



**Board of Riley County
Commissioners
Regular Meeting
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

1. Public Comments

Commission Comments

2. Commission Comments

Business Meeting

3. Sign Mental Health Month 2021 Proclamation

Review Minutes

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

Review Tentative Agenda

5. Tentative Agenda

Press Conference Topics

6. Discuss Press Conference

9:00 AM

Robbin Cole, Pawnee Mental Health Services Director

7. Pawnee Mental Health Services update

9:15 AM

Gary Rosewicz, Assistant County Engineer

8. Bid opening for 2021 Asphalt Overlay Program

9:30 AM

Press Conference

9. 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

10. Request to fill vacant Administrative Clerk II-Utilities position

- 10:00 AM Russel Stukey, Emergency Management Director**
- 11. Bid opening for two 3/4 ton 4x4 trucks
 - 12. Commercial Design Proposal from architectural firm with established relationship on previous fire station projects
- 10:10 AM Clancy Holeman, Counselor/Director of Administrative Services**
- 13. Administrative Work Session
 - 14. Pending County Projects County Counselor
- 10:30 AM Rich Vargo, County Clerk**
- 15. Request to fill as-needed position - County Clerk
- 12:00 PM Intergovernmental Luncheon**
- 16. Intergovernmental Luncheon 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.



OUTSIDE AGENCY
Proclamation

Outside Agency
110 Courthouse Plaza
Manhattan, KS 66502
Phone: 785-565-6200

COMMISSION AGENDA REPORT

FROM: Robbin Cole, Pawnee Mental Health Services Director

MEETING: April 26, 2021

SUBJECT: Sign Mental Health Month 2021 Proclamation

PRESENTER: Robbin Cole, Pawnee Mental Health Services Director

Move to sign the Mental Health Month 2021 Proclamation for May 2021 for Pawnee Mental Health Services.

Enclosures:

- 2021 Pawnee Mental Health Month Proclamation (DOCX)



MENTAL HEALTH MONTH 2021 PROCLAMATION

WHEREAS, mental health is essential to everyone's overall health and well-being; and

WHEREAS, prevention works, treatment is effective and people can and do recover; and

WHEREAS, each business, school, government agency, healthcare provider, organization and citizen shares the burden of mental health problems and has a role in promoting and supporting mental health efforts; and

WHEREAS, All Americans face challenges in life that can impact their mental health, especially during a pandemic;

THEREFORE, Riley County, does hereby proclaim **May 2021** as **MENTAL HEALTH MONTH** and calls upon the businesses, schools, government agencies, healthcare providers, organizations and citizens of Riley County to recommit our community to increasing awareness and understanding of mental health, its relationship to a strong, vibrant community, the steps our citizens can take to protect their mental health, and the need for appropriate and accessible services for all people with mental health conditions.

Commissioner

Commissioner

Commissioner



**Board of Riley County
Commissioners
Regular Meeting
Minutes
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

Attendee Name	Title	Status	Arrived
John Ford	County Commissioner	Present	8:30 AM
Kathryn Focke	County Commissioner	Present	8:30 AM
Greg McKinley	County Commissioner	Present	8:30 AM
Rich Vargo	County Clerk	Present	8:30 AM
Clancy Holeman	Counselor/Director of Administrative Services	Present	8:30 AM
John Ellermann	Public Works Director/County Engineer	Remote	8:30 AM
Alice Massimi	PIO	Present	8:32 AM
Elizabeth Ward	Human Resource Manager	Present	8:40 AM
Barry Wilkerson	County Attorney	Present	8:59 AM
Kevin Howser	IT/GIS Director	Present	9:35 AM
Amanda Smeller	Planning/Special Projects Director	Present	9:40 AM
Julie Gibbs	Health Department Director	Present	9:58 AM

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Ford's Comments:

Monday afternoon attended the monthly meeting of the RCPD Law Board. Had an updated discussion on the 2022 budget, two proclamations were made, and several update on programs and services

including completion of the new RCPD firing range were presented as well. All in all a very quick and efficient meeting for the month of April.

Tuesday afternoon I attended in person for the first time in a long while the monthly meeting of the Board of Directors for the Manhattan Area Chamber of Commerce. Among the topics of discussion were the recent audit and asset capitalization, "Made for Manhattan" update and request, a presentation on the business conditions report and a update on buildings/site and growth initiatives as well as reports from staff and Jason Smith.

Also today is the Greater Manhattan Community Foundations "Grow Green Match Day". This year it is being done virtually and you can go to www.growgreenmanhattan.com to make a charitable contribution to a list of dedicated and worthy community partners. Keep in mind many of these partners had reduced or even had to cancel most of their fundraising this last year because of Covid, so these donations will be even more important this year.

McKinley's Comments:

For those who have had questions about the proposed National Heritage area, there is a great article in this week's issues of Grass and Grain and in the Riley Countian. It covers a lot of the questions that are being brought up and I recommend it to everyone.

The last few days I have been kept busy trying to protect my garden, particularly my strawberries, from the freezing temperatures at night. It looks like everything has survived.

Focke's Comments:

Attended the Law Board meeting on Monday afternoon. Reviewed revenues and expenditures and went over budget requests for 2022

Several proclamations were made by Chairwoman Morse for the National Correctional Officers Week and the National Police Week.

Discussion on 30 year anniversary of CALEA re-accreditation. There will be a celebration at the Law Enforcement Facility on May 4th at 8:30 a.m. There are only eleven agencies that are accredited in Kansas.

The shooting range is almost complete. The waterline is going in currently, and after that, the fence will be installed. They have been using the shooting range some. There are porta-potties there temporarily until the water is connected. A tour of the facility will be

scheduled when complete.

Had a three hour dental appointment on Wednesday.

Spoke at length with Craig Cox on the Hunters Island issues. I suggested that we send a letter to all the property owners along the creeks giving them the regulations for floodplains and floodways. He is going to work on getting that done with Amanda Smeller, Planning/Special Projects Director for each of the commissioner's districts. I suggested it so that everyone is on the same page with the regulations going forward.

I accepted a position with the Food and Farm Council to their "Master Food Plan Leadership Team" which meets on the 3rd Tuesdays from 1-2 p.m. I've been involved in the community's food insecurity issues for many years and look forward to serving on this team.

Also, looking forward to the road and bridge tour on Thursday.

Business Meeting

3. Highway Use Permit, Twin Valley Telephone

Move to approve the Highway Use Permit granting Twin Valley Telephone permission to work in the right of way to bury a fiber optic line to 5515 Silver Creek Road.

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

4. Highway Use Permit, Larson Construction

Move to approve the Highway Use Permit granting Larson Construction permission to work in the right of way to install 2 -2 inch conduits for water and electric services for 3550 McDowell Creek Road.

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

5. Law Board Applicant questions

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

1. What is your prior experience/background with Law Enforcement?
2. What do 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 term 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?

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

6. Sign Riley County Personnel Action Form(s)

The Board of County Commissioners signed a Riley County Personnel Action Form for Malanie R. Moretti, an Administrative Clerk II - Utilities, in the Public Works Department, for Separation from County Service, effective April 16, 2021.

7. Approve payroll/accounts payables (when completed)

Move to approve the payroll vouchers in the amount of \$539,102.84 and the following warrant vouchers for April 23, 2021:

2021 Budget

County General	\$1,105,940.25
Health Department	90,931.70
Register Deeds Tech Fund	1,649.36
County Auction	230.42
Motor Vehicle Operations	6,681.63
Community Corrections	33,080.25
Capital Improvements Fund	44,781.87
Emergency 911	10,228.08
Solid Waste	192,657.24
County Building	13,451.11
Road & Bridge Cap Project	3,298.41

RCPD Levy/Op	16,945.78
Landfill Closure	794.50
Riley Co Fire Dist #1	31,057.90
University Park W&S	6,485.53
Hunters Island Water Dist	2,483.21
Carson Sewer Benefit Dist	426.76
Deep Creek Sewer	238.05
Moehlman Bottoms	1,107.86
Valleywood Operations	62.23
Terra Heights Sewer	649.68
Konza Water Operations	5,775.96
Lakeside Heights Sewer	88.21
TOTAL.....	\$1,569,045.99

2020 Budget

Capital Improvements Fund	\$ 88,518.34
Road & Bridge Cap Project	81,770.48
Fairmont Heights Cap Proj	3,661.00

TOTAL..... **\$173,949.82**

2019 Budget

Road & Bridge Cap Project	\$3,437.00
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TOTAL..... **\$3,437.00**

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

Review Minutes

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

Move to approve the minutes.

RESULT:	ACCEPTED AS AMENDED [UNANIMOUS]
MOVER:	Kathryn Focke, County Commissioner
SECONDER:	Greg McKinley, County Commissioner

AYES:	Ford, Focke, McKinley
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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

Wilkerson presented the request to fill the Assistant County Attorney position.

Move to approve the request to fill the Assistant County Attorney position.

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

The Board of County Commissioners signed a Riley County Position Action Form for an Assistant County Attorney, in the Attorney's Department, at a grade GG.

Move to add an executive session to Holeman's Administrative time on the agenda.

RESULT:	ADOPTED [UNANIMOUS]
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Minutes Acceptance: Minutes of Apr 22, 2021 8:30 AM (Review Minutes)

MOVER:	John Ford, County Commissioner
SECONDER:	Greg McKinley, County Commissioner
AYES:	Ford, Focke, McKinley

9:15 AM Clancy Holeman, Counselor/Director of Administrative Services

9:15 AM 13. Administrative Work Session

Move the County Commission, including Chairman Ford, Commissioner McKinley, and Commissioner Focke recess into executive session on potential litigation for the purpose of consultation with Clancy Holeman, Riley County Counselor, attorney for the commission, which would be deemed privileged in the attorney-client relationship, an exception to the Kansas Open Meetings Act, the open meeting to resume in the County Commission Chambers at 9:35 a.m. Elizabeth Ward, Human Resource Manager, will be present during a portion of the executive session to provide factual information.

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

9:35 AM Move the Board of County Commissioners come out of executive session.

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

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

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

Ford discussed the State veto session. Ford suggested a support letter from the Board on SB 87 regarding sales tax.

Holeman said he will draft a support letter on SB 87.

9:35 AM Kevin Howser, IT/GIS Director

14. IT/GIS Staff Update - April 2021

Howser presented the IT/GIS staff update.

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

15. Request to fill future vacancy - Zoning Enforcement Officer

Smeller presented the request to replace the Zoning Enforcement Officer position.

The Board agreed by consensus to proceed with the classification review of the Zoning Enforcement Officer position.

10:05 AM Julie Gibbs, Health Department Director

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

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

16. Mask mandate

Gibbs discussed the local COVID-19 statistics.

Ford said he does not intend to extend the face mask requirement past the May 16, 2021 date.

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

Gibbs presented the request for approval to apply for the CDC Foundation Grant.

Move to approve the request to apply for the funding through the CDC

Foundation.

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

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.

Gibbs presented the RCHD request to extend 7.5 FTEs for COVID 19 contact tracing through December 2021.

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

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

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

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

Adjournment

Move to adjourn after the road and bridge tour.

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

10:30 AM

John Ellermann, Public Works Director/County Engineer

Minutes Acceptance: Minutes of Apr 22, 2021 8:30 AM (Review Minutes)

19. County Commission Road Tour

The Board toured road and bridge projects.



**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

10:20 AM

Vickie James, Co-Coordinator of the FHWK BCBSKS Pathways to a Healthy Kansas and Riley County and City of Manhattan Food and Farm Council Coordinator

5. Approval for updating the 2017 food system assessment and development of the Master Food Plan

Adjournment

Attachment: 04-29-21 tentative (10443 : 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.



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
May 03, 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

Michael Boller, Noxious Weed Director

2. Bid opening for herbicide

9:30 AM

Press Conference

3. RCPD - RCPD update (3-5 minutes)
4. Downtown Manhattan - Gina Scroggs (3-5 minutes)

1:15 PM

2022 Budget Presentations

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: 05-03-21 tentative (10443 : Tentative Agenda)



PUBLIC WORKS
Personnel

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

COMMISSION AGENDA REPORT

FROM: John Ellermann, Public Works Director

MEETING: April 26, 2021

SUBJECT: Request to fill vacant Administrative Clerk II-Utilities position

PRESENTER: John Ellermann, Public Works Director

BACKGROUND

The Department of Public Works has a need to fill a vacant Administrative Clerk II - Utilities.

DISCUSSION

Requesting to fill the recently vacated Administrative Clerk II - Utility position recently vacated in the Public Works Department. This position handles all of the financials for the nine sewer and water districts. This position also assists in developing budgets and accounting reports. Interaction with customers and vendors occurs on a daily basis. The Administrative Clerk II serves as a back-up to and assists the PW Senior Analyst.

FISCAL IMPACT

This position is a budgeted position.

RECOMMENDATION(S)

It is recommended that the BOCC allow Public Works to fill the vacant position.

POSSIBLE MOTION(S)

Move to approve filling of the Public Works Administrative Clerk II - Utilities position.

Move to deny filling of the Public Works Administrative Clerk II - Utilities position.

Enclosures:

- 2021-04 Pub Works - Admin Clerk-Utilities (gold) (PDF)

10.a

Department Public Works / Admin Serv Div Date 4/22/2021 Job Title Administrative Clerk II-Utilities

☒ Full Time	☒ Regular	☐ Seasonal	☐ Grant Funded	Pay Grade <u>1</u>	Hours per ☒ Week ☐ Month	Start Date <u>04/22/2021</u>	☒ Non-Exempt
☐ Part Time	☐ As Needed	☐ Intern	☐ Temporary	<u>40</u>		End Date <u>N/A</u>	☐ Exempt

TYPE OF REQUEST

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

Budgeted Position Request		Non-Budgeted Position Request	
☒ Request to hire replacement-same duties	☐ Request to change budgeted hours	☐ Request to create a new position for current fiscal year only	☐ Request to create a new position which will be included in future annual budgets
☐ Request to hire replacement-new duties	☐ Request to change position status	☐ Request for current non-budgeted position to be included in future annual budgets	
1. Name of former incumbent or current employee: <u>Malanie Moretti</u>	2. Effective date of promotion, transfer, termination, or change: <u>04/16/2021</u>	1. Are there current budgeted funds available to pay for this position? ☒ Yes ☐ No ☐ Grant Funded	2. Requested hours per year: <u>2080</u>
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: <u>No</u>	5. If applicable, what is the ending date for the position?: <u>N/A</u>	6. Any special conditions regarding this position:

1. Why is it necessary to fill this position or change its status? AP/AR for 7 Benefit Districts

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:

High School Graduate, Associate Degree or Technical College Certificate in Business or Accounting, 3 years AR/AP Experience, 2 years Customer Service Experience

Additional comments:

Approval by: _____ Date: 4-19-2021

Department Head:

Personnel:

BOCC Chairman:

BOCC Member:

BOCC Member:



RILEY COUNTY FIRE DISTRICT #1
Contract > \$10K

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

COMMISSION AGENDA REPORT

FROM: Russel Stukey Emergency Services Director

MEETING: April 26, 2021

SUBJECT: Commercial Design Proposal from architectural firm with established relationship on previous fire station projects

PRESENTER: same

BACKGROUND

RCFD#1 has had an ongoing fire station replacement project. The University Park station and the Ashland station are next up for replacement. We feel there will be a cost savings to bid and replace both stations at the same time.

DISCUSSION

We propose to use the architectural firm that was used for previous station replacement and use the same design with minor modifications to save costs

The current stations are no longer large enough to accommodate modern equipment. Nor are they efficient to heat during the winter

FISCAL IMPACT

I'm estimating the total cost to be between \$250,000-\$350,000. Once the bid process is complete and we know the cost of the project as bid, Director Stukey will work with Finance Officer Robison to determine most appropriate financing options and return to the board with a financing recommendation. The payments for the project will be made from the RCFD#1 budget.

RECOMMENDATION(S)

Staff recommends retaining Anderson Knight Architects to facilitate the design, bidding and construction of these two fire stations.

POSSIBLE MOTION(S)

Move to approve Commercial Design Proposal with Anderson Knight Architects to facilitate the construction of the University Park and Ashland fire stations and authorize Director Russel Stukey to oversee the projects.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- Anderson Knight University Park-Ashland March 2021 (PDF)

PREPARED FOR:

RILEY COUNTY

Russel Stukey

115 N. 4th Street

Manhattan, Kansas 66502

**COMMERCIAL DESIGN
PROPOSAL****UNIVERSITY PARK AND ASHLAND BOTTOMS
RILEY COUNTY, KANSAS**

Anderson Knight Architects

2505 Anderson Avenue, Suite 201
Manhattan, Kansas 66502

785.539.0806



Dream. Create. Inspire.

Proposal Date:
March 4, 2021 1 of 1

SCOPE OF SERVICES

PROJECT DESCRIPTION

Anderson Knight Architects will provide design services for two new fire stations to be built at University Park and Ashland Bottoms in Riley County, Kansas. The following is the understanding of desired requirements for each of the buildings based on our previous conversations:

- The buildings will be a 40'-0" x 50'-0" Pre-Engineered Metal Building (PEMB)
- It will have a 30'-0" deep concrete apron at the overhead doors.
- A gravel drive will lead from the concrete apron to the service road.
- There will be one walk door (3'-0" wide) on the side of the building
- There will be two (2) overhead 12'-0" x 14'-0" doors with vision panels
- The buildings will be served by propane and a back-up generator
- The interior concrete floors will be sloped to the exterior to drain
- There will be power outlets and compressed air throughout.
- Consideration will be given to future expansion for community area and support spaces, including a restroom.

SCHEDULE

Upon acceptance of this proposal by the client, AKA will develop a tentative project schedule for review by the client. The schedule will indicate the duration of each phase of the design process.

DELIVERABLES

Anderson Knight Architects will provide the following documents.

- Geotechnical Report
- Code Footprint Floor Plan
- Floor Plan - Dimensioned with notes, wall types, key notes, door schedule etc.
- Roof Plan - Showing roof extents, roof slopes, gutters, and downspouts
- Exterior Elevation(s) - Showing primary elevations and construction materials
- Details - partial wall section, overhead door threshold, bollard details
- MEP design and engineering as required to produce drawings and specifications
- Structural design and engineering as required to produce drawings and specifications
- Site Survey and Civil design and engineering as required to produce drawings and specifications
- Submittal (Shop drawing) review is included
- Specification Book
- Construction cost budget
- Bidding and Negotiating services to include public announcement, bid tabulation, and providing AIA contracts.
- Two (2) site visits to each site during construction and one site visit to perform a punch list.

**Items outside the scope of this work will be invoiced on an hourly basis per the hourly rate schedule included in the TERMS of this agreement.*

REVISIONS

Client sign-off will be requested upon completion of the Schematic Design phase. Modifications to the design after Schematic Design sign-off may be invoiced on an hourly basis in accordance with the hourly rate schedule.

Anderson Knight Architects

2505 Anderson Avenue, Suite 201
Manhattan, Kansas 66502

785.539.0806



Dream. Create. Inspire.

Proposal Date:
March 4, 2021

 1 of 4

ACCEPTANCE

The scope of services as outlined above will be performed for a fixed fee of:

Geotechnical Fee:	\$4,895
Architectural Fee:	\$7,015
Civil Fee:	\$21,000
MEP Fee:	\$6,000
Structural Fee:	\$1,000
Total Fee:	\$39,910

If this proposal is acceptable, please indicate so by signing below, initialing all pages and returning a copy to me. In doing so, you acknowledge your acceptance of this proposal, which will then constitute a contract for professional services. The person signing this contract warrants that he/she has the authority to sign as, or on behalf of, the Client. Upon receipt of the signed contract, commencement of work can begin. This proposal is good for thirty days from the below date.

If you have any questions regarding this proposal or the terms, please feel free to give me a call.

Respectfully Submitted,

Anderson Knight Architects LLC



Dan Knight, AIA
Principal

Authorizing Signature

Printed Name

Date

For invoicing purposes, please fill out the information below:

INVOICE TO: _____

EMAIL: _____

ADDRESS: _____

**INVOICING
PREFERENCE:**

DIGITAL ☐

PHYSICAL ☐

Anderson Knight Architects

2505 Anderson Avenue, Suite 201
Manhattan, Kansas 66502

785.539.0806



Dream. Create. Inspire.

Proposal Date:
March 4, 2021



2 of 4

COMMERCIAL DESIGN PROPOSAL

TERMS

SCHEDULE

The Architect acknowledges the importance to the Client of the Client's project schedule and agrees to put forth reasonable efforts in performing the services with due diligence under this Agreement in a manner consistent with that schedule. The Client understands, however, that the Architect's performance must be governed by sound professional practice. The Architect will perform these services with the level of care and skill ordinarily exercised by other architects under similar circumstances at the time the services were performed, and in the same locality.

DELAYS

The Client agrees that the Architect is not responsible for damages arising directly or indirectly from any delays for causes beyond the Architect's control. For purposes of this agreement, such causes include but are not limited to, strikes or other labor disputes, severe weather disruptions or other natural disasters; fires, riots, war or other emergencies or acts of God; failure of any government agency to act in timely manner; failure of performance by the Client.

LIMITATION OF LIABILITY

In recognition of the relative risks and benefits of the project to both the Client and Architect, the risks have been allocated such that the Client agrees, to the fullest extent permitted by law, to limit the liability of the Architect and Architect's officers, directors, partners, employees, shareholders, owners and sub-consultants for any and all claims, losses, costs, damages of any nature whatsoever or claims expenses from any cause or causes, including attorneys' fees and costs and expert witness fees and costs, so that the total aggregate liability of the Architect and Architect's officers, directors, partners, employees, shareholders, owners and sub-consultants shall not exceed the Architect's total fee for services rendered on this project. It is intended that this limitation apply to any and all liability or cause of action however alleged or arising, unless prohibited by law.

CONSEQUENTIAL DAMAGES

Notwithstanding any other provision of the Agreement, and to the fullest extent permitted by law, neither the Client nor Architect, their respective officers, directors, partners, employees, contractors, or sub-consultants shall be liable to the other or shall make any claim for any incidental, indirect, or consequential damages arising out of or connected in any way to the Project or to this Agreement. This mutual waiver of consequential damages shall include, but is not limited to, loss of use, loss of profit, loss of business, loss of income, loss of reputation, and any other consequential damages that either party may have incurred from any cause of action including negligence, strict liability, breach of contract, and breach of strict or implied warranty. Both the Client and Architect shall require similar waivers of consequential damages protecting all the entities or persons named herein in all contracts and subcontracts with others involved in the project.

BETTERMENT

If, due to the Architect's negligence, a required item or component of the project is omitted from the Architect's construction documents, the Architect shall not be responsible for paying the cost required to add such item or component to the extent that such item or component would have been required and included in the original construction documents. The Architect will at his own expense provide any documentation or drawings required for omitted item or component. In no event will the Architect be responsible for any cost or expense that provides betterment or upgrades or enhances the value of the project.

THIRD-PARTY BENEFICIARIES

Nothing contained in this Agreement shall create a contractual relationship with or cause of action in favor of a third party against either the Client or the Architect. The Architect's services under this Agreement are being performed solely for the Client's benefit, and no other party or entity shall have any claim against the Architect because of this Agreement or the performance or nonperformance of services hereunder. The Client and Architect agree to require a similar provision in all contracts with contractors, subcontractors, sub-consultants, vendors and other entities involved in this Project to carry out the intent of this provision.

MEDIATION

In an effort to resolve any conflicts that arise during the design and construction of the Project or following the completion of the Project, the Client and the Architect agree that all disputes between them arising out of or relating to this Agreement or the Project shall be submitted to non-binding mediation. The Client and the Architect further agree to include a similar mediation provision in all Agreements with independent contractors and consultants.

Anderson Knight Architects

2505 Anderson Avenue, Suite 201
Manhattan, Kansas 66502

785.539.0806



Dream. Create. Inspire.

Proposal Date:
March 4, 2021

 3 of 4

TERMS

OWNERSHIP OF INSTRUMENTS OF SERVICE

The Client acknowledges the Architect's construction documents, including electronic files, as instruments of professional service. The Client shall not make any modifications to the construction documents without the prior written authorization of the Architect. The Client agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Architect, its officers, directors, employees, and sub consultants (collectively, Architects) against any damages, liabilities or costs, including reasonable attorneys' fees and defense costs, arising from or allegedly arising from or in any way connected with the unauthorized modification of the construction documents by the Client or any person or entity that acquires or obtains the construction documents from or through the Client without the written authorization of the Architect. Any computer-aided drafting and design (BIM/CAD) files are instruments of service and the Architect remains the author and retains all legal rights, including copyrights, to the work. Delivery of any BIM/CAD file does not constitute a sale of the file as a product. In addition, the Architect retains the right to take photographs of the project and to use said photographs for marketing of the Architect's services.

DELIVERABLES

We will provide one set of reproducible drawings in electronic PDF format, stamped by a licensed professional architect and engineer registered in the State of Kansas. We will perform these services with reasonable diligence and expediency consistent with sound professional practices.

ADDITIONAL SERVICES

Additional Services consist of, but are not limited to the following:

1. Services resulting from changes in the scope or magnitude of the project as described.
2. Services requested after the completion of the anticipated scope of work.
3. Owner requested changes to the 100% documents.

EXCLUSIONS

Items not included in this proposal are, but not limited to, the following:

1. Environmental services.
2. Fire Sprinkler and Fire Alarm design services.
3. Data/Communication Systems, Security Systems, A/V Systems design services (Rough-in with conduit and junction boxes only will be shown).
4. Building Systems Commissioning services.
5. Energy analysis or life cycle cost analysis.
6. Acoustic design services.
7. Legal services.
8. Construction means, methods, techniques, sequences, procedure, and safety precautions and programs in connection with the work.
9. Applying for local permits and approvals required by law.
10. Evaluation of construction bids.
11. As-Designed Record Documents and As-Constructed Record Documents.
12. Fixtures, Furniture and Equipment selection.
13. Re-design for "Value Engineering" purposes.
14. Photo-realistic renderings.

HOURLY RATE SCHEDULE

Principal Architect	\$170
Architect/Project Manager	\$145
Intern/Drafting	\$90

*These rates are valid through December 31st, 2021.

PAYMENT SCHEDULE

Work will be invoiced on a monthly basis based on the number of hours worked. Payment of invoices is due within 15 calendar days of receipt. A late fee of 1.5% per month is added to all balances 15 days or more past the due date.

REIMBURSABLES

- Fees associated with advertisements for bid
- Fees associated with contracts

Anderson Knight Architects

2505 Anderson Avenue, Suite 201
Manhattan, Kansas 66502

785.539.0806



Dream. Create. Inspire.

Proposal Date:
March 4, 2021

PK

4 of 4



**COUNTY
COUNSELOR/ADMINISTRATIVE
SERVICES**
Staff Update

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

COMMISSION AGENDA REPORT

FROM: Jana Chingway, Legal Assistant

MEETING: April 26, 2021

SUBJECT: Pending County Projects County Counselor

PRESENTER: Clancy Holeman, Riley County Counselor

Enclosures:

- Final Commission List 04.26.2021 (DOC)

PENDING COUNTY PROJECTS ▪ April 26, 2021
Submitted by Clancy Holeman, Riley County Counselor
Changes from previous meetings are shown in italics.

NOTE: The below is not intended to be a comprehensive list of all “pending” departmental projects underway. Instead, it represents an ongoing snapshot of the current status of selected pending projects which have either consumed significant staff time; involve county issues of widespread significance, or which have been added to this list by the BOCC.

COMMISSION LIST

Matters Reviewed Since Last Project List Submitted:

1. Finalize draft of Fairmont Heights Sewer Benefit District Service Agreement and provide to City of Manhattan staff for review. Receive returned Agreement from City. Solicit and receive input from staff working group. Schedule county working group meeting for Friday, July 6, 2018.
2. Relay potential claim information to liability insurer.
3. Email and phone exchange with outside consulting engineer to finalize Engineering Agreement with Riley County for Fairmont Heights Sewer Benefit District; Draft CAR for final version and arrange for consulting engineer to provide originals for signature by BOCC July 5th.
4. Respond to working group inquiry about potential signage on private road. Review staff working group responses on same issue.
5. Update draft indemnity agreement for 2018 County Fair and transmit to Extension Director for review and further update. Communicate with Extension Director, then insurance company representative, for revision of certificate of insurance to provide coverage on appropriate dates. Provide agreement to Extension for circulation and signatures.
6. “Dark Store” Commercial Real Property Appraisal Theory: A local working group composed of two members of our state legislative delegation and staff from Riley County, the City of Manhattan and Pottawatomie County is scheduled to meet initially July 11, 2018. The goal is to develop legislation to address this “hypothetical” appraisal theory which, on commercial properties, represents potentially huge reductions in the property tax base for local governmental entities, a resulting shift of that tax liability to residential properties, along with local government exposure to refunds with interest from the counties’ general funds.

Staff and Departmental Meetings Attended Since Last Project List Submitted:

1. Discussion of Health Department electronic medical records and potential transition to vendor selected by consortium of regional health departments. Initial conversation on multiple issues. Staff discussion scheduled for Friday, July 6th, 2018.
2. Review Agenda items for BOCC public meeting of July 5, 2018.
3. Public Works--Carson Mobile Home Park Sewer Benefit District—sewer system improvement KDHE loan application. Met with Public Works and Budget and Finance on April 26, 2018. Conference call made to KDHE. I will provide draft of revised KDHE form contract and cover letter to Public Works week of May 7, 2018. Public Works submitted on May 10, 2018 its proposed changes to the KDHE form contract.
4. Emergency Management—Fort Riley meeting on development of tower site lease agreement held April 25, 2018. Fort will develop memorandum for Bank confirming the Fort supports this project “in principle.” All other details will remain to be worked out. Our joint theory is this memo will help financing institution go forward with closing on the loan for the entire project, even if the tower lease

with Fort Riley cannot be executed before that closing—because of the need for Corps. of Engineers’ development of a lease agreement for the use of Fort Riley’s radio tower site. Significant time expended during week of May 7, 2018 in order to finalize concepts for our tower lease agreements, including 1½ hour telephone conference May 9, 2018, with bond counsel, lawyer for financing institution and Fire Chief. Final proposed tower lease agreements were distributed.

Valleywood ROW Obstructions: Letter mailed giving the party placing obstructions in the township road ROW 15 days to remove or it will be removed by County Engineer, pursuant to statute. Deadline for removal of obstructions close of business, May 3, 2018.

Firing Range: Response due from landowner by May 10, 2018. Contacted by different counsel for landowner. Toured range with counsel for land owner.

Countywide Emergency Radio Communications System Upgrade: Established contact with federal legislative delegation members—requesting information on any available federal funding to help defray portion of total project cost—since NBAF labs and associated facilities will benefit from interoperability of improved emergency radio communications ability.

BOCC v. Archer: On April 4, 2018 District Court denied Archer’s motion to sanction me for alleged misconduct, at the close of his evidence over two days. The District did so when we made a motion for judgment as a matter of law, based upon our theory we had no reason to provide evidence, given the nature of Defendant’s evidence. We have provided a Supreme Court Rule 170 demand that Defendant’s counsel sign our journal entry or it will be submitted to the Court for consideration. Defendant’s Supreme Court Rule deadline to provide us with any objections to that journal entry was close of business, Thursday, April 26, 2018. When no response was received by opposing counsel, our journal entry was submitted to the Court pursuant to the foregoing Supreme Court Rule, un-signed by Defendant’s counsel. It was approved and signed by the Judge. That final journal entry has now been filed in the case.

Household Hazardous Waste: I provided the BOCC for signature Monday, December 12th the resolution necessary to add Marion County as a member of the Regional HHW Program. The Board signed that document. Director Dennis Peterson will offer that resolution as a template to the other 10 current members of the Program. Each one of them is required to pass a similar resolution in order to allow Marion County membership. Once all those resolutions are passed, the most recent version of the underlying interlocal agreement must be submitted to the Attorney General for review and approval. I’ve discussed with Dennis the fact that we will need to have each signing county provide proof of their resolution adoption and publication before submitting the interlocal agreement to the Attorney General. That office no longer has copies in its files of the original interlocal agreement this current agreement amends. That’s because they were disposed of according to the Attorney General’s record retention schedule. Weeks of April 3, 10, 2017: Drafting cover letter to A.G. to accompany documents from various counties showing interlocal ready for approval. I anticipate completing this cover letter and transmitting the agreements for review in July, 2018.



COUNTY CLERK & ELECTIONS
Personnel

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

COMMISSION AGENDA REPORT

FROM: Rich Vargo, County Clerk

MEETING: April 26, 2021

SUBJECT: Request to fill as-needed position - County Clerk

PRESENTER: Rich Vargo, County Clerk

BACKGROUND

The as-needed clerical assistant is a necessary position which aids in the ability for the clerk's office, and specifically for Human Resources, to meet the daily requirements of managing records, filing, reporting and compliance tracking.

The Clerk's office has historically had 2 as-needed positions budgeted per year, however in 2020 the Appraiser's office requested the clerk's office share an as-needed position in order to be able to offer sufficient hours to the as-needed employee.

DISCUSSION

With the addition of this approved half position, the clerk's office has only filled 1 of the 2 budgeted as-needed positions for 2021. To date, the elections supervisor has split the as-needed hours between elections and human resources, but with increased duties in the elections office, and with the on-going need in human resources, it has become necessary to fill the 2nd position.

As described in the attached position description, the as-needed position will assist human resources with spreadsheets, records maintenance, compliance tracking and administrative tasks. This position will also assist, as needed, with answering the telephone and customer service for the clerk's office, as well as any other coverage needed throughout the clerk's office.

FISCAL IMPACT

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

RECOMMENDATION(S)

Recommendation is to approve the hiring process to fill the position of as-needed clerical assistant.

POSSIBLE MOTION(S)

Move the board approve the position of As-needed Clerical Assistant for the Riley County Clerk's office.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- 2021-04 Clerk - As needed clerical (gold) (PDF)
- As Needed Clerical Assistant-HR position description (DOC)

Department Clerk Date 04/19/2021 Job Title As Needed Clerical Assistant

☐ Full Time	☐ Regular	☐ Seasonal	☐ Grant Funded	Pay Grade	D	Start Date	ASAP	☒ Non-Exempt
☐ Part Time	☒ As Needed	☐ Intern	☐ Temporary	15-20	Hours per	☒ Week	☐ Month	End Date

TYPE OF REQUEST

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

Budgeted Position Request		Non-Budgeted Position Request	
☒ Request to hire replacement- same duties	☐ Request to change budgeted hours	☐ Request to create a new position for current fiscal year only	☐ Request to create a new position which will be included in future annual budgets
☐ Request to hire replacement- new duties	☐ Request to change position status	☐ Request for current non-budgeted position to be included in future annual budgets	
1. Name of former incumbent or current employee: Corbin Sedlacek	2. Effective date of promotion, transfer, termination, or change:	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?

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

For hiring purposes, briefly state necessary and/or desirable education, training, and/or certification required as well as desirable experience and/or skills: Graduation from a standard high school or G.E.D possession. Human Resource/clerical experience preferred. Ability to learn assigned tasks readily and to adhere to prescribed routines. Valid driver's license required.

Additional comments:

Approval by:

Department Head:

Personnel:

BOCC Chairman:

BOCC Member:

BOCC Member:

Date:

4-19-21

4/19/21

RILEY COUNTY, KANSAS JOB DESCRIPTION

Job Title:	AS Needed CLERICAL ASSISTANT		
Department:	Clerk Department	Division:	Clerk's Office
Reports To:	Human Resource Manager		
Pay Grade:	D	Status:	Part-Time (As Needed-1000hrs)
FLSA Status:	Non-Exempt		

Position Summary: To provide clerical assistance to Clerk's Department and to assist in Human Resources and any other function in the Clerk's office that needs assistance.

ESSENTIAL FUNCTIONS:

- Assist Human Resources with complex spreadsheets, records maintenance/retention, compliance tracking, onboarding new hires, and benefit administration.
- Answer telephone and relay accurate messages to facilitate communications within the office, the department, and with the general public.
- Operate office equipment to fulfill duties of computer data entry, document scanning & indexing, filing, photocopying, and facsimile communications as required.
- Greet and disseminate information to the public as instructed.
- Assist taxpayers in completing various forms.
- Assist with licenses as needed
- Assist in maintenance of employee files and form management.
- Ensure confidentiality and comply with personally identifiable information protection standards.
- Assist other areas in the office when needed.

SECONDARY FUNCTIONS:

- As assigned by supervisor.

POSITION REQUIREMENTS:

Education: High school diploma/G.E.D possession

License(s)/Certification(s): Valid driver's license required.

Experience: Experience working in an office and with public, proficient in excel, Human Resource/clerical experience preferred.

Skills: Knowledge of modern office practices, business English, spelling and math. Knowledge of modern office equipment. Proficient, above average computer skills desirable. The ability to perform basic mathematical computations, and follow both written and oral instructions. The ability to communicate effectively both in writing and orally.

Supervisory Control:

Instructions are accepted from all office staff as directed by the supervisor. The employee plans and carries out the successive steps and handles problems in deviations in the work assignments in accordance with instructions policies, previous training, or accepted practices

Supervisory Responsibility:

None

Attachment: As Needed Clerical Assistant-HR position description (10736 : Request to fill as-needed position - County Clerk)

Guidelines:

Procedures for doing the work have been established and a number of specific guidelines are available.

Complexity:

The decision regarding what needs to be done depends upon the analysis of the subject, phase, or issues involved in each assignment, and the chosen course of action may have to be selected from many alternatives.

Scope & Effect of Work:

The work involves treating a variety of conventional problems, questions, or situations in conformance with established criteria. Working with all kinds of people that have a variety of questions.

Personal Contacts:

Considerable contact with department staff and staff from other county departments. Contact with taxpayers, voters and poll workers.

Purpose of Contacts:

Most public, departmental, and interdepartmental contact involves receiving and disseminating information.

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. The employee may be asked to do basement work while assisting with elections. This could mean exposure heat, dust and/or humidity. During election season the employee might be required to work longer hours than a normal 8 hour work day.

Work Environment:

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

While performing the duties of this job, the employee is exposed to normal noise level. The employee may also be exposed to tense and sometimes confrontational situations while assisting with customers or voters during an election.

Approved: _____ Date: _____
(Supervisor)

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

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



INTERGOVERNMENTAL LUNCHEON

April 26, 2021
12:00-1:00 p.m.

AGENDA

- I. Gather
- II. Convene and Introductions
- III. Agenda Topics
 - A. Health in All Policies.....an approach to public policy making that systematically takes into account health implications in decision making – Vickie James, Co-Coordinator for the Flint Hills Wellness Coalition Pathways to a Healthy Kansas grant and Food and Farm Council of Riley County and City of Manhattan Coordinator
 - B. Discuss meetings moving forward in person or via Zoom starting in June – John Ford, Riley County Commissioner
- IV. Legislative Items of Interest
- V. Miscellaneous Discussion Items and Announcements
- VI. Discussion about Potential Agenda Topics for Next Meeting
- VII. Next Meeting Date: Monday, June 28, 2021
- VIII. Adjournment



Decision Making for a Healthier Community

Intergovernmental Luncheon

16.b

4.26.2021

Health in All Policies

Vickie L. James, RD, LDN

Co-Coordinator
Flint Hills Wellness Coalition
Pathways to a
Healthy Kansas Grant



A Blue Cross and Blue Shield of Kansas Initiative



Attachment: RileyCo. IntergovernmentalMtgV_4.26.2021 (9919 : Intergovernmental

Opportunities
to shape the
health of our
community



PATHWAYS to a
**HEALTHY
KANSAS**

A Blue Cross and Blue Shield of Kansas Initiative



KANSAS
HEALTH
INSTITUTE

Informing Policy. Improving Health.



**FLINT HILLS
WELLNESS COALITION**



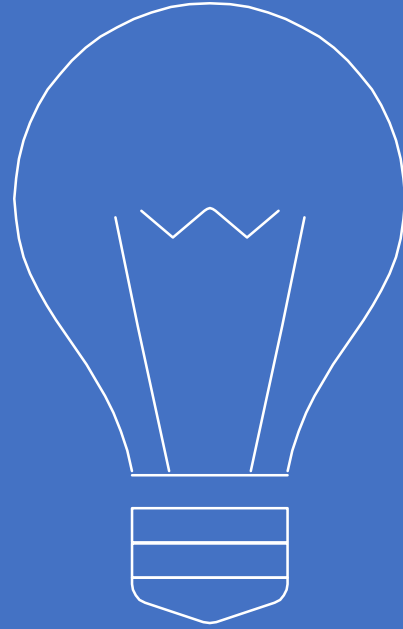
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Attachment: RileyCo. IntergovernmentalMtgV_4.26.2021 (9919 : Intergovernmental

Health Matters....

in all the places we live, learn,
work, and play in our community

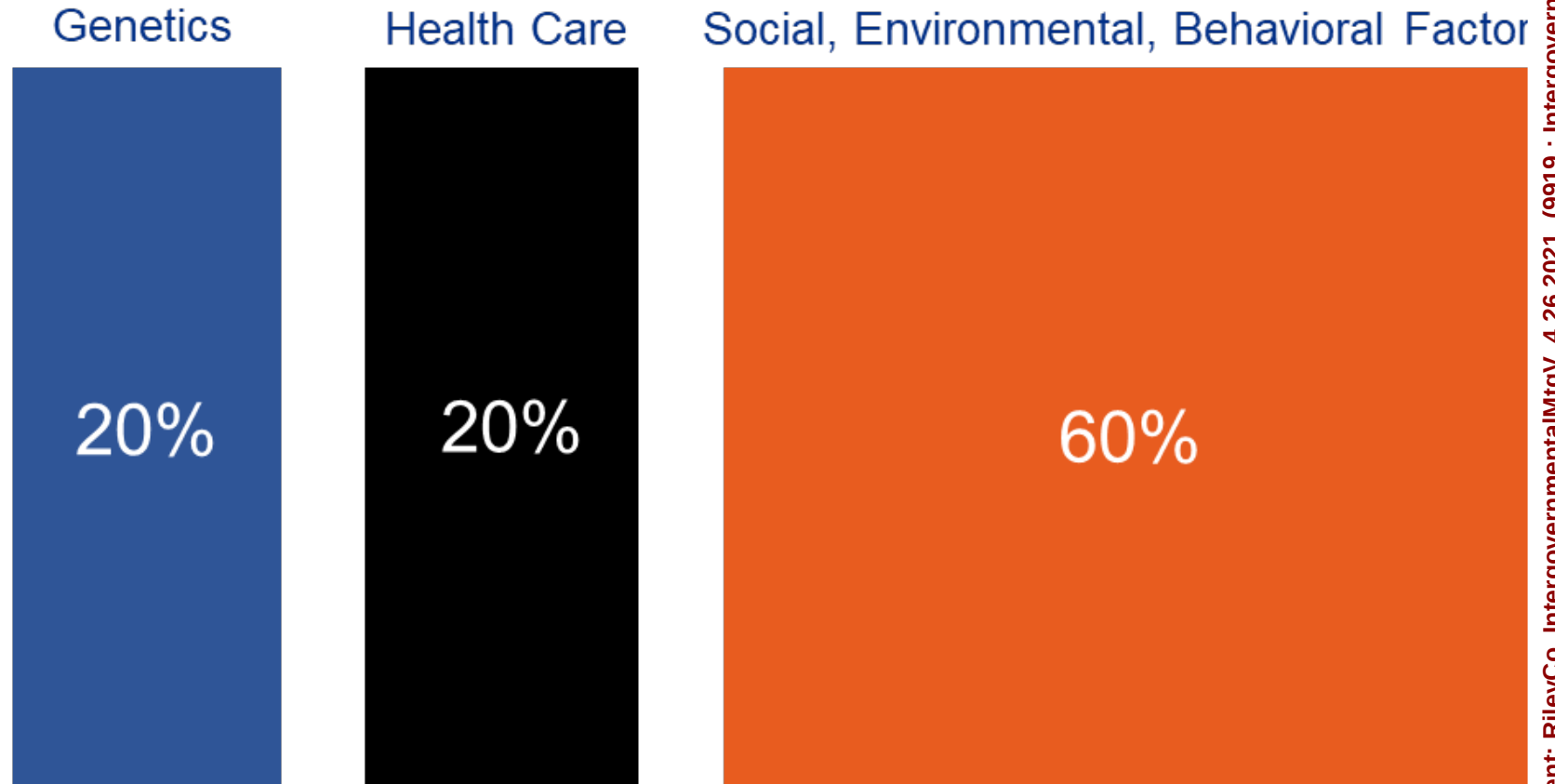




WHY HIAP?

Reason #1

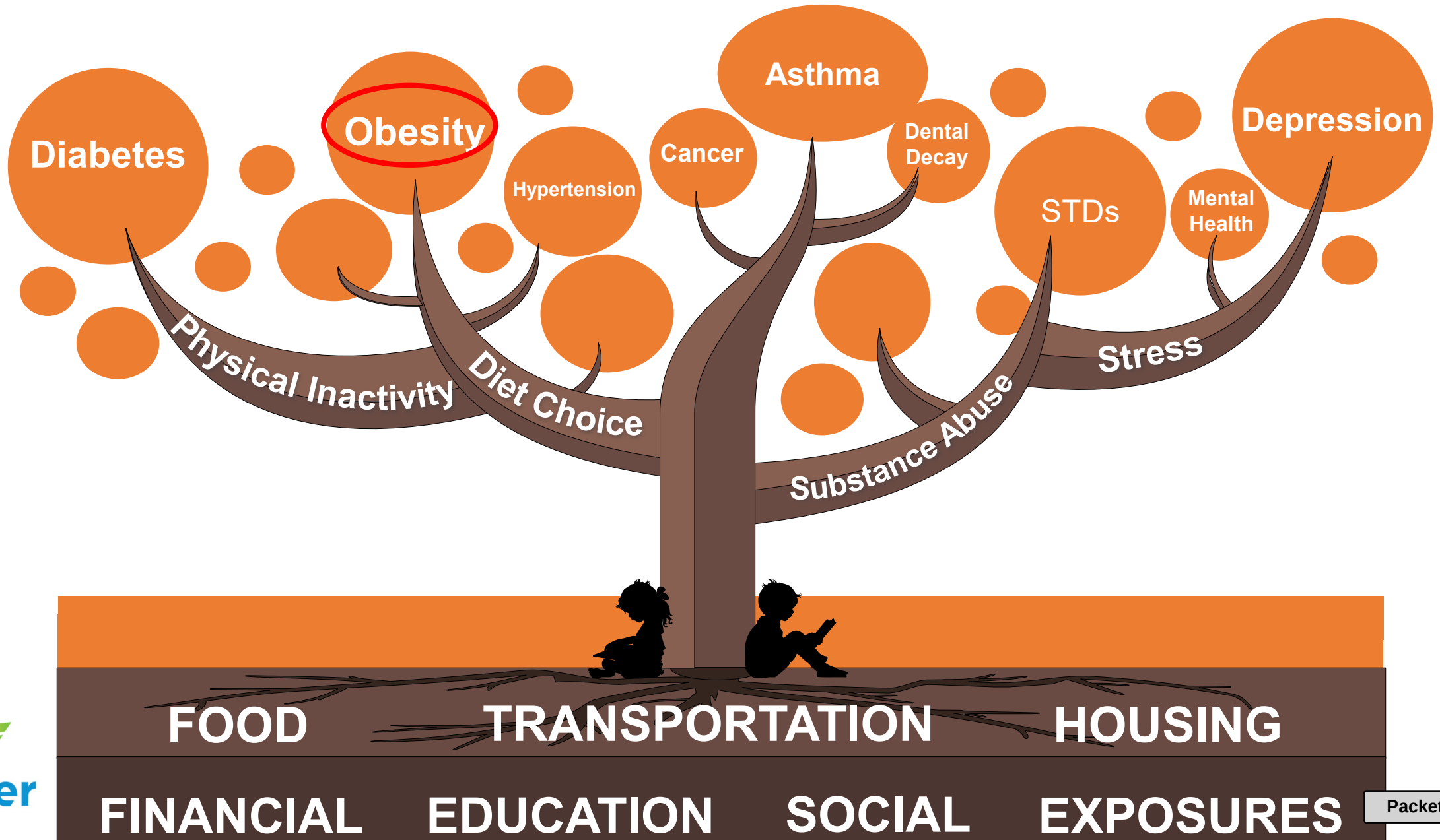
Health happens outside the doctor's office and policies shape factors that impact our health.



Source: Bradley & Taylor, *The American Healthcare Paradox*.

Determinants of Health

16.b



Reason #2

Many decisions that shape community environments might not routinely consider health.

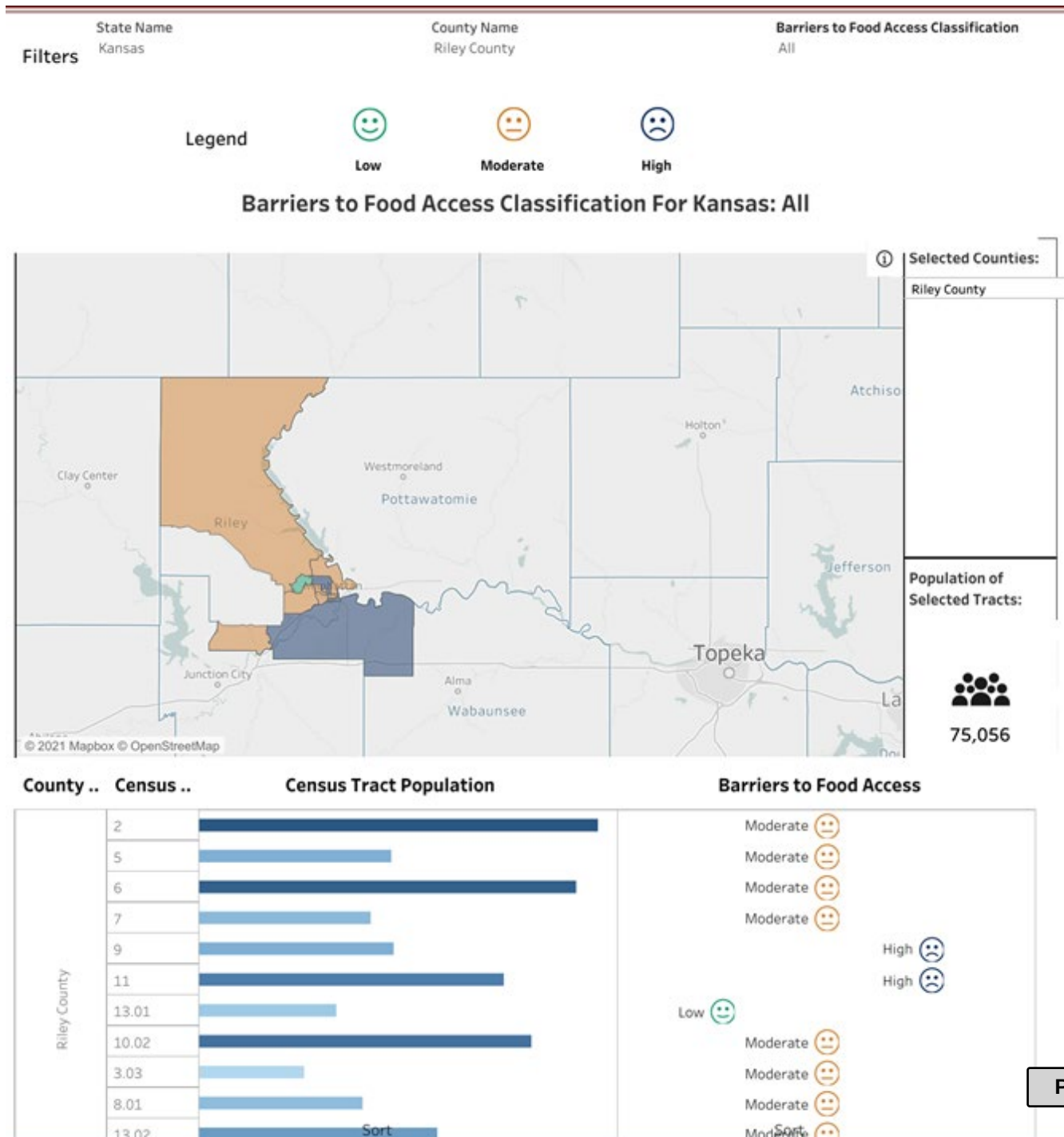


Attachment: RileyCo. Intergovernmental MtgV 4.26.2021 (9919 : Intergovernmental

Reason #3

Communities have a unique set of challenges and opportunities

Source: [Explore the BFAL | IMPAQ International](#)





DEFINING HIAP

“

HiAP is a collaborative approach that integrates and articulates health considerations into policy making across sectors, and at all levels, to improve the health of all communities and people.

”

Source: Association of State and Territorial Health Officials (ASTHO) available at <http://www.astho.org/Programs/HiAP/>

WHAT DOES HIAP MEAN IN PRACTICE?

**Promote Health,
Equity and
Sustainability**

Case-by
case
(specific
policies,
programs,
and
processes)

**Support
Intersectoral
Collaboration**

Work with
agencies that
impact social
determinants
of health

**Benefits
Multiple
Partners**

Look for
win-wins
with
potential
partners

**Engage
Stakeholders**

Identify
approaches
to jointly
tackle
issues

**Create
Structural or
Process
Change**

Consider
health and
equity
routinely

Attachment: RileyCo_IntergovernmentalMtgV_4.26.2021_9919 : Intergovernmental

Source: Public Health Institute. *Health in All Policies: A Guide for State and Local Governments*.

[https://www.phi.org/uploads/files/Health in All Policies-A Guide for State and Local Governments.pdf](https://www.phi.org/uploads/files/Health_in_All_Policies-A_Guide_for_State_and_Local_Governments.pdf)

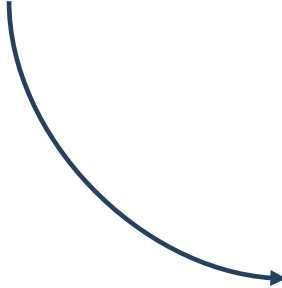


The Health Impact Checklist (HI-C) is a tool that asks several questions to help understand how a decision might impact health.

www.khi.org/policy/article/HI-C

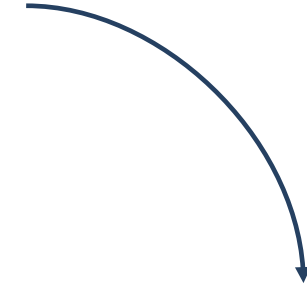
KEY QUESTION

*How does the
proposed
project, plan,
policy*



affect

Housing
Air quality
Noise
Safety
Social networks
Nutrition
Parks and natural space
Private goods and services
Public services
Transportation
Livelihood
Water quality
Education
Inequities



*and lead to
health
outcomes?*

Note: Adapted from Health Impact Project, HIA related work.

WHY USE HEALTH IMPACT CHECKLIST?

Potential Topics for the Health Impact Checklist



- Understand potential positive and negative impacts of policies on health
- Identify impacted populations
- Create practical recommendations
- Can be completed relatively quickly
- Can be built into other community efforts

Local Example of HiAP in Practice

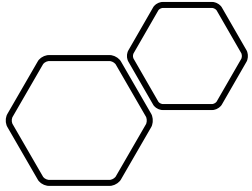
- **Current policy in place -**

City ordinance prohibiting smoking/vaping in public places, including outside city owned spaces (parks/trails)

Exemption – Restaurant/bar outdoor patios



**This Is A
No Smoking
Area**



Local example of public issue

No publicly supported indoor swimming pool available at low-cost fees.

Only current option is privately owned with a membership fee prohibitive for many community members with limited income.



Health in All Policies Potential Impact



HiAP Principles

- ☒ Promote health
- ☒ Promote equity
- ☐ Support cross-sector collaboration
- ☐ Defining mutually beneficial goals
- ☐ Engage stakeholders
- ☐ Create structural or procedural changes



Opportunities for HiAP Trainings

- 2- hour customized session for your designated team
- Practical application to inform your work
- Current policies can be reviewed
- Current draft policies, projects, or plans can be reviewed
- Sessions will be offered **June-Dec 2021**. (Online or in-person TBD)
- Schedule a session now! Send your information to:

info@flinthillswellness.org

Include: Name of group

Key Contact Information

Preferred date/time options

- A trainer will contact you to design your session with you!



QUESTIONS

info@flinthillswellness.org



HI-C

HEALTH IMPACT CHECKLIST

The Health Impact Checklist (HI-C) is a relatively simple approach that can suggest answers to important questions about the potential health impacts of a decision.

POTENTIAL TOPICS FOR HEALTH IMPACT CHECKLIST

• Planning and Zoning

(Pedestrian transportation, zoning and student housing, landfill siting, school siting, vacant lot redevelopment)

• Housing

(Public housing redevelopment, housing code enforcement policies, mobile home ordinances, senior housing development)

• Natural Resource Management

(Natural gas development projects, water system extension, waterway cleanup plans, wind energy development)

• Community Development

(Historical preservation and revitalization, bike share programs, waterfront revitalization, new library development and siting)

• Tax and Budget Policy

(Food taxes, low-income housing tax credits, utility fee for transit development)

• Other

(Transitional jobs programs, school discipline policies, urban greenway development)



Using the Health Impact Checklist to Recognize Health Impacts of Decisions

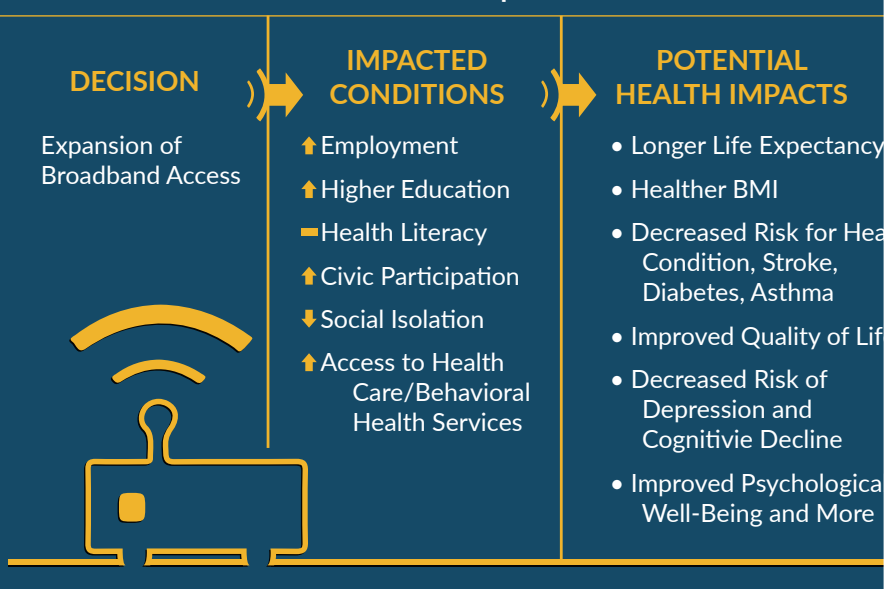
16.c

Every day, policymakers wrestle with big and small decisions including landfill siting, vacant lot redevelopment, utility deferment program, wind energy development, among other. These decisions can shape what communities look like across Kansas and have implications on the health and quality of life for its residents.

As policymakers juggle competing priorities, how can potential health impacts of these decisions be recognized early?

One strategy is to use the Health Impact Checklist (HI-C) tool. The HI-C tool asks a series of questions and uses a combination of check boxes and written responses to connect potential changes in social, economic and environmental conditions with potential health impacts. For example, what are the potential health impact of expansion of broadband access across Kansas?

HEALTH IMPACT DECISION: An Example of Broadband Access Expansion Across Kansas



When should the Health Impact Checklist be used?

The Hi-C can be used to inform decision-making for proposals that may appear to be unrelated to health, such as housing, transportation and land use.



Who can complete the Health Impact Checklist?

A variety of groups or individuals can assist with completing the HI-C, depending on the decision-making process and available resources. In general, organizations that work in public health — such as local and state health departments, universities, health coalitions and community organizations — are well suited to complete the HI-C. For a state-level proposal requiring legislative action, key partners could include state agencies, the legislative research department, state associations or universities.



How long does it take to complete the Health Impact Checklist?

It should take between eight and 24 hours to complete the HI-C. The amount of effort will depend on the number of conditions selected for review.