



**Board of Riley County
Commissioners
Regular Meeting
Agenda
April 15, 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. Bid Recommendation 2022 Truck
4. Senn Rd. Bridge Replacement Project- Bid Recommendation
5. 2021 CIP Authorizations-First Work Session
6. Sign Riley County Personnel Action Form(s)
7. Discuss Intergovernmental Luncheon

Review Minutes

8. Board of Riley County Commissioners - Regular Meeting - Apr 12, 2021 8:30 AM

Review Tentative Agenda

9. Tentative Agenda

Press Conference Topics

10. Discuss Press Conference

9:00 AM

John Ellermann, Public Works Director/County Engineer

11. Fill an open Traffic Control Technician Position

9:15 AM

Break

9:30 AM

Clancy Holeman, Counselor/Director of Administrative Services

12. Administrative Work Session
13. Executive session to discuss confidential legal advice regarding potential litigation issues

- 9:50 AM** **Breva Spencer, Maternal and Child Health Supervisor**
14. Request to proceed with new position through the OPEI grant
- 10:00 AM** **Gary Fike, County Extension Director**
15. Wallet Wisdom
- 10:15 AM** **Dennis Butler, RCPD Director**
16. RCPD update
- 10:30 AM** **Russel Stukey, Emergency Management Director**
17. Staff Update
- 10:45 AM** **Rich Vargo, County Clerk**
18. First Christian Church/County Administrative Facilities & Courtroom
 Space

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.



NOXIOUS WEED/HHW
Purchase

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

COMMISSION AGENDA REPORT

FROM: Riley CO Noxious Weed Director Michael Boller

MEETING: April 15, 2021

SUBJECT: Bid Recommendation 2022 Truck

PRESENTER: Riley CO Noxious Weed Director Michael Boller

BACKGROUND

Purchase order on truck has been approved. Original bid recommendation was with Robbins Motors however they will be unable to complete the order so recommend moving forward with the second bid.

FISCAL IMPACT

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

RECOMMENDATION(S)

Recommend moving forward and making purchase from Shawnee Mission Ford (Shawnee, KS) which was the second 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 4X4 Bid Recommendation (DOCX)

Riley County Noxious Weed 2022 One and one-half ton 4X4 Regular Cab Chassis Truck Bid Recommendation

Shawnee Mission Ford
11501 Shawnee Mission Parkway
Shawnee, KS 66203

2022 FORD F-550 RegCab 4x4
Bid Price: **\$39,487.00**

Total Bid Amount: \$39487.00

Attachment: 2021 Truck 4X4 Bid Recommendation (10708 : 2022 Truck Bid Recommendation (Alternate))



PUBLIC WORKS
Bid

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

COMMISSION AGENDA REPORT

FROM: Gary Rosewicz, Assistant Public Works Director

MEETING: April 15, 2021

SUBJECT: Senn Rd. Bridge Replacement Project- Bid Recommendation

PRESENTER: Gary Rosewicz, Assistant Public Works Director

Staff has reviewed the bids for the above referenced project and found them to be in order. It is our recommendation to award the contract to the low bidder, Ebert Construction Co., Inc. of Wamego, KS, in the amount of \$380,699.77.

The contractor intends to begin work on or about August 1, 2021 and anticipates 90 working days to complete the project. This is a Sales Tax funded project.

POSSIBLE MOTION(S)

Move to approve the bid from Ebert Construction Co., Inc. in the amount of \$380,699.77.

Move to deny the bid from Ebert Construction Co., Inc. in the amount of \$380,699.77.

Move to table for further discussion.

Enclosures:

- Bid Tab. Senn Rd Bridge Replacement (PDF)

Senn Road Bridge Replacement
Project No. I.1-10.8
Monday, April 12, 2021

Riley County Public Works
BID TABILATION SHEET

Project No. 1.1-10.8				ENGINEER'S ESTIMATE		Ebert Construction Co., Inc 103 W. Valley St., P O Box 19 Wamego, KS 66547		Reece Construction Co., Inc. 1240 W. North Salina, KS 67401		King Construction Co.,Inc. 301 N. Lancaster Ave Hesston, KS 67062		L&M Contractors, Inc. 1405 Hwy 96 Great Bend, KS 67530	
Monday, April 12, 2021				BG Consultants, Inc.									
#	ITEM DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
1	Mobilization	1	LS	\$35,000.00	\$ 35,000.00	\$ 49,490.27	\$ 49,490.27	\$ 37,310.00	\$ 37,310.00	\$ 45,800.00	\$ 45,800.00	\$ 88,500.00	\$ 88,500.00
2	Clearing and Grubbing	1	LS	\$7,550.00	\$ 7,550.00	\$ 3,539.22	\$ 3,539.22	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 16,500.00	\$ 16,500.00
3	Removal of Existing Structure	1	LS	\$15,000.00	\$ 15,000.00	\$ 4,634.40	\$ 4,634.40	\$ 6,800.00	\$ 6,800.00	\$ 6,800.00	\$ 6,800.00	\$ 26,800.00	\$ 26,800.00
4	Common Excavation	962	CY	\$6.10	\$ 5,868.20	\$ 13.02	\$ 12,525.24	\$ 4.50	\$ 4,329.00	\$ 4.50	\$ 4,329.00	\$ 4.50	\$ 4,329.00
5	Rock Excavation	165	CY	\$16.50	\$ 2,722.50	\$ 26.92	\$ 4,441.80	\$ 15.00	\$ 2,475.00	\$ 15.00	\$ 2,475.00	\$ 15.00	\$ 2,475.00
6	Common Excavation (Contr. Furnished)	28	CY	\$9.00	\$ 252.00	\$ 43.90	\$ 1,229.20	\$ 7.00	\$ 196.00	\$ 7.00	\$ 196.00	\$ 7.00	\$ 196.00
7	Compaction of Earthwork (Type B)(MR-90)	693	CY	\$4.50	\$ 3,118.50	\$ 3.68	\$ 2,550.24	\$ 1.75	\$ 1,212.75	\$ 1.75	\$ 1,212.75	\$ 1.75	\$ 1,212.75
8	Water (Grading)(Set Price)	1	Mgal	\$35.00	\$ 35.00	\$ 35.00	\$ 35.00	\$ 35.00	\$ 35.00	\$ 35.00	\$ 35.00	\$ 35.00	\$ 35.00
9	Guardrail, Steel Plate	100	LF	\$65.00	\$ 6,500.00	\$ 140.00	\$ 14,000.00	\$ 140.00	\$ 14,000.00	\$ 140.00	\$ 14,000.00	\$ 145.00	\$ 14,500.00
10	Guardrail End Terminals (SRT)(Alt. 1)	4	Ea.	\$3,200.00	\$ 12,800.00	\$ 3,250.00	\$ 13,000.00	\$ 3,250.00	\$ 13,000.00	\$ 3,250.00	\$ 13,000.00	\$ 3,250.00	\$ 13,000.00
11	Guardrail End Terminals (FLEAT)(Alt.2)	4	Ea.	\$0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
12	Signing Obeject Markers (Type 3)	4	Ea.	\$150.00	\$ 600.00	\$ 150.00	\$ 600.00	\$ 150.00	\$ 600.00	\$ 150.00	\$ 600.00	\$ 150.00	\$ 600.00
13	Temporary Surfacing Material (Aggregate)(Set Price)	1	CY	\$35.00	\$ 35.00	\$ 35.00	\$ 35.00	\$ 35.00	\$ 35.00	\$ 35.00	\$ 35.00	\$ 35.00	\$ 35.00
14	Contractor Construction Staking	1	LS	\$5,000.00	\$ 5,000.00	\$ 4,600.00	\$ 4,600.00	\$ 4,600.00	\$ 4,600.00	\$ 4,600.00	\$ 4,600.00	\$ 5,100.00	\$ 5,100.00
15	Foundation Stablization (Set Price)	1	CY	\$40.00	\$ 40.00	\$ 40.00	\$ 40.00	\$ 40.00	\$ 40.00	\$ 40.00	\$ 40.00	\$ 40.00	\$ 40.00
16	Concrete for Seal Course (Set Price)	1	CY	\$175.00	\$ 175.00	\$ 175.00	\$ 175.00	\$ 175.00	\$ 175.00	\$ 175.00	\$ 175.00	\$ 175.00	\$ 175.00
17	Excavation - Class I	83	CY	\$65.00	\$ 5,395.00	\$ 42.75	\$ 3,548.25	\$ 50.00	\$ 4,150.00	\$ 130.00	\$ 10,790.00	\$ 50.00	\$ 4,150.00
18	Excavation - Class II	73	CY	\$175.00	\$ 12,775.00	\$ 48.60	\$ 3,547.80	\$ 50.00	\$ 3,650.00	\$ 130.00	\$ 9,490.00	\$ 350.00	\$ 25,550.00
19	Concrete (Grade 4.0)(AE)(SW)	147.1	CY	\$600.00	\$ 88,260.00	\$ 688.08	\$ 101,216.57	\$ 862.00	\$ 126,800.20	\$ 1,000.00	\$ 147,100.00	\$ 870.00	\$ 127,977.00
20	Concrete (Grade 4.0)(AE)	44	CY	\$600.00	\$ 26,400.00	\$ 581.88	\$ 25,602.72	\$ 749.00	\$ 32,956.00	\$ 1,000.00	\$ 44,000.00	\$ 870.00	\$ 38,280.00
21	Reinforcing Steel (Grade 60)	40240	Lbs.	\$1.20	\$ 48,288.00	\$ 1.10	\$ 44,264.00	\$ 0.80	\$ 32,192.00	\$ 1.75	\$ 70,420.00	\$ 1.30	\$ 52,312.00
22	Piles (Steel)(HP 10x42)	518	LF	\$55.00	\$ 28,490.00	\$ 46.09	\$ 23,874.62	\$ 66.00	\$ 34,188.00	\$ 29.00	\$ 15,022.00	\$ 50.00	\$ 25,900.00
23	Pre-Drilled Pile Holes	321	LF	\$195.00	\$ 62,595.00	\$ 130.59	\$ 41,919.39	\$ 177.00	\$ 56,817.00	\$ 275.00	\$ 88,275.00	\$ 200.00	\$ 64,200.00
24	Slope Protection (RipRap Stone)(24")	198	CY	\$80.00	\$ 15,840.00	\$ 74.33	\$ 14,717.34	\$ 55.00	\$ 10,890.00*	\$ 55.00	\$ 10,890.00	\$ 60.00	\$ 11,880.00
25	Geotextile Fabric	80	SY	\$3.00	\$ 240.00	\$ 3.32	\$ 265.60	\$ 3.00	\$ 240.00	\$ 5.00	\$ 400.00	\$ 5.00	\$ 400.00
26	Soil Erosion Mix	60	Lbs.	\$18.00	\$ 1,080.00	\$ 18.19	\$ 1,091.40	\$ 25.00	\$ 1,500.00	\$ 15.00	\$ 900.00	\$ 20.00	\$ 1,200.00
27	Erosion Control (Class I, Type C)	1682	SY	\$2.50	\$ 4,205.00	\$ 2.47	\$ 4,154.54	\$ 3.00	\$ 5,046.00	\$ 2.75	\$ 4,625.50	\$ 3.00	\$ 5,046.00
28	Seeding	1	LS	\$4,000.00	\$ 4,000.00	\$ 3,102.17	\$ 3,102.17	\$ 500.00	\$ 500.00	\$ 6,000.00	\$ 6,000.00	\$ 9,000.00	\$ 9,000.00
29	Traffic Control	1	LS	\$4,200.00	\$ 4,200.00	\$ 2,500.00	\$ 2,500.00	\$ 3,770.00	\$ 3,770.00	\$ 2,500.00	\$ 2,500.00	\$ 5,500.00	\$ 5,500.00
					\$ 396,464.20		\$ 380,699.77		\$ 399,006.95		\$ 505,210.25		\$ 544,892.75*
Proposed Starting Date:							08/01/2021		09/07/2021		02/07/2022		10/11/2021
Proposed Number of Working Days:							90		90		120		125
								*Corrected Numerical error on bid		*Corrected Numerical error on bid			

Attachment: Bid Tab. Senn Rd Bridge Replacement (10710 : Senn Rd. Bridge Replacement Project- Bid



COUNTY CLERK & ELECTIONS
Budget

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

COMMISSION AGENDA REPORT

FROM: Tami Robison, Budget & Finance Officer

MEETING: April 15, 2021

SUBJECT: 2021 CIP Authorizations-First Work Session

PRESENTER: Tami Robison, Budget & Finance Officer

Move to approve and sign the CIP Authorization Forms for approved requests during the first quarter CIP work session held on April 8, 2021. The approved combined total is \$1,292,000.

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- CIP Approvals 1st work session (PDF)

RILEY COUNTY CAPITAL IMPROVEMENT PROGRAM CIP PROJECT FUNDING AUTHORIZATION FORM

5.a

GENERAL INFORMATION (Completed by Budget & Finance Officer)

Project # _____ Fund(s) Name: CIP _____

PROJECT INFORMATION (Completed by Department Head)

Department: Emergency Mangement Date: 22-Mar-21

Category(circle): FACILITIES INFRASTRUCTURE EQUIPMENT TECHNOLOGY
XXXXXXXXXXXXXXXXXX

Project Name: Mobile Command Post Upgrade/Equipment Refresh Total Cost \$: \$125,000

Brief Description:

Mobile Command post is utilized for many different types of events to include planned such as KSU football games, covid vaccine clinics etc. and unplanned such as tornadoes, searches for lost persons large fires, etc.

Project Justification:

A large amount of technology equipment in the command post is out dated and needs to be upgraded to work properly and efficiently with the new radio system and modern technology in general.

Operating Cost Implications:

Updated equipment should take fewer maintenance calls from the radio service shop KA-Comm and will make emergency scenes operating more efficiently and safer for the public and our Emergency Responders.

Department Head Name (PRINT): Russel Stukey Department Head (SIGNATURE): 

TECHNOLOGY PROJECTS (Completed by IT/GIS Director)

For computer related projects, the Department Head must provide the following information and submit to the IT Director for approval.

- Y N
☐ Will this project be used exclusively by your department?
☐ Will this project require support from Information Technology?

Information Technology Director's Signature: _____

To be completed by IT:

- Y N
☐ Will the project require the implementation of new technologies/costs? If so, what & costs? _____
☐ Is the project duplicated in other CIP requests? _____
☐ Is the project compatible with the technology development plans of Riley County? _____

CERTIFICATION OF PROJECT AUTHORITY

CASH:

Cash Available: _____

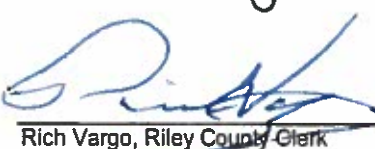
- ☐ This project is funded for start-up as cash is available.
☐ This project is not funded for start-up as cash is not available.

 4/8/21
 Shilo Heger, Riley County Treasurer Date

BUDGET:

Budget Available: _____

- ☐ This project is funded for start-up as budget authority is available.
☐ This project is not funded for start-up as budget authority is not available.

 4-8-21
 Rich Vargo, Riley County Clerk Date

APPROVAL:

Approved Amount: _____

- ☐ This project is funded.
☐ This project is not funded.

 Chairman Board of County Commissioners Date

RILEY COUNTY CAPITAL IMPROVEMENT PROGRAM CIP PROJECT FUNDING AUTHORIZATION FORM

5.a

GENERAL INFORMATION (Completed by Budget & Finance Officer)

Project # _____ Fund(s) Name: CIP _____

PROJECT INFORMATION (Completed by Department Head)

Department: Emergency Mangement Date: 22-Mar-21

Category(circle): FACILITIES INFRASTRUCTURE EQUIPMENT TECHNOLOGY
xxxxxxxxxx

Project Name: EM Storage building Total Cost \$: \$125,000

Brief Description:

Building to house emergency management equipment.

Project Justification:

This equipment is currently sitting outside subject to the elements. This exposure shortens the life of this equipment. This equipment needs to be ready at a moments notice and can be covered by snow and or ice which could render the equipment unusable during a time of need. An example would be the recent extreme cold we experienced. During the rolling electrical blackouts it was discussed if the waste water treatment plant would need the large industrial generator to run the plant. It was so cold we don't know if it would have started or not. We asked public works if we could put it inside but they said this building was full of snow plow/salt trucks.

Operating Cost Implications:

Slight increase of electricity use.

Department Head Name (PRINT): Russel Stukey Department Head (SIGNATURE): Russel Stukey

TECHNOLOGY PROJECTS (Completed by IT/GIS Director)

For computer related projects, the Department Head must provide the following information and submit to the IT Director for approval.

Y N

☐ Will this project be used exclusively by your department?

☐ Will this project require support from Information Technology?

Information Technology Director's Signature: _____

To be completed by IT:

Y N

☐ Will the project require the implementation of new technologies/costs?

If so, what & costs? _____

☐ Is the project duplicated in other CIP requests?

☐ Is the project compatible with the technology development plans of Riley County?

CERTIFICATION OF PROJECT AUTHORITY

CASH:

Cash Available: _____

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☐ This project is not funded for start-up as cash is not available.

Shilo Heger 4/8/21
Shilo Heger, Riley County Treasurer Date

BUDGET:

Budget Available: _____

☐ This project is funded for start-up as budget authority is available.

☐ This project is not funded for start-up as budget authority is not available.

Rich Vargo 4-8-21
Rich Vargo, Riley County Clerk Date

APPROVAL:

Approved Amount: _____

☐ This project is funded.

☐ This project is not funded.

Chairman Board of County Commissioners Date

RILEY COUNTY CAPITAL IMPROVEMENT PROGRAM CIP PROJECT FUNDING AUTHORIZATION FORM

5.a

GENERAL INFORMATION (Completed by Budget & Finance Officer)

Project # 1 Fund(s) Name: CIP

PROJECT INFORMATION (Completed by Department Head)

Department: EMS/Ambulance Date: 3/20/2021

Category(circle): ☐ FACILITIES ☐ INFRASTRUCTURE ☐ EQUIPMENT ☐ TECHNOLOGY

Project Name: Ambulance Replacement Total Cost \$: \$ 270,000.00

Brief Description:
We are needing to replace an ambulance that is currently in 'out of service, back up status'. This new ambulance will be a primary responding unit which will allow us to move an older ambulance to a less busy status but will become the primary ambulance when a first out truck is out of service or for the

Project Justification:
The unit that we are looking to replace has been in service for 11 years and has 208,500 road miles and 11,086 hours on the motor which when combined using the National EMS formula equates to the engine having over 330,000 miles on the engine. The county has spent \$82,000 dollars on parts and labor to keep this unit operational over its' life and it is no longer used except for emergencies and then in only a back up status, in town only. In the past we have been able to 'remount' an ambulance, meaning that they remove the box, refurbish it, and place the box on a new chassis. We are

Operating Cost Implications:
There are no special costs associated with this purchase.

Department Head Name (PRINT): David Adams Department Head (SIGNATURE): DAVID ADAMS

TECHNOLOGY PROJECTS (Completed by IT/GIS Director)

For computer related projects, the Department Head must provide the following information and submit to the IT Director for approval.

- Y N
☐ Will this project be used exclusively by your department?
☐ Will this project require support from Information Technology?

Information Technology Director's Signature: _____

To be completed by IT:

- Y N
☐ Will the project require the implementation of new technologies/costs? If so, what & costs? _____
☐ Is the project duplicated in other CIP requests? _____
☐ Is the project compatible with the technology development plans of Riley County? _____

CERTIFICATION OF PROJECT AUTHORITY

CASH:
Cash Available: _____

- ☐ This project is funded for start-up as cash is available.
☐ This project is not funded for start-up as cash is not available.

BUDGET:
Budget Available: _____

- ☐ This project is funded for start-up as budget authority is available.
☐ This project is not funded for start-up as budget authority is not available.

APPROVAL:
Approved Amount: _____

- ☐ This project is funded.
☐ This project is not funded.

Shilo Heger 4/8/21
Shilo Heger, Riley County Treasurer Date

Rich Vargo 4-8-21
Rich Vargo, Riley County Clerk Date

Chairman Board of County Commissioners Date

**RILEY COUNTY CAPITAL IMPROVEMENT PROGRAM
CIP PROJECT FUNDING AUTHORIZATION FORM**

5.a

GENERAL INFORMATION (Completed by Budget & Finance Officer)

Project # 2 Fund(s) Name: CIP

PROJECT INFORMATION (Completed by Department Head)

Department: EMS/Ambulance Date: 3/15/2021

Category(circle): ☐ FACILITIES ☐ INFRASTRUCTURE ☐ EQUIPMENT ☐ TECHNOLOGY

Project Name: LUCAS CPR Device Total Cost \$: \$ 14,000.00

Brief Description:
Hands Free' automated CPR device.

Project Justification:
Over the last year we have been enhancing our CPR devices and placing one in each staffed ambulance that is outside of the city. This device will replace the machine that is in the supervisors vehicle as it is past it's useful life and is of a different brand which is of old technology. These devices allow our staff to concentrate on patient care and are safer when transporting a patient while doing CPR as they don't require a staff member to do CPR in a moving ambulance. They are also more consistent in rate and depth of CPR than a human which studies have shown to have a more positive outcome in saving most patients who are receiving CPR.

Operating Cost Implications:
The cost is already budgeted and is less as we won't have to keep 2 different styles of equipment in stock.

Department Head Name (PRINT): _____ Department Head (SIGNATURE): [Signature]

TECHNOLOGY PROJECTS (Completed by IT/GIS Director)

For computer related projects, the Department Head must provide the following information and submit to the IT Director for approval.

- Y N
☐ Will this project be used exclusively by your department?
☐ Will this project require support from Information Technology?

Information Technology Director's Signature: _____

To be completed by IT:
Y N
☐ Will the project require the implementation of new technologies/costs? If so, what & costs? _____
☐ Is the project duplicated in other CIP requests? _____
☐ Is the project compatible with the technology development plans of Riley County?

CERTIFICATION OF PROJECT AUTHORITY

CASH:
Cash Available: _____

- ☐ This project is funded for start-up as cash is available.
☐ This project is not funded for start-up as cash is not available.

Shilo Heger 4/8/21
Shilo Heger, Riley County Treasurer Date

BUDGET:
Budget Available: _____

- ☐ This project is funded for start-up as budget authority is available.
☐ This project is not funded for start-up as budget authority is not available.

Rich Vargo 4-8-21
Rich Vargo, Riley County Clerk Date

APPROVAL:
Approved Amount: _____

- ☐ This project is funded.
☐ This project is not funded.

Chairman Board of County Commissioners Date

**RILEY COUNTY CAPITAL IMPROVEMENT PROGRAM
CIP PROJECT FUNDING AUTHORIZATION FORM**

5.a

GENERAL INFORMATION (Completed by Budget & Finance Officer)

Project # _____ Fund(s) Name: _____

PROJECT INFORMATION (Completed by Department Head)

Department: Public Works - Parks Date: 03/25/2021

Category(circle): FACILITIES INFRASTRUCTURE **EQUIPMENT** TECHNOLOGY

Project Name: 3/4 ton 4x4 Extended Cab pickup Total Cost \$: 40,000

Brief Description:

Purchase a new 3/4 ton 4x4 Extended cab pickup with a dump bed.

Project Justification:

This vehicle will replace a 2006 Ford F-250 (Unit 1206) with a dump bed that has over 60,500 hard used miles. This vehicle is in poor condition with rust and low dependability.

Operating Cost Implications:

Original cost was \$17,680 and to date labor and parts spent on the pickup is approximately \$17,964.

Department Head Name (PRINT): John Ellermann Department Head (SIGNATURE): *John Ellermann*

TECHNOLOGY PROJECTS (Completed by IT/GIS Director)

For computer related projects, the Department Head must provide the following information and submit to the IT Director for approval.

Y N

☐ Will this project be used exclusively by your department?

☐ Will this project require support from Information Technology?

Information Technology Director's Signature: _____

To be completed by IT:

Y N

☐ Will the project require the implementation of new technologies/costs? If so, what & costs? _____

☐ Is the project duplicated in other CIP requests? _____

☐ Is the project compatible with the technology development plans of Riley County? _____

CERTIFICATION OF PROJECT AUTHORITY

CASH:

Cash Available: _____

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☐ This project is not funded for start-up as cash is not available.

BUDGET:

Budget Available: _____

☐ This project is funded for start-up as budget authority is available.

☐ This project is not funded for start-up as budget authority is not available.

APPROVAL:

Approved Amount: _____

☐ This project is funded.

☐ This project is not funded.

Shilo Heger 4/8/21
Shilo Heger, Riley County Treasurer Date

Rich Vargo 4-8-21
Rich Vargo, Riley County Clerk Date

Chairman Board of County Commissioners Date

**RILEY COUNTY CAPITAL IMPROVEMENT PROGRAM
CIP PROJECT FUNDING AUTHORIZATION FORM**

5.a

GENERAL INFORMATION (Completed by Budget & Finance Officer)

Project # _____ Fund(s) Name: _____

PROJECT INFORMATION (Completed by Department Head)

Department: Public Works - Parks Date: 03/25/2021

Category(circle): FACILITIES INFRASTRUCTURE EQUIPMENT TECHNOLOGY

Project Name: 72" Zero Turn Mower Total Cost \$: \$ 20,000.00

Brief Description:

Purchase a new Zero Turn Mower to replace an aging mower in the fleet.

Project Justification:

This mower will replace a 2007 (Unit 1204) Toro 60" mower. This mower has 650 hours. However, it will overheat, die and not start. More time is spent working on it than running it.

Operating Cost Implications:

A new mower will increase production saving time and money that was wasted working on the old mower.

Department Head Name (PRINT): John Ellermann Department Head (SIGNATURE): 

TECHNOLOGY PROJECTS (Completed by IT/GIS Director)

For computer related projects, the Department Head must provide the following information and submit to the IT Director for approval.

Y N

☐ Will this project be used exclusively by your department?

☐ Will this project require support from Information Technology?

Information Technology Director's Signature: _____

To be completed by IT:

Y N

☐ Will the project require the implementation of new technologies/costs?

If so, what & costs? _____

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CERTIFICATION OF PROJECT AUTHORITY

CASH:

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BUDGET:

Budget Available: _____

☐ This project is funded for start-up as budget authority is available.

☐ This project is not funded for start-up as budget authority is not available.

APPROVAL:

Approved Amount: _____

☐ This project is funded.

☐ This project is not funded.

 4/8/21
Shilo Heger, Riley County Treasurer Date

 4-8-21
Rich Vargo, Riley County Clerk Date

Chairman Board of County Commissioners Date

**RILEY COUNTY CAPITAL IMPROVEMENT PROGRAM
CIP PROJECT FUNDING AUTHORIZATION FORM**

5.a

GENERAL INFORMATION (Completed by Budget & Finance Officer)

Project # _____ Fund(s) Name: CIP _____

PROJECT INFORMATION (Completed by Department Head)

Department: Public Works - Parks Date: 03/25/2021

Category(circle): ☐ FACILITIES ☐ INFRASTRUCTURE ☒ EQUIPMENT ☐ TECHNOLOGY

Project Name: 1/2 ton pickup Total Cost \$: \$ 30,000.00

Brief Description:
Purchase a new 1/2 ton pickup to replace an aging pickup in the fleet.

Project Justification:
This vehicle will replace a 2007 (Unit 1260) Ford F-150 pickup with over 86,700 miles. This vehicle is in poor condition and low dependability.

Operating Cost Implications:
Original cost was \$14,880 and to date labor and parts spent on the pickup is approximately \$11,040.

Department Head Name (PRINT): John Ellermann Department Head (SIGNATURE): 

TECHNOLOGY PROJECTS (Completed by IT/GIS Director)

For computer related projects, the Department Head must provide the following information and submit to the IT Director for approval.

- Y N
☐ Will this project be used exclusively by your department?
☐ Will this project require support from Information Technology?

Information Technology Director's Signature: _____

- To be completed by IT:
- Y N
☐ Will the project require the implementation of new technologies/costs? If so, what & costs? _____
☐ Is the project duplicated in other CIP requests? _____
☐ Is the project compatible with the technology development plans of Riley County? _____

CERTIFICATION OF PROJECT AUTHORITY

CASH:
Cash Available: _____

☐ This project is **funded** for start-up as cash is available.
☐ This project is **not funded** for start-up as cash is not available.

 4/8/21
Shilo Heger, Riley County Treasurer Date

BUDGET:
Budget Available: _____

☐ This project is **funded** for start-up as budget authority is available.
☐ This project is **not funded** for start-up as budget authority is not available.

 4-8-
Rich Vargo, Riley County Clerk Date

APPROVAL:
Approved Amount: _____

☐ This project is **funded**.
☐ This project is **not funded**.

Chairman
Board of County Commissioners Date

**RILEY COUNTY CAPITAL IMPROVEMENT PROGRAM
CIP PROJECT FUNDING AUTHORIZATION FORM**

5.a

GENERAL INFORMATION (Completed by Budget & Finance Officer)

Project # _____ Fund(s) Name: _____

PROJECT INFORMATION (Completed by Department Head)

Department: Public Works - Parks Date: 03/25/2021

Category(circle): FACILITIES INFRASTRUCTURE **EQUIPMENT** TECHNOLOGY

Project Name: 72" Mower w/ Accessories Total Cost \$: \$ 31,000.00

Brief Description:
Purchase a new 72" mower with cab, broom and plow.

Project Justification:
This mower will replace a 2009 John Deere 72" mower. This mower has over 2,100 hours. This mower is worn out and burns oil.

Operating Cost Implications:
Will give us a dependable mower in the summer and the ability to plow snow in the winter.

Department Head Name (PRINT): John Ellermann Department Head (SIGNATURE): *John Ellermann*

TECHNOLOGY PROJECTS (Completed by IT/GIS Director)

For computer related projects, the Department Head must provide the following information and submit to the IT Director for approval.

- Y N
☐ Will this project be used exclusively by your department?
☐ Will this project require support from Information Technology?

Information Technology Director's Signature: _____

- To be completed by IT:
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☐ Is the project duplicated in other CIP requests? _____
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Shilo Heger 4/8/21
 Shilo Heger, Riley County Treasurer Date

BUDGET:
 Budget Available: _____
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☐ This project is not funded for start-up as budget authority is not available.

Rich Vargo 4-8-21
 Rich Vargo, Riley County Clerk Date

APPROVAL:
 Approved Amount: _____
☐ This project is funded.
☐ This project is not funded.

 Chairman Board of County Commissioners Date

**RILEY COUNTY CAPITAL IMPROVEMENT PROGRAM
CIP PROJECT FUNDING AUTHORIZATION FORM**

5.a

GENERAL INFORMATION (Completed by Budget & Finance Officer)

Project # _____ Fund(s) Name: _____

PROJECT INFORMATION (Completed by Department Head)

Department: _____ LEC _____ Date: _____ 03/25/2021

Category(circle): **FACILITIES** INFRASTRUCTURE EQUIPMENT TECHNOLOGY

Project Name: Replace 2 Roof Top HVAC Units Total Cost \$: \$ 32,000.00

Brief Description:

Replace 2 aging roof top HVAC units on the jail.

Project Justification:

There are 9 existing roof top HVAC units which are original to the construction of the building 19 years ago. Three have been recently replaced, 1 scheduled to be replaced in 2020, we are proposing to replace 2 of the units in 2021, 2 more in 2022 and 1 in 2023.

Operating Cost Implications:

The repair costs for these units is steadily increasing each year, with the heat exchangers being the key repair item.

Department Head Name (PRINT): John Ellermann

Department Head (SIGNATURE): 

TECHNOLOGY PROJECTS (Completed by IT/GIS Director)

For computer related projects, the Department Head must provide the following information and submit to the IT Director for approval.

Y N

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Information Technology Director's Signature: _____

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If so, what & costs? _____

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Is the project compatible with the technology development plans of Riley County?

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BUDGET:

Budget Available: _____

☐

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☐

This project is not funded for start-up as budget authority is not available.

APPROVAL:

Approved Amount: _____

☐

This project is funded.

☐

This project is not funded.

 4/8/21
Shilo Heger, Riley County Treasurer Date

 4-8-
Rich Vargo, Riley County Clerk Date

Chairman _____ Date _____
Board of County Commissioners

**RILEY COUNTY CAPITAL IMPROVEMENT PROGRAM
CIP PROJECT FUNDING AUTHORIZATION FORM**

5.a

GENERAL INFORMATION (Completed by Budget & Finance Officer)

Project # _____ Fund(s) Name: _____

PROJECT INFORMATION (Completed by Department Head)

Department: BOCC Date: 03/25/2021

Category(circle): FACILITIES INFRASTRUCTURE EQUIPMENT TECHNOLOGY

Project Name: Repair boiler in Courthouse Plaza East Total Cost \$: \$ 40,000.00

Brief Description:
Repairs to the CPE boiler

Project Justification:

Boiler is 15 years old and in pretty decent shape. However, a leak has developed in an interior section. In order to replace the leaking parts the entire unit must be dismantled.

Operating Cost Implications:

The steam leak has required the boiler to be taken out of service until repairs can be made. Building will rely on forced air heat only.

Department Head Name (PRINT): John Ellermann

Department Head (SIGNATURE): 

TECHNOLOGY PROJECTS (Completed by IT/GIS Director)

For computer related projects, the Department Head must provide the following information and submit to the IT Director for approval.

Y N

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☐ Will this project require support from Information Technology?

Information Technology Director's Signature: _____

To be completed by IT:

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If so, what & costs? _____

☐ Is the project duplicated in other CIP requests?

☐ Is the project compatible with the technology development plans of Riley County?

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BUDGET:

Budget Available: _____

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This project is not funded for start-up as budget authority is not available.

APPROVAL:

Approved Amount: _____

☐

This project is funded.

☐

This project is not funded.

 4/8/21
Shilo Heger, Riley County Treasurer Date

 4-8-
Rich Vargo, Riley County Clerk Date

Chairman Board of County Commissioners Date

**RILEY COUNTY CAPITAL IMPROVEMENT PROGRAM
CIP PROJECT FUNDING AUTHORIZATION FORM**

5.a

GENERAL INFORMATION (Completed by Budget & Finance Officer)

Project # _____ Fund(s) Name: _____

PROJECT INFORMATION (Completed by Department Head)

Department: Public Works Date: 03/25/2021

Category(circle): FACILITIES INFRASTRUCTURE EQUIPMENT TECHNOLOGY

Project Name: Tandem Axle Truck w/ Plow and Spreader Total Cost \$: \$ 205,000.00

Brief Description:

Purchase a new tandem axle truck complete with snow plow and salt spreader to replace an older truck in the fleet.

Project Justification:

This new truck will replace unit #90 which is a 2010 Kenworth, 12 yard dump truck with 175,500 miles. The Kenworth has heavy rust on the engine and body parts. The bed needs to be replaced now. It has become undependable but has been needed for snow and ice removal activities.

Operating Cost Implications:

Unit #90 originally cost \$145,590 and approximately \$146,800 has been spent to date with \$91,000 being for parts. The newer model with emissions has proven to have better fuel economy.

Department Head Name (PRINT): John Ellermann Department Head (SIGNATURE): *John Ellermann*

TECHNOLOGY PROJECTS (Completed by IT/GIS Director)

For computer related projects, the Department Head must provide the following information and submit to the IT Director for approval.

Y N

☐ ☐

Will this project be used exclusively by your department?

☐ ☐

Will this project require support from Information Technology?

Information Technology Director's Signature: _____

To be completed by IT:

Y N

☐ ☐

Will the project require the implementation of new technologies/costs?

If so, what & costs? _____

☐ ☐

Is the project duplicated in other CIP requests?

☐ ☐

Is the project compatible with the technology development plans of Riley County?

CERTIFICATION OF PROJECT AUTHORITY

CASH:

Cash Available: _____

☐ ☐

This project is funded for start-up as cash is available.

☐ ☐

This project is not funded for start-up as cash is not available.

BUDGET:

Budget Available: _____

☐ ☐

This project is funded for start-up as budget authority is available.

☐ ☐

This project is not funded for start-up as budget authority is not available.

APPROVAL:

Approved Amount: _____

☐ ☐

This project is funded.

☐ ☐

This project is not funded.

Shilo Heger 4/8/21
Shilo Heger, Riley County Treasurer Date

Rich Vargo 4-8-21
Rich Vargo, Riley County Clerk Date

Chairman Board of County Commissioners Date

**RILEY COUNTY CAPITAL IMPROVEMENT PROGRAM
CIP PROJECT FUNDING AUTHORIZATION FORM**

5.a

GENERAL INFORMATION (Completed by Budget & Finance Officer)

Project # _____ Fund(s) Name: _____

PROJECT INFORMATION (Completed by Department Head)

Department: Public Works Date: 03/25/2021

Category(circle): FACILITIES INFRASTRUCTURE EQUIPMENT TECHNOLOGY

Project Name: Semi Truck Total Cost \$: \$ 85,000.00

Brief Description:
Purchase a used semi truck with automatic transmission

Project Justification:
This newer unit will replace unit # 41, a 2008 Volvo with over 100,500 miles. This unit hard to shift and has transmission problems.

Operating Cost Implications:
Unit #41 was purchased used for \$75,340. To date we have spent \$76,000 in parts and labor, \$55,000 on parts alone. It is needed a new transmission at a cost of \$15,000.

Department Head Name (PRINT): John Ellermann Department Head (SIGNATURE): 

TECHNOLOGY PROJECTS (Completed by IT/GIS Director)

For computer related projects, the Department Head must provide the following information and submit to the IT Director for approval.

- Y N
☐ Will this project be used exclusively by your department?
☐ Will this project require support from Information Technology?

Information Technology Director's Signature: _____

To be completed by IT:

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☐ This project is not funded for start-up as cash is not available.

BUDGET:

Budget Available: _____

- ☐ This project is funded for start-up as budget authority is available.
☐ This project is not funded for start-up as budget authority is not available.

APPROVAL:

Approved Amount: _____

- ☐ This project is funded
☐ This project is not funded.

Shilo Heger 4/8/21
Shilo Heger, Riley County Treasurer Date

 4-8-21
Rich Vargo, Riley County Clerk Date

Chairman Board of County Commissioners Date

**RILEY COUNTY CAPITAL IMPROVEMENT PROGRAM
CIP PROJECT FUNDING AUTHORIZATION FORM**

5.a

GENERAL INFORMATION (Completed by Budget & Finance Officer)

Project # _____ Fund(s) Name: _____

PROJECT INFORMATION (Completed by Department Head)

Department: Public Works Date: 03/25/2021

Category(circle): FACILITIES INFRASTRUCTURE **EQUIPMENT** TECHNOLOGY

Project Name: Pneumatic Roller Total Cost \$: \$ 125,000.00

Brief Description:

Purchase a used pneumatic roller to replace an older HyPac roller.

Project Justification:

This pneumatic roller will replace unit #302, a 1996 C520 HyPac roller. The hydrostatic motors on unit #302 are weak making the roller unreliable and not very efficient at its job.

Operating Cost Implications:

Purchased for \$48,750, used, it has since cost us \$13,300 in parts to date. It is needing 2 hydrostat pumps at a cost of \$8,000 each and numerous hours to replace.

Department Head Name (PRINT): John Ellermann Department Head (SIGNATURE): 

TECHNOLOGY PROJECTS (Completed by IT/GIS Director)

For computer related projects, the Department Head must provide the following information and submit to the IT Director for approval.

Y N

☐

Will this project be used exclusively by your department?

☐

Will this project require support from Information Technology?

Information Technology Director's Signature: _____

To be completed by IT:

Y N

☐

Will the project require the implementation of new technologies/costs?

If so, what & costs? _____

☐

Is the project duplicated in other CIP requests?

☐

Is the project compatible with the technology development plans of Riley County?

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This project is not funded for start-up as cash is not available.

BUDGET:

Budget Available: _____

☐

This project is funded for start-up as budget authority is available.

☐

This project is not funded for start-up as budget authority is not available.

APPROVAL:

Approved Amount: _____

☐

This project is funded.

☐

This project is not funded.

 4/8/21
Shilo Heger, Riley County Treasurer Date

 4.8.21
Rich Vargo, Riley County Clerk Date

Chairman Board of County Commissioners Date

**RILEY COUNTY CAPITAL IMPROVEMENT PROGRAM
CIP PROJECT FUNDING AUTHORIZATION FORM**

5.a

GENERAL INFORMATION (Completed by Budget & Finance Officer)

Project # _____ Fund(s) Name: _____

PROJECT INFORMATION (Completed by Department Head)

Department: Public Works Date: 03/25/2021

Category(circle): FACILITIES INFRASTRUCTURE **EQUIPMENT** TECHNOLOGY

Project Name: Low Boy Trailer Total Cost \$: \$ 150,000.00

Brief Description:
Purchase a new low boy trailer with hydraulic detach to replace an older Trail King.

Project Justification:
This new Trailer will replace unit #536, a 2008 Trail King low boy trailer. The pins in unit #536 are worn out at the detach area, causing the employees to put themselves in a dangerous position under the trailer. The pony motors are bad and in need replaced.

Operating Cost Implications:
Original cost of unit #536 was \$69,000. Repairs to date have cost \$30,000. Pony motors will need to be replaced at a cost of \$800 each.

Department Head Name (PRINT): John Ellermann Department Head (SIGNATURE): 

TECHNOLOGY PROJECTS (Completed by IT/GIS Director)

For computer related projects, the Department Head must provide the following information and submit to the IT Director for approval.

- Y N
☐ Will this project be used exclusively by your department?
☐ Will this project require support from Information Technology?

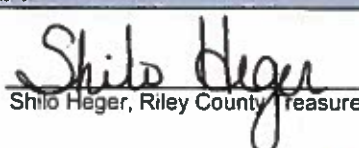
Information Technology Director's Signature: _____

- To be completed by IT:
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☐ Will the project require the implementation of new technologies/costs? If so, what & costs? _____
☐ Is the project duplicated in other CIP requests? _____
☐ Is the project compatible with the technology development plans of Riley County? _____

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 4/8/21
Shilo Heger, Riley County Treasurer Date

BUDGET:
Budget Available: _____

☐ This project is funded for start-up as budget authority is available.
☐ This project is not funded for start-up as budget authority is not available.

 4-8-
Rich Vargo, Riley County Clerk Date

APPROVAL:
Approved Amount: _____

☐ This project is funded.
☐ This project is not funded.

Chairman Board of County Commissioners Date



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: April 15, 2021

SUBJECT: Sign Riley County Personnel Action Form(s)

PRESENTER: Elizabeth Ward, Human Resource Manager

Enclosures:

- 2021-04 M Okyere-Atta-Yeboah (green) (PDF)
- 2021-04 S Owings AppraiserII (green) (PDF)
- 2021-04 J Chingway Sr Legal Assist (green) (PDF)

RILEY COUNTY PERSONNEL ACTION FORM

☐ Add		Fill Request Date	04/12/2021
☒ 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

Okyere-Atta-Yeboah	Millicent		
Name: Last	First	Middle	Home Phone

Address: Street	City	State	Zip

Chronic Disease Risk Reduction Coor	Health Department	030-000415
Position Title	Department	Fund

04/26/2021	☐ Exempt	☒ Non-Exempt		☒ Yes ☐ No
Effective Date			Ending Date For Temporary	Is this a budgeted position?

L	1	\$19.69	☒ Hour	\$	☐ Month	☐ 40	☒ 25
Grade/Step		Pay Rate				Hours Per Workweek	

Comments: promotion from COVID-19 Tracer to CDRR Coor.

Approvals: _____ Date: 4-12-21

Department: [Signature]

Personnel: [Signature] 4/13/21

BOCC: _____

Chairman: _____

Member: _____

Member: _____

RILEY COUNTY PERSONNEL ACTION FORM

☐ Add		Fill Request Date	04/13/2021
☒ 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

Owings	Sydney		
Name: Last	First	Middle	Home Phone

Address: Street	City	State	Zip

Appraiser II-Commercial	Appraiser	001-022
Position Title	Department	Fund

4/19/2021	☐ Exempt	☒ Non-Exempt		☒ Yes	☐ No
Effective Date	Exempt	Non-Exempt	Ending Date For Temporary	Is this a budgeted position?	

L	01	\$19.69	☒ Hour	\$	☐ Bi-weekly	☒ 40	☐
Grade/Step		Pay Rate				Hours Per Workweek	

Comments:

Promotion from Appraiser I- Residential to Appraiser II-Commerical

Approvals:

Department:

Danny Williams

Date:

4/13/2021

Personnel:

Curran

4/13/21

BOCC:

Chairman:

Member:

Member:

RILEY COUNTY PERSONNEL ACTION FORM

☐ Add		Fill Request Date 04/13/2021
☒ 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

Chingway	Jana		
Name: Last	First	Middle	Home Phone

Address: Street	City	State	Zip

Senior Legal Assistant	Counselor	001-004
Position Title	Department	Fund

4/19/2021	☐ Exempt	☒ Non-Exempt		☒ Yes	☐ No
Effective Date	Exempt	Non-Exempt	Ending Date For Temporary	Is this a budgeted position?	

M	05	\$23.57	☒ Hour	\$	☐ Bi-weekly	☒ 40	☐
Grade/Step		Pay Rate				Hours Per Workweek	

Comments:

promotion

Approvals:

Department:

Chingway Sr Legal Assist

Date:

4-13-21

Personnel:

[Signature]4-13-21

BOCC:

Chairman:

Member:

Member:



COUNTY CLERK & ELECTIONS
Meeting information

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

MEMORANDUM

FROM: Rich Vargo, County Clerk

MEETING: April 15, 2021

SUBJECT: Discuss Intergovernmental Luncheon

PRESENTER: Rich Vargo, County Clerk

Enclosures:

- attendees and topics for agenda form (DOC)

**Virtual Intergovernmental Luncheon:
April 26th**

[illegible]



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
April 19, 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. Proclamation for Volunteer Appreciation Week
2. National County Government Month Proclamation - April 2021
"Counties Matter"

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:15 AM

David Adams, EMS/Ambulance Director

3. Staff update

9:30 AM

Press Conference

4. Proclamation for Volunteer Appreciation Week - John Ford and Julie Gibbs (3-5 minutes)
5. National County Government Month Proclamation - April 2021
"Counties Matter" - John Ford (3-5 minutes)

9:50 AM

Riley County Commissioners

6. Law Board appointment questions

10:10 AM

Clancy Holeman, Counselor/Director of Administrative Services

7. Administrative Work Session

12:00 PM

Law Enforcement Agency Meeting

Attachment: 04-19-21 tentative agenda (10440 : Tentative Agenda)

Adjournment

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

Attachment: 04-19-21 tentative agenda (10440 : Tentative Agenda)



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
April 22, 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. Approve payroll/accounts payables (when completed)

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Barry Wilkerson, County Attorney

2. Staff update

9:15 AM

Clancy Holeman, Counselor/Director of Administrative Services

3. Administrative Work Session

9:35 AM

Kevin Howser, IT/GIS Director

4. Staff update

9:50 AM

Amanda Smeller, Planning/Special Projects Director

5. Request to fill the Zoning Enforcement Officer Position

10:05 AM

Julie Gibbs, Health Department Director

6. Mask mandate

10:30 AM

Road and Bridge Tour

Adjournment

Attachment: 04-22-21 tentative agenda (10440 : Tentative Agenda)

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



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: April 15, 2021
SUBJECT: Fill an open Traffic Control Technician Position
PRESENTER: John Ellermann

BACKGROUND

Our current Traffic Control Technician recently submitted his intention to retire notice for May 1, 2021. We are here today to request approval to fill this budgeted open position in the Public Works Department/Operations Division. This position is supervised by the Operations/Fleet Manager.

A Traffic Control Technician is responsible for installing and maintaining all traffic control devices utilized to direct and protect the motoring public traveling the county-wide system. A person in this position responds to emergencies to repair signs and traffic lights damaged by acts of vandalism, storm damage, and traffic accidents. This position also fabricates and assembles signs, installs sign systems, maintains sign inventories, and signs in work zones, detours and road closures.

DISCUSSION

Discuss filling the Traffic Control Technician position within the Public Works Department/Operations Division.

FISCAL IMPACT

This is a current budgeted open position within the Public Works Department.

RECOMMENDATION(S)

Current staff does not have the capacity within their workload to absorb these additional duties. Therefore, staff recommends filling this position.

POSSIBLE MOTION(S)

Move to approve the Public Works Department advertise to hire the open Traffic Control Technician position.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- traffic control tech (PDF)

RILEY COUNTY POSITION ACTION FORM

Department Public Works / Traffic Division Date 04/13/2021 Job Title Traffic Control Technician

☒ Full Time	☒ Regular	☐ Seasonal	☐ Grant Funded	Pay Grade 40	Hours per ☒ Week ☐ Month	Start Date 04/15/2021	☒ Non-Exempt
☐ Part Time	☐ As Needed	☐ Intern	☐ Temporary			End Date N/A	☐ 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 create a new position for current fiscal year only ☐ Request to create a new position which will be included in future annual budgets ☐ Request for current non-budgeted position to be included in future annual budgets
1. Name of former incumbent or current employee: Larry Gassmann	2. Requested hours per year: 2080
3. If requesting a change in budgeted hours, estimated change in cost per year:	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:

1. Why is it necessary to fill this position or change its status? Public Safety

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

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

As written in Job Description

Additional comments:

Approval by:

Department Head:

Date:

Personnel:

BOCC Chairman:

BOCC Member:

BOCC Member:



HEALTH DEPARTMENT
Personnel

Julie Gibbs
Health Department
Director
2030 Tecumseh Rd
Manhattan, KS 66502
Phone: 785-776-4779

COMMISSION AGENDA REPORT

FROM: Breva Spencer, LBSW

MEETING: April 15, 2021

SUBJECT: Request to proceed with new position through the OPEI grant

PRESENTER: Julie Gibbs, MPH and Breva Spencer, LBSW

BACKGROUND

The Riley County Health Department (RCHD) has received the Outreach, Prevention and Early Intervention (OPEI) services grant from the Kansas Department of Health and Environment (KDHE) since around 2000. The program was originally under the Social and Rehabilitation Services (SRS) umbrella (which is now the Department for Children and Families) and restructured under the Maternal and Child Health program at the RCHD. Renewed annually, the grant requires development, implementation and maintenance of program elements to promote best practices in providing prevention/early intervention services to new parents. The program targets low-income parents and children who are at-risk with an emphasis on adolescent and pregnant teen parents (ages 12-22).

Currently through the OPEI funding there are two full time social workers, partial funding for the MCH Supervisor and funding of 8 hours per week for the Spanish interpreter. Over the course of the last two years and with a significant increase in the client case load, the program is seeking to hire a Bilingual Case Manager/Navigator. This position is crucial to the continuation of services, as specified by the grant and to ensure families are not on a wait list. The social workers meet with families on a weekly basis but also spend many hours providing case management outside of the one hour/week home visit. The social workers utilize an evidence-based curriculum, Promoting Maternal Mental Health and Promoting First Relationships for families prenatal through age 5. The Bilingual Case Manager/Navigator would provide case management services to families in a timely manner and assist in areas such as, assistance with KanCare and SOBRA applications, birth certificates, labor and delivery information and processes, transportation, connecting clients to mental health and other services as needed. Other duties may include Safe

Kids Coordinator for Riley County, Kansas Infant Death and SIDS Network safe sleep instructor, and provide other family focused trainings, such as Love and Logic classes.

The number of Spanish speaking clients has doubled since the MCH program received the MCH Opportunity Project/Equity grant in 2018. In the last 3 months, the program has enrolled 8 new Spanish speaking families. In 2018, there was a total of 16 families served. In 2019, there was a total of 35 families served and in 2020 the program served 62 families with a total of 497 visits for the year. Therefore, the MCH program is requesting a new position to support these efforts and is requesting approval to move forward with the process. The funding for the position will come from OPEI grant funds as well as ELC funding and will support full funding of the new position through December 31, 2021. Beginning January 1, 2022, the position will require 50% match from Riley County. Therefore the position will be added to the FY2022 Riley County Personnel Budget Request.

DISCUSSION

The RCHD MCH program is requesting approval to move forward with the process of writing a job description, McGrath placement evaluation and salary and benefits determination for the new position. The MCH Supervisor has received approval for the new position from the OPEI contract manager at KDHE to increase funding in FY2022. KDHE will require an updated letter of intent and update to the Amendment Three Agreement. The MCH Supervisor will seek final approval from the BOCC for the position once the process is complete. At that time, the updated letter of intent and update to the Amendment Three Agreement will need to be signed as required by KDHE. FY2022 begins July 1, 2021 and the intent is to have the new position effective no later than July 1, 2021. The updated contract will be signed and returned in time for the state FY2022 (beginning July 1, 2021).

FISCAL IMPACT

No fiscal impact to Riley County through December 31, 2021 as ELC and OPEI grant funds will fully fund the position. The position will be added to the FY2022 Riley County Personnel Budget Proposal to continue funding the position at 50% beginning FY2022 (January 1, 2022).

The estimated fiscal impact to Riley County beginning January 1, 2022 at 50% match funding: Salary range will be finalized after completion of position description and classification, however a general estimate of the cost of the position at a Grade O is:

Salary Estimate	Benefits Estimate	County portion	Total estimated cost annually
\$52,416	\$20,704	50%	\$36,560

RECOMMENDATION(S)

Move for Commissioners to approve the process of writing a job description, McGrath placement evaluation and salary and benefits determination for the new position under the OPEI and ELC grant funding through December 31, 2021.

POSSIBLE MOTION(S)

Move to approve

Move to deny

Move to modify

Enclosures:



EXTENSION
Staff Update

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

STAFF REPORT

FROM: [From - Name and title of person writing report]

MEETING: April 15, 2021

SUBJECT: Wallet Wisdom

PRESENTER: Gary Fike

Wallet Wisdom is a new extension program being offered state wide by KSRE. Riley County is participating as a host and Gary will be presenting one of the six sessions offered via Zoom on six consecutive Thursdays beginning April 22nd.

Enclosures:

- BOCC report April 2021 (PPTX)

Wallet Wisdom Program

GARY D. FIKE

COUNTY EXTENSION DIRECTOR

K-STATE
Research and Extension

Riley County

New Six-Part Series Offered Via Zoom

- u April 22 – May 27
- u Noon – 1:00 p.m.
- u Sign Up at riley.k-state.edu
- u Listen in on any or all that you're interested in
- u No cost
- u Open to all – already we have 96 people registered
- u Can ask questions without being identified
- u Offered state wide
- u Taught by K-State Research and Extension Family Resource Management agents and specialists



Six Sessions

- u April 22 – Financial Checkup – overview of your finances
- u April 29 – Emotions and Money – learn to understand your financial habits
- u May 6 – Spending Plans – track your income and expenses and work toward your financial goals
- u May 13 – Increasing Savings – we save for many things; emergency funds, insurance deductibles, large purchases, vacations, and retirement
- u May 20 – Debt Management – learn how to control your debt and pay down existing debt
- u May 27 – All About Credit – learn about credit scores, credit reports, and how it affects other areas of your financial well-being



EMERGENCY MANAGEMENT
Staff Update

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

STAFF REPORT

FROM: Russel Stukey Emergency Services Director

MEETING: April 15, 2021

SUBJECT: Staff Update

PRESENTER: Russel Stukey Emergency Services Director

Enclosures:

- April Staff time report (PDF)



Monthly staff time report to BOCC,

Since March 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.
- Participated in NG911 group meeting with commission
- 911 Working group monthly meeting
- KSU L3 Harris radio site has become operational and appears to have improved radio coverage in several areas

Fire

- As of the time of typing these notes we are still in the process of interviewing Deputy Chief candidates. It has been a struggle with candidates having to reschedule interview times.
- Attended several department head meetings
- Responded to several fires
- Received mutual aid from Geary, Marshal, Pottawatomie, Ft. Riley and the KS Forest Service
- Sent mutual aid to Geary and Pott. county for grass fires
- Facilitated Advisory Board meeting on April 13th
- Assisted with numerous vaccine clinics
- Delivered trade in Radios to TBS Electronics and placed order for new radios through Ka-Comm
- We have had several large grass fires the past month, as the commission is aware we had to do a disaster declaration for one to utilize the airplanes to assist fighting the fire due to rough terrain.
- Tender 6 was damaged due to burning embers being sucked into the air filter causing it to catch on fire at the large fire on Condray RD
- Working with the County Attorney to look into possible violations of the County Burn resolution
- Participated in a wildland fire table top exercise
- Submitted bid packets for RCFD Chiefs vehicles
- With Clancy's help completed paperwork with TBS electronics and Ka-Comm to facilitate radio swap. Ka-Comm has already received the check from TBS. New handhelds have been ordered and they are slated to be delivered the end of June, hopefully before.
- Investigating potential illegal burn at the end of Temple Ln.
- Multiple structure fires that the crews worked hard and had a great save on Droll Rd
- Updated 3 front mounted nozzles on brush trucks



- Attended KS State Firefighters Conference in Mulvane
- Sent a wildland task force to assist Pott. County on April 3rd
- We had issues with our offsite WEX fuel cards hitting their limit and were able to get that limit increased to facilitate getting fuel at locations other than the county shop
- Met with Manhattan FD command staff to discuss coordination of training, operations etc.
- Had an interaction with an individual who was not happy with our processes.
- A lot of time was invested looking into control burns that didn't have the proper permitting or notifications made prior to lighting the fire.
- Participated in an evening session of county fire training

Emergency Management

- Assisted with numerous Vaccine clinics
- Numerous EOC meetings in person and via zoom
- We are conducting interviews for EM-Planner. We made an offer to the best candidate but she wasn't able to make the move for the money offered. So we are re-evaluating the other candidates.
- Attended and represented Riley county at the monthly NEKSHSC (North East KS Homeland Security Council) meeting.
- Attend KEMA Conference committee meeting
- Working with KSU to help plan commencement ceremonies.
- Several discussions with lobbyist and Clancy about SB40 and related legislation
- 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
- Monitored severe weather moving through the area
- Attended finance committee meeting
- Working with Steve Higgins to scout locations for stream gauges
- Attended commission meeting on the 5th to discuss disaster declaration & large grass/forest fires
- Attended ESD meeting and we discussed the proposed EMS/EM/RCFD/EOC and dispatch building. The ESD is supportive of the concept of either a backup dispatch center or a new primary dispatch center.

Made it through my 6 month anniversary on the 12th.

Russel Stuke
Emergency Services Director

Riley County Fire District #1

Manhattan, KS

This report was generated on 4/13/2021 1:04:00 PM



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Incident Type Count per Shift for Date Range

Start Date: 03/17/2021 | End Date: 04/13/2021

INCIDENT TYPE	# INCIDENTS
143 - Grass fire	3
311 - Medical assist, assist EMS crew	9
Total Incidents per Shift:	12
100 - Fire, other	1
111 - Building fire	3
141 - Forest, woods or wildland fire	1
142 - Brush or brush-and-grass mixture fire	2
143 - Grass fire	11
151 - Outside rubbish, trash or waste fire	2
311 - Medical assist, assist EMS crew	8
440 - Electrical wiring/equipment problem, other	1
551 - Assist police or other governmental agency	1
553 - Public service	1
600 - Good intent call, other	1
745 - Alarm system activation, no fire - unintentional	1
Total Incidents per Shift:	33
Total Sum of all Incidents:	45

Attachment: April Staff time report (10716 : April Staff Time)

Incident Type Count per Shift for Date Range on Reviewed Incidents



emergencyreporting.com

Doc Id: 1393

P

Packet Pg. 46



COUNTY CLERK & ELECTIONS
Project

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

COMMISSION AGENDA REPORT

FROM: Rich Vargo

MEETING: April 15, 2021

SUBJECT: First Christian Church/County Administrative Facilities & Courtroom Space

PRESENTER: Rich Vargo

BACKGROUND

Riley County Commission purchased the church with the intent of using the lot space for the future development of a centralized County Administrative and Expanded Court Room space.

The County held formal Annual Retreats in 2006-2009 and in 2012 and 2013. One thing all of the Retreats had in common was in depth discussion on the current and future needs of new facilities. Brent Bowman prepared an evaluation of the First Christian Church for Riley County in January of 2007. The thought by the Board at this time was the church would give the county enough space to expand and meet the needs of the departments and courts. Then Brent Bowman prepared a Space Planning Report in April of 2008. The Space Planning Report of 2008 shows with a complete remodel of the ENTIRE church facility there is still a need of 42,120 square feet of office space. After it was determined the church was not adequate to meet current needs of office space discussion on the matter with the Board turned toward if there was enough space downtown for the County to expand or other locations in the community. Previous Boards have considered purchasing the old Crum's building and inquired about purchasing the Farm Bureau building on Seth Child Road.

The ground work for the Riley County Offices Master Plan developed in May of 2012 by Bowman, Bowman, Novick Inc., came from years of planning by County Commissioners, Department Heads and Elected Officials. The Master Plan was developed after the Board had determined through conversations with Downtown Manhattan and community members it was in the best interest to keep County Offices downtown. The county employees are an integral part of

our Manhattan Downtown community.

Previous Boards have made offers on the church with the intent to demolish the church for future expansion of office space based on the 2012 Master Plan. The Board which did purchase the church had the intent to demolish the church as well for future expansion based on the Public Works Director's recommendation and the Master Plan.

If the County Offices Master Plan was to proceed it was the intent of previous Boards to sell the Courthouse Plaza East Facility.

The previous Boards had authorized the Public Works Director Leon Hobson, Planning & Development Director Monty Wedel and County Clerk Rich Vargo to work directly with Brent Bowman on the facilities.

DISCUSSION

The purpose of this discussion is to assist the Board and community to understand the number of years of well thought out planning prior to making the purchase of the First Christian Church.

The Board which purchased the church delayed the demolition due to the uncertainty of the future when the pandemic hit.

The two new commissioners have toured the facility to assess the condition. All commissioner have been provided copies of the Retreat Reports and all three reports provided by Brent Bowman.

Our previous Public Works Director recommended the Board demolish the church and plant the lot in grass until it is determined when the Board will proceed on new facilities. His concern was for the upkeep of a vacant building. Vacant buildings can invite unwanted guest in the form of animals and people entering the facility. During the cold days of this last winter there was already an individual who had established a sleeping area in one of the exterior stairways. With no personnel in the facility regularly unwanted things are likely to happen. Vacant buildings tend to deteriorate faster as well.

The Board has many options to consider and not limited to the following:

1. Demolish the church and plant lot in grass.
2. Request Brent Bowman update the space planning for the church facility and estimated cost.
3. Request Brent Bowman update the Riley County Offices Master Plan.
4. Do a Request for Proposals for either #2 or #3 above.
5. Decide to move future County Administrative Offices/Courts to another location in the community.

Brent Bowman has contacted me regarding the church property and discussions the Board has had on the matter. Mr. Bowman would like the opportunity to review his previously submitted plans with the Board.

FISCAL IMPACT

Fiscal impact is wide ranging based on how the Board decides to proceed. Public Works does have an asbestos removal quote of approximately \$65,369. Public Works staff believe the asbestos cost can be reduced due to the type which was found.

RECOMMENDATION(S)

In working closing on the facilities planning and plans I would recommend the Board demolish the church for all the reasons stated above and outlined in all three plans the Board has been provided. If demolished I would recommend the lot be planted in grass until some time in the future when a Board decides to proceed with new facilities. I believe the Board needs to not do a piece meal approach which will not even meet the needs today of all departments and courts. The Board needs the think long-term, beyond our lifetime for the residents of Riley County.

I have spoken with our current Public Works Director John Ellermann and he agrees with recommending to demolish the church building and planting the lot in grass.

POSSIBLE MOTION(S)

Move to approve any of the above.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures: