1101 Poyntz Avenue.

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.



PUBLIC WORKS
Permit

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

COMMISSION AGENDA REPORT

FROM: Julie Winter

MEETING: March 3, 2022

SUBJECT: Highway Use Permit, City of Manhattan

PRESENTER: John Ellermann, PE, Director of Public Works

BACKGROUND

City of Manhattan is requesting permission to work in the right of way to install a temporary "Speed Limit" radar sign on Marlatt, near College Ave and Browning Ave

RECOMMENDATION(S)

Staff recommends approval of the Highway Use Permit as presented

POSSIBLE MOTION(S)

Move to approve the Highway Use Permit granting the City of Manhattan permission to complete the work as outlined on the Permit.

The Board agreed by consensus to

Enclosures:

- Highway Use Permit_City of Manhattan_Marlatt Ave (PDF)

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

Project Number: Marlatt Avenue – Install temporary “Speed Limit” radar sign on Marlatt, near College Ave & Browning Ave

Requesting Party: City of Manhattan, 1101 Poyntz Ave., Manhattan, Kansas 66502

Processing Procedure: Date and initial completed steps.

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

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

Signature: _____

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

Comments:

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

Date _____ by _____

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

CC: Petitioner	☐
Operations Manager	☐
Township Trustee: _____ (if on Township Road)	☐
Highway Use Permit filed with Document Management Form attached	☐

Date _____ by _____

Submitted by: _____

Date Submitted: _____

Attachment: Highway Use Permit_City of Manhattan_Marlatt Ave (11941 : Highway Use Permit)



COUNTY CLERK & ELECTIONS
Personnel

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

COMMISSION AGENDA REPORT

FROM: Elizabeth Ward, Human Resource Manager

MEETING: March 3, 2022

SUBJECT: Sign Riley County Personnel Action Form(s)

PRESENTER: Elizabeth Ward, Human Resource Manager

Enclosures:

- 2022-02 Clerk T Robison(green) (PDF)

RILEY COUNTY PERSONNEL ACTION FORM

☐ Add	Supervisor:	Fill Request Date: 2-28-2022
☒ Change	Dept Head: Rich Varao	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

Robison	Tami		
Name: Last	First	Middle	Home Phone

Address: Street	City	State	Zip

Budget & Finance Officer	Clerk	0001-0000002
Position Title	Department	Fund

3/18/2022	☒	☐		☒ Yes	☐ No
Effective Date	Exempt	Non-Exempt	Ending Date For Temporary	Is this a budgeted position?	

CC	\$	☐ Hour	\$ 3,466.74	☒ Bi-weekly	☐ 40	☐
Grade/Step	Pay Rate		Hours Per Workweek			

Approvals:

Department:

Date:

Personnel:

BOCC

Chairman:

Member:

Member:



**Board of Riley County
Commissioners
Regular Meeting
Minutes
February 28, 2022**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

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

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

[District 1 – John Ford, Member](#)

8:30 AM

Call to Order

Attendee Name	Title	Status	Arrived
John Ford	County Commissioner	Present	8:30 AM
Kathryn Focke	County Commissioner	Present	8:30 AM
Greg McKinley	County Commissioner	Present	8:30 AM
Rich Vargo	County Clerk	Present	8:30 AM
Clancy Holeman	Counselor/Director of Administrative Services	Present	8:30 AM
Darrin Hobbs	Zoning Enforcement Officer	Present	8:30 AM
Julie Gibbs	Health Department Director	Present	8:30 AM
Shanika Rose	Chronic Disease Risk Reduction Coordinator	Present	8:32 AM
Elizabeth Ward	Human Resource Manager	Present	8:33 AM
Sam Hennigh	KMAN	Present	9:01 AM
Gregg Eyestone	Extension Agent	Present	9:30 AM
Kevin Larson	Riley County Council on Aging	Present	9:30 AM
Charlene Brownson	Riley County Genealogical Society	Present	9:30 AM
David Adams	EMS/Ambulance Director	Present	9:40 AM
Chuck Sexton	Flint Hills Veterans Coaliton	Present	9:30 AM
Emily Wagner	Manhattan Emergency Shelter	Present	9:30 AM
Kaylyn Speth	WIC Supervisor	Present	9:30 AM
Dave Nehls		Present	8:30 AM
Megan Hartford		Present	8:30 AM
Shawna Nehls		Present	8:30 AM
Jim Lindgren	Mill Cove Homeowners Association	Present	8:30 AM

Pledge of Allegiance

Public Comment

1. Public Comments

Hobbs presented the Employee of the Month to Shanika Rose.

Dave Nehls, Lakeland Drive, discussed the sale of his house and the

septic tank failure. Nehls presented documentation to the Board on what has been done in working with the County. Nehls stated he has done everything requested and still has not been issued a permit to proceed with repairing the system.

Nehls said they just want to move on with the property as they are told the property is uninhabitable. Nehls said they are asking to correct the problems correctly so they can move on.

Megan Hartford, Coalition for Peace and Justice, said she is here to remind the Board of their ask regarding Law Board appointments.

Shawna Nehls discussed the amount of time they have spent trying to fix the problem and how she feels the time and resources have been wasted. Nehls stated it took three months to even have a meeting on the lateral field. Nehls just asked for someone to take accountability and help to correct the issues.

Jim Lindgren, Mill Cove Homeowners Association, stated the association has turned over all the documentation to assist the Nehls to proceed with the project.

Holeman asked the Board to add an executive session to the end of today's agenda.

Move to add an executive session to the end of today's agenda.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	John Ford, County Commissioner
SECONDER:	Kathryn Focke, County Commissioner
AYES:	Ford, Focke, McKinley

Commission Comments

2. Commission Comments

McKinley's Comments:

A quiet weekend working on some projects around the house. I did attend the K-State men's basketball game Saturday. Probably the second largest crowd this year. They fought hard and came back twice from large deficits, but again came up with a close loss.

A hard part of the weekend was dealing with the loss of Greg McHenry. He was a respected professional not just within the state, but

across the country. I had several people come up to talk about Greg and none of them were about his job here. Everyone wanted to talk about what a great person he was. A huge loss.

Focke's Comments:

Thursday afternoon I had a brief meeting with County Attorney Barry Wilkerson on several subjects. Afterward I had a tour scheduled at the Flint Hills Breadbasket.

Friday met with EMS Director, David Adams on various items concerning the upcoming north county ambulance discussion. Afterward I had a short doctor visit and then had to take my puppy to the vet for a minor issue.

Weekend my lunch group went to the Riley Café, did some household chores, basic weekend activities, and followed the crisis in Ukraine.

I look forward to a fairly busy week.

Ford's Comments:

Thursday afternoon I met with David Adams and Josh Gering from Riley County EMS to discuss a handful of items including the north county ambulance, the Riley County safety center, and to discuss some of the personnel and staffing challenges the department is and has been facing. Appreciated both of them taking time out of their busy schedule to meet with me.

Also Thursday I met with Julie Gibbs at the Riley County Health Department to discuss several items including her staffing challenges, as well as future infrastructure and space needs moving forward. We also chatted about some updates to health plans and other items that will be coming up along the way in 2022, and possibly putting some sort of celebration together for the fact that the RCHD is fully accredited at this point in time as well. Appreciated having the opportunity to chat and catch up on the above listed items.

A big thanks goes out to Ryan and Becca Haugaard for inviting me out to “North County” in Randolph. They really have a cool concept in the making with a small restaurant, lounge and liquor store that will really add something unique and innovation to the downtown. I wish them the very best and hope the community will rally around them and support the venture. For lunch we enjoyed ribs, all the sides that came with it, and had some really good dialog as Ryan and I go way back. Really glad to see this in one of our smaller communities.

Wanted to send my thoughts and condolences to the family of Greg McHenry with his passing on Thursday. Greg was the very model of professionalism and was truly one of a kind, both as an appraiser but more importantly as a person. I really enjoyed his depth and passion for what really can and most often is a tough job to accomplish. Greg's passing will leave a huge hole here in the Riley County family, as well as through the state, and the IAAO.

Another tough weekend for K-State athletics as the men's and women's team both dropped games, and the baseball squad went one for three out at Cal. St. Bakerfield as well.

Business Meeting

3. National Nutrition Month Proclamation

Move to approve the Proclamation for March to be National Nutrition Month in Riley County.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	John Ford, County Commissioner
SECONDER:	Kathryn Focke, County Commissioner
AYES:	Ford, Focke, McKinley

4. Recognize March 9 as National Dietitian Nutritionist Day

Move to approve the Proclamation for Wednesday, March 9, 2022 as Registered Dietitian Nutritionist Day in Riley County.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	John Ford, County Commissioner
SECONDER:	Kathryn Focke, County Commissioner
AYES:	Ford, Focke, McKinley

5. Highway Use Permit, Larson Construction

Move to approve the Highway Use Permit granting Larson Construction permission to complete a water main installation in R-O-W, scheduled to start on March 1, 2022 for an estimated duration of 2 weeks.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	John Ford, County Commissioner
SECONDER:	Kathryn Focke, County Commissioner

AYES:	Ford, Focke, McKinley
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6. Sign Riley County Personnel Action Form(s)

The Board of County Commissioners signed Riley County Personnel Action Forms for the following:

- Audrey Stewart, a Customer Service Representative I, in the Treasurer's Department, for Separation from County Service, effective March 4, 2022.
- Kelsey Estep, a new hire, as a Legal Secretary-Diversion, in the Attorney's Office, at a grade I step 1, at \$17.52 per hour.

Review Minutes

7. Board of Riley County Commissioners - Regular Meeting - Feb 24, 2022 8:30 AM

Move to approve minutes.

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Kathryn Focke, County Commissioner
SECONDER:	John Ford, County Commissioner
AYES:	Ford, Focke, McKinley

Review Tentative Agenda

8. Tentative Agenda

Press Conference Topics

9. Discuss Press Conference

9:00 AM

Robbin Cole, Pawnee Mental Health Services Director

10. Pawnee Mental Health Services update

Cole presented the Pawnee Mental Health Services update.

9:15 AM Break

9:25 AM Julie Gibbs, Health Department Director

Move to recess as the Board of County Commissioners and convene as Board of Health.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Greg McKinley, County Commissioner
SECONDER:	Kathryn Focke, County Commissioner
AYES:	Ford, Focke, McKinley

11. Agreement for OB-GYN Medical Consultation Services for the year 2022

Gibbs presented the OB-GYN Agreement.

Move to approve the OB-GYN Medical Consultation and Services Agreement with the Women's Health Group provider, Rebeka Weber, MD, a Physician Medical Consultant.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	John Ford, County Commissioner
SECONDER:	Kathryn Focke, County Commissioner
AYES:	Ford, Focke, McKinley

Move to recess as the Board of Health and reconvene as the Board of County Commissioners.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	John Ford, County Commissioner
SECONDER:	Kathryn Focke, County Commissioner
AYES:	Ford, Focke, McKinley

9:30 AM Press Conference

12. Flint Hills Veterans Coalition update - Chuck Sexton (5-10 minutes)

Sexton presented an update on the Flint Hills Veterans Coalition.

13. Riley County Genealogical Society update - Charlene Brownson (5-10 minutes)

Brownson presented an update on the Riley County Genealogical Society.

14. Manhattan Emergency Shelter update - Emily Wagner (5-10 minutes)

Wagner presented a Manhattan Emergency Shelter update.

15. Riley County Council on Aging update - Kevin Larson (5-10 minutes)

Larson presented a Riley County Council on Aging update.

16. Presentation of Proclamation for National Nutrition Month - Greg McKinley and Kaylyn Speth (3-5 minutes)

McKinley presented the Proclamation for National Nutrition Month.

17. Presentation of Proclamation for Registered Dietitian Day - Greg McKinley and Kaylyn Speth (3-5 Minutes)

McKinley presented the Proclamation for Registered Dietitian Day.

18. Home Show and Youth Lawn Mowing Clinic - Gregg Eyestone (1-2 minutes)

Eyestone said Riley County, K-State Research and Extension Master Gardeners will have an informational booth at the Home Show on March 5th and 6th. They will be answering gardening questions and have wildflower seeds to distribute to increase food for pollinators.

Eyestone said the Free Youth Lawn Mowing Clinic will be held March 8th beginning at 4:30 p.m. Pre-registration is needed by March 7th for youth in grades 4-6 wanting to learn about mowing lawns and staying safe.

10:00 AM

David Adams, EMS/Ambulance Director

19. EMS/Ambulance Staff Update

Adam presented the EMS/Ambulance Department update.

10:15 AM Clancy Holeman, Counselor/Director of Administrative Services

20. Administrative Work Session

10:19 AM Executive session to discuss a performance matter involving non-elected personnel.

Move the County Commission, including Chairman McKinley, Commissioner Focke, and Commissioner Ford, recess into executive session for the purpose of discussing a performance matter of non-elected personnel, an exception to the Kansas Open Meetings Act, and to protect the privacy of the employee, with Clancy Holeman, County Counselor, attorney for the Commission, Elizabeth Ward, Human Resource Manager, and Rich Vargo, Riley County Clerk, the open meeting to resume in the County Commission Chambers at 10:40 a.m.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	John Ford, County Commissioner
SECONDER:	Kathryn Focke, County Commissioner
AYES:	Ford, Focke, McKinley

10:40 AM Move the Board of County Commissioners come out of executive session.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	John Ford, County Commissioner
SECONDER:	Kathryn Focke, County Commissioner
AYES:	Ford, Focke, McKinley

Move the record reflect action shall be taken consistent with the consensus reached in the executive session.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	John Ford, County Commissioner
SECONDER:	Kathryn Focke, County Commissioner
AYES:	Ford, Focke, McKinley

Holeman said the contract lobbyist has indicated the best time is in April. Holeman suggested April 4th or 7th for a meeting with our local

legislators.

The Board discussed the mid-session legislative meeting.

21. Pending County Projects County Counselor

Adjournment

Move to adjourn after the Intergovernmental Luncheon.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	John Ford, County Commissioner
SECONDER:	Kathryn Focke, County Commissioner
AYES:	Ford, Focke, McKinley

12:00 PM

Intergovernmental Luncheon

22. Intergovernmental Luncheon Agenda



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
March 07, 2022**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

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

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

[District 1 – John Ford, Member](#)

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Clancy Holeman, Counselor/Director of Administrative Services

1. Administrative Work Session

9:20 AM

Break

9:30 AM

Press Conference

2. RCPD update - Captain Greg Steere (3-5 minutes)
3. Downtown Manhattan update - Gina Snyder (3-5 minutes)
4. aTa Bus update - Anne Smith (5-10 minutes)
5. Severe weather awareness week in Kansas - Laurie Harrison (3-5 minutes)

10:00 AM

Russel Stukey, Emergency Management Director

6. Staff update

10:15 AM

Julie Gibbs, Health Department Administrator

7. Staff update
8. Aid to local request

10:55 AM

Clancy Holeman, Counselor/Director of Administrative Services

Attachment: 03-07-22 tentative agenda (11646 : Tentative Agenda)

9. Executive session to discuss a performance matter involving non-elected personnel

Adjournment

Announcements

A commissioner will be on In Focus live at 9:05 a.m. Tuesday, March 8, 2022 (KF).

The 2022 Annual Township Officials Meeting will be held Wednesday, March 9th from 8:30 a.m. -1::00 p.m. at Pottorf Hall, CiCo Park.

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 10, 2022**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

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

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

[District 1 – John Ford, Member](#)

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

Michael Boller, Noxious Weed Director

4. Staff update

9:30 AM

Shilo Heger, Treasurer

5. Monthly Revenue Reports

9:45 AM

Jason Smith, Manhattan Area Chamber of Commerce

6. Economic development update

10:30 AM

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

7. Monthly Cash Flow Reports

Adjournment

Attachment: 03-10-22 tentative agenda (11646 : Tentative Agenda)

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: 03-10-22 tentative agenda (11646 : Tentative Agenda)



PLANNING & DEVELOPMENT
Staff Update

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

STAFF REPORT

FROM: Amanda Webb

MEETING: March 3, 2022

SUBJECT: Planning & Development - Staff Update

PRESENTER: Amanda Webb

Enclosures:

- Staff Update March 2022 (PDF)
- March PD Update (PDF)

Planning and Development
Staff Update
February 23, 2022

11.a

Projects	Staff	Status	Task	Start Date	Request to Prosecute	Deadline
Long Range Planning						
Land Development Regulations	Amanda Webb, Bob Isaac & Darrin Hobbs	BOCC adopted; effective 1/1/2022. Held workshop with RCPB on 2/14/2022 and MUAPB on 2/21/2022.	Amending portions of LDR. Discussion with BOCC on 3/3/2022.	1/1/2022		5/1/2022
Keats Sewer District	Amanda Webb & Perry Piper	Sam Johnson working on final PER. Committee met with USDA. Cost have risen significantly since original estimates and there are concerns with higher property owner cost. BOCC committed \$800,000 in ARPA funding. Sent letters to prospective property owners to inquire about purchasing 10 acres for a lagoon.	Wait for replies.	11/1/2014		12/31/2022
Sewer agreement for County shop area	Clancy Holeman & Craig Cox	Met with City staff to discuss report and agreement. City staff analysis reveals that the sanitary system has adequate capacity for the proposed development area.	Wait on City and County Counselors to draft agreement. Investigate water options. Update BOCC on process.	2/1/2014		TBD
NG911 - Private Road Naming	Amanda Webb & Lisa Daily	NG911 Committee met to discuss funding. Emergency Management has agreed to funding the advertising and filing fee as long as only two or three are done per year. Planning & Development has agreed to funding the postage. Committee decided to move forward with renaming a private road off Marlatt Avenue to Dodge Lane. Pre-notification letters were mailed 2/18/22.	Send second notification letters.	8/1/2015		3/19/2022
Develop Riley County - historic land use changes in Wildcat Creek Watershed	Darrin Hobbs	Information gathering from NASA complete for report. Report has been finalized. Waiting for end product.	Present report to all participating entities.	6/1/2020		6/30/2022
Regulations						
Grants						
Keats Sewer District	Amanda Webb	Sam Johnson working on final PER. Committee met with USDA. Cost have risen significantly since original estimates and there are concerns with higher property owner cost. BOCC committed \$800,000 in ARPA funding. Sent letters to prospective property owners to inquire about purchasing 10 acres for a lagoon.	Waiting for replies.	TBD		12/31/2022
CDBG-CV	Amanda Webb & Lisa Daily	Grant awarded for meal program and job retention program. Close out meeting with KDOC on August 3, 2021.	Working on close out paperwork. Staff will bring additional documentation for BOCC Chair to sign at a future meeting.	7/27/2020		03/31/2022
KDHE Solid Waste Grant	Amanda Webb	Awarded grant for battery recycling education program. Held meeting September 20th. Sticker design complete. 1000 stickers have been received. Committee met 2/24/2022.	Working on flyers.	8/1/2021		07/01/2022
Current Planning						
Spurlock - Replat	Bob Isaac	RCPB Approved.	Conduct BOCC hearing.	12/21/2021		2/24/2022
Gillespie - Replat	Bob Isaac	RCPB Approved.	Conduct BOCC hearing.	1/3/2022		2/24/2022
No Stone Unturned Foundation - PUD Amendment	Bob Isaac	Application received.	Process application. MUAPB	2/18/2022		4/4/2022
Wood - RUD EF	Bob Isaac	Application received.	Process application. MUAPB	2/17/2022		5/2/2022

Attachment: Staff Update March 2022 (11945 : Staff Update)

Planning and Development
Staff Update
February 23, 2022

11.a

Projects	Staff	Status	Task	Start Date	Request to Prosecute	Deadline
Permits						
21-0146-MRWW Worrel	Perry Piper & Craig Cox	Application received and inspection completed. Spoke to property owner and mailed repair application with no response, additionally lateral field installed unlawfully. Repair application received. Met with Mrs. Worrel, she stated no Conservation money available. Told to contact USDA to see if they would qualify for low interest loan, they never. Sanitary Code Violation 21-0038.	Waiting on legal counsel to send compliance letter.	07/08/2021		03/31/2022
21-0174-MRWW Nehls	Perry Piper & Craig Cox	Attorneys waiting on signed easement.	Waiting on easement to proceed with variance hearing and then onto BOCC.	08/10/2021		03/31/2022
21-0185-ADGR Myers & Maupin (shed)	Darrin Hobbs	Inspections completed, determined a variance is required. Bob and Darrin contacted property owner.	Follow up with property owner.	08/23/2021		05/01/2022
21-0228-MRWW Parker	Perry Piper	Application received and processed.	Review and issue permit.	10/05/2021		03/31/2022
22-0007-ADRM Shultz Family	Darrin Hobbs	Permit issued.		01/13/2022		02/15/2022
22-0006-OSPE Wilcoxson	Perry Piper	Application received. Soil profile completed and will need to install a lagoon or raised bed alternative system.	Waiting on property owner to decided on which system. Follow up with property owner.	01/13/2022		03/31/2022
22-0013-XSTR Niehaus	Darrin Hobbs	Application received and processed.	Waiting on DWR and flood plain permit and elevation certificate.	01/25/2022		03/31/2022
22-0020-NBLD Pottorff	Darrin Hobbs	Application received and processed.	Conduct site inspection. Scheduled for 3/7/2022.	02/04/2022		03/31/2022
22-0021-ADCP Pottorff	Darrin Hobbs	Application received and processed.	Conduct site inspection. Scheduled for 3/7/2022.	02/04/2022		03/31/2022
22-0022-XAGB Hageman	Darrin Hobbs	Application received and processed.	Issued	02/07/2022		02/07/2022
Property Maintenance Code Violations						
Kilner - Unsafe structure	Craig Cox	Judgment granted on 9.16.2021. Property enjoined from violating Property Maintenance Code.	90 days to come into compliance. Defendant failed to comply. File contempt.	8/18/2016		3/31/2022
21-0025 Harry Baxter - Dangerous Structure- 780 Tabor Valley Rd.	Darrin Hobbs	Property owner is aware that the building needs to be torn down.	Follow up with property owner.	04/27/2021		05/31/2022
Hermesch - Unsafe structure	Clancy Holeman	Counselor met with P&D staff for Property Maintenance Code application. Photos of property taken.	Counsel put property in 2018 tax case for 2014 & 2015 delinquent taxes.	11/24/2015		TBD
21-0088 Tuttle Terr - Inoperable vehicles/Unregistered vehicles, Mobile Homes that could be harboring rodents and animals, appliances, etc.	Darrin Hobbs	Inspection conducted and notification letter sent. Notification letter sent. No response, sent notice of violation. Due to violations, unable to issue Mobile Home Park license. Water leak has been repaired. Trash issues have been taken care of.	Conduct follow up inspection. Working with park manager on other violations.	12/9/2021		05/31/2022
Zoning Violations						
Doyle - Illegal mobile home storage (Mobile Gardens) Violation #10-0050	Craig Cox	Staff met with Charlotte Doyle on 8.31.2021.	Replat property and comply with zoning regulations.	12/17/2010	4/17/2012	03/31/2022

Attachment: Staff Update March 2022 (11945 : Staff Update)

Planning and Development
Staff Update
February 23, 2022

11.a

Projects	Staff	Status	Task	Start Date	Request to Prosecute	Deadline
Doyle - Illegal salvage at residence Violation #05-0007	Craig Cox	Counsel and staff conducted site visits on 6/25/18 and 7/20/18. Mr. Doyle removed 600 tires and 3 mobile homes. March 19, 2021 conference with Mr. Doyle. He agreed to remove vehicles from the property. Set site visit for May 4, 2021. Mr. Doyle has moved about 90% of the tires and multiple vehicles to a staging area across from his residence for a salvage company to pick up, and will continue with this method. Next site visit 08/11/2021. Staff met with Charlotte Doyle on 08/31/2021.	Continue removing cars from property.	4/15/2013	5/1/2014	3/31/2022
Zeller/Thomas - Illegal sign	Craig Cox	Owner has limited signage to MHK Airport (governmental entity).	Counsel to schedule meeting with staff to discuss case status.	12/1/2011	9/27/2012	3/31/2022
Kilner - Unsafe structure	Craig Cox	Judgment granted on 9.16.2021. Property enjoined from violating Property Maintenance Code.	90 days to come into compliance. Defendant failed to comply. File contempt.	8/18/2016		3/31/2022
20-0063 - Satterlee: Inoperable vehicles and campers	Darrin Hobbs	Determined to be a violation. Notification letter sent. The Notification letter was resent by me for a fresh start to make contact with the property owner. Contacted property owner on what still needs to be removed and provided an aerial map.	Working on forwarding to legal.	09/27/2021		04/01/2022
20-0077 - Scott - Illegal salvage operation in residential zoning	Darrin Hobbs	Inspection completed and sent notification letter to property owner. Met with property owner on site and will be removing some items by 3/1/2021.	Working on forwarding to legal.	12/08/2020		04/01/2022
21-0053 Myers - building without a permit	Darrin Hobbs	Inspection completed, Notification Letter and Violation Notice sent. Applications received and processed. Bob and Darrin visited with property owner on 10/27/21 to confirm a Certificate of Survey would need to be done to confirm if the "well house" is located in the building setback. Property owner indicated he wanted to seek legal counsel.	Follow up with property owner.	07/14/2021		05/01/2022
20-0079 Miller - Illegal auto repair and salvage operation 1382 Pillsbury Dr	Darrin Hobbs	Inspection completed and sent notification letter to property owner. Property owner is making progress but no contact. Staff met with property owner and agreed to provide a plan to abate violations by 1/29/2021. Final notice of violation sent to property owner. Sent violation, final notice, property owner met with staff and agreed to provide a plan to abate the violation. No response or plan received.	Sending request to prosecute to Deputy County Counselor.	12/08/2020		04/01/2022

Attachment: Staff Update March 2022 (11945 : Staff Update)

Planning and Development
Staff Update
February 23, 2022

11.a

Projects	Staff	Status	Task	Start Date	Request to Prosecute	Deadline
20-0087 Miller - Illegal auto repair and salvage operation 1420 Pillsbury Dr	Darrin Hobbs	Inspection completed and sent notification letter to property owner. Property owner is making progress but no contact. Staff met with property owner and agreed to provide a plan to abate violations by 1/29/2021. Final notice of violation sent to property owner. Sent violation, final notice, property owner met with staff and agreed to provide a plan to abate the violation. No response or plan received.	Sending request to prosecute to Deputy County Counselor.	12/21/2020		04/01/2022
20-0090 Fishgill LLC - Illegal auto repair and salvage operation 1312 Pillsbury Dr	Darrin Hobbs	Inspection completed and sent notification letter to property owner. Property owner wants an extension to remove tenant. Vehicles being removed. Sent notice of violation. No response.	Sending request to prosecute to Deputy County Counselor.	12/22/2020		04/01/2022
L21MHP-0004 TDJ Stables	Darrin Hobbs & Craig Cox	Renewal applications and fees received. License can't be issued until property is compliance sanitary code.	Waiting for sanitary code issues to be resolved.	11/20/2020		05/31/2022
21-0019 Britt - non compliance in flood hazard area/floodway	Craig Cox	Temporary Agreed Injunction filed with the Court. Review dates: July 15-DWS, August 15-No Rise, September 15-Riley County permit, November 1-Remove trees.	Court case 11/10/2021 was continued. 11/10/21 conference with parties' engineers. Meet 1/20/22 to finalize draft settlement agreement. Set or status conference.	04/06/2021		07/15/2022
21-0090 Britt - Building a greenhouse without a permit and checking set-backs.	Darrin Hobbs	Inspection conducted and notification letter sent.	Contact property owner.	12/17/2021		05/31/2022
21-0091 Rogers - Inoperable/Unregistered vehicle, also outside storage.	Darrin Hobbs	Inspection conducted and notification letter sent. No response, sent notice of violation.	Monitoring progress.	12/21/2021		05/31/2022
22-0001 Servicemember AG Vo Ed Center - Building a greenhouse without a permit	Darrin Hobbs	Inspection conducted and notification letter sent.	Contact property owner. Left message 2/28/2022.	01/12/2022		04/01/2022
Sanitary Code Violations						
TDJ Stables - illegal repair	Perry Piper & Craig Cox	Legal and P&D staff met with Mr. Jones.	Waiting for better weather to have Mr. Jones dig up site to see what was done.	04/07/2020		04/01/2022
21-0022 Goss/Masterson - undersized lagoon	Perry Piper & Craig Cox	Violation determined.	Counsel to send letter.	04/14/2021		03/31/2022
21-0038 Worrell - Sanitation Violation	Perry Piper & Craig Cox	Spoke to property owner and mailed repair application with no response, additionally lateral field installed unlawfully. Repair application received.	Met with Mrs. Worrel, she stated no Conservation money available. Told to contact USDA to see if they would qualify for low interest loan, they never. Legal to send compliance letter.	06/23/2021		03/31/2022
21-0048 Wurtz - lagoon fencing requirement not completed	Perry Piper & Craig Cox	Violation letter sent to property owner. Counsel sent a letter to property owner. Fencing deadline 8/31/2021 and seeding deadline 9/30/2021. No trespassing sign placed at entrance. Legal to to schedule meeting with staff.	Counsel to send letter.	07/09/2021		03/31/2022

Attachment: Staff Update March 2022 (11945 : Staff Update)



PLANNING & DEVELOPMENT

Date: March 3, 2022

To: Riley County Board of County Commissioners

From: Amanda Webb, Planning & Special Projects Director

Re: Planning & Development February Staff Report

Please see the attached project spreadsheet for more details.

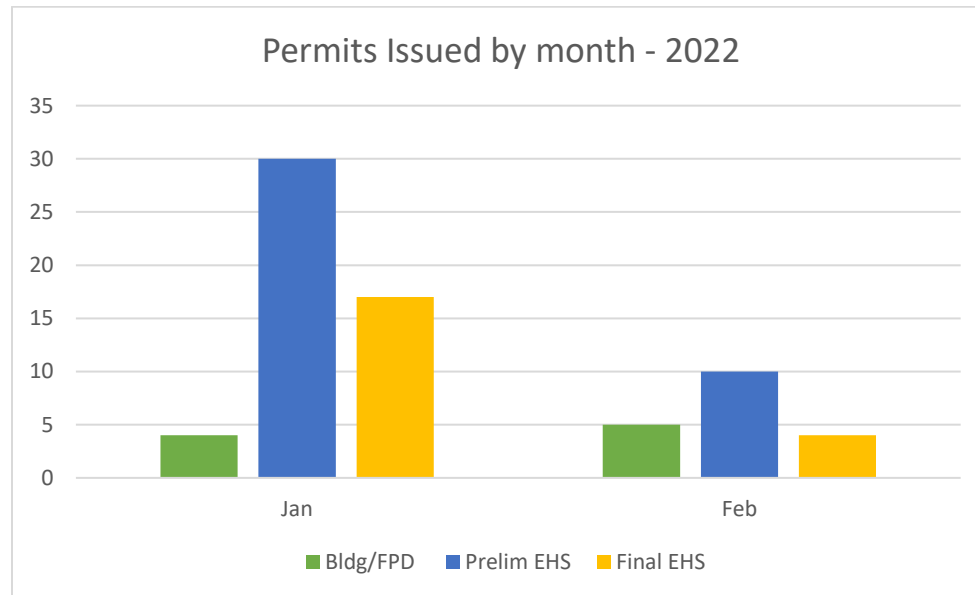
February Highlights:

- At their regular February meetings, the Riley County Planning Board and the Manhattan Urban Area Planning Board discussed the proposed Land Development Regulation amendments. Proposed amendments include: changes in side yard setbacks for some of the residential zones; changes in applicability of short term rental regulations and required window criteria; document renaming.
- The Riley County Planning Board also:
 - Held a public hearing to review a request by Gillespie Family Trust to replat Lots 97-102, Block One (1) Bridge View Heights Addition into one lot.
 - Held a public hearing to review a request by Kyle Spurlock and Deborah Depnew & Larry Tuttle to replat Lots 16-19 of Blue River Hills Third Addition into one (1) lot.
- The Board of County Commissioners approved the contract with GovBuilt for new permit software. We held our kick off meeting on February 14, 2022.
- Staff sent letters to ten (10) property owners in the Keats area whose properties contain significant acreage to inquire if they would be willing to sell ten (10) acres to construct a community lagoon for the Keats sewer benefit district. K-State officials, who own two of the tracts, are having internal discussions on this request.
- The NG911 committee has chosen a private road off E. Marlatt Ave as the next road for renaming and readdressing. The chosen road name is Dodge Lane. Pre-notification letters were sent to the two adjacent property owners.
- The Battery recycling subcommittee met to discuss next steps to move the program forward. We have selected April 22, Earth Day, as our program kick off. We are working on stickers and flyers to send to Riley County residents.
- On behalf of Riley County, I submitted an investment idea to the SPARK Executive committee – support for sewer districts/infrastructure. The committee is reviewing all submittals and will return responses later this spring.
- The Kansas State Department of Commerce has issued a new grant – Build a Strong Economy (BASE) for economic development projects with a deadline of February 28. I attended the webinar for the program, but ultimately the County did not have any current eligible projects to submit for this funding.

Attachment: March PD Update (11945 : Staff Update)

- County staff met with City staff to discuss the status of the Resilient Wildcat Creek plan. The plan's purpose is to communicate flood risk to residents and business owners and create action items for the protection of life and property. City staff is targeting a spring review and adoption.
- The Master Food Plan Leadership committee has spent the last several months working on a master food plan for Riley County. We received over 2000 survey responses and are now reviewing recommendations collected from those responses and crafting goals. The plan should be ready for review and adoption by the jurisdictions by middle of spring.
- There were two pre-application meetings held in February:
 - A potential plat/rezone
 - An amendment of an approved PUD.

February 2022 permits issued:	
Building/floodplain development permit:	5
Environmental Health Permits (Preliminary Approval)	10
Environmental Health Permits (Final/Use)	4



- I attended the following:
 - Local Public Health System Assessment meeting
 - Intergovernmental luncheon
 - Master Food Plan Leadership Team meeting
 - KAC legislative liaison calls (weekly)
 - Web Team meeting
 - BASE grant webinar
 - ARPA funding final rule webinar – water/sewer infrastructure

Upcoming of note in March:

- The March Riley County Planning Board meeting has been cancelled for lack of petitions
- There will be a presentation on the proposed Master Food plan at the Joint City/County
- I have signed up to attend a grant writing workshop through K-State Global Campus.
- The Solid Waste Management Committee is scheduled to meet to discuss the annual review of the Solid Waste Management Plan. The review is due to KDHE by May 15, 2022.
- The Budget & Planning Committee will discuss funding for NG911 publishing and filing fees. I will then bring this discussion to the BOCC at a future meeting.

Further Ahead:

- There will be public hearings in April before the Riley County Planning Board and the Manhattan Urban Area Planning Board for the proposed LDR amendments.
- Staff will give Comprehensive Plan update presentations to the Riley County Planning Board and the Manhattan Urban Area Planning Board in May.



PLANNING & DEVELOPMENT
Public Hearing

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: March 3, 2022

SUBJECT: CDBG-CV grant performance public hearing

PRESENTER: Amanda Webb, Planning Director

BACKGROUND

In August 2020, Riley County was awarded \$167,000 through the Kansas State Department of Commerce CDBG-CV program to assist businesses impacted by COVID-19. The funds were also to assist area meal programs. All recipients had to meet certain criteria and were required to be within Riley County limits, but outside of the City of Manhattan city limits.

DISCUSSION

At the close of the program in July 2021, the County had assisted ten businesses and three meal programs, distributing \$145,448.59 in total (the unspent remainder is retained by the state).

As part of the CDBG-CV grant close out, a performance public hearing is required which is the purpose of today's hearing. Staff is available to answer any questions about the CDBG-CV grant.

No BOCC decision is necessary to meet this requirement.

Enclosures:



PUBLIC WORKS
Project

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

COMMISSION AGENDA REPORT

FROM: John Ellermann, Public Works Director

MEETING: March 3, 2022

SUBJECT: EMS - North County Station RFQ

PRESENTER: John Ellermann

BACKGROUND

The Board has determined the need for a full time ambulance service in the North County. Therefore there is need for to design and build a station to house an ambulance and crew. While staff works out the details of the location the attached Request for Qualifications will start the process of hiring an architect.

DISCUSSION

The proposed Request for Qualifications (RFQ) is attached for the Board to review, comment and make suggestions. The RFQ will include evaluation of a predetermined site and design of a new EMS station in North Riley County. Along with an apparatus bay the new station design will incorporate sleeping rooms, common area, office and kitchen.

FISCAL IMPACT

Unknown at this time

RECOMMENDATION(S)

Staff recommends the Board approve the solicitation for Request for Qualifications for consultant for the study and design of a North Riley County EMS Station.

POSSIBLE MOTION(S)

Move to approve to advertise for RFQ's for the North Riley County EMS Station.

Move to deny to advertise for RFQ's for the North Riley County EMS Station.

Move to modify the RFQ.

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- Qualifications_EMS Station N County (PDF)

**REQUEST FOR QUALIFICATIONS
NORTH RILEY COUNTY EMS STATION
RILEY COUNTY, KANSAS
March 7, 2022**

I. INTRODUCTION:

The Riley County Board of Commission is seeking submittals from qualified consulting firms who possess knowledge, skills, and experience in site evaluation/selection and the design of EMS Stations.

The successful firm will complete the site evaluation/selection, determine space needs and design the facility in accordance with the most current criteria and industry standards.

Any individual(s) or firm(s) proposing to perform architect/engineering services environmental services, preconstruction and construction services must be appropriately licensed/registered in the State of Kansas at the time of submittal of the qualifications.

The Riley County Commission reserves the right to reject any one or more proposal items, or waive any irregularities or informalities in the proposals or in the process. No proposal may be withdrawn for a period of sixty (60) days after the due date.

Riley County does not discriminate with regard to race, religious creed, marital status, age, color, sex, national origin, mental or physical disability in the award of contracts.

Any and all costs associated with the preparation of responses to this RFQ, including site visits, oral presentations and any other costs shall be entirely the responsibility of the Firm and shall not be reimbursable in any manner by Riley County.

II. GENERAL PROJECT INFORMATION:

The project will consist of a site evaluation/selection and design an EMS Station in North Riley County. The station will, at a minimum, require space for 1 ambulance, ancillary equipment, living quarters, common area, offices, and storage.

III. PRE-SUBMITTAL CONFERENCE and INQUIRIES:

Proposers may submit questions or inquiries for clarification by March 17, 2022 and submitted in writing to **John Ellermann, P.E., Public Works**

Director/County Engineer, at jellermann@rileycountyks.gov. If required, the response to these submissions will be in the form of an addendum.

IV. PROBABLE TIMETABLE:

- | | |
|---------------------|-------------------------|
| • March 24, 2022 | Receive RFQ Submittals |
| • March 31, 2022 | Review Submittals |
| • April 12-14, 2022 | Interviews, if needed |
| • April 21, 2022 | Recommendation to Board |

The consultant should commence work on the project as soon as practical after being notified of the contract award to meet the above referenced schedule.

V. SUBMITTAL CONTENT:

In your submittal please provide the following information as a minimum:

- Demonstrated ability to perform projects comparable in design, scope and complexity.
- Show similar station design projects completed in the last 5 years
- References of owners for whom design projects of similar nature have been performed.
- Names, titles, and qualifications of personnel who will manage the design of the project.
- Provide a proposed schedule showing the major milestones of the project including construction.
- Overview of challenges and understanding of the project.
- Provide documentation to show the firm will have the necessary staff to perform the referenced work as per the proposed schedule.
- Other information Riley County may find useful.
- Sign and date the proposal.

VI. SELECTION PROCESS:

The Selection Committee will evaluate qualifications in accordance with the instructions prescribed in the Notice of RFQ. **A short list of qualified firms selected by the evaluation team may be selected for an interview if needed.**

The County reserves the right to modify the selection process based on information provided in the RFQ submittals.

VII. CRITERIA FOR RECOMMENDATION:

Qualification based proposals are requested. The Selection Committee will evaluate the firms based on the information submitted.

Criteria utilized will include:

- Consultant experience and qualifications-25 pts.
- Availability of staff-20 pts
- Proposed timetable-25pts
- Overview of challenges and understanding of the project-20 pts.
- References-10 pts.

VIII. METHOD OF SOLICITATION:

The RFQ will be placed in the Manhattan Mercury and on the Riley County website.

IX. SUBMITTING YOUR QUALIFICATIONS:

Six (6) bound copies of each RFQ and one digital copy shall be submitted. The covers should include the title “North Riley County EMS Station”, date of submission, name of the firm, and the firm’s contact person with phone number and address. The contact person shall be an authorized representative of the firm.

A transmittal letter, signed by the contact person, should accompany the proposal.

Each project RFQ and the transmittal letter shall be sealed in an envelope or carton and marked on the outside with the words “Riley County EMS Headquarters Station”. The envelope or carton should be mailed or delivered to:

Rich Vargo, Riley County Clerk’s Office, 110 Courthouse Plaza, Manhattan, Kansas 66502.

Proposals are due by 5:00 p.m. on Thursday, March 24, 2021. Any proposal received after that time will be marked “Received Late” and returned unopened to the firm.

X. SCOPE OF WORK:

The Riley County Commission is seeking a well-qualified Architecture and Engineering firm to provide architecture, engineering, planning and design related services. We are seeking a firm with experience in station design and site planning. Firms submitting a Statement of Qualifications must demonstrate comparable project experience.

Site evaluation of predetermined sites that best serves EMS services for the North Riley County.

Station design to incorporate apparatus bay, sleeping rooms, office for supervisors, kitchen, common area and storage.



COUNTY CLERK & ELECTIONS
Personnel

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

COMMISSION AGENDA REPORT

FROM: Rich Vargo, County Clerk
MEETING: March 3, 2022
SUBJECT: Request to Fill Budget & Finance Officer position
PRESENTER: Rich Vargo

BACKGROUND

On February 28, the incumbent in this position submitted her resignation, with an effective date of March 18, 2022.

This position Leads budget and finance matters of Riley County and is vital to County operations.

FISCAL IMPACT

This is a budgeted position, however the fiscal impact will be determined by the current recruitment market.

RECOMMENDATION(S)

Recommendation is to open the position of Budget & Finance Officer for recruitment.

POSSIBLE MOTION(S)

Move to approve recruiting to fill the position of Budget & Finance Officer.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- 2022-02 Clerk Budget-Finance Off (gold) (PDF)
- Budget Finance Officer position description (PDF)

16.a

Department Clerk Date 3/1/2022 Job Title Budget & Finance Officer

☒ Full Time	☒ Regular	☐ Seasonal	☐ Grant Funded	Pay Grade	CC	Start Date	ASAP	☐ 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 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: Tami Robison	2. Effective date of promotion, transfer, termination, or change: 3/1/8/2022	1. Are there current budgeted funds available to pay for this position? ☐ Yes ☐ No ☐ Grant Funded	2. Requested hours per year:
3. If requesting a change in budgeted hours, estimated change in cost per year:	4. Would the position require re-evaluation for classification and pay grade purposes? ☐ Yes ☒ No	3. Estimated cost per year (financial impact): \$	4. Would the position require evaluation for classification and pay grade purposes? ☐ Yes ☐ No
5. Has this position been "On Hold"? ☐ Yes ☒ No If yes, date placed "On Hold":	6. Any special conditions regarding this position:	5. If applicable, what is the ending date for the position?:	6. Any special conditions regarding this position:

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

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

For hiring purposes, briefly state necessary and/or desirable education, training, and/or certification required as well as desirable experience and/or skills:
BA in Accounting or Business Admin w/emphasis in accounting, economics and/or finance req w/ 3 yrs exp. Equivalent combination of experience, education and training which provides the required knowledge, skills, and abilities will be accepted

Additional comments: Knowledge of general accounting principles. Exp w/ KS local government finance

Approval by: Date: 3-1-22

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

3/19/03

RILEY COUNTY, KANSAS JOB DESCRIPTION

Job Title:	BUDGET AND FINANCE MANAGER	
Department:	County Clerk	Division:
Reports To:	County Clerk	
Pay Grade:	CC	Status: Full Time
FLSA Status:	Exempt	

Position Summary: Leads budget and finance matters of Riley County. Assists the Board of County Commissioners, County Clerk, Budget and Planning Committee and department heads on budget and finance matters to oversee and manage AP processes, ensures departments, employees, vendors and community partners comply with processes and policies related to budget and finance, trains management and employees on financial aspects of jobs and function as backup to payroll processing.

ESSENTIAL FUNCTIONS:

- Prepare, establish and submit Riley County Operating budget to the State of Kansas under the direction of the County Clerk, Board of Commissioners, Budget and Planning Committee and Department Heads.
- Prepare, establish and manage the Capital Improvement Program, Economic Development, Bond & Interest, RCPD, and special capital projects fund budgets as well as the operating budget for the General fund departments of General Services, Coroner, Commissioners, Appropriations and Liability Insurance. Coordinate such tasks with the County Clerk, County Treasurer, Public Works Director, County Counselor, and the County's Auditor.
- Ensure all approved budgeted transfers are completed annually.
- Present all necessary budget amendments to the Board of Commissioners for approval and submittal to the State of KS prior to year-end.
- Prepare annual personnel and benefit budgets for all departments in collaboration with the Human Resource Manager.
- Ensure accuracy of financial documents within the clerk's office prior to public submittal.
- Prepare and present to the Board of Commissioners monthly cash flow reports for CIP, Building Fund, Economic Development and Half Cent Sales Tax funds.
- Schedule a quarterly CIP work session with the Board of Commissioners.
- Review all journal entries for accuracy. Approve prior to financial system entry by Treasurer.
- Lead and coordinate the Budget and Planning Committee, Financial Advisor, County Clerk and County Treasurer, Auditors and Bond Counsel on all other county financial matters.
- Serve as Riley County's Risk Manager for liability, auto/equipment and property exposures and coordinate the administration of claims with the County Counselor when necessary.
- Prepare projections of future revenues, expenditures, and cash position, perform financial implication analysis of funding options, and research for special projects as requested.
- Under the purview of the County Clerk and County Treasurer, create, manage the Riley County Financial Policies and Procedures, Purchase Card Program Policy, Federal and State Grant Program Administration, and Procurement Policy.
- Prepare budget document and brochure for the Commission, and others as necessary.
- Be the point of contact for Budget and Finance page of the website, coordinating updates with the Public Information Officer.
- Function as Grant Coordinator by monitoring all award programs and accurately completing and submitting the Schedule of Expenditures of Federal Awards (SEFA) to the external auditors.
- Responsible for monitoring General Obligation post-issuance compliance requirements. Consult

Updated February 2022

Attachment: Budget Finance Officer position description (11948 : Request to Fill Budget & Finance Officer position)

- outside resources as necessary to meet the requirements of the county's post compliance policy.
- Oversee the county's fiscal responsibility with the inmate medical program. Act as liaison between the inmate facility administrator and contracted third party vendor. Monitor and negotiate the annual contract with the county's third party vendor.
- Serve as Riley County's Debt Manager in preparing and managing the county's bonded indebtedness including consideration of bond refinancing.
- Serve as back up to Human Resources on injury/accident claims relating to worker's comp, annual audit requirements, and payroll.
- Perform any other duties as assigned.

SECONDARY FUNCTIONS:

- Supervise the Administrative Analyst-Accounts Payable position.
- Serve as a resource and backup to the Administrative Analyst-Levy for Cemetery and Township Budget Preparations.
- Attend meetings of the Board of Commissioners, Department Heads, Health Department Board, and County Officials.
- Communicate with and maintain cordial relationships with supervisors, peers and the public.

POSITION REQUIREMENTS:

Education: Bachelors of Arts or Bachelors of Science degree in Accounting or Business Administration with an emphasis in accounting, economics, and/or finance required, with at least 3 years of experience. Equivalent combination of experience, education and training which provides the required knowledge, skills and abilities will be accepted.

License(s)/Certification(s):

Experience: Knowledge of general accounting principles. Experience with Kansas local government finance.

Skills: Proficiency with personal computer applications, specifically experience with Excel, Access, Word, MinuteTraq and Komtek AS400. Knowledge of modern office practices and experience with common office equipment which should include copiers, fax machines, and printers. Knowledge of the proper formats for business correspondence and report writing. Ability to analyze data and information from various sources to compile reports. Ability to type 50 wpm. Advanced ten key calculator skills. Ability to communicate effectively both verbally and in writing. Must have strong interpersonal skills and strong organizational skills; must be detail-oriented; must be able to work cordially with County employees and the public.

Supervisory Controls: Work is performed independently and requires little supervision. The employee is responsible for planning and carrying out the assignment under the direction of the County Clerk and Board of County Commissioners. The employee keeps the County Clerk informed of all matters on which he/she works. Position is supervised by the County Clerk.

Supervisory Responsibility: The employee supervises the Administrative Analyst-Accounts Payable position within the County Clerk's Office. The employee must be able to provide guidance and leadership to coworkers who may be asked to assist this position from time to time on matters that the Budget and Finance Officer is responsible for as well as any position deemed necessary by the County Clerk to provide support to the department.

Complexity: The work requires completing tasks accurately and in an efficient and timely manner. Complexity in this position comes from performing several function/tasks at one time, working with the public and understanding the overall financial impact of all transactions required in this position. The work requires strong organizational abilities and the skills necessary to interpret policies and procedures, to review and refine established methods.

Scope and Effect of Work: The scope of work is any activity the County Clerk and the County Commission assigns. The employee shall exercise prudence and integrity in the management of funds in their custody and in all financial transactions. The job directly supports the financial mission of Riley County. Work product affects all financial, budget, and risk management of the county which affects ALL county employees as well as the public.

Personal Contacts: Personal contacts are with, Board of County Commissioners, department heads, County Clerk, employees and officials at the local, county, and state level, university officials, private organizations, and the general public in a moderately structured setting.

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

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

While performing the duties of this job, the employee is exposed to a normal noise level.

Approved: _____ Date:
(Supervisor)

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if work is similar, related or a logical assignment of the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.



EMS/AMBULANCE
Presentation

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

MEMORANDUM

FROM: David Adams, EMS/Ambulance Director

MEETING: March 3, 2022

SUBJECT: North County Station Discussion

PRESENTER: David Adams, EMS/Ambulance Director

I was tasked with presenting options for the placement of a new ambulance station in North Riley County. Ideally, the new ambulance station will be placed in either the City of Randolph or Leonardville. The information below is to help you in deciding which location is best. Each proposed scenario has unique advantages and disadvantages which will require your attention and consideration.

Option One: Station Five and Crew to be located in Randolph

In Map One, you will see a heat map with the proposed response areas for the Randolph ambulance (M51) and the County Shops ambulance (M31) in relation to the location of North County 911 responses in 2021. The Randolph ambulance (M51) will cover the county from the North County Boundary of Parallel Road and South to Sherman Road and will include the City of Leonardville as well as University Park.

The ambulance Stationed at the County Shops will cover the area as it does currently of North Manhattan, Keats, City of Riley, with Sherman Road being its Northern boundary.

In Table One, you will see the impact of placing an ambulance in Randolph while comparing 2021 average response times and call volume to projected response times. These projected average response times are subject to a number of variables. There are no projected average response times in Option One greater than 20 minutes.

Table One:

Option One						
Zone	Description	2021 CV	2021 Avg RT	Change	Projected Avg RT	Avg RT Change in Minutes
205	Wildcat	45	7.95	-	8	0
206	City North	78	6.75	-	7	0
207	Leonardville	63	18.37	M31 to M51	13	(5)
208	Riley	124	13.6	-	14	0
209	Grant	13	8.54	-	9	0
210	Sherman	11	12.18	M31 to M51	6	(6)
211	Fancy Creek	2	17.6	M31 to M51	12	(6)
212	Randolph	29	17.73	M31 to M51	3	(15)
213	Center	1	32	M31 to M51	16	(16)
214	May Day	1	30	M31 to M51	16	(14)
215	Swede Creek	1	42	M31 to M51	12	(30)
216	LNH	12	19	M31 to M51	14	(5)
217	RCHS	1	16.43	-	16	(0)
218	TC Dam	15	7.95	-	8	0

Option One has the greatest impact in response time reduction to the northernmost areas of Riley County which historically had the lengthiest response times.

Option Two: Station Five and Crew to be located in Leonardville

In option two you will see the proposed response areas for the Leonardville ambulance (M51) and the County Shops ambulance (M31). The Leonardville ambulance (M51) will cover the county from the North County Boundary of Parallel Road and South to Sunstead Lane and will include the cities of Leonardville, Randolph, and Riley.

The ambulance Stationed at the County Shops will cover the area of North Manhattan, Keats, West Tuttle Creek, with Sunstead Lane being its Northern boundary.

Below, you will see the impact of Option Two, comparing 2021 average response times and call volume to projected response times. These projected average response times are subject to a number of variables. In this scenario, response times will be reduced in North Riley County to a projected maximum of 32 minutes (far NE corner).

Table Two:

Option Two						
Zone	Description	2021 CV	2021 Avg RT	Change	Projected Avg RT	Avg RT Change in Minutes
205	Wildcat	45	7.95	-	8	0
206	City North	78	6.75	-	7	0
207	Leonardville	63	18.37	M31 to M51	3	(15)
208	Riley	124	13.6	M31 to M51	9	(5)
209	Grant	13	8.54	-	9	0
210	Sherman	11	12.18	M31 to M51	7	(5)
211	Fancy Creek	2	17.6	M31 to M51	12	(6)
212	Randolph	29	17.73	M31 to M51	13	(5)
213	Center	1	32	M31 to M51	16	(16)
214	May Day	1	30	M31 to M51	17	(13)
215	Swede Creek	1	42	M31 to M51	22	(20)
216	LNH	12	19	M31 to M51	3	(16)
217	RCHS	1	16.43	M31 to M51	5	(11)
218	TC Dam	15	7.95	-	8	0

Option Two has the greatest impact in response time reduction to the central areas of Northern Riley County which historically had higher call volumes.

General Considerations:

In each scenario, the ambulance at the County Shops will remain in operation ensuring no negative impacts in response times to Wildcat, Grant, and Tuttle Creek Dam zones.

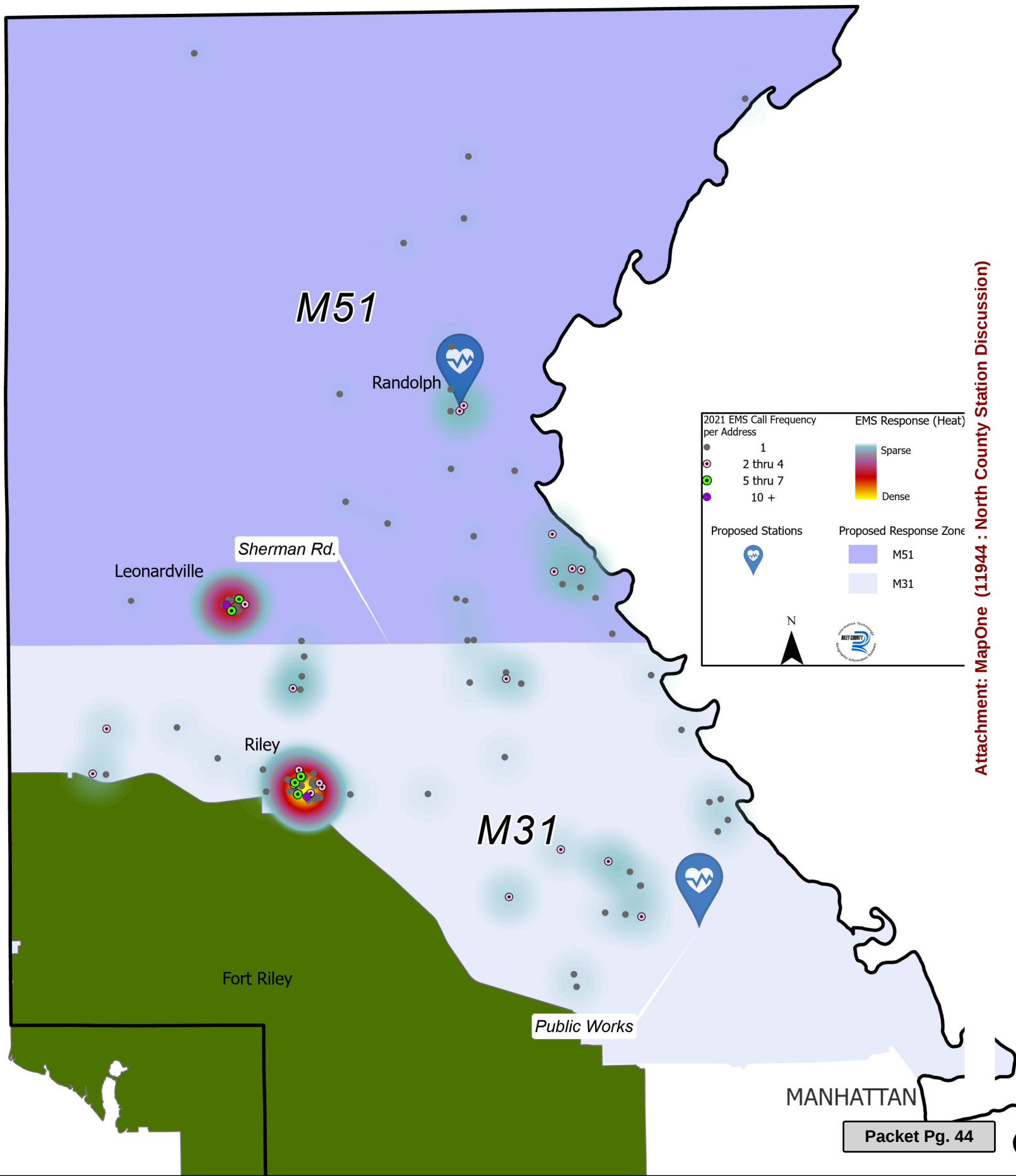
In each scenario, the new crew (M51) and the County Shops crew (M31) will be included in our inter-facility transfer rotation and would transfer approximately 250 persons a year (combined). The Claflin crew will be removed from the rotation due to increasing call volume in and around that response area.

Enclosures:

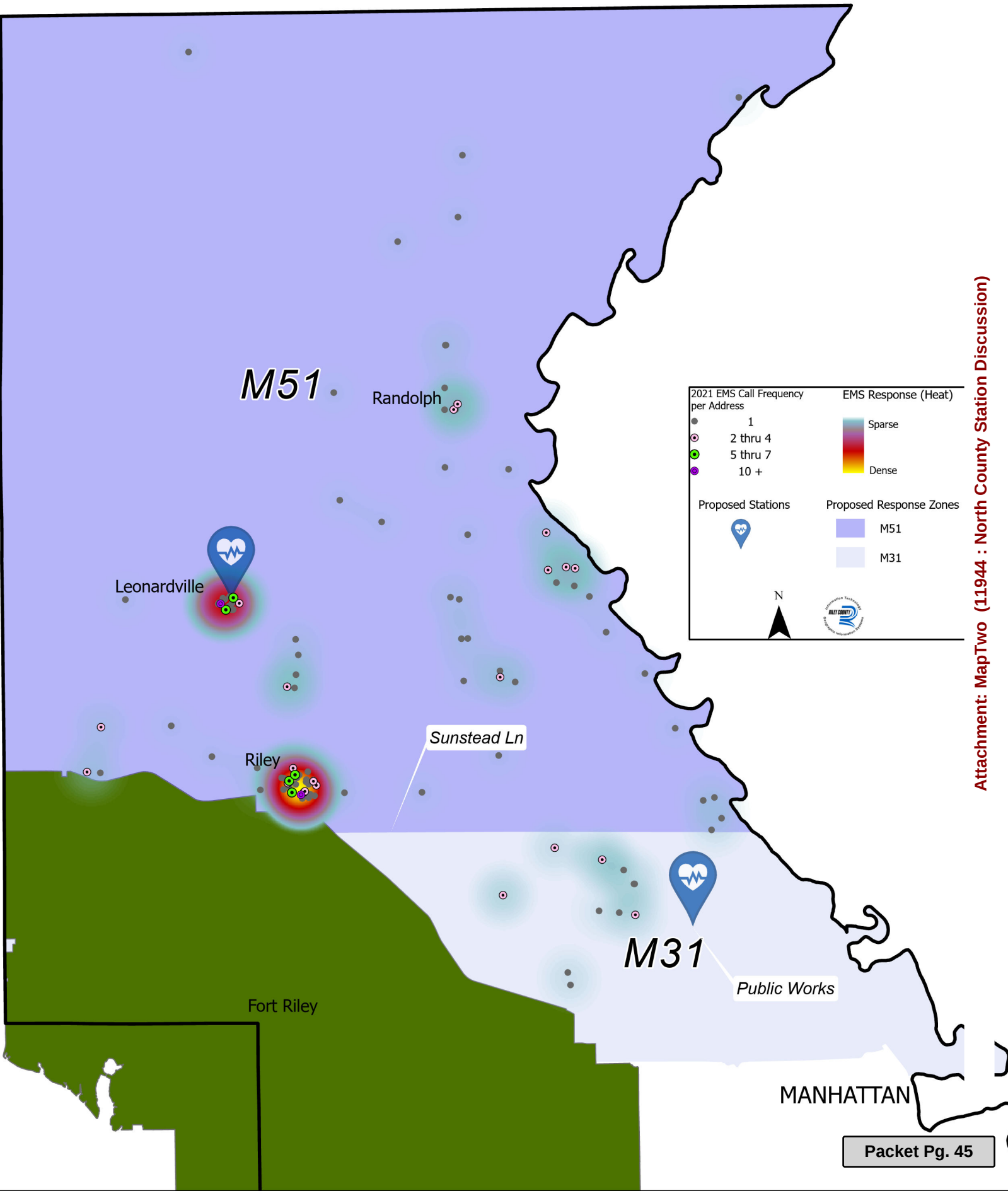
- MapOne (PDF)
- MapTwo (PDF)

Station at Randolph (Medic 51) and Station at County Shops (Medic 31)

17.a



Station at Leonardville (Medic 51) and Station at County Shops (Medic 31)



Attachment: MapTwo (11944 : North County Station Discussion)



EMS/AMBULANCE
Purchase

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

COMMISSION AGENDA REPORT

FROM: David Adams, EMS/Ambulance Director

MEETING: March 3, 2022

SUBJECT: Purchase of Equipment for North County Operations

PRESENTER: David Adams, EMS/Ambulance Director

BACKGROUND

Riley County BOCC has authorized the implementation of a 12 hour, 7 day a week First Responder program from RCEMS as well as the building of an additional EMS station in North Riley County. The Paramedic First responder will be housed in a county Fire Station until a new building can be purchased or built that will allow for 24 hour EMS coverage. These changes necessitate the need for additional equipment to be purchased.

New Ambulance- 2024 Dodge 5500 4WD Type 1 : \$302,720
Zoll 'X' Series Cardiac Monitor: \$40,978.14
Stryker 'LUCAS' CPR device: \$ 15,846.86
800 Mhz Radios for ambulance: \$5,961.92.

FISCAL IMPACT

The up front costs for the purchase of the equipment as outlined above is \$365,506.92. This estimate does not include the ongoing costs as they haven't been finalized as of yet but will be similar to costs associated with this equipment as we currently use it.

These purchases will be made by utilizing ARPA fund reimbursement.

RECOMMENDATION(S)

Staff recommends that you authorize the purchases as presented.
The 'lead' time for the ambulance is currently 2 years.

The 'lead' time for the cardiac monitor is 120 days, (we will use one of our spares until this arrives).

The 'lead' time for the other equipment is within 30 days. (The radios will be placed in the unit that is expected to arrive this summer).

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:

**RILEY COUNTY LAW ENFORCEMENT AGENCY
SPECIAL LAW BOARD MEETING
City Commission Meeting Room
1101 Poyntz Ave.
Manhattan, KS
March 3, 2022 4:00 p.m.
Agenda**

- I. **ESTABLISH QUORUM**- Chairperson Morse
- II. **PLEDGE OF ALLEGIANCE**- Chairperson Morse
- III. **GENERAL AGENDA**
 - A. Public Comment
 - B. Fraternal Order of Police Lodge #17 Comments
 - C. Board Member Comments
 - D. Executive Session- *(Vote Required)*
 - a) Non-Elected Personnel Matters
 - b) Attorney Client Privilege
 - E. Adjournment

Riley County Law Enforcement Agency (Law Board) Meetings are open to the public. Agenda items may be viewed on the Riley County Police Department website at <http://rileycountypolice.org/law-board>. In order to comply with provisions of the Americans with Disabilities Act (ADA), the Riley County Law Enforcement Agency will make reasonable efforts to accommodate the needs of persons with disabilities. Please contact Executive Assistant Nichole Glessner at (785) 537-2112, ext. 2468, for assistance.

The Meeting of the Riley County Law Enforcement Agency will be televised live on local Cox Cable Channel 3, on the City of Manhattan's website at <http://cityofmhk.com/tv>, and also on Facebook at <https://www.facebook.com/RileyCountyPD>. A recording will be made available on the City's website after the meeting.