



**Board of Riley County
Commissioners
Regular Meeting
Agenda
March 25, 2021**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Chair](#)

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Business Meeting

3. Highway Use Permit, Evergy
4. Planning & Development Half Ton Pickup - Bid Recommendation
5. Sign Riley County Personnel Action Form(s)
6. Approve payroll/accounts payables (when completed)

Review Minutes

7. Board of Riley County Commissioners - Regular Meeting - Mar 22, 2021 8:30 AM

Review Tentative Agenda

8. Tentative Agenda

Press Conference Topics

9. Discuss Press Conference

9:00 AM

John Ellermann, Public Works Director/County Engineer

10. Sales Tax Discussion

9:35 AM

Kevin Howser, IT/GIS Director

11. IT/GIS Staff Update - March 2021

9:50 AM

Shelly Williams, Community Corrections Director

12. Staff Update

10:05 AM

Michael Boller, Noxious Weed Director

- 13. Bid Recommendation / Bid Summary
- 14. Herbicide Purchase Request
- 15. Hiring Process for Equipment Operator / Roadside Mowing

10:15 AM Russel Stukey, Emergency Management Director

- 16. Staff Time and discuss vehicle purchase

10:30 AM Clancy Holeman, Counselor/Director of Administrative Services

- 17. Administrative Work Session

10:50 AM Clancy Holeman, Counselor/Director of Administrative Services

- 18. BOCC Review and Possible Approval of "Local Health Officer Order No. 21

11:20 AM Greg McHenry, Appraiser

- 19. Request to refill Commercial Appraiser II position

Adjournment

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



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: Shannon Sterling, Administrative Assistant
MEETING: March 25, 2021
SUBJECT: Highway Use Permit, Evergy
PRESENTER: John Ellermann, PE, Director of Public Works

BACKGROUND

Evergy is requesting permission to work in the right of way to install a 24 in. by 40 ft. permanent steel culvert with end flares on the east side of Deep Creek Road.

RECOMMENDATION(S)

Staff recommends approval of the Highway Use Permit as presented.

POSSIBLE MOTION(S)

Move to approve the Highway Use Permit granting Evergy permission to complete the work as outlined in the Permit.

Enclosures:

- 3.22.21-Evergy_Deep Creek Rd Culvert (PDF)

Received
3-22-2021
3.a

Permit No. _____

APPLICATION FOR HIGHWAY USE PERMIT
Riley County, Kansas

<u>Evergy</u>	<u>Road Culvert</u>		
Applicant Name	Type of Construction		
<u>818 S Kansas Avenue</u>	<u>Topeka</u>	<u>Kansas</u>	<u>66601</u>
Applicant Mailing Address	City	State	Zip

Applicant hereby requests permission to install a 24"x40' permanent steel culvert with end flares on the east side of Deep Creek Rd.
along and/or across the public roads of Riley County, Kansas, according to the details and route shown on the attached plans and standards
for said construction.

A \$100 Application Fee and a detailed map of location (include an aerial when possible) are required.

In support of its application, the Applicant states it is in the best interest of the residents of Riley County to allow construction of said facility. In addition, Applicant agrees as follows:

- A. Facility shall be installed in conformance with all items on approved plans, pertinent national codes/standards and the Riley County Highway Use Permit Requirements and Procedures. Any request for variance shall be an addendum to this application. Any utility sharing facilities with another entity is required to obtain a separate Highway Use Permit for their installation.
- B. A refundable deposit as specified in the Riley County Highway Use Permit Requirements and Procedures, made payable to Riley County, Kansas, shall accompany this application to guarantee satisfactory performance of the conditions of this permit.
- C. The County Engineer and/or the Township Trustee shall have the authority to require any needed repairs resulting from such construction in the road right-of-way for a period of one year from date of completed construction.
- D. In the event of road improvement or maintenance within the right-of-way, the applicant or its assigns will be responsible for the relocation of the facility at no cost to Riley County or the Township.
- E. Applicant shall notify the County Engineer at least 2 business days prior to the beginning of construction and upon completion of construction at 785-537-6330.
- F. It is understood, the work shall commence within three (3) months of the permit approval and be completed within thirty (30) days of the estimated duration of construction otherwise, the permit becomes null and void, unless an extension of time is approved.
- G. Applicant further represents it shall comply with and abide by any rule, regulation or condition of the permit made by the County Engineer and/or the Township Trustee.

Submitted by: _____

Submitter's signature

Date

Jessica Keck, Permitting & Compliance
Printed Name & Title

785-575-8441
Submitter's Telephone Number

jessica.keck@evergy.com
Submitter's Email Address

April 2021
Proposed Date of Construction

Asplundh Tree Expert, LLC
Contractor Name

215-255-2080
Contractor Telephone Number

permanent culvert
Estimated Duration of Construction

RECOMMENDED BY: _____

Riley County Engineer

Permit granted this ____ day of _____, 20____.

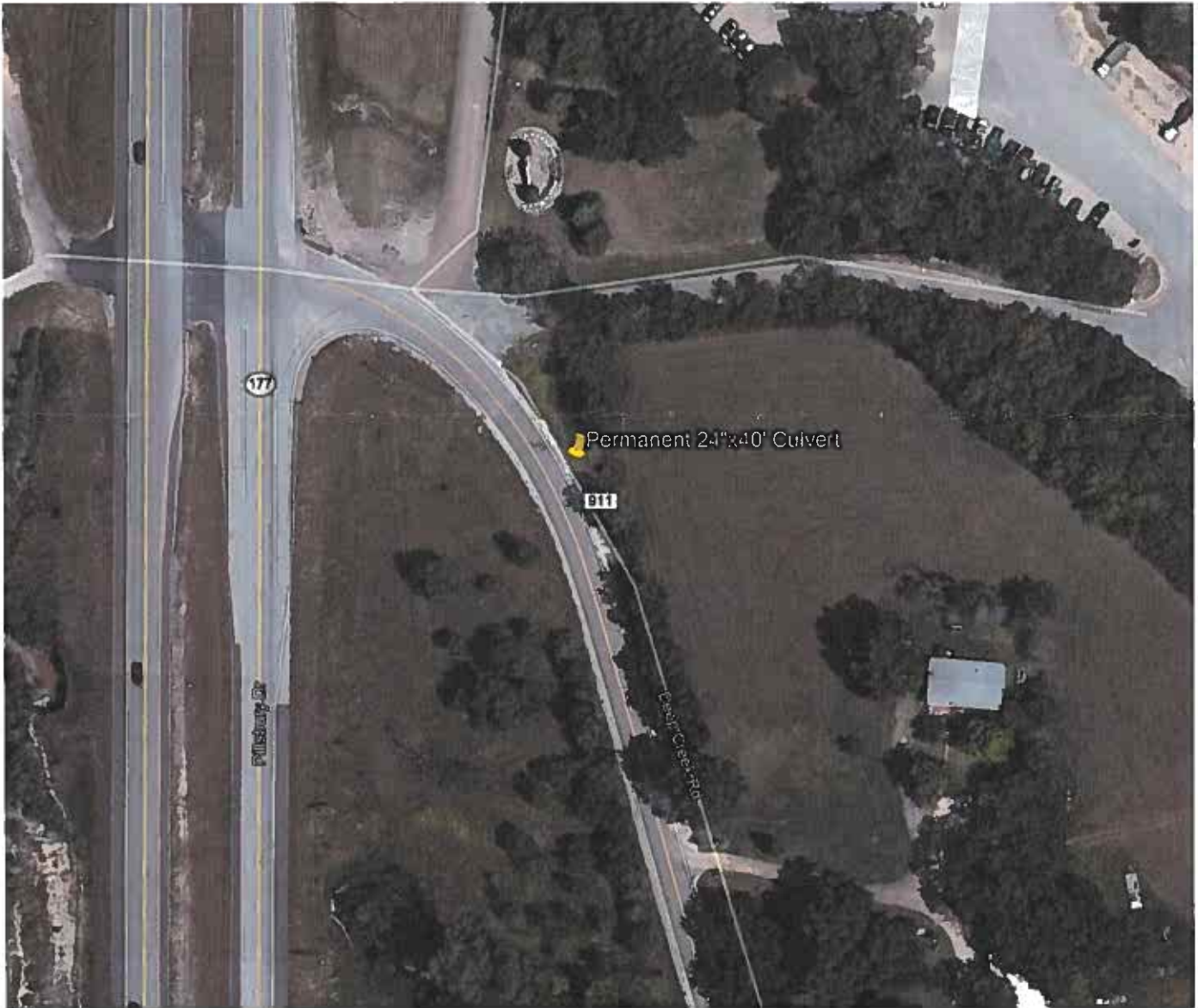
BOARD OF COUNTY COMMISSIONERS
RILEY COUNTY, KANSAS

Chairperson

OFFICE USE ONLY:

Application Fee: 100.00 paid
\$1,000 Deposit _____ Bond ☒ Letter _____
Receipt No. 012524 Date: 3-22-21
Signature: Sharon Stelling

Deep Creek Road Culvert



Attachment: 3.22.21-Everyg_Deep Creek Rd Culvert (10654 : Highway Use Permit)



PLANNING & DEVELOPMENT
Recommendations

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

COMMISSION AGENDA REPORT

FROM: Amanda Smeller, Planning Director

MEETING: March 25, 2021

SUBJECT: Planning & Development Half Ton Pickup - Bid Recommendation

PRESENTER: Amanda Smeller, Planning Director

Staff has reviewed the single bid received for the half ton pickup truck:

Shawnee Mission Ford: \$28,933

Staff recommends accepting this bid. The bed cover, sold and installed by Film At Eleven, would be an additional \$1,622.65, bringing the total to \$30,555.65.

The purchase of this item was approved utilizing CIP funding.

POSSIBLE MOTION(S)

Move to approve the bid from Shawnee Mission Ford for \$28,933 and the addition of a bed cover from Film At Eleven for an additional \$1,622.65 for a total of \$30,555.65.

Move to deny the bid from Shawnee Mission Ford for \$28,933 and the addition of a bed cover from Film At Eleven for an additional \$1,622.65 for a total of \$30,555.65.

Enclosures:

- Riley County Planning Lid Quote # 25981 (PDF)

Film at Eleven Inc

8338 E Hwy 24

Manhattan, KS 66502-8661

785-539-5620 785-539-5628



4.a

RILEY COUNTY PLANNING &...
110 Courthouse Plaza
Manhattan KS 66502

785-537-6332

Estimate

Next Service Date

/ /

Authorized By
ppiper@rileycountyks...

Quote 25981

Date 03/18/21

Year 2021

Make FORD

Model F-150

Cab EXT

VIN#

Bed 6.5'

4160ne

Customer Notes

We will need a paint code and if it is a classic or new body style truck.
We will need a confirmation on cab and bed configuration.

Labor and Service Description		Qty	Price	Ext	Labor	Tech
Job Id 1: INSTALL LEER 700						
TOPPER	LEER 700 LID	1.00	1509.00	1509.00		
A7430945	TRAILSEAL, TRAIL SEAL, TG SEAL OFF ROLL	1.00	33.65	33.65		
DICOUNTED LABOR INSTALL FAE PARTS					80.00	
Total for Sub Order: 1622.65						

Thank you for your business.

Film at Eleven Inc. is not responsible for damage to vehicle or articles in case of fire, theft or other cause beyond our control.
All parts removed will be discarded unless otherwise instructed. Check here to save parts _____.
I hereby authorize the above work to be done with the necessary materials.
I hereby grant Film at Eleven Inc. employees to operate said vehicle for the purpose of testing and/or inspection.
An express mechanic's lien hereby acknowledged on the above vehicle to secure the amount of repairs thereto.
I understand that any part and/or labor NOT WARRANTABLE by the manufacturer will be charged to me.

Film at Eleven Inc. is NOT responsible for refrigerated food items.
For units dropped off, all items should be removed from refrigerator so that complete power can be shut down.
I authorize repairs to said vehicle. Please call me if repairs exceed the amount of \$_____.

Labor	80.00
Parts	1542.65
Subtotal	1622.65
Tax	0.00
	0.00
	0.00
	0.00
	0.00
Total	1622.65

Packet Pg. 7

Attachment: Riley County Planning Lid Quote # 25981 (10649 : Half Ton Pickup Truck Bid Recommendation)



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 25, 2021

SUBJECT: Sign Riley County Personnel Action Form(s)

PRESENTER: Elizabeth Ward, Human Resource Manager

Enclosures:

- 2021-03 A Bloom As-needed Clerical Assist (green). (PDF)
- 2021-03 B Denten Covid-19 tracer (green) (PDF)
- 2021-03 J Cruz (green) (PDF)
- 2020-03 NW C Reyes (green) (PDF)

RILEY COUNTY PERSONNEL ACTION FORM

☒ Add		Fill Request Date	3/22/2021
☐ Change		Employee #	

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

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

Bloom	Anita		
Name: Last	First	Middle	Home Phone

Address: Street	City	State	Zip

As-Needed Clerical Assistant	Planning & Development	001-0024
Position Title	Department	Fund

03/23/2021	☐	☒		☒ Yes	☐ No
Effective Date	Exempt	Non-Exempt	Ending Date For Temporary	Is this a budgeted position?	

D	1	\$13.33	☒ Hour	\$	☐ Month	☐ 40	☐
Grade/Step		Pay Rate				Hours Per Workweek	

Comments:

Approvals:
Department:

Melinda J. Lee

Date:

3/17/2021

Personnel:

Erin Ann Waz

3/17/21

BOCC:

Chairman:

Member:

Member:

RILEY COUNTY PERSONNEL ACTION FORM

☒ Add		Fill Request Date	3/16/2021
☐ Change		Employee #	

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

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

Denten	Bradley		
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Name: Last First Middle Home Phone

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Address: Street City State Zip

Covid-19 Contact Tracer	HD	030-0400-0337
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Position Title Department Fund

03/16/2021	☐ Exempt	☒ Non-Exempt	Covid Response	☐ Yes	☒ No
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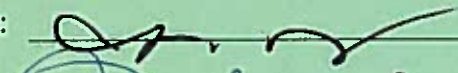
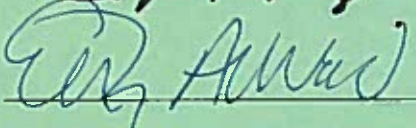
Effective Date Ending Date For Temporary Is this a budgeted position?

B	3	\$15.49	☒ Hour	\$	☐ Month	☐ 40	☐
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Grade/Step Pay Rate Hours Per Workweek

Comments: _____

Approvals: _____ Date: 3-22-21

Department:  Personnel:  3/22/21

BOCC: _____

Chairman: _____

Member: _____

Member: _____

RILEY COUNTY PERSONNEL ACTION FORM

☐ Add		Fill Request Date	03/09/2021
☒ Change		Employee #	

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

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

Cruz	Jessica		
Name: Last	First	Middle	Home Phone

Address: Street	City	State	Zip

Appraiser II	Appraiser	0001-000022
Position Title	Department	Fund

03/09/2021	☐ Exempt	☒ Non-Exempt	Ending Date For Temporary	☒ Yes	☐ No
Effective Date				Is this a budgeted position?	

L	3	\$21.09	☒ Hour	\$	☐ Month	☐ 40	☐
Grade/Step	Pay Rate		Hours Per Workweek				

Comments:

Performance based termination

Approvals:

Department:

Amy Wilkin

Date:

3/23/2021

Personnel:

E. A. Adams

3/23/21

BOCC:

Chairman:

Member:

Member:

RILEY COUNTY PERSONNEL ACTION FORM

☐ Add		Fill Request Date	03/18/2021
☒ Change		Employee #	

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

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

Reyes	Connor		
Name: Last	First	Middle	Home Phone

Address: Street	City	State	Zip

Roadside Maint	Noxious Weed	0001-000041
Position Title	Department	Fund

03/18/2021	☐	☒		☒ Yes	☐ No
Effective Date	Exempt	Non-Exempt	Ending Date For Temporary	Is this a budgeted position?	

H	5	\$18.47	☒ Hour	\$	☐ Month	☐ 40	☐
Grade/Step		Pay Rate				Hours Per Workweek	

Comments:

Resignation

Approvals:

Department:

Date:

3/23/2021

Personnel:

E. A. Alvarado

3/23/21

BOCC:

Chairman:

Member:

Member:

Original to Division of Human Resources; copy to Payroll, hiring department; revised 2/27/03



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
March 29, 2021**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Chair](#)

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

1. City Alcohol Applications for Adult and Juvenile

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Clancy Holeman, Counselor/Director of Administrative Services

2. Administrative Work Session

9:20 AM

Break

9:30 AM

Press Conference

10:00 AM

Amanda Smeller, Planning/Special Projects Director

3. Staff update

10:15 AM

Amanda Smeller, Planning/Special Projects Director

4. Riley County Solid Waste Management Plan

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: 03-29-21 tentative agenda (10434 : Tentative Agenda)



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
April 01, 2021**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Chair](#)

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:15 AM

Michael Boller, Noxious Weed Director

1. Staff update

9:30 AM

Greg McHenry, Appraiser

2. Staff update

9:55 AM

Break

10:15 AM

Clancy Holeman, Counselor/Director of Administrative Services

3. Administrative Work Session

10:30 AM

Ron Fehr, Manhattan City Manager

4. Manhattan City General Update

Adjournment

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

Attachment: 04-01-21 tentative agenda (10434 : Tentative Agenda)



PUBLIC WORKS
Presentation

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 25, 2021
SUBJECT: Sales Tax Discussion
PRESENTER: John Ellermann, Public Works Director

BACKGROUND

The Road & Bridge Advisory Board was formed in 1997 with their first meeting in September 1997. At the time the R&B Advisory Board was charged with studying and prioritizing road & bridge needs in Riley County. Their goal was to develop and sustain a road system which will enhance the economic, social and educational growth of Riley County. They were also charged with exploring potential funding sources for recommendation to the County Commission.

Ultimately the Road & Bridge Advisory Board recommended using sales tax, as opposed to property taxes to fund a list of road and bridge improvement projects.

The original sales tax was passed for roads in the November 2002 general election. Collection of the ½ cent for road and bridge projects began in 2004 after the Law Enforcement Center was paid off. In 2002 the Road & Bridge Advisory Board believed the sales tax was the preferred revenue source of property tax.

DISCUSSION

The current ½ cent sales tax was approved by voters in November 2012, with collections beginning in June 2013.

The current list of sales tax projects consists of 12 culvert replacements, 15 bridge replacements, 2 road reconstruction projects and 9 overlays. Total estimated costs of the program was

\$22,500,000. Below is a summary of current projects:

<u>Projects</u>	<u># of Project</u>	<u>Projects Completed</u>	<u>\$ Spent to date</u>
Culverts	12	8	\$1,647,574
Bridges	15	9	\$6,687,970
Reconstruction	2	2*	\$4,373,305
Overlays	9	6	\$1,796,790

<u>Total Expenditures</u>	<u>\$14,505,639</u>
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*The McDowell Creek Rd was designed but due to extremely high bids the project was never built.

The projected sales tax revenue is tabulated below:

Beginning Balance 2021	\$4,471,895
2021 Projected Revenue	\$1,500,000
2022 Projected Revenue	\$1,500,000

<u>Total Estimated Revenue</u>	<u>\$7,471,895</u>
--------------------------------	--------------------

The current County wide ½ cent sales tax has had a tremendous impact to the County. The approximate \$22,000,000 of sales tax revenue is being used to improve outdated and deficient County infrastructure while controlling property tax.

FISCAL IMPACT

NA

RECOMMENDATION(S)

NA

POSSIBLE MOTION(S)

No action required at this time.

Enclosures:

- Sales tax_je (PDF)

Sales Tax Projects

	PROJECTS	TOTAL EST PROJECT	TOTAL COST TO DATE
CULVERTS			
437	Casement Outflow	\$ 298,851.53	\$ 298,851.53
442	West 54th Avenue	\$ 124,000.00	\$ 168,131.06
310	Frog Holler	\$ 160,218.29	\$ 160,218.29
440	Green Randolph Road	\$ 260,818.70	\$ 260,818.70
441	N 52nd Street	\$ 139,893.87	\$ 139,893.87
451	Sherman Road	\$ 83,000.00	\$ 7,598.01
457	Flat Rock Road	\$ 113,500.00	\$ 52,345.00
402	Vinton School Road	\$ 182,000.00	\$ 183,595.83
458	Parallel Road	\$ 117,000.00	\$ 51,270.00
403	Kitten Creek Road	\$ 148,000.00	\$ 37,340.60
404	Peach Grove Road	\$ 104,000.00	\$ 230,905.64
459	Union Road	\$ 125,000.00	\$ 56,605.00
BRIDGES			\$ 1,647,573.53
435	West 40th Bridge	\$ 349,501.09	\$ 349,501.09
439	Daniels Drive	\$ 252,630.65	\$ 252,630.65
425	Green Randolph	\$ 1,089,401.95	\$ 1,092,612.59
401	Fancy Creek F.5/5.9	\$ 1,231,800.00	\$ 1,162,197.08
461	Fancy Creek K.0/6.2	\$ 653,800.00	\$ 53,632.00
443	S. 32nd Street	\$ 160,742.79	\$ 160,742.79
444	Parallel	\$ 208,990.38	\$ 208,990.38
455	Rose Hill	\$ 654,200.00	\$ 65,051.00
447	Fancy Creek E.2/5.6	\$ 929,211.00	\$ 1,222,128.07
412	Anderson Avenue	\$ 1,050,000.00	\$ 874,398.83
449	Stockdale Park	\$ 927,400.00	\$ 924,119.01
456	Senn Rd	\$ 454,500.00	\$ 61,563.00
454	West 32nd Avenue	\$ 1,000,000.00	\$ 108,703.54
460	Winkler Mills Bridge	\$ 1,200,000.00	\$ 102,619.72
462	South Otter Bridge	\$ 75,000.00	\$ 49,080.00
RECONSTRUCT			\$ 6,687,969.75
448	Denison (Marlatt to City Limits)	\$ 3,951,470.00	\$ 3,857,456.84
431	McDowell Creek Road (North End)	\$ 3,000,000.00	\$ 515,848.38
OVERLAY			\$ 4,373,305.22
412	Anderson Avenue	\$ 470,000.00	\$ 470,000.00
509	Welsh Road	\$ 175,000.00	\$ 175,465.75
414	Mill Cove/W. 59th	\$ 200,000.00	\$ 200,000.00
438	Fancy Creek Road	\$ 450,000.00	\$ 450,000.00
450	University Park Road	\$ 259,910.00	\$ 175,000.00
	Tuttle Cove Road	\$ 512,622.00	
	Barnes/Casement Road	\$ 386,690.00	
	Scenic Drive	\$ 151,324.32	\$ 151,324.32
	4 unidentified overlays	\$ 800,000.00	\$ 175,000.00
			\$ 1,796,790.07
Total		\$ 22,450,477	\$ 14,505,639

Summary of Projects

Culverts	\$	1,647,574	12	8
Bridges	\$	6,687,970	15	9
Reconstruction	\$	4,373,305	2	2*
Overlays	\$	1,796,790	9	6
Total Expenditures	\$	14,505,639		

Revenues

Beginning 2021 Balance	\$	4,471,895	\$	4,471,895
2021 Projected Revenue	\$	1,666,104	\$	1,500,000
2022 Projected Revenue	\$	1,788,500	\$	1,500,000
	\$	7,926,499	\$	7,471,895



IT/GIS
Staff Update

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

STAFF REPORT

FROM: Kevin Howser

MEETING: March 25, 2021

SUBJECT: IT/GIS Staff Update - March 2021

PRESENTER: Kevin Howser

Commissioners,

The last month has been spent working on internal projects, as well as continued progress on department/countywide projects. Here are some highlights of the past month:

Information Technology (IT)

- Continued COVID 19 related work, including Splashtop remote access installs, assistance with Zoom and BOCC meetings, emergency Website updates, etc.
- Provide additional configuration support, finish install of all new leased copiers for District Court, and retrieval of unused HP laser printers.
- Begin interview process for vacant IT Technician role.
- Continue discussion regarding IT related needs for potential CASA space remodel.
- Work with RCHD, EMS, etc. on purchase and successful deployment of new Vaccine Scheduling software, which can be used both for current needs and future events.
- Complete annual Microsoft Enterprise Agreement payment and yearly license true up.
- Continue investigation for a better network connection to the Transfer Station, preferably Fiber based.
- Added microphone to BOCC for better Audio quality (discuss current setup).
- Begin discussion with county PIO and Civic Plus on the potential 2021 refresh of the Riley County Website.
- Renew discussion/continue ongoing work with new PIO/HR staff on review/update of unfinished IT Policies, which has been delayed by Covid related work.

- Continue review of Microsoft Office upgrade strategy, which was delayed by Covid - needs to be done in 2021 on a departmental basis, with the least possible disruption.
- Completed monthly transfer of SVQs & Deeds to the State, the transfer of City Specials to Komtek/Newlook, and various customer requested phone programming changes.
- Perform ongoing Website Posting and Social Media administration duties.
- Ongoing account activation/deactivation, answering of help desk calls, Komtek/AS400 backups, resolution of user issues, swap of older/replacement of failed equipment, etc.

Geographic Information Systems (GIS)

- Submitted Boundary and Annexation Survey (BAS) data to Census.
- Extensive work with RCHD, EMS, and IT assisting with Covid related items, including daily geocoding of Covid related data, Dashboard metrics/reporting, etc.
- Covid vaccine effort support - Duplicate entry removal, public surveys, etc.
- Update all County data layers that were affected by the recent City renaming of 17th St. to MLK Jr. Drive.
- Analyzed Riley County data/provided info to TC Energy regarding an existing pipeline in the Zendale area.
- Complete presentation of 2021 Parcel Values info on GIS Website and related Apps.
- Work with NPGS on potential better way to backup ArcGIS Online data - in process.
- Covid Contact Tracing support - user set up, configuration on app to allow filtering based on new users, and continue M/W/F Covid public Response Hub site updates.
- Passed NG911 monthly data submissions.
- Misc. work orders; Lot of Record, Ag Use changes, Zoning updates, etc.

**Signed,
Kevin Howser**

Enclosures:



COMMUNITY CORRECTIONS
Staff Update

Shelly Williams
Community Corrections
Director
115 North 4th Street
Manhattan, KS 66502
Phone: 785-537-6380

STAFF REPORT

FROM: Shelly Williams, Director, Riley County Community Corrections

MEETING: March 25, 2021

SUBJECT: Staff Update

PRESENTER: Shelly Williams, Director, Riley County Community Corrections

Half of staff received their second vaccination as "second responders", as I like to describe our JIAS duties, with the other half receiving them this Thursday afternoon. We brought everyone back into the office Monday of this week, with half still wearing masks.

We were notified by the City that we may be eligible for reimbursement through CDBG CARES Act Grant for the reduction in funds from our 2020 City Alcohol Grant funding. Because of personnel costs we are unable to budget any funding for drug testing services out of our state grant.

Our City Alcohol CY20 third quarter allocation was reduced by \$3,882.77, with our fourth quarter allocation reduced by \$2,107.45. We spent \$3,337.94 out of our core grant for drug testing supplies and \$309.40 for drug testing services. We will be submitting the application for the amount spent, not the total amount of the reduction.

Total Amount Reduced: \$5,990.22

Total Amount Spent: \$3,647.34

Difference: \$2,342.88

We are adding electronic monitoring compliance back on to our general conditions of probation since we finalized the EMD Contract. Training is Thursday, March 25th from 1-5pm. With this, we will also be adding back the execution of Arrest & Detain Orders specific to EMD violations.

I do not recall a time when we have been busier w/ administrative duties and training. The new KDOC database goes live on April 5th which requires in excess of 10 hours of training for each staff member including night on-call staff. In addition, through my appointment on the Criminal

Justice Reform Commission and the KS Sentencing Commission, I have been following the tracking of 103 criminal justice bills introduced over the past two years.

Other Items

A team of 15 local criminal justice partners will be participating in the Adult Drug Court Foundational Training March 30th through April 1st by the National Association of Drug Court Professionals in conjunction with the National Drug Court Institute. All team members are required to complete 6 hours of pre-training webinars.

JIAS On-Call Officers Update

Enclosures:



NOXIOUS WEED/HHW
Purchase

Michael Boller
Noxious Weed Director
6245 Tuttle Creek Blvd
Manhattan, KS 66503
Phone: 785-539-3202

COMMISSION AGENDA REPORT

FROM: Michael Boller, Riley County Noxious Weed Department

MEETING: March 25, 2021

SUBJECT: Bid Recommendation / Bid Summary

PRESENTER: Michael Boller, Riley County Noxious Weed Department

BACKGROUND

Purchase order on truck has been approved. This is the summary of bids received and the recommendation to move forward on one of the bids.

FISCAL IMPACT

Purchase has been approved through CIP and funds has been reserved for purchase.

RECOMMENDATION(S)

Recommend moving forward and making purchase from Robbins Motors (Manhattan, KS) which was the lowest of two bids received.

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:

- 2021 Truck Bid Summary (DOC)
- 2021 Truck 4X4 Bid Recommendation (DOCX)

Riley County Weed Department

Bid Sheet / Recommendation for One and one-half ton 4x4 Regular Cab-Chassis Truck

Thursday, March 25th, 2021

Bidder	Option 1 Price	Option 2 Price	
Robbins Motors 408 Lincoln Manhattan , KS 66503	\$36,795.00	\$37,684.00	
Shawnee Mission Ford 11501 Shawnee Mission Parkway Shawnee, KS 66203	\$39,487.00		

Attachment: 2021 Truck Bid Summary (10651 : 2021 Truck Bid Summary / Recommendation)

Riley County Noxious Weed 2021 One and one-half ton 4X4 Regular Cab Chassis Truck Bid Recommendation

Robbins Motor Company
3100 Anderson Ave Manhattan KS

Option #2

2021 Ram 5500 4X4
Added options: Floor Mats,
Splash Guards, Side Steps and
Full Size Spare
Bid Price: \$37,684.00

Total Bid Amount: \$37,684.00



NOXIOUS WEED/HHW
Purchase

Michael Boller
Noxious Weed Director
6245 Tuttle Creek Blvd
Manhattan, KS 66503
Phone: 785-539-3202

COMMISSION AGENDA REPORT

FROM: Michael Boller, Riley County Noxious Weed Department

MEETING: March 25, 2021

SUBJECT: Herbicide Purchase Request

PRESENTER: Michael Boller, Riley County Noxious Weed Department

BACKGROUND

Request purchase of herbicide for the up coming spray season and cost share program for the treatment of noxious weeds in Riley County.

FISCAL IMPACT

None- Purchase is already included in the 2021 budget and herbicide purchased via cost share is reimbursed to Riley County.

RECOMMENDATION(S)

Recommend approval of purchase of herbicide in the amount of \$45,000.

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:



NOXIOUS WEED/HHW
Personnel

Michael Boller
Noxious Weed Director
6245 Tuttle Creek Blvd
Manhattan, KS 66503
Phone: 785-539-3202

COMMISSION AGENDA REPORT

FROM: Michael Boller, Noxious Weed Department

MEETING: March 25, 2021

SUBJECT: Hiring Process for Equipment Operator / Roadside Mowing

PRESENTER: Michael Boller, Noxious Weed Department

BACKGROUND

The incumbent Roadside Mowing / Equipment Operator resigned his position, effective immediately. This position is vital to ensure the roads are maintained for both safety and maintenance of the road and shoulders of the road. The department would like to fill the position, as described in the attached position description to fill the needs of Riley County.

FISCAL IMPACT

No fiscal impact. This position is already included in the 2021 Budget.

RECOMMENDATION(S)

Recommendation is to approve the hiring process to fill the position of Roadside Mowing / Equipment Operator.

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:

- 2021-03 NW Roadside Mower (gold) (PDF)

RILEY COUNTY POSITION ACTION FORM

Department Noxious Weed Date 03/18/2021 Job Title Roadside Mower-Equipment Operator

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

TYPE OF REQUEST

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

Budgeted Position Request		Non-Budgeted Position Request	
☒ Request to hire replacement-same duties	☐ Request to change budgeted hours	☐ Request to create a new position for current fiscal year only	☐ Request to create a new position which will be included in future annual budgets
☐ Request to hire replacement-new duties	☐ Request to change position status	☐ Request for current non-budgeted position to be included in future annual budgets	
1. Name of former incumbent or current employee: Connor Reyes	2. Effective date of promotion, transfer, termination, or change: 03/18/2021	1. Are there current budgeted funds available to pay for this position? ☐ Yes ☐ No ☐ Grant Funded	2. Requested hours per year:
3. If requesting a change in budgeted hours, estimated change in cost per year:	4. Would the position require re-evaluation for classification and pay grade purposes? ☐ Yes ☒ No	3. Estimated cost per year (financial impact): \$	4. Would the position require evaluation for classification and pay grade purposes? ☐ Yes ☐ No
5. Has this position been "On Hold?" ☐ Yes ☒ No If yes, date placed "On Hold":	6. Any special conditions regarding this position:	5. If applicable, what is the ending date for the position?:	6. Any special conditions regarding this position:

1. Why is it necessary to fill this position or change its status? 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:
Graduate of high school or GED. Two years' experience in tractor operation required. Commercial Driver's License & mechanical expertise required. Ag experience preferred. Safely operate slow moving roadside equipment along steep ditches & maneuver around road signs, delineators, bridges, and continuous traffic.

Additional comments:

Approval by:
Department Head:

Date:

Personnel:

BOCC Chairman:

BOCC Member:

BOCC Member:

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



EMERGENCY MANAGEMENT
Staff Update

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

COMMISSION AGENDA REPORT

FROM: Russel Stukey

MEETING: March 25, 2021

SUBJECT: Staff Time and discuss vehicle purchase

PRESENTER: Russel Stukey

POSSIBLE MOTION(S)

Move to approve RCFD#1 Director Russel Stukey to solicit bids for command vehicles for Fire Chief and Deputy Chief.

Move to sign agreement with TBS electronics and Ka-Comm to facilitate upgrading handheld radios for RCFD#1.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- march staff time EM.FD.911 (PDF)
- Purchase authorization form 3.4 ton (RTF)
- TBS Purch Agmt (PDF)



Monthly staff time report to BOCC,

Since the 18th of February departmental staff have been involved in the following items:

911

- Working with Riley Co. radio user group, Ka-Comm, L3 Harris and Councilor Holeman to finish up radio system.
- Working with Eric Sivertson from KSU to upgrade radio equipment to work on the new system.
- Ka-Comm installed a BDA (Bi-Directional Amplifier) in this building to improve radio reception. This was paid for from CIP funds approved at the end of last year.
- Met with RCPD and the FBI to discuss the FBI's request to use our radio system when working in the area.
- Participated in NG911 group meeting with commission
- 911 Working group monthly meeting
- Completed 911 revenue and expenditure report to State 911 Coordinating Council
- 911 audit issues are resolved and closed

Fire

- Participated in Deputy Chief interviews with additional ones scheduled for today and tomorrow. We hope to have a recommendation to you by the end of next week.
- Received an electric UTV from the Forestry Service. We are currently utilizing it at the vaccine clinic to set up and tear down traffic cones and barricades.
- Attended evening FD grass fire training in Station 4's area
- Met with Human Resources to discuss county policies and how they affect the FD
- Met with PIO to discuss promoting the FD and recruitment
- Working with Councilor Holeman on documentation to facilitate exchanging old hand held radios that will not work on our new system for new hand held radios that will work on our new system.
- Attended department head meeting
- Responded to several fires
- Deployed FD bulldozer to community garden fire scene to push down trees that were on fire
- Sent mutual aid to Geary county for multiple grass fires
- Received mutual aid from Geary county for grass fires
- Installing backup generators at Blue River Hills and Zeandale stations



Emergency Management

- 15 Vaccine clinics
- Numerous EOC meetings in person and via zoom
- We are accepting applications for a new EM planner. With grant funding available I think we can move this position from part-time to full-time with minimal budget impact. I plan to present more detailed information in the near future.
- Attended and represented Riley county at the monthly NEKSHSC (North East KS Homeland Security Council) meeting.
- Attend KEMA Conference committee meeting
- Met several times with KSU engineering student group that is working with the EOC as their liaison to analyze and hopefully improve efficiency with the vaccine process
- Jim Muller with KSU requested I attend a meeting to discuss KSU commencement May 14,15 & 16 and county participation regarding weather outlook and associated assistance
- Intense tracking of KS Emergency Management Act legislative action and review. As the current president of the KS Emergency Management Association I have had numerous phone calls and emails related to this topic. Again working with Councilor Holeman during this process.
- Hazard Mitigation plan approved and forwarded to KDEM
- Participated in statewide tornado drill
- Performed quarterly Homeland Security Accountability test

Russel Stukekey
Emergency Services Director

Riley County Fire District #1

Manhattan, KS

This report was generated on 3/17/2021 11:58:14 AM



16.a

Incident Type Count per Shift for Date Range

Start Date: 02/18/2021 | End Date: 03/17/2021

INCIDENT TYPE	# INCIDENTS
100 - Fire, other	1
143 - Grass fire	3
311 - Medical assist, assist EMS crew	7
321 - EMS call, excluding vehicle accident with injury	1
Total Incidents per Shift:	12
100 - Fire, other	3
131 - Passenger vehicle fire	1
141 - Forest, woods or wildland fire	2
142 - Brush or brush-and-grass mixture fire	5
143 - Grass fire	17
150 - Outside rubbish fire, other	1
311 - Medical assist, assist EMS crew	14
322 - Motor vehicle accident with injuries	2
551 - Assist police or other governmental agency	1
553 - Public service	2
611 - Dispatched & cancelled en route	1
622 - No incident found on arrival at dispatch address	1
745 - Alarm system activation, no fire - unintentional	3
Total Incidents per Shift:	53
A Shift	
311 - Medical assist, assist EMS crew	1
Total Incidents per Shift:	1
B Shift	
322 - Motor vehicle accident with injuries	1
Total Incidents per Shift:	1
Total Sum of all Incidents:	67

Attachment: march staff time EM.FD.911 (10645 : Staff Time)

Incident Type Count per Shift for Date Range on Reviewed Incidents

Attachment: march staff time EM.FD.911 (10645 : Staff Time)

RILEY COUNTY

PURCHASE AUTHORIZATION NO _____

Department _____ Riley County Fire District #1 _____ Date _____ 3-25-2021 _____

Estimated Cost _____ \$95,000 _____ Fund _____ RCFD#1 _____

Description Request authorization to solicit bids for a quantity of two, 3/4 ton pickups to replace Fire Chief Suburban and add a vehicle for the deputy fire chief we are in the process of hiring.

New _____ 1 _____ Replacement _____ 1 _____

Procurement Type

- x Competitive Sealed Bid, Board of County Commission opens
- _____ Competitive Proposal submitted to Board of County Commission
- _____ Sole Source (exempt) by Department Head
- _____ Emergency by Department Head
- _____ Used Equipment (exempt) by Department Head

2.204 Small Purchases.

(1) Any non-office technology related procurement valued at less than \$10,000.00 may be made in accordance with small purchase procedures, provided, however, that procurement requirements shall not be artificially divided so as to constitute a small purchase under this Section. Small purchase procedures require the Department Head to approve any purchase ranging in size from no cost, to \$10,000.00. Competitive bidding is not required for small purchases, but the purchaser will attempt to purchase the least expensive item available.

(2) All office technology related purchases, to include, but not be limited to all hardware, software, and peripheral devices shall be ordered and purchased by the Information Systems Department. Purchases made from funds other than the General Fund shall be approved and ordered by the Information Systems Department, with the actual purchase being paid out of the appropriate funds. The Information Systems Department shall coordinate these office technology-related purchases to ensure that uniform, standardized, and necessary equipment is purchased, to obtain competitive pricing, and schedule installation of the new equipment. Exceptions to this requirement include cables, printer cartridges, and other consumable goods, which the Information Systems Department will assist with, if the Department Head so wishes.

4.402 Professional Services.

(1) Applicability. Professional services shall be procured as provided in this Section except when the cost of such services is less than \$10,000 or when a state of emergency exists.

Requested by:

Russel Stuke, Emergency Services Director

Approved by:

Chairman, Board of County Commissioners

ATTEST:

Member_____
County Clerk_____
Member_____
Date

Attachment: Purchase authorization form 3.4 ton (10645 : Staff Time)

PURCHASE AGREEMENT

On this ____ day of _____, 2021, KA-Comm, Inc. (hereinafter “KA-Com”), TBS Electronics (hereinafter “TBS”), and Riley County, Kansas (hereinafter “County”)

RECITALS

1. KA-COMM is the sole owner of 97 Motorola radios (APX6000 model, with “assorted accessories”), which County traded in to KA-COMM as part of the County’s countywide upgrade of its emergency radio communications system (hereinafter “radio system”).
2. These 97 radios are 6 years old and cannot operate on the County’s radio system
3. The parties desire to enter into a purchase agreement specifying the terms and conditions of the agreement between them.

In consideration of the mutual covenants contained herein, the parties agree as follows:

TERMS AND CONDITIONS

1. KA-COMM agrees transfer the above 97 radios and their “assorted accessories” to TBS within 5 business days of the execution of this agreement.
2. TBS shall accept the above 97 radios and their “assorted accessories” in their present “as is” condition. No warranties of any kind are made by KA-COMM or by County.
3. Time is of the essence in the interpretation and enforcement of these Terms and Conditions, and the purchase herein authorized shall be completed according to these Terms and Conditions, and the purchase herein is final.
4. Within 5 business days of its receipt of the above 97 radios and their “assorted accessories,” TBS will issue full payment to KA-COMM in the amount of \$28,400.00. No additional compensation is due KA-COMM for this purchase.
5. Within 5 business days of its receipt of the above payment from TBS, KA-COMM will place an order for 35 radios (model XG-15P) as in quote #RILEY02032021 for County. KA-COMM will use its best efforts to have those 35 radios programmed and delivered to County within 60 calendar days of such order. KA-COMM warrants such radios will be completely operational on the County radio system upon delivery.
6. This purchase agreement represents the entire agreement of the parties.

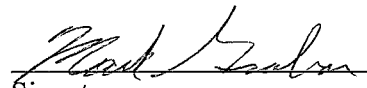
IN WITNESS WHEREOF the parties hereto have set their hands on the day and year first above written.

Attachment: TBS Purch Agmt (10645 : Staff Time)

KA-COMM, Inc.

Print Name and Title: _____

TBS Electronics


Signature

Print Name and Title: Mark Grabar - President

RILEY COUNTY, KANSAS

John Ford, Chairman
Board of County Commissioners
Riley County, Kansas

ATTEST:

Rich Vargo, Riley County Clerk

Attachment: TBS Purch Agmt (10645 : Staff Time)



**COUNTY
COUNSELOR/ADMINISTRATIVE
SERVICES**
Policy

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

COMMISSION AGENDA REPORT

FROM: Clancy Holeman, Riley County Counselor

MEETING: March 25, 2021

SUBJECT: BOCC Review and Possible Approval of "Local Health Officer Order No. 21"

PRESENTER: Clancy Holeman; Julie Gibbs, Local Health Officer/Health Department Administrator

BACKGROUND

Riley County's current "Local Health Officer Order No. 20, issued February 24, 2021" expires at 12:01 a.m., on April 1, 2021. Its primary focus is a requirement for masks in the "public spaces" of Riley County, but only outside the boundary of the City of Manhattan. No fine is allowed for violating the current Riley County health order. The immediately preceding Board and this Board have allowed prior Local Health Officer Orders, knowing the City of Manhattan's "mask ordinance" has been in place during the pandemic.

Recently, the Manhattan City Commission discussed whether to renew its own "mask ordinance," (applying to only those within the boundary of the City of Manhattan) or let it expire April 1, 2021.

This Board placed on its regular meeting agenda March 15, 2021 a public discussion by this Board to consider what any County--issued health order "21" should say about masks, if the City of Manhattan allowed its mask ordinance to expire April 1, 2021.

But during its March 16, 2021 public meeting, the Manhattan City Commission extended its "mask ordinance" through May 16, 2021. One reason the City of Manhattan did so is that KSU and other local schools will have completed their graduation ceremonies by the end of that day.

Senate Bill 40, passed by both chambers and on the Governor's desk, creates new procedural

requirements for issuing local health orders. Conventional wisdom says SB 40 is veto-proof, if the Governor vetoes it. (That cannot be guaranteed.) Alternatively, the Governor could let SB 40 become law 10 days from its arrival in her office by taking no action to sign or veto the bill.

DISCUSSION

If SB 40 becomes law, it voids all the Governor's executive orders (including her statewide mask mandate) March 31, 2021. (However, SB 40 leaves the Governor's original statewide disaster declaration in place until May 28, 2021. Doing so allows the state of Kansas, cities and counties to make application for potential partial federal government reimbursement of their costs associated with the pandemic.)

SB 40's new rules for locally--issued health orders will be satisfied by today's meeting process. As required by SB 40:

1. Local Health Officer/Health Department Administrator Julie Gibbs is proposing "Local Health Officer Order No. 21" to this Board. (See "Attachment 1")
2. This Board must review proposed "Local Health Officer Order No. 21" and determine whether or not it is "necessary," because it continues to require face masks in the "public spaces" of Riley County, and only outside the boundary of the City of Manhattan.
3. SB 40 allows this Board to: approve issuance of the proposed "Local Health Officer Order No. 21"; or amend it; or not approve it.
4. SB 40 allows anyone "aggrieved" by a local health officer order to file suit in district court if such health officer order does one or more of the following:
 - a. mandates face masks;
 - b. limits the size of gatherings of individuals;
 - c. curtails the operation of business;
 - d. controls the movement of the population of Riley County;
 - e. limits religious gatherings.
5. The proposed "Local Health Officer Order No. 21" only mandates face masks. The question before this Board is whether you believe that its terms are: "necessary"; and that Order No. 21 is "narrowly tailored to the purpose stated in the order and uses the least restrictive means to achieve such purpose."

FISCAL IMPACT

If Order 21 is generated according to the above process, there may be no costs, other than the "soft costs" of staff time. If litigation results, that could result in significant costs, and resource usage based upon the broad "right of action" SB 40 affords anyone "aggrieved" by a local health order. The limits of that right of action could require litigation.

RECOMMENDATION(S)

I recommend the Board approve Order No. 21 as proposed.

POSSIBLE MOTION(S)

A. "I move that the Board authorize the Local Health Officer to issue Local Health Officer Order No. 21 because it is necessary and narrowly tailored to the purpose stated in the Order and uses the least restrictive mean to achieve such purpose."

B. "I move that the Board authorize the Local Health Officer to issue Local Health Officer Order No. 21 with the following changes... . Once such changes are made, I move that the Board authorize the Local Health Officer to issue Local Health Officer Order 21 because it is necessary and narrowly tailored to the purpose stated in the Order and uses the least restrictive means to achieve such purpose."

C. "I move that the Board not authorize the Local Health Officer to issue Local Health Officer Order No. 21."

Enclosures:

- Local Health Officer Order 21 Draft CLEAN (DOCX)



LOCAL HEALTH OFFICER ORDER NO. 21 ISSUED MARCH 25, 2021

To mitigate the spread of the Coronavirus (COVID-19) in Riley County, Kansas, and pursuant to the authority provided in K.S.A. 65-119, K.S.A. 65-129b, K.S.A. 65-202 and other applicable laws and regulations, this Order No. 21 is issued. In my capacity as the Local Health Officer, I am authorized and required to immediately exercise and maintain supervision over known or suspected cases of any infectious or contagious disease and to issue orders seeing that all such cases are properly handled and that the provisions of the Kansas public health laws regarding isolation, quarantine and disinfection are duly enforced.

As the Local Health Officer appointed by the Board of Health, I am duly authorized take measures necessary for the control of any and all infectious or contagious diseases.

In my capacity as the Riley County Local Health Officer, I have determined this Order No. 21 is necessary to control the potential spread of coronavirus (COVID-19) within Riley County, Kansas and to supplement all valid orders of the Governor regarding such potential spread.

IT IS THEREFORE ORDERED the following actions shall be taken immediately, and this Order No. 21 supersedes and rescinds my Orders previously issued, with the exception of any continued prohibitions or restrictions ordered herein, and this Order No. 21 supplements all valid orders of the Governor.

Actions taken so far have demonstrated some success in flattening the epidemic curve to prevent overwhelming our local health care system's ability to care for the number of residents who might develop severe symptoms. **Any City of Manhattan face mask or face covering requirement applies within the boundary of the City of Manhattan, according to the terms of any City of Manhattan Ordinance in effect. All individuals present within the city limits of Manhattan must comply with any such City of Manhattan ordinance in effect and remain subject to its penalties for non-compliance. Based upon data, Order No. 21 continues to require a face mask or face covering in any public space for persons located within Riley County but outside the boundary of the City of Manhattan. (See Section Two for details and exceptions to this requirement.) No fine shall be imposed for any non-compliance with Order No. 21's requirement of a face mask or face covering within Riley County but outside the boundary of the City of Manhattan.** I still strongly recommend you maintain Social Distancing and use proper hand hygiene, such as washing your hands with soap and water, or using hand sanitizer containing at least 60% alcohol.

With full community cooperation, this proactive public health Order No. 21 may minimize the impact of COVID-19 on our Riley County community, while reducing the restrictions that were necessarily in place during the height of the pandemic.

ATTACHMENT 1

Section One: Definition

For purposes of this Order No. 21, Social Distancing is defined as follows: maintaining at least 6 feet of physical distancing from every other person present at any location, not including individuals who reside together.

Section Two: Face Masks or Face Coverings Required Within Riley County but Outside the Boundary of the City of Manhattan

1. Definitions

The following words or phrases when used in this this Order shall have the following meanings:

- (a) “Mask or other face covering” means a covering of the nose and mouth that is secured to the head with ties, straps, or loops over the ears or is simply wrapped around the lower face. A mask or other face covering can be made of a variety of synthetic and natural fabrics, including cotton, silk, or linen. Ideally, a mask or other face covering has two or more layers. A mask or other face covering may be factory-made, sewn by hand, or can be improvised from household items such as scarfs, bandanas, t-shirts, sweatshirts, or towels.
- (b) “Public space” means any indoor or outdoor space or area that is open to the public; this does not include private residential property or private offices or workspaces that are not open to customers or public visitors.
- (c) No fine shall be imposed for any violation of this Section Two.

2. Mask or other face coverings; when required; exemptions.

- (a) All persons located within Riley County but outside the boundary of the City of Manhattan shall cover their mouths and noses with masks or other face coverings when they are in the following situations:
 - (1) Inside, or in line to enter, any indoor public space;
 - (2) Obtaining services from the healthcare sector in settings, including but not limited to, a hospital, pharmacy, medical clinic, laboratory, physician or dental office, veterinary clinic, or blood bank, unless directed otherwise by an employee thereof or a health care provider;
 - (3) Waiting for or riding on public transportation or while in a taxi, private car service, or ride-sharing vehicle; or,
 - (4) While outdoors in public spaces and unable to maintain a 6-foot distance between individuals (not including individuals who reside together) with only infrequent or incidental moments of closer proximity.

- (b) The persons responsible for all businesses or organizations located within Riley County but outside the boundary of the City of Manhattan must require all employees, customers, visitors, members, or members of the public to wear a mask or other face covering as follows:
 - (1) Employees, when working in any space visited by customers or members of the public, regardless of whether anyone from the public is present at the time;
 - (2) Employees, when working in any space where food is prepared or packaged for sale or distribution to others;
 - (3) Employees, when working in or walking through common areas, such as hallways, stairways, elevators, and parking facilities;
 - (4) Customers, members, visitors, or members of the public, when in a facility managed by the business or organization; or
 - (5) Employees, when in any room or enclosed area where other people (except for individuals who reside together) are present and are unable to maintain a 6-foot distance except for infrequent or incidental moments of closer proximity.
- (c) The following individuals located within Riley County but outside the boundary of the City of Manhattan are exempt from wearing masks or other face coverings in the situations described in subsections (a) and (b) of this Section Two:
 - (1) Persons age five years or under—children age two years and under in particular should not wear a face covering because of the risk of suffocation;
 - (2) Persons with a medical condition, mental health condition, or disability that prevents wearing a face covering—this includes persons with a medical condition for whom wearing a face covering could obstruct breathing or who are unconscious, incapacitated, or otherwise unable to remove a face covering without assistance;
 - (3) Persons who are deaf or hard of hearing, or communicating with a person who is deaf or hard of hearing, where the ability to see the mouth is essential for communication;
 - (4) Persons for whom wearing a face covering would create a risk to the person related to their work, as determined by local, state, or federal regulators or workplace safety guidelines;
 - (5) Persons who are obtaining a service involving the nose or face for which temporary removal of the face covering is necessary to perform the service;
 - (6) Persons who are seated at a restaurant or other establishment that offers

food or beverage service, while they are eating or drinking, provided they maintain a 6-foot distance between individuals (not including individuals who reside together or are seated together) with only infrequent or incidental moments of closer proximity;

- (7) Athletes who are engaged in an organized sports activity that allows athletes to maintain a 6-foot distance from others with only infrequent or incidental moments of closer proximity;
- (8) Persons who are engaged in an activity that a professional or recreational association, regulatory entity, medical association, or other public-health-oriented entity has determined cannot be safely conducted while wearing a mask or other face covering;
- (9) Persons engaged in a court-related proceeding held or managed by the Kansas Judiciary; and
- (10) Persons engaged in any lawful activity during which wearing a mask or other face covering is prohibited by law.

Nothing in this order shall be construed to prevent any municipality within Riley County from having a more stringent ordinance, nor to prevent any business or property from having more stringent requirements for their employees, guests, or customers.

Section Three. Pursuant to K.S.A. 65-129b, any sheriff, deputy sheriff or other law enforcement officer of the state or any political subdivision within Riley County, Kansas is hereby ordered to assist in the execution or enforcement of this order.

Section Four. As the Local Health Officer, I proposed this Local Health Officer Order No. 21 to the Board of Riley County Commissioners during its regular public meeting of March 25, 2021. The Board reviewed this proposed Order and determined it is necessary for me, as the Local Health Officer, to issue today Local Health Officer Order No. 21 for the following reasons:

- (a) Local Health Officer Order No. 21 only mandates the wearing of masks in the unincorporated area of Riley County and within those Riley County cities outside the boundary of the City of Manhattan. That mask mandate expires at 11:59 p.m. on May 16, 2021;
- (b) Local Health Officer Order No. 21 does not limit the size of gatherings of individuals;
- (c) Local Health Officer Order No. 21 does not curtail the operation of business;
- (d) Local Health Officer Order No. 21 does not control the movement of the population of Riley County;
- (e) Local Health Officer Order No. 21 does not limit religious gatherings;
- (f) Local Health Officer Order No. 21 includes exemptions from its mask requirement for persons in any one of 10 listed categories (Section Two, (2)(c));

- (g) Local Health Officer Order N. 21 does not allow fines to be imposed for any violation of its mask mandate;
- (h) Local Health Officer Order No. 21 is narrowly tailored to the purpose stated in the Order and uses the least restrictive means to achieve such purpose.

Section Five. This Order supersedes and revokes “Local Health Order No. 20” effective at 12:01 am on the 31st of March, 2021 and this “Local Health Order No. 21” shall thereafter remain in effect until May 16, 2021, at 11:59 p.m. unless extended, amended, or revoked, and shall remain in effect until amended, superseded, or rescinded in writing, by the Riley County Local Health Officer or the Board of Riley County Commissioners, sitting as the Board of Health.

SO ORDERED, this 25th day of March 25, 2021

Julie Gibbs, Riley County Local Health Officer
Administrator, Riley County Health Department
2030 Tecumseh Road
Manhattan, KS 66502
Phone: 785-776-4779



COUNTY APPRAISER'S OFFICE
Personnel

Greg McHenry
County Appraiser
110 Courthouse Plaza
Manhattan, KS 66502
Phone: 785-537-6310

COMMISSION AGENDA REPORT

FROM: Greg McHenry, County Appraiser
MEETING: March 25, 2021
SUBJECT: Request to refill Commercial Appraiser II position
PRESENTER: Greg McHenry, County Appraiser

BACKGROUND

The commercial appraiser II position has become open. This position is crucial to the work of our commercial R/E department. If we don't refill the position we'll fall behind and wouldn't meet our state mandates for commercial property reviews, new construction and sales reviews. To avoid that we'd need to refill the position as soon as possible.

DISCUSSION

This position is a crucial position within the commercial R/E department. I'm requesting permission to refill the position as soon as possible.

FISCAL IMPACT

This position has been in place for several years and is in the Appraiser's Office budget. No additional funds would be necessary.

RECOMMENDATION(S)

My recommendation is to refill the position at the earliest opportunity.

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:

- 2021-03 Appraiser II-Commercial (gold) (PDF)

Department Appraiser Date 03/22/2021 Job Title Appraiser II-Commercial

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

TYPE OF REQUEST

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

Budgeted Position Request		Non-Budgeted Position Request	
☒ Request to hire replacement- same duties ☐ Request to hire replacement- new duties	☐ Request to change budgeted hours ☐ Request to change position status	☐ Request to create a new position for current fiscal year only ☐ Request for current non-budgeted position to be included in future annual budgets	☐ Request to create a new position which will be included in future annual budgets
1. Name of former incumbent or current employee: Jessica Cruz	2. Effective date of promotion, transfer, termination, or change: 03/09/2021	1. Are there current budgeted funds available to pay for this position? ☐ Yes ☐ No ☐ Grant Funded	2. Requested hours per year:
3. If requesting a change in budgeted hours, estimated change in cost per year:	4. Would the position require re-evaluation for classification and pay grade purposes? ☐ Yes ☒ No	3. Estimated cost per year (financial impact): \$	4. Would the position require evaluation for classification and pay grade purposes? ☐ Yes ☐ No
5. Has this position been "On Hold?" ☐ Yes ☒ No If yes, date placed "On Hold":	6. Any special conditions regarding this position:	5. If applicable, what is the ending date for the position?:	6. Any special conditions regarding this position:

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

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

For hiring purposes, briefly state necessary and/or desirable education, training, and/or certification required as well as desirable experience and/or skills: Associates degree preferred. experience with commercial appraisal preferred. Training and certification upon hire. Must have a valid driver's license. Two plus years of office experience preferred. Familiarity with local geographic area. Knowledge of engineering drawing techniques.

Additional comments:

Approval by:

Department Head:

Personnel:

BOCC Chairman:

BOCC Member:

BOCC Member:

Date: