



**Board of Riley County
Commissioners
Regular Meeting
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

1. Public Comments

Commission Comments

2. Commission Comments

Business Meeting

3. Highway Use Permit, Twin Valley Telephone
4. Highway Use Permit, Larson Construction
5. Law Board Applicant questions
6. Sign Riley County Personnel Action Form(s)
7. Approve payroll/accounts payables (when completed)

Review Minutes

8. Board of Riley County Commissioners - Regular Meeting - Apr 19, 2021 8:30 AM

Review Tentative Agenda

9. Tentative Agenda

Press Conference Topics

10. Discuss Press Conference

9:00 AM

Barry Wilkerson, County Attorney

11. Staff update
12. Request to fill open position - Assistant County Attorney

9:15 AM

Clancy Holeman, Counselor/Director of Administrative Services

13. Administrative Work Session

9:35 AM

Kevin Howser, IT/GIS Director

14. IT/GIS Staff Update - April 2021

9:50 AM**Amanda Smeller, Planning/Special Projects Director**

15. Request to fill future vacancy - Zoning Enforcement Officer

10:05 AM**Julie Gibbs, Health Department Director**

16. Mask mandate
17. Riley County Health Department Request for Approval to Apply for Covid Funds through CDC Foundation.

10:25 AM**Julie Gibbs, Health Department Director**

18. Riley County Health Department Request for Approval to Extend 7.5 FTEs for Contact Tracers through December 2021.

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

19. County Commission Road Tour

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: April 22, 2021
SUBJECT: Highway Use Permit, Twin Valley Telephone
PRESENTER: John Ellermann, PE, Director of Public Works

BACKGROUND

Twin Valley Telephone is requesting permission to work in the right of way to bury a fiber optic line to 5515 Silver 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 Twin Valley Telephone permission to complete the work as outlined in the Permit.

Enclosures:

- 04.08.21-TVT_Silver Creek Rd (PDF)

Permit No. _____

APPLICATION FOR HIGHWAY USE PERMIT

Riley County, Kansas

Twin Valley Telephone Installing Underground Telephone Cable
 Applicant Name Type of Construction
PO Box 395 Miltonvale KS 67466
 Applicant Mailing Address City State Zip

Applicant hereby requests permission to Bury Fiber Optic Line to 5515 Silver 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:

- 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.
- 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.
- 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.
- 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.
- Applicant shall notify the County Engineer at least 2 business days prior to the beginning of construction and upon completion of construction at 785-537-8330.
- 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.
- 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

Brett F Gisselbeck

Printed Name & Title

785-427-7631

Submitter's Telephone Number

brett.gisselbeck@tvtinc.net

Submitter's Email Address

Upon Permit Approval

Proposed Date of Construction

4-8-2021

Date

Twin Valley

Contractor Name

785-427-7631

Contractor Telephone Number

1 week

Estimated Duration of Construction

RECOMMENDED BY: _____

John Ellemann
Riley County Engineer

Permit granted this _____ day of _____, 20____.

BOARD OF COUNTY COMMISSIONERS
 RILEY COUNTY, KANSAS

Chairperson _____

OFFICE USE ONLY:

Application Fee: 100.00\$1,000 Deposit ☒ Bond ☒ Letter ☒Receipt No. 12538 Date: 4-8-21Signature: Shawn D. Steg





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: April 22, 2021
SUBJECT: Highway Use Permit, Larson Construction
PRESENTER: John Ellermann, PE, Director of Public Works

BACKGROUND

Larson Construction is requesting permission to work in the right of way to install 2 -2 inch conduits for water and electric services for 3550 McDowell 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 Larson Construction permission to complete the work as outlined in the Permit.

Enclosures:

- 04.16.21 - Larson_McDowell Creek Rd (PDF)

Permit No. _____

APPLICATION FOR HIGHWAY USE PERMIT

Riley County, Kansas

Larson Construction, Inc.

Installing 2-2" conduits for water and electric svcs by way of bore for homeowner

Applicant Name

Type of Construction

2616 Eureka Terr

Manhattan

KS

66503

Applicant Mailing Address

City

State

Zip

Applicant hereby requests permission to Obtain a permit for horizontal drilling

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: Dusty Heller

4/16/21

Submitter's signature

Date

Dusty Heller - Project Mngr

Printed Name & Title

785-706-8171

Submitter's Telephone Number

dheller.larson@gmail.com

Submitter's Email Address

5/3/21

Proposed Date of Construction

Larson Construction

Contractor Name

785-537-0160

Contractor Telephone Number

3 days

Estimated Duration of Construction

RECOMMENDED BY: John Elkhorn

Riley County Engineer

Permit granted this ____ day of _____, 20____.

BOARD OF COUNTY COMMISSIONERS
RILEY COUNTY, KANSAS

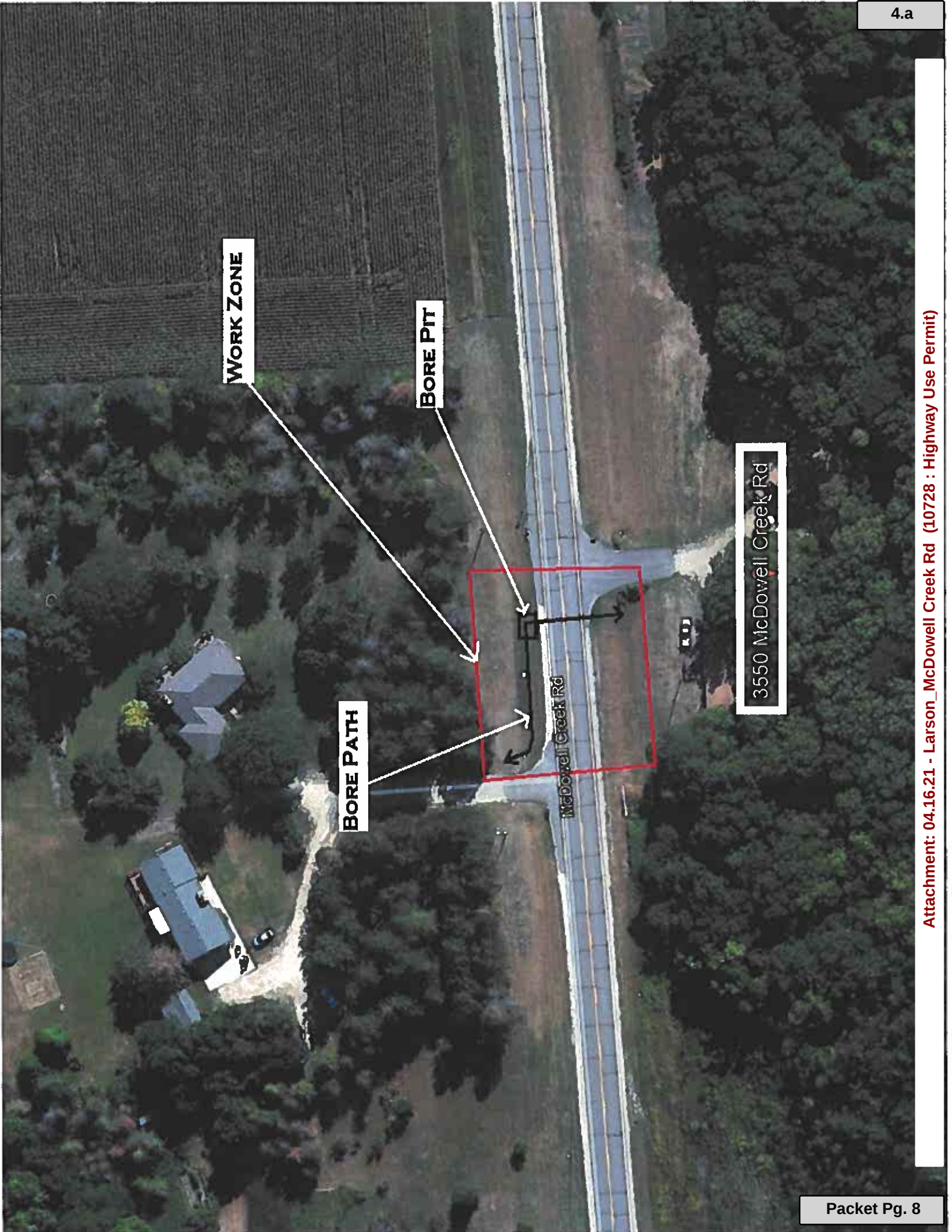
Chairperson

Page 1 of 2

OFFICE USE ONLY:

Application Fee: \$100.00\$1,000 Deposit ____ Bond ☒ Letter ____Receipt No. 012546 Date: 4-16-21Signature: Shanley

Attachment: 04.16.21 - Larson_McDowell Creek Rd (10728 : Highway Use Permit)





WORK ZONE:
ROAD WORK AHEAD SIGNAGE
CONE PLACEMENT LOCATIONS

McDowell Creek Rd

3550 McDowell Creek Rd

901



COUNTY CLERK & ELECTIONS
Boards

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

COMMISSION AGENDA REPORT

FROM: Cindy Kabriel, Administrative Assistant II

MEETING: April 22, 2021

SUBJECT: Law Board Applicant questions

PRESENTER: Board of County Commissioners

POSSIBLE MOTION(S)

Move to approve the following questions for the Law Board applicants:

1. What is your prior experience/background with Law Enforcement?
2. What do you see as your biggest strengths in helping RCPD and the Law Board if you have the opportunity to serve?
3. What other boards/committees and community engagement experience do you have?
4. In your opinion, what are the core responsibilities of board members and the Law Board itself?
5. What do you hope to bring to our board, in terms of your personal skills and abilities?
6. What are your expectations of yourself and other board members in serving on this board?
7. How can you help our organization make connections and build relationships in the community?

Move to deny

Move to modify

Move to table

Enclosures:

- questions for Law Bd apptmt (DOCX)

John Ford:

1. What is your prior experience/background with Law Enforcement? – similar to Greg's #2
2. What do you see as your biggest strengths in helping RCPD and the Law Board if you have the opportunity to serve?
3. What other boards/committees and community engagement experience do you have?
4. What priorities/ideas would you have for both RCPD and the Law Board if you are given the opportunity to serve?
5. What made you decide to get involved to be willing to serve on the RCPD Law Board?

Greg McKinley:

From the list:

Section 1 Character – questions 2 and 3

2. Why should you get involved with our organization? – similar to John's #1
3. Given what you know about us, what is the most important thing we do for the community?

Section 2 Competencies – questions 1, 4, 5, and 8

1. Tell me a little about your board experience
4. In your opinion, what are the core responsibilities of board members?
5. What do you hope to bring to our board, in terms of your personal skills and abilities?
8. What is your experience with financial and legal documents and issues?

Kathryn Focke:**Character:**

1. Why do you want to serve on this board?
2. What qualifications do you have that will help you on this board?
3. What are your expectations of yourself and other board members in serving on this board?
4. What personal characteristics or values do you think board members need to possess?

Competencies:

1. Have you served on other advisory boards? If so, which ones? Do you feel you were effective on those boards? Which did you enjoy the most?
2. How would you describe your strengths and weaknesses in working with others?
3. What personal skills or abilities do you have that would be helpful in serving on this board?
4. What is your profession?
5. How will your work and/or personal experiences help you in serving on this board?
6. Do you foresee any conflict of interest in serving on this board?

Connections:

1. What local, state or national organizations do you belong to that could affect your decisions on this board?
2. How can you help our organization make connections and build relationships in the community?
3. Do you plan to seek public office in the near future?



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 22, 2021

SUBJECT: Sign Riley County Personnel Action Form(s)

PRESENTER: Elizabeth Ward, Human Resource Manager

Enclosures:

- 2021-04 M Moretti-Admin Clerk II - Utilities v2(green) (PDF)

RILEY COUNTY PERSONNEL ACTION FORM

☐ Add		Fill Request Date	04/22/2021
☒ Change		Employee #	2312

☐ 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

Moretti	Malanie	R	
Name: Last	First	Middle	Home Phone

Address: Street	City	State	Zip

Administrative Clerk II - Utilities	Public Works	Public Works 001-040
Position Title	Department	Fund

04/16/2021	☐ Exempt	☒ Non-Exempt		☒ Yes	☐ No
Effective Date			Ending Date For Temporary	Is this a budgeted position?	

J	3	\$19.14	☒ Hour	\$	☐ Month	☒ 40	☐
Grade/Step		Pay Rate				Hours Per Workweek	

Comments:

Voluntary Resignation

Approvals:

Department:

John Ellmann

Date:

4-19-2021

Personnel:

E. J. Annunzio

4/19/21

BOCC:

Chairman:

Member:

Member:





**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
April 26, 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. Pawnee Mental Health Month Proclamation

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Robbin Cole, Pawnee Mental Health Services Director

2. Pawnee Mental Health Services update

9:15 AM

Gary Rosewicz, Assistant County Engineer

3. Bid opening for 2021 Asphalt Overlay Program

9:30 AM

Press Conference

4. Presentation of the Pawnee Mental Health Month Proclamation - John Ford and Robbin Cole (3-5 minutes)

9:50 AM

John Ellermann, Public Works Director/County Engineer

5. Request to fill a position

10:00 AM

Russel Stukey, Emergency Management Director

6. Bid opening for two 3/4 ton 4x4 trucks

10:10 AM

Clancy Holeman, Counselor/Director of Administrative Services

7. Administrative Work Session

Attachment: 04-26-21 tentative (10442 : Tentative Agenda)

10:30 AM **Rich Vargo, County Clerk**
8. As Needed Clerical Assistant Request

12:00 PM **Intergovernmental Luncheon**

Adjournment

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

Attachment: 04-26-21 tentative (10442 : Tentative Agenda)



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

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Clancy Holeman, Counselor/Director of Administrative Services

1. Administrative Work Session

9:20 AM

Alice Massimi, PIO

2. Update

9:35 AM

Shelly Williams, Community Corrections Director

3. Staff update

9:50 AM

Amanda Smeller, Planning/Special Projects Director and Bob Isaac, Planner

4. Land Development Regulations project 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: 04-29-21 tentative (10442 : Tentative Agenda)



COUNTY ATTORNEY'S OFFICE
Personnel

Barry Wilkerson
County Attorney
105 Courthouse Plaza
Manhattan, KS 66502
Phone: 785-537-6390

COMMISSION AGENDA REPORT

FROM: Barry Wilkerson, County Attorney

MEETING: April 22, 2021

SUBJECT: Request to fill open position - Assistant County Attorney

PRESENTER: Barry Wilkerson, County Attorney

BACKGROUND

Incumbent Assistant County Attorney separated from employment effective 4/13/21. The department would like to fill the position, as described in the attached position description, in order to meet the responsibilities for the Riley County Attorney's Office.

DISCUSSION

FISCAL IMPACT

No fiscal impact - this position is included in the 2021 budget.

RECOMMENDATION(S)

Move to approve and sign the position action form for the Assistant County Attorney.

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:

- 2021-04 Attorney - Asst County Attorney (gold) (PDF)

Assistant County Attorney

☐ Non-Exempt☒ Exempt

(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: Ashley Iverson	2. Effective date of promotion, transfer, termination, or change: 04/13/21	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? Inv
2. Is it possible to fill this position internally? If no, why not? No

For hiring purposes, briefly state necessary and/or desirable education, training, and/or certification required as well as desirable experience and/or skills: Requires a Doctor of Jurisprudence Degree. A member in good standing with the Kansas Bar. Represent the State of Kansas in the prosecution of felony and misdemeanor crimes, traffic infractions, Child in Need of Care cases, Juvenile Offender cases, and Care and Treatment cases for the Mentally Ill.

Additional comments:

Date: 4-15-2021

4/20/21

—

100

1000



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: April 22, 2021
SUBJECT: IT/GIS Staff Update - April 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.
- Replace Clerk's high volume envelope printer (approx. 10 years old).
- Complete hiring process for vacant IT Technician role - Derick Schroller.
- Provide Counselor any IT related needs for a potential CASA space remodel.
- Continue to work with RCHD, EMS, etc. to assist with scheduling of vaccines, customer notification, etc.
- Discussed options regarding potential AS400 replacement or remote hosting of Komtek.
- Begin development of 2022 IT/GIS Budget.
- Schedule additional training for Riley County Website content editing and updating.
- Complete annual Microsoft Enterprise Agreement payment and yearly license true up.
- Continue investigation for a better network connection to the Transfer Station, we will initially test a cellular backup to the existing ATT T1 circuits.
- Splashtop user update - we renewed a total of 79 licenses for 2021.
- Continue discussion with county PIO/Civic Plus on the 2021 refresh of the Riley County Website. Will be working changes thru DH meetings, then bring to BOCC.

- 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)

- Analyze new elementary school boundaries for USD 383, update Riley County info - will update on GIS website after May end of school year.
- Extensive work with RCHD, EMS, and IT assisting with Covid related items, including daily geocoding of Covid related data, Dashboard metrics/reporting, duplicate entry removal, public surveys, marking No Response/Refused, etc.
- Work with Counselors on 2021 Tax Sale maps and story app - publish on website.
- Work seven new Plats.
- Migrate Orion Map viewer services to new GIS servers.
- Update various GIS layers including City Utilities, rural water, etc.
- Updated Elections data with 2 new precinct parts for 2020 Annexations.
- Set up new 2021 polling site (Riley City Hall replaces Riley Center).
- Continue work with NPGS on new 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:



PLANNING & DEVELOPMENT
Personnel

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: April 22, 2021

SUBJECT: Request to fill future vacancy - Zoning Enforcement Officer

PRESENTER: Amanda Smeller, Planning Director

BACKGROUND:

Steve Higgins, our current Zoning Enforcement Officer, is planning to retire on October 1, 2021. We need to plan ahead for the replacement process as well as have enough overlap time for Steve to train the new person.

DISCUSSION:

Elizabeth Ward and I have worked to update the job description and rename the position to accurately reflect the primary job tasks. We propose the position to be titled Planning Compliance Specialist, which would better represent the position and is in line with similar positions

Along with a title change, we believe this position needs to be reclassified from non-exempt to exempt status, based on the level of autonomy and responsibility inherently required to complete these responsibilities. Because of the unpredictable nature of code enforcement, and sometimes floodplain management issues, as well as the other job tasks this position entails, the position is better suited as exempt as there can be times when the individual may need to extend outside of the normal 8 am to 5 pm work day, and requires the flexibility to manage his/her own schedule for project completion. This position also serves as the Floodplain Manager for City of Riley, which has, on occasion, required attendance at evening meetings. Furthermore, this change would also put the Zoning Enforcement Officer in-line with the other professional staff within Planning & Development who are all exempt employees, responsible for managing their own time and project completion.

In addition, the updated responsibilities potentially merits change from a Grade O to a Grade P, which will need to be confirmed by McGrath. . This is a highly technical position which requires a background in floodplain administration and building code knowledge. We believe it will be a challenge to find a candidate with the necessary education and experience to meet the position's needs, if we are not competitive with the salary, our candidate selection will be severely limited. Reviewing similar job descriptions for a variety of locations across the United States, it appears this salary is fairly competitive.

Steve has 23 years of experience with the County. It will be necessary and beneficial for there to be overlap between Steve and the new person for training purposes. We propose the new person starts August 1, which would give them up to two months of cross training.

I am requesting permission to:

- Advertise and fill the future vacancy due to retirement on October 1, 2021 of the current employee.
- Upgrade and reclassify the position to exempt status, Grade P, Step 2.
- Have the replacement start August 1, 2021 to allow for approximately two months of cross training before Steve retires.

FISCAL IMPACT:

The current salary for this position is Grade O, Step 15, which is a rate of \$34.89 per hour and \$72,571.20 annually. This position is currently non-exempt so overtime does occur on an occasional basis. With the new classification of Grade P, Step 2, the position would have a rate of \$24.77 per hour and an annual rate of \$51,521.60. No paid overtime would occur.

The cost of overlapping for two months for training purposes would be approximately \$7,926. This would be paid for in the "savings" from change in salary.

RECOMMENDATION:

Staff recommends the BOCC approve the request to advertise and fill the future vacancy as well as approve the modification to exempt status at a Grade P, step 2. Staff further recommends the BOCC approve the request to allow the new person to start on August 1 for training overlap of two months.

POSSIBLE MOTION(S)

Move to approve the advertisement and filling of the Zoning Enforcement Officer future vacancy as well as the modification to exempt status at a Grade P, Step 2. Further, move to approve the position start date of August 1 to allow for up to two months of training overlap.

Enclosures:

- March 2021 ZEO proposed Job Description (DOC)

RILEY COUNTY, KANSAS JOB DESCRIPTIONS

Job Status:	PLANNING COMPLIANCE SPECIALIST		
Department:	Planning & Development	Division:	
Reports To:	Director of Planning & Development		
Pay Grade:	P	Status:	Full time
FLSA Status:	Exempt		

Position Summary: The position is responsible for the review, follow-up, inspection, and investigation on zoning, building, and permitting actions to assure compliance with County regulations, the management and administration of floodplain regulations and permitting, and other functions necessary to assist with the orderly growth and development of Riley County. Duties follow prescribed policies and procedures.

Essential Functions:

- Enforce all applicable Riley County land use, environmental health, building, sign, and property regulations. Collaborate with regional, State, and Federal agencies to ensure all applicable regulations are followed.
- Conduct field inspections to ensure all Riley County issued land use, floodplain, and building permit conditions of approval are met and maintained
- Provide\ effective written and oral communications to the public and staff in accordance with proper procedure.
- Investigate complaints and violations, work with potential violators, and seek compliance through proper enforcement procedures. File actions with the County Counselor office regarding violations and assist Counselor in preparation for trial as necessary.
- Serve as Floodplain Manager for Riley County by issuing floodplain development permits and certificates, assuring compliance with applicable local, State, and Federal regulations, and overseeing and facilitating all official floodplain map updates and amendments.
- Perform field inspections for building permits to ensure all proposed structures are in compliance with applicable laws and regulations including, but not limited to, setbacks, use, floodplain, water, and sewer.
- Maintain good public relations with general public, contractors, and developers by responding to requests for inspections in a timely manner and providing professional investigations of complaints and/or violations.
- Review and issue mobile home park licenses, resolve violations, and ensure compliance with applicable regulations. Perform physical inspections of mobile home parks in response to complaints and annual license renewals. Advise the general public on zoning, subdivision and floodplain regulations and procedures in the course of performing essential job functions, and presents one on one or group instruction as requested.
- Advise the general public on zoning, subdivision and floodplain regulations and procedures in the course of performing essential job functions, and present instruction as requested.
- Assist with monitoring and updating local Zoning, Subdivision, Floodplain, Building, and other applicable regulations. Utilize an electronic permit system to maintain accurate records of work by documenting all inspections, official correspondence, and pertinent data for future requests.
- Provide thorough research of nonconforming “grandfathering” requests to determine legality.
- Serve as Floodplain Manager for City of Riley by contract agreement.
- Serve as Planning Compliance Specialist for City of Randolph by contract agreement.
- Assist Environmental Health Specialist with the inspection of wastewater systems and water sample evaluation.

- Assist with clerical functions as necessary including, but not limited to, answering phones, filing, receiving and depositing fees, and data entry.
- Ensure compliance with applicable regulations regarding the issuance of Excavation licenses.
- Perform other duties as necessary to keep the department on target.
- Perform other duties as assigned by the Director.

Position Requirements:

Education: Associate Degree in Construction Administration, Building Inspection, Public Administration or related field required. An appropriate combination of experience and education will be considered in lieu of an Associates Degree.

License(s)/Certification(s):

- Certified Floodplain Manager (CFM) from the Association of State Floodplain Managers or ability to obtain CFM certification within 2 years of employment.
- Certified Stormwater Inspector (CSI) from the National Stormwater Center or ability to obtain CSI within 2 years of employment.
- Valid driver's license is required.

Experience: Two years of experience working with zoning regulations or related experience required. Experience working with local, state, and federal floodplain regulations required. Familiarity with ICC building codes preferred. Experience working in local government preferred.

Skills: Mathematical aptitude is required. Ability to interpret and apply new and existing zoning laws. Knowledge of zoning and subdivision regulations, sanitation and health codes, and environmental regulations. Ability to read maps and legal descriptions. Good interpersonal communication skills. Proficiency with GIS software. Ability to operate a calculator, computer, and related office equipment. Proficiency with spreadsheets and word processing software required. Electronic permit program experience preferred.

Supervisory Controls: The supervisor makes assignments by defining objectives, priorities, and deadlines; assists the employee with unusual situations which do not have clear precedents. The employee plans and carries out the successive steps and handles problems and deviations in the work assignment in accordance with instructions, policies, or previous training.

Guidelines: Procedures for doing the work have been established and a number of specific guidelines are available. The number and similarity of guidelines and work situations require the employee to use judgement in locating and selecting the most appropriate guidelines, references, and procedures for application and in making minor deviations to adapt the guidelines in specific cases. The employee may also determine which of several established alternatives to use. Situations to which the existing guidelines cannot be applied or significant proposed deviations from the guidelines are referred to the supervisor.

Complexity: The work includes various duties involving different and unrelated processes and methods. The decision regarding what needs to be done depends upon the analyst of the subject, phase or issues involved in each assignment, and the chosen course of action may have to be selected from many alternatives. The work involves conditions and elements that must be identified and analyzed to discern interrelationships.

Scope and Effect of Work: The work involves the execution of specific rules, regulations, or procedures and typically comprises a complete segment of an assignment or project of broader scope.

The work product or service affects the accuracy, reliability, or acceptability of further processes or services.

Personal Contacts: The contacts are generally with members of the general public, as individuals or groups, in a moderately unstructured setting. The contacts are not established on a routine basis; the purpose and extent of each contact is different and the role and authority of each party is identified and developed during the course of the contact.

Purpose of Contacts: The purpose is to influence, motivate, interrogate, or control persons or groups and justify, defend, negotiate, or settle matters involving significant or controversial issues. The persons contacted may be fearful, skeptical, uncooperative, or dangerous. Therefore the employee must be skillful in approaching the individual or group in order to obtain the desired effect, such as, gaining compliance with established policies and regulations by persuasion or negotiation, or gaining information by establishing rapport with a suspicious informant. The work involves active participation in conferences, meetings, hearings, or presentations involving problems of considerable consequence or important.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; talk or hear. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision. The work is often sedentary and the employee can sit comfortably to do the work. Site inspections, however, require some physical exertion with occasionally having to walk over rough, uneven or rocky surfaces. Average or above-average agility is important. Periodic lifting of heavy zoning books or computers is required. Stress is inherent to the position by having to deal with difficult persons.

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

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions and outside weather conditions. The work environment typically involves everyday risks or discomforts which require normal safety precautions. The site inspections, sometimes involving traversing rough terrain, would require common safety precautions. The work area is adequately lighted, heated, and ventilated. The noise level in the work environment is usually normally.

Approved: _____
(Supervisor)

Date:

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

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



HEALTH DEPARTMENT
Grant

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

COMMISSION AGENDA REPORT

FROM: Julie Gibbs

MEETING: April 22, 2021

SUBJECT: Riley County Health Department Request for Approval to Apply for Covid Funds through CDC Foundation.

PRESENTER: Julie Gibbs

BACKGROUND

The Covid vaccine is readily available, but we are having trouble reaching our goal of 70%. Traditionally the flu vaccine rates have been low in our county. We are hopeful for a better turnout this year.

DISCUSSION

There is an opportunity, through the CDC Foundation to apply for funding to support efforts to increase influenza and COVID-19 vaccine confidence and uptake for adults in racial and/or ethnic populations experiencing disparities in the United States. The CDC Foundation will provide \$50,000 - \$100,000 awards to an estimated 100 CBOs to: (1) Equip influential messengers by providing trainings and materials; (2) Increase vaccination opportunities and enhance provider partnerships; and (3) Establish partnerships with state and local health departments.

It is our intent to apply for these funds, in the amount of \$100,000, to hire a community health specialist, pay for marketing materials and supplies, and to be able to pay for ads in many different formats.

FISCAL IMPACT

There would be no fiscal impact to the county as we would apply for the full salary and benefits for a community health specialist and supplies.

RECOMMENDATION(S)

Recommend to approve the request to apply for the funding through the CDC Foundation. (no signature needed)

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:



HEALTH DEPARTMENT
Personnel

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

COMMISSION AGENDA REPORT

FROM: Julie Gibbs

MEETING: April 22, 2021

SUBJECT: Riley County Health Department Request for Approval to Extend 7.5 FTEs for Contact Tracers through December 2021.

PRESENTER: Julie Gibbs

BACKGROUND

We currently have 15 contact tracers, with only 4 being full time. Our funding for those positions ends on June 30. We will have several leaving at that time, but have arranged within our extended ELC funds through KDHE (good from July 1, 2021 - June 30, 2023) to keep 7.5 FTEs (10 contact tracers) through the end of this calendar year.

DISCUSSION

The primary duties of the contact tracers would include a completing initial investigations for new positive cases and follow with the appropriate contact tracing and monitoring (as usual). They would also responsible for data entry, reconciling of entries, webiz entries, filing, answering and directing calls and other duties as assigned. These individuals are needed through the rest of the year to continue this work.

FISCAL IMPACT

There would be no fiscal impact on the county as they would be fully funded by the Extended ELC funds, which were awarded to the health department.

RECOMMENDATION(S)

Recommend to approve extending 7.5 FTEs for Covid 19 contact tracing through December 2021.

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:



PUBLIC WORKS
Tour

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 22, 2021

SUBJECT: County Commission Road Tour

PRESENTER: John Ellermann

Itinerary for a southwesterly road tour for the Board of County Commissioners. The purpose of the road tour is for the Commission to view completed projects from the current sales tax and to view proposed projects for a possible sales tax. All times are estimated arrival times at each location. A map showing each project location is included.

Arrival

<u>Time</u>	<u>Location</u>
10:50	S. 32 nd St. (P.8-31.0)
10:55	S. 32 nd St. (P.6-31.0)
11:10	Airport Rd. Bridge (Q.0-28.7)
11:20	Airport Rd. Culvert (Q.7-27.9)
11:30	W 54 th St. (P.8-28.0)
11:45	Wildcat Creek Rd. Culvert (0.9-26.4)
	Wildcat Creek Rd. Culvert (0.9-26.3)
11:55	Wildcat Creek Rd. (Scenic Dr. West 2.1 miles)
12:15	Anderson Rd. Bridge (
12:30	Silver Creek Rd. Bridge (M.i-21.8)
12:50	US-24/ K-13 Intersection
1:00	US-24/K-113 Intersection
1:15	Seth Child/Marlatt Intersection
1:25	Marlatt Ave. (Browning to Denison)

1:35 Marlatt Ave. (Denison to Tuttle Creek Blvd.)
 Courthouse Plaza East

POSSIBLE MOTION(S)

No motions needed

Enclosures:

- Road Tour_JE_04.22.21_Map (PDF)

