



**Board of Riley County
Commissioners
Regular Meeting
Agenda
March 20, 2025**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Member](#)

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

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

9:00 AM

Call to Order

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Business Meeting

3. Annual FRA Declaration Form for Firefighters Relief Act Program
4. Appoint Jennifer Lopez to the Riley County Public Health Council and approve Resolution
5. Sign Riley County Employee Action Form(s)
6. Approve payroll/accounts payables (when completed)

Review Minutes

7. Board of Riley County Commissioners - Regular Meeting - Mar 17, 2025 8:30 AM

Review Tentative Agenda

8. Tentative Agenda

Press Conference Topics

9. Discuss Press Conference

9:30 AM

Bryant Parker, Counselor/Director of Administrative Services

10. Administrative Work Session

9:50 AM

Alvin Perez, Operations and Fleet Manager

11. Bid opening for 2025 15T Hydraulic Dovetail Trailer

10:00 AM

Daniel Skucius, Extension Director and Gregg Eyestone, Extension Agent

12. Extension staff update

10:15 AM Brian Peete, RCPD Director

13. RCPD update

10:30 AM John Ellermann, Public Works Director/County Engineer

14. Request to fill Utility Technician Position
15. Request to fill Purchasing Agent

Adjournment**Announcement**

The March Policy Breakfast will be held today 7:15 a.m. - 8:30 a.m. at the DoubleTree by Hilton, 530 Richards Drive.

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.



**EMERGENCY
MANAGEMENT/FIRE**
Form

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

COMMISSION AGENDA REPORT

FROM: Doug Russell, Deputy Fire Chief of Operations

MEETING: March 20, 2025

SUBJECT: Annual FRA Declaration Form for Firefighters Relief Act Program

PRESENTER: Doug Russell, Deputy Fire Chief of Operations

POSSIBLE MOTION(S)

Move to approve the Annual FRA Declaration Form for Riley County Fire District #1 for participation in the Firefighters Relief Act Program.

Move to deny

Move to modify

Move to table

Enclosures:

- FRA Form Firefighters Relief Fund (PDF)



Kansas Department of Insurance

Commissioner Vicki Schmidt

ANNUAL FRA DECLARATION FORM

- ☐ New Firefighters Relief Association
☒ Existing Firefighters Relief Association

FRA Name: Riley County Fire Dist # 1

I, Greg McKinley, as Chief Executive Officer, or equivalent,¹ of Riley County (must be a city, township, county, or fire district), attest that the same has Riley County Fire Dist #1 (a public fire department or a private fire department) which qualifies for participation in the Firefighters Relief Act Program and that:

1. The above-named fire department is either: (1) a public fire department under the control of the governing body of an incorporated city, township, county or fire district or (2) a private fire department operated by a not-for-profit corporation which provides all of the fire protection services for an incorporated city, township, county or fire district pursuant to a contract with the governing body thereof.
2. The above-named fire department has fire apparatus and necessary equipment therefor that is in serviceable condition for fire duty and has a value of \$5,000 or more.

CONTACT INFORMATION:

Chief Executive Officer Name: Greg McKinley

Treasurer Name: Doug Russell

Chief Executive Officer Phone Number: 785-537-6357

Treasurer Phone Number: 785-537-6333

Chief Executive Officer Email: gmckinley@rileycountyks.gov

Treasurer Email: drussell@rileycountyks.gov

Doug Russell is the FRA treasurer for the current year. Doug Russell has submitted
(Name of Treasurer) (Name of Treasurer)

a sufficient treasurer surety bond for the safekeeping of FRA funds. By execution of this document, I hereby notify the Kansas Commissioner of Insurance of our desire to participate in the Firefighters Relief Act Program and certify that all of the statements above are true and correct to the best of my knowledge after due diligence.

 Print Name of Chief Executive Officer, or equivalent

 Signature of Chief Executive Officer

 Print Name of Chief Clerk, or equivalent

 Signature of Chief Clerk

¹ Chief Executive Officer, or equivalent is the head of the FRA's controlling city, township, county or fire district.



**COUNTY CLERK &
ELECTIONS**
Boards

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

COMMISSION AGENDA REPORT

FROM: Cindy Kabriel, Senior Administrative Assistant

MEETING: March 20, 2025

SUBJECT: Appoint Jennifer Lopez to the Riley County Public Health Council and approve Resolution

PRESENTER: Cindy Kabriel, Senior Administrative Assistant

POSSIBLE MOTION(S)

Move to sign an appointment letter for Jennifer Lopez to the Riley County Public Health Council and approve "Resolution No. 032025- , A Resolution appointing a representative to the Riley County Public Health Council".

Move to deny

Move to modify

Move to table

Enclosures:

- 03-20-25 Jennifer Lopez PHAC (PDF)



BOARD OF COMMISSIONERS

115 N. 4th Street, 1st Floor
 Manhattan, Kansas 66502
 Phone: 785-565-6844
 Fax: 785-565-6847
 E-mail: bocc@rileycountyks.gov

March 20, 2025

Jennifer Lopez
 925 Kadence Lane
 Junction City, KS 66441

Dear Jennifer:

This is to confirm your appointment to the Public Health Advisory Council. We greatly appreciate your willingness to serve on this Council/Board and know that the Public Health Advisory Council will benefit from your contribution. Your term appointment is through December 31, 2027.

Sincerely,

Riley County Board of County Commissioners

Chair

Member

Member

Attachment: 03-20-25 Jennifer Lopez PHAC (15567 : Riley County Public Health Council)

RESOLUTION NO. 032025-**A RESOLUTION APPOINTING A REPRESENTATIVE TO THE RILEY COUNTY PUBLIC HEALTH COUNCIL**

WHEREAS, Riley County has ten positions on the Riley County Public Health Council, and

WHEREAS, one position is open and Jennifer Lopez is eligible to be appointed and has indicated her willingness to serve a first term; and

WHEREAS, the Board of Commissioners of Riley County, Kansas, desire to appoint her to a three year term.

NOW THEREFORE BE IT RESOLVED by the Board of Commissioners of Riley County, Kansas, that Jennifer Lopez is hereby appointed to the Riley County Public Health Council for the period from March 20, 2025 through December 31, 2027.

ADOPTED this 20th day of March, 2025.

**BOARD OF COMMISSIONERS
OF RILEY COUNTY, KANSAS**

CHAIR

MEMBER

MEMBER

ATTEST:

RICH VARGO
Riley County Clerk

Attachment: 03-20-25 Jennifer Lopez PHAC (15567 : Riley County Public Health Council)

Cindy Kabriel

From: Tasha R. Drake
Sent: Wednesday, March 5, 2025 1:31 PM
To: Cindy Kabriel; Diane Creek
Subject: RE: Online Form Submittal: Advisory Council/Board Application Form

The PHAC has unanimously voted Jennifer Lopez to be appointed to the council.

She will replace Jean DeDonder or Robert Callahan.

From: Cindy Kabriel <ckabriel@rileycountyks.gov>
Sent: Monday, February 24, 2025 4:44 PM
To: Tasha R. Drake <tdrake@rileycountyks.gov>; Diane Creek <dcreek@rileycountyks.gov>
Subject: FW: Online Form Submittal: Advisory Council/Board Application Form

Cindy Kabriel
 Riley County Clerk's Office
 110 Courthouse Plaza, B118
 Manhattan, KS 66502
 phone: (785) 565-6202
 fax: (785) 537-6394

From: noreply@civicplus.com <noreply@civicplus.com>
Sent: Monday, February 24, 2025 4:06 PM
To: Cindy Kabriel <ckabriel@rileycountyks.gov>
Subject: Online Form Submittal: Advisory Council/Board Application Form

Advisory Council/Board Application Form

Personal Information

RILEY COUNTY APPLICATION FOR SERVING ON A COUNTY ADVISORY COUNCIL/BOARD

Following is a list of current County Advisory Council/Boards. If you have any questions or need additional information about the specific group(s) you are interested in, please contact the County Clerk's Office (565-6202).

Select the Board, Riley County Public Health Council
 Commission, or
 Committee applying for

PERSONAL INFORMATION

Attachment: 03-20-25 Jennifer Lopez PHAC (15567 : Riley County Public Health Council)

First Name	Jennifer
Last Name	Lopez
Address1	925 Kadence Ln
Address2	<i>Field not completed.</i>
City	Junction City
State	KS
Zip	66441
Phone Number	(913)755-8715
Business Address	1105 Sunset Avenue, Manhattan, KS 66502
Business Phone Number	(758)532-6526
Occupation	Health Educator for Lafene Health Center at Kansas State University
Email Address	jennyhaake@gmail.com
Statement of Interest	I am interested in joining the Riley County Public Health Advisory Council. I have a Master of Public Health, specializing in Behavioral Health and Health Promotion and an Advanced Certificate in Global Health from New York Medical College. I also possess a Bachelor of Science in Family Studies and Community Services from Kansas State University. I am the Health Educator at Kansas State University for Lafene Health Center and the Morrison Family Center for Student Well-Being. I am also a member on the Riley County Substance Misuse Task Force and Prevention Sub Committee. I would like to contribute my public health knowledge and expertise with this council, in an effort to assist in keeping our community healthy and safe. I have knowledge in infectious diseases, epidemiology, determinants of health, the intersections of mental, physical, and emotional well-being, bloodborne pathogens, sexually transmitted infections, and

health program planning, implementation, and evaluation. At Kansas State University, I have implemented various programs to enhance students' health and well-being, such as our WRAP Kits (Sexual Health Program), as well as a sexual health presentation. I am also CPR certified. I also have experience designing surveys and have received CITI certification in the past in order to engage in research and administering public health surveys to the public.

Being a member of the council would be a great opportunity to learn from the council and acquire additional skills related to public health.

References

REFERENCES

Please submit at least one reference.

Reference Name	Christopher Bowman
Reference Phone Number	(785)532-5225
Reference Email Address	cbowman@ksu.edu
Relationship	Supervisor

Reference Name	Jenneen LeMay
Reference Phone Number	(785)564-1299
Reference Email Address	jalemay@ksu.edu
Relationship	Colleague

Reference Name	Hayden Haake
Reference Phone Number	(913)306-9193

Reference Email Hayden.Haake@gmail.com
Address

Relationship Family Member

Sign and Submit

Type Your Name Jennifer Lopez

Thank you for your interest in serving Riley County

When an opening on a council/board occurs, the Riley County Commissioners will review the applications on file. If your application is selected, you will be contacted to confirm that you are still interested in serving on this council/board before an appointment is made.

All applications will remain on file for three years.

Questions?

Please contact the County Clerk's Office during regular business hours.

Phone: (785) 565-6202

Address: 110 Courthouse Plaza, Manhattan, Kansas 66502

Email not displaying correctly? [View it in your browser.](#)



**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 Resources Director

MEETING: March 20, 2025

SUBJECT: Sign Riley County Employee Action Form(s)

PRESENTER: Elizabeth Ward, Human Resources Director

Enclosures:

- 2025-03 JKelley EAF (DOCX)

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Jairus Kelley**Status Change Date:** March 26, 2025**Status Change:** Separation**Date of Hire:** April 25, 20323**Seniority:** 1 Year(s), 10 Month(s)**Position:** AEMT**Position Type:** Full Time**Pay Range:** AEMT**Pay Type:** Hourly**Base Rate:** \$21.55**Annualized Pay:** \$79,735**Funds Codes:** 1 - County General; 20 EMS Ambulance**Supervisor:** Dustin Cassel**Department Head:** David Adams

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2025-03 JKelley EAF (15573 : Employee Action Form (Green Sheet))



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
March 24, 2025**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Member](#)

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

Review Minutes

Press Conference Topics

Review Tentative Agenda

9:15 AM

Lori Feldkamp, Big Lakes Developmental Center Director

1. Big Lakes Developmental Center update

9:30 AM

Press Conference

10:10 AM

Bryant Parker, Counselor/Director of Administrative Services

2. Administrative Work Session

10:30 AM

Megan Lewis, Community Corrections Director

3. Staff update
4. Request to fill two Juvenile Intake and Assessment On Call positions
5. Opioid Settlement Funds from Clay County

12:00 PM

Intergovernmental Luncheon

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 27, 2025**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Member](#)

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

1. Discuss County Officials Luncheon

Review Minutes

2. Board of Riley County Commissioners - Regular Meeting - May 1, 2014 8:30 AM

Review Tentative Agenda

Press Conference Topics

9:00 AM

Barry Wilkerson, Attorney

3. Staff update

9:15 AM

Bryant Parker, Counselor/Director of Administrative Services

4. Administrative Work Session

9:35 AM

Cory Meyer, IT/GIS Director

5. Staff update

9:50 AM

Vivienne Leyva, PIO

6. PIO update

10:05 AM

Elizabeth Ward, Human Resources Director

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

Adjournment

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

Attachment: 03-27-25 tentative agenda (15462 : Tentative Agenda)



EXTENSION
Staff Update

Daniel Skucius
County Extension Director
110 Courthouse Plaza
Manhattan, KS 66502
Phone: 785-537-6350

STAFF REPORT

FROM: Daniel Skucius, Extension Director

MEETING: March 20, 2025

SUBJECT: Extension staff update

PRESENTER: Gregg Eyestone, Horticulture Agent and Daniel Skucius, Extension Director

Gregg Eyestone will be giving a review of the Master Gardener program for 2024. As well, he will provide an overview of his Spring 2025 school gardens program.

Daniel Skucius Will be present to answer any questions the commissioner may have.

Enclosures:



PUBLIC WORKS
Personnel

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 20, 2025

SUBJECT: Request to fill Utility Technician Position

PRESENTER: John Ellermann, Public Works Director

BACKGROUND

The Department of Public Works has a need to fill a second Utility Technician position. This position is needed due to the retirement of HPS as our water and sewer operator for University Park and Terra Heights benefit districts. The retirement of HPS leaves us with the need, per KDHE regulations, to have an operator responsible for the oversight of University Park water and sewer benefit districts and Terra Heights sewer benefit district. The increase in duties of taking on University Park and Terra Heights will be too much to be absorbed by the current Utility Tech alone. And with Keats being completed in the next year, now is a good time to add the second technician.

This is not an added position to the Public Works budget. Instead, it is current a Public Work Operator II position we are asking to convert to Utility Tech.

DISCUSSION

The Utility Technician will be responsible for the operation and maintenance of facilities and infrastructure of county water and wastewater benefit districts. These duties will include taking daily and monthly water samples, reading water meters monthly, responding to alarms from lift stations, and performing regular checks and maintenance on sewer systems. Other duties will include performing utility locates, inspecting equipment, make minor repairs and assist the engineering technician with construction project inspections.

This position requires the employee to be KDHE certified as a water and wastewater operator.

FISCAL IMPACT

This position is currently budgeted as a Public Works Operator II position.

RECOMMENDATION(S)

It is recommended that the BOCC allow Public Works to advertise for the second Utility Technician position.

POSSIBLE MOTION(S)

Move to approve filling of the Public Works Utility Technician position.

Move to deny filling of the Public Works Utility Technician position.

Enclosures:

- Utility Technician Position Description(PDF)
- 2025-03 PW Utility Technician PAF (DOCX)

RILEY COUNTY, KANSAS JOB DESCRIPTION

Job Title:	UTILITY TECHNICIAN	
Department:	Public Works	Division: Road and Bridge
Reports To:	Assistant Director of Public Works	
Pay Grade:	10	Status: Full time
FLSA Status:	Non-Exempt	

Position Summary: The Utility technician operates and maintains county facilities and infrastructure of water and wastewater benefit districts, as well as calculates, interprets design plans and technical literature, and must have mechanical ability. Work assignments are varied and broad in scope requiring highly detailed and technical independent decision-making skills.

Work is reviewed by the Assistant Public Works Director through consultations and field inspections to determine progress and adherence to departmental policies and state regulations. Major projects are reviewed by the Engineer, Assistant Engineer or the Operations Manager before action is taken.

Essential Functions:

- Complete inspections associated with County Benefit Districts, following safety protocol, including pump stations, lift stations, treatment lagoons and sewer treatment plant.
- Maintain and clean lift stations, floats, open pits using tools and equipment to make appropriate adjustments and repairs when needed.
- Respond to alarm systems on equipment.
- Conduct State required tests at sewage treatment plants and lagoons as required.
- Read meters, collect water samples and tests daily including weekends and holidays, and exercise water valves annually.
- Ensure duties are carried out in accordance with County and Departmental policies and guidelines.
- Ensure time management on projects is sufficient.
- Provide for regular and punctual attendance and foster a cooperative work environment.
- Maintain project lists and organizes work by priority and location.
- Repair or initiate repair of equipment, pumps, motors at sites, water, wastewater infrastructure
- Inspect equipment to ensure units are clean and maintenance is being performed adequately.
- Maintain area around pump stations, lift stations and sewage treatment plants and lagoons by mowing, weeding, removing snow and collecting trash and debris.
- Create and maintain maintenance and repair schedules, testing results and meter readings.
- Perform utility locates of County owned Benefit districts infrastructure.
- Assist permitting and inspection of utility installations in county road right-of-ways and easements.

Secondary Functions:

- Assist Engineering Technicians with project inspection and testing as needed.
- Maintain a clean work area.
- Maintains required certifications.
- Document and track utility locations and coordinate with the geographic information system network
- Create survey and inventory forms, graphs, tables, and other illustrative material for data, create reports and presentations to the County Commission, the news media and the general public.
- Participate in staff meetings, safety meetings and other related activities.
- Frequent overtime outside normal work hours to include weekends and holidays.
- Perform other duties as assigned.

Position Requirements: satisfactory equivalent combination of experience, education and training which provides the required knowledge, skills and abilities listed below will be considered. Required to provide and carry a personal cell phone with reimbursement per the County's Policy.

Updated July 2024

Attachment: Utility Technician Position Description (15568 : Request to fill Utility Tech Position)

Education: High school diploma or equivalent required. Advanced technical training preferred. A valid Class C Driver's License is required. Class 1 water certificate required within 2 years. Class 1 wastewater certificate required within 1 year. Confined space certification preferred.

Experience: 1-3 years' experience with operation and maintenance of water and wastewater systems.

- 2 years computer experience, including Microsoft Office.
- Knowledge of materials, methods, techniques and practices of water and wastewater systems.
- Knowledge of the principles and practice for the inspection and testing used in the construction of civil engineering projects.
- Knowledge of electrical and plumbing preferred.
- Knowledge of the applicable work safety rules and procedures.

Skills:

- Good organizational, interpersonal and communication skills are required.
- Ability to follow oral and written instruction.
- Ability to express oneself clearly and concisely, orally and written.
- Ability to work independently with little or no supervision.
- Ability to analyze and solve problems.
- Ability to establish and maintain effective working relations with employees, supervisors, other government agency officials, and the general public.
- Ability to assist with engineering inspection work.
- Ability to utilize testing equipment associated with water and waste water sampling.
- Ability to read and explain engineering plans and drawings and to assist with the design of basic road, bridge and utility construction and maintenance projects.
- Ability to maintain records, prepare basic reports, and record data and inventories accurately.
- Ability to research prices and make economical decisions for selection and purchase.
- Ability to organize facts and present them in a clear and concise verbal, written, or graphic form.
- Ability to make mathematical computations with efficiency and accuracy.

Physical Demands/Effort: Typically, the work requires physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching, or lifting heavy items of 50 to 100 pounds. The work occasionally is sedentary and the employee may sit comfortably in a controlled environment to perform tasks. The work may require specific, but common, physical characteristics and abilities such as above-average agility and dexterity.

Work Environment/Conditions: 20% of the work involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meeting or training rooms. 80% of the work is performed in the field where conditions are frequently hot or rainy or cold or snowy thru the year. This position is exposed to many safety hazards in and around lift stations, treatment plants, lagoons, work zones immediately adjacent to high volume traffic and near power tools. As well as near gases, electrical sources, materials with temperatures in excess of 300 degrees F, corrosive and petroleum fluids and other flammable liquids. This employee may be required to use protective clothing such as a hard hat, safety vest, boots, goggles, gloves, safety glasses, face mask or shield.

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

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

RILEY COUNTY POSITION ACTION FORM

Requisition Approval Process

- Submitted by Lori Muir on 03/18/2025 at 07:08 AM
- Elizabeth Ward, Final Approval

Internal Position Details (not displayed on job posting)

Company Riley County, KS	Position Template Utility Technician [UTLTECH]	Work Location Public Works Building
Job ID 3129346	Salary \$26.08-\$28.34	Supervisor Position No
Pay Grade RANGE 10 [RANGE 10]	EEO Class Technicians [3]	Workers Compensation 8810 [8810]
Cost Center 1 County General [1]	Cost Center 2 Public Works [40]	Cost Center 3 --
1 Job Slot UTILITY-1		

Supervisor: Evan McMillian

Department Head: John Ellermann

☒ No changes to Position or Budget

☒ Position Description attached

Total annual hours: 2080

☒ Budgeted

☐ New or updated position description

☐ New request for budget (details attached)

Salary: \$58,947.20

Budget for Benefits: \$ 23,284.14

Total proposed annual budget: \$ 82,231.34

Additional Position Comments: _____

BoCC Chair

Date: _____

BoCC Member

Date: _____

BoCC Member

Date: _____



PUBLIC WORKS
Personnel

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 20, 2025

SUBJECT: Request to fill Purchasing Agent

PRESENTER: John Ellermann

BACKGROUND

The Department of Public Works is requesting permission to fill the Purchasing Agent position for the Fleet division. This position is open due to a recent retirement. The Purchasing Agent position is supervised by the Operations Manager and/or the Shop Supervisor.

The Purchasing Agent is responsible for the purchase of parts and commodities and distributing them for internal use or other agencies. It also involves inventory maintenance and clerking duties tracking purchases and costs of parts, commodities, maintenance equipment and other tools.

This employee works under the direction of the shop supervisor and /or the Operations Manager.

DISCUSSION

Discuss filling the Purchasing Agent position within the Public Works Department/Fleet Division.

FISCAL IMPACT

This is a budgeted position within the Public Works Department.

RECOMMENDATION(S)

Staff recommend filling the position .

POSSIBLE MOTION(S)

Move to approve the filling the Purchasing Agent position.

Move to deny the filling the Purchasing Agent position.

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- Purchasing Agent Position Description (PDF)
- 2025-03 PW Purchasing Agent PAF (DOCX)

Job Title:	PURCHASING AGENT	
Department:	Public Works	Division: Fleet
Reports To:	Shop Supervisor and/or Operations Manager	
Pay Grade:	12	Status: Full time
FLSA Status:	Non-Exempt	

Position Summary: This position involves the performance of various purchasing, inventory maintenance, and clerking duties that require the application of basic bookkeeping principles and procedures to a wide range of cost, purchasing, inventory, and equipment records. A person in this position purchases parts and commodities and then distributes these supplies for internal use or sale to other agencies. This position is responsible for maintaining several warehouse and operation facilities.

An employee in this position exercises considerable discretion in planning and carrying out work details. Supervision is provided by the Shop Supervisor and the Operations Manager through consultations and periodic review of the work performed.

Essential Functions:

- Performs duties in accordance with County and Department policies and guidelines.
- Ensures time management on projects is sufficient.
- Provides for regular and punctual attendance and fosters a cooperative work environment.
- Purchases, stores, organizes, inventories, and distributes parts, supplies and other commodities.
- Sells and distributes commodities to other agencies.
- Prepares invoices and receipts for parts usage, repairs, and commodity distribution to originate accounting entries for accounts receivable.
- Assists the Shop Supervisor and Operations Manager in researching specifications, developing bidder lists for presentation to the County Commission.
- Prepares specifications and quotes for equipment, commodities and materials under \$2,000 in value
- Purchases materials such as: equipment repair parts, corrugated metal culverts and attachments, bridge plank, steel bridge decking, H-piles, steel re-bar, guard rail, salt, special deicers, fuel, lubricants, paint, Sackrete, crack filler, steel beams, fencing supplies, snow fence, signs, signals, posts, pavement marking material, sign making material, traffic barricades, traffic cones, traffic control equipment, salt/sand material, facility maintenance services and materials, building supplies, construction and mechanics tools, equipment rental, and other commodity inventories in accordance with ASTM, SAE, ASHTO, and KDOT standards and specifications.
- Researches suppliers, prepares cost estimates, and determines availability of products and services.
- Prepares, updates, and closes equipment maintenance and repair orders.
- Supervises the annual personal property inventory.
- Records and maintains surplus property inventories.
- Assists in determining inventory stocking levels.
- Schedules repairs for Public Works facilities.
- Maintains storage areas, work areas, large part and commodity inventories, material storage yards, fuel storage systems, and other Public Works facilities ready for efficient utilization.
- Maintains database for a large fleet management and road and bridge system.
- Records inventories, stocking levels, asset information and other road and bridge data.
- Operates office equipment such as 2-way radio, computer, calculator, FAX, printer, and copiers.
- Delivers parts, supplies and other commodities. Occasionally transports road and bridge equipment.

Secondary Functions:

- Maintains a clean work area.
- Inspects equipment to ensure units are clean and maintenance is being performed adequately.

- Occasionally trains others to perform the essential functions of the position.
- Assists with tool and equipment safety training presentations.
- Back-up communications dispatcher during severe weather and communicates dispatch for manpower and equipment.
- Receives and relays detailed, complex, sometimes emergency complaints often from irritated people.
- May be required to work during and after hours, any day of the week, including holidays.
- Performs other duties as assigned.

Position Requirements: Employee provides and carries personal cell phone for country-related tasks.

Education: High school diploma or equivalent required. 1-year vocational course work in bookkeeping, purchasing, construction, or a mechanics or equivalent. Valid Class A driver's license required.

Experience: 3 years' experience purchasing/inventory maintenance using database software programs required. 2 years' basic Microsoft office required. Experience in construction or mechanics preferred.

- Thorough knowledge required in:
 - various types, grades and qualities of commodities, supplies, and materials to construct and maintain 250 miles of roads, 1100+ bridges/culverts, and 13,000 signs/traffic control devices
 - equipment supplies and repair parts used to maintain a multi-agency fleet with 250+ units including emergency equipment such as fire trucks and ambulances.
 - product sources, price trends, and approved purchasing procedures.
 - work safety rules and procedures.
 - modern office practices and departmental bookkeeping and accounting procedures.
 - basic road and bridge, facility and equipment maintenance methods

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

Skills: Organizational, interpersonal and communication skills required to communicate clearly and concisely, and understand directions, orally and written, as well as instruct others. Must work independently. Ability to analyze and solve problems tactfully with employees, supervisors, other government agency officials, and the general public, in accordance with laws, regulations, departmental policies and procedures.. Ability to enter data, view records and print reports using computer software, spreadsheets, documents and other software for fleet maintenance databases, on computers in a local network. Ability to operate various types of road and bridge equipment; ability to make mathematical computations with efficiency and accuracy.

Physical Demands/Effort: The physical demands described represent those required to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Requires some physical exertion such as long periods of standing; walking over rough, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching, or similar activities; recurring lifting of moderately heavy items such as parts, boxes of supplies, bridge planks, grader blades, sign materials, and other construction materials and equipment accessories. May require specific but common, physical characteristics and abilities such as above average agility and dexterity to lift and or move up to 70 pounds while storing or distributing parts and commodities.

Work Environment/Conditions: The work environment characteristics described represent those encountered while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Involves everyday risks or discomforts requiring normal safety precautions typical of storage rooms, shop maintenance facilities, or commercial vehicles. Safe work practices with office equipment and vehicle operation must be observed. The work area is usually adequately lit, heated, and ventilated but

is occasionally flooded with exhaust and paint fumes from the shop area.

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

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

RILEY COUNTY POSITION ACTION FORM

Requisition Approval Process

- Submitted by Lori Muir on 03/18/2025 at 07:39 AM
- Elizabeth Ward, Final Approval

Internal Position Details (not displayed on job posting)

Company Riley County, KS	Position Template Purchasing Agent [PURCHAGNT]	Work Location Public Works Building
Job ID 3130684	Salary \$28.25-\$30.70	Supervisor Position No
Pay Grade RANGE 12 [RANGE 12]	EEO Class Paraprofessionals [5]	Workers Compensation 8810 [8810]
Cost Center 1 County General [1]	Cost Center 2 Public Works [40]	Cost Center 3 --
1 Job Slot PURCHAS-1		

Supervisor: Darin Nelson

Department Head: John Ellermann

- ☐ No changes to Position or Budget
- ☒ Budgeted
- ☐ New request for budget (details attached)
- ☒ Position Description attached
- ☒ New or updated position description
- Total annual hours:2080

Salary: \$63,856

Budget for Benefits: \$ 25,223.12

Total proposed annual budget: \$89,079.12

Additional Position Comments: _____

BoCC Chair

Date: _____

BoCC Member

Date: _____

BoCC Member

Date: _____