



**Board of Riley County
Commissioners
Regular Meeting
Agenda
May 20, 2021**

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

Cindy Kabriel
785-565-6200

Commission Chambers

9:00 AM

[District 1 – John Ford, Chair](#)

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

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

9:00 AM

Call to Order

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Business Meeting

3. Tandem Axle Dump Truck Bid Recommendation
4. 55 Ton Paver Ready for Hydraulic Detach Drop Deck Trailer Bid Recommendation
5. Wareham Contract for District Court
6. 2021 CIP Authorization - Open.Gov software
7. Sign Riley County Personnel Action Form(s)
8. Approve payroll/accounts payables (when completed)

Review Minutes

9. Board of Riley County Commissioners - Regular Meeting - May 17, 2021 8:30 AM

Review Tentative Agenda

10. Tentative Agenda

Press Conference Topics

11. Discuss Press Conference

9:30 AM

Clancy Holeman, Counselor/Director of Administrative Services

12. Administrative Work Session
13. Executive session to discuss confidential legal advice regarding pending litigation issues (10 minutes)
14. Executive session to discuss confidential legal advice regarding pending litigation issues (10 minutes)

9:50 AM

Bob Isaac, Planner

15. Public Hearing to plat a tract of land into one (1) residential lot.

10:00 AM Gary Fike, County Extension Director

16. Staff Update on VITA (Volunteer Income Tax Assistance)

10:15 AM Kurt Moldrup, RCPD Assistant Director

17. RCPD update

10:30 AM Bob Isaac, Planner

18. Public Hearing to replat Lots 92, 92A, 93, and 93A of University Park into one (1) lot.

10:40 AM Tami Robison, Budget and Finance Officer

19. 2022 RCPD, CIP, Eco Devo, General-General, Insurance, Bond & Interest, & BOCC Budget Requests

10:55 AM John Ellermann, Public Works Director/County Engineer

20. Fill an open Traffic Control Technician Position

11:00 AM Shilo Heger, Treasurer

21. Request to Fill Open Customer Service Position

11:05 AM Elizabeth Ward, Human Resource Manager

22. New and Expanded Position Requests for 2022 Budget

11:35 AM Julie Gibbs, Health Department Director

23. Riley County Health Department Request to Change the Status of a Currently Open Position

11:40 AM Russel Stukey, Emergency Management Director

24. Sign Riley County Position Action Form(s) Gold sheet for Deputy Fire Chief position due to a resignation

4:00 PM Joint City/County/County Meeting (at City Offices)

25. City/County/County Meeting Agenda

Adjournment

Announcement

Good Morning Manhattan will be held today 7:30 - 8:30 a.m. virtually via Zoom.

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
Recommendations

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 II

MEETING: May 20, 2021

SUBJECT: Tandem Axle Dump Truck Bid Recommendation

PRESENTER: Alvin Perez, Operations Manager

Staff has reviewed the bids for a new Tandem Axle Dump Truck with snow plow and salt spreader box. Bids were received by the listed below with their associated bids.

Diamond International (Summit)	\$195,120.00	International
Westfall O'Dell	\$212,636.00	Mack

Staff recommends accepting the bid from Diamond International, Kansas City, Mo, for a new International tandem axle dump truck with snow plow and salt spreader box. Staff also recommends the option of LED plow lights for an additional \$1,275.00. Total price of \$196,395.00. Estimated delivery is 10 months.

This is a 2020 CIP funded purchase.

POSSIBLE MOTION(S)

Move to approve the bid , including LED lighting option, from Diamond International for \$196,395.00.

Move to deny the bid from Diamond International for \$196,395.00.

Move to modify the recommendation.

Move to table for further review.

Enclosures:

- Bid Tab-Tandem Axle Dump Truck (PDF)

Tandem Axle Dump Truck Summary

05/17/2021

Company	Tandem Axle Dump Truck	12' Henke Plow, Installed	Monroe Salt Spreader, Installed	Total	Plus LED Plow Lights	Est. Delivery Date
Diamond International/Summit Truck Group 7700 NE 38th St Kansas City, MO 64161	\$ 157,366.00	\$ 12,786.00	\$ 24,968.00	\$ 195,120.00	\$ 1,275.00	300-330 days
Westfall O'Dell Truck Sales 4001 NE Randolph Rd Kansas City, KS 64161	\$ 174,882.00	\$ 12,786.00	\$ 24,968.00	\$ 212,636.00		May-22

Attachment: Bid Tab-Tandem Axle Dump Truck (10854 : Tandem Axle Truck Bid Recommendation)



PUBLIC WORKS
Recommendations

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 II

MEETING: May 20, 2021

SUBJECT: 55 Ton Paver Ready for Hydraulic Detach Drop Deck Trailer Bid Recommendation

PRESENTER: Alvin Perez, Operations Manager

Staff has reviewed the bids for a new 55 Ton Paver Ready for Hydraulic Detach Drop Deck Trailer Bids were received by the listed below with their associated bids.

Kaufman Trailers	\$62,325.00
Larson	\$82,912.11
Holden Industries, Inc	\$92,305.00

Staff recommends accepting the bid from Kaufman Trailers, Lexington, NC, for a new 55 Ton Paver Ready for Hydraulic Detach Drop Deck Trailer in the amount of \$62,325.00. Estimated delivery is 10 weeks.

This is a 2020 CIP funded purchase.

POSSIBLE MOTION(S)

Move to approve the bid from Kaufman Trailers for \$62,325.00.

Move to deny the bid from Kaufman Trailers for \$62,325.00.

Move to modify the recommendation.

Move to table for further review.

Enclosures:

- Bid Tab-55 Ton Ready Hydraulic Detach Drop Deck Trailer (PDF)

55 Ton Paver Ready for Hydraulic Detach Drop Deck Trailer Summary

05/17/2021

Company	55 Ton Paver Ready Hydraulic Detach Drop Deck Trailer	Total	Est. Delivery Date
Kaufman Trailer 702 N. Silver Stree Lexington, NC 27292	\$ 62,325.00	\$ 62,325.00	10 weeks after order date
Larson 22052 W 66th St Shawnee, KS 66226	\$ 82,912.11	\$ 82,912.11	Oct-21
Holden Industries Inc. 5624 S State Hwy 43 Southwest City, MO 64863	\$ 92,305.00	\$ 92,305.00	180 days



**COUNTY
COUNSELOR/ADMINISTRATIVE
SERVICES**
Contract

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

COMMISSION AGENDA REPORT

FROM: Jana Chingway, Senior Legal Assistant
MEETING: May 20, 2021
SUBJECT: Wareham Contract for District Court
PRESENTER: Clancy Holeman, County Counselor

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:

- The Wareham Client Contract (PDF)

THE WAREHAM CLIENT CONTRACT

RESERVATIONS

This agreement is effective _____ (date), by and between Downtown Events LLC and Riley County, Kansas and Riley County District Court (Renters). The Renters desire to rent the facilities located at 410 Poyntz Ave. Manhattan, KS 66502 for jury selection to be held beginning May 27, 2021, with additional jury selections to be held at the facilities on the following dates: N/A. Renters agree to pay \$200 rent for each said use, such rental payment due within 2 weeks following May 27, 2021 and within 2 weeks following each use thereafter. In order for the foregoing event dates to be guaranteed, Downtown Events LLC must receive payment of \$350.00 due within 2 weeks following signing of this agreement by all parties. Any of the above scheduled dates of use can be cancelled by Renters by notice to Downtown Events LLC at least 3 calendar days in advance of such scheduled use(s). If paying by credit card there is a \$10.00 fee. Please add to your payment or make check payable to Downtown Events, LLC.

HOURS OF OPERATION

Renters will be given access to the venue, cleaned and ready for use by the District Court at 7 o'clock a.m. on May 27, 2021. Court staff will, at that time, set up any necessary tables and chairs and use a "sanitation gun" on the area used to seat prospective jurors. Renters, the Court's staff, and staff of County and Court shall be given access to the venue at the same time and for the same purposes, on each date of scheduled use herein.

Client District Court and Riley County will be given until 4 p.m. May 27, 2021 to vacate the premises, remove any personal property brought into the premises, and use services of the Court's contracted vendor to clean, vacuum and remove waste. Client District Court and Riley County will be given until 4 p.m. on the date of each scheduled use to vacate the premises, remove any personal property brought into the premises and use services of the Court's contracted vendor to clean, vacuum and remove waste.

TABLE, CHAIRS & STAGE

Client District Court and County Staff will set up and take down any necessary tables and chairs.

CLEANING, TRASH, AND EQUIPMENT REMOVAL

Downtown Events LLC will be in a clean condition prior to the event described herein. At the conclusion of the event, the Clients are required to return the space to the same clean condition in which it was found. All or a portion of the security deposit will be withheld if Downtown Events LLC is not adequately cleaned or if damage occurs.

CLIENTS ARE RESPONSIBLE FOR THE FOLLOWING CLEANING DUTIES:

- District Court staff must clear away all signage and all personal property owned by District Court or County by 4 p.m. on May 27, 2021. Riley County Police Department shall remove all security screening equipment by 4 p.m. on May 27, 2021, or place such screening equipment in the storage area provided by Downtown Events LLC. District Court staff must clear away all signage and all other personal property owned by District Court or County by 4 p.m. on the date of each scheduled use. Riley County Police Department shall remove all security screening equipment by 4 p.m. on the date of each scheduled use, or place such screening equipment in the storage area provided by Downtown Events LLC.
- On the date of each scheduled use District Court's contracted cleaning vendor shall place all trash in the trashcans provided and then take such trash to the trash dumpster. If any trash will not fit in the trash cans, such as boxes or large items, these items must be broken down before being placed in the dumpster.

Downtown Events LLC will provide additional trash liners if needed.

All signage added by Riley County or District Court must be taken down and removed from Downtown Events LLC. The floors will be vacuumed by District Court's contracted cleaning vendor.

LIABILITY

During the term of this contract, County will provide insurance of the following types.

- A. Commercial General Liability (CGL) insurance with a limit of \$500,000 per occurrence covering liability arising from bodily injury, property damage, products-- completed operations, personal injury, and advertising injury. Downtown Events LLC shall be included as additional insured under the CGL on form CG 20-10 or equivalent. The Kansas Tort Claims Act, K.S.A. 75-6105, limits County and Court liability to \$500,000 per occurrence.
- B. If County's scope of work under this Agreement requires or involves the ownership, maintenance or use of an auto, Commercial Auto Insurance with a limit of insurance not less than \$500,000 each accident covering "any auto" whether owned, scheduled, leased, hired or other. Court shall be solely responsible for providing to their staff working in the Rented Premises the insurance described in this paragraph, or for self-insuring for such purpose.
- C. Workers Compensation insurance in full satisfaction of applicable laws and Employers Liability insurance with a limit not less than \$500,000 each accident for bodily injury, \$500,000 each employee for bodily injury by disease, and \$500,000 policy limit for disease. Court shall be solely responsible for providing to their staff working in the Rented Premises Workers Compensation coverage and Employers Liability insurance described in this paragraph, or for self-insuring for such purposes.
- D. At County and Court's option, insurance covering County's and Court's personal property, it being understood and agreed that Downtown Events LLC shall not be liable for any damage to or loss of personal property sustained by County or Court, whether or not they are insured, even if such loss is caused by the negligence of Downtown Events LLC.

CITY, COUNTY, STATE AND FEDERAL LAWS

Clients agree to comply with all applicable city, county, state, and federal laws and shall conduct no illegal acts on the premises. This is a drug free and non-smoking facility at all times, NO EXCEPTIONS.

LOST AND FOUND

Downtown Events, LLC takes no responsibility for personal effects and possessions left on premises during or after any event. We do, however, maintain in a lost and found and will hold recovered items up to 30 days.

CONTACT INFORMATION

Representative of Renter (print name) DeLanna Nichols

Signature of Renters: [Signature] Date: 5-18-21

Contact person's phone number: 785-537-6363

Downtown Events LLC Representative: [Signature] Date: 5-17-2021

BOARD OF RILEY COUNTY COMMISSIONERS,

Sitting as the Riley County Board of Health

By: _____
John Ford, Chairman

ATTEST:

Rich Vargo, Riley County Clerk

Attachment: The Wareham Client Contract (10856 : District Court Wareham Contract)

RILEY COUNTY DISTRICT COURT



Grant Bannister, Chief Judge



COUNTY CLERK & ELECTIONS
Budget

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

COMMISSION AGENDA REPORT

FROM: Tami Robison, Budget & Finance Officer
MEETING: May 20, 2021
SUBJECT: 2021 CIP Authorization - Open.Gov software
PRESENTER: Tami Robison, Budget & Finance Officer

Signature requested for CIP Authorization approved at May 17, 2021 meeting for one time deployment and 2021 pro-rated annual cost.

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- Open.Gov CIP authorization (PDF)

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

6.a

GENERAL INFORMATION (Completed by Budget & Finance Officer)

Project # 21-21CK001 Fund(s) Name: CIP

PROJECT INFORMATION (Completed by Department Head)

Department: CLERK Date: 05/17/2021

Category(circle): FACILITIES INFRASTRUCTURE EQUIPMENT TECHNOLOGY

Project Name: OPEN.GOV software Total Cost \$: \$ 53,870.00

Brief Description:

Open.Gov software to encompass budgeting and planning, financials, citizen services, reporting and transparency platform.

Project Justification:

Improve staff efficiency, improve budget & planning time, operating, capital and workforce budgeting, increase public trust & transparency, continue to be progressive, thought leaders in region.

Operating Cost Implications:

Deployment and pro-rated annual cost with discount totals \$53,870 in 2021 and 34,500 in subsequent years through 2025.

Department Head Name (PRINT): Rich Vargo Department Head (SIGNATURE): _____

TECHNOLOGY PROJECTS (Completed by IT/GIS Director)

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

Y N

☒

Will this project be used exclusively by your department?

☐

Will this project require support from Information Technology?

Information Technology Director's Signature: _____

To be completed by IT:

Y N

☒

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

If so, what & costs? \$34,500 annually

☐

Is the project duplicated in other CIP requests?

☒

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

CERTIFICATION OF PROJECT AUTHORITY

CASH:

Cash Available: _____

☒

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

☐

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

Shilo Heger, Riley County Treasurer Date

BUDGET:

Budget Available: _____

☒

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

☐

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

Rich Vargo, Riley County Clerk Date

APPROVAL:

Approved Amount: _____

☒

This project is **funded**.

☐

This project is **not funded**.

Chairman
Board of County Commissioners Date



COUNTY CLERK & ELECTIONS
Personnel

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

COMMISSION AGENDA REPORT

FROM: Elizabeth Ward, Human Resource Manager

MEETING: May 20, 2021

SUBJECT: Sign Riley County Personnel Action Form(s)

PRESENTER: Elizabeth Ward, Human Resource Manager

Enclosures:

- 2021-05 A Fees - Contact Tracer (green) (PDF)
- 2021-05 LA Miller - CSR II (green) (PDF)
- 2021-05 L Gassmann - OperatorII (green) (PDF)
- 2021-05 M Coley - PRN EMT (green)(PDF)
- 2021-05 B Baier - PRN EMT (green) (PDF)
- 2021-05 C Plemons - PRN EMT (green) (PDF)
- 2021-05 R Haag - PRN EMT (green) (PDF)
- 2021-05 A Knox - PRN EMT (green) (PDF)
- 2021-05 H Heptig - Appraiser I (green) (PDF)
- 2021-05 M Regal - Fire Chief (green) (PDF)

RILEY COUNTY PERSONNEL ACTION FORM

☐ Add ☒ Change		Fill Request Date 05/13/2021 Employee #
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☐ 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

Fees	Alex		
Name: Last	First	Middle	Home Phone

Address: Street	City	State	Zip

Covid-19 Contact Tracer	HD	400-0337
Position Title	Department	Fund

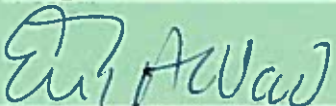
06/30/2021	☐	☒		☐ Yes	☒ No
Effective Date	Exempt	Non-Exempt	Ending Date For Temporary	Is this a budgeted position?	

B	09	\$15.49	☒ Hour	\$	☐ Bi-weekly	☐ 40	☐
Grade/Step		Pay Rate				Hours Per Workweek	

Comments: resignation

Approvals: _____

Department:  Date: 5-14-21

Personnel:  5/17/21

BOCC: _____

Chairman: _____

Member: _____

Member: _____

RILEY COUNTY PERSONNEL ACTION FORM

☒ Add		Fill Request Date	05/17/2021
☐ Change		Employee #	

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

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

Miller	Lu Ann		
Name: Last	First	Middle	Home Phone

Address: Street	City	State	Zip

Customer Service Rep II	Treasurer	0001-000007
Position Title	Department	Fund

6/4/2021	☐	☒		☒ Yes	☐ No
Effective Date	Exempt	Non-Exempt	Ending Date For Temporary	Is this a budgeted position?	

H	14	\$24.07	☒ Hour	\$	☐ Bi-weekly	☒ 40	☐
Grade/Step		Pay Rate				Hours Per Workweek	

Comments:

resignation

Approvals:

Department:

Shilo Dege

Date:

5/17/21

Personnel:

E. A. Vae

5/17/21

BOCC:

Chairman:

Member:

Member:

RILEY COUNTY PERSONNEL ACTION FORM

☐ Add		Fill Request Date	05/13/2021
☒ Change		Employee #	1315

☐ 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

Gassmann	Lawrence		
Name: Last	First	Middle	Home Phone

Address: Street	City	State	Zip

PW Operator II	Public Works/Traffic Division	001-040
Position Title	Department	Fund

05/12/2021	☐ Exempt	☒ Non-Exempt		☒ Yes	☐ No
Effective Date			Ending Date For Temporary	Is this a budgeted position?	

I	16	\$26.82	☒ Hour	\$	☐ Month	☒ 40	☐
Grade/Step		Pay Rate				Hours Per Workweek	

Comments:

Approvals:
Department:

Date: 5-14-2021

Personnel:

BOCC:

Chairman:

Member:

Member:

RILEY COUNTY PERSONNEL ACTION FORM

☒ Add		Fill Request Date	05/17/2021
☐ Change		Employee #	

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

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

Coley	Mia		
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Name: Last First Middle Home Phone

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Address: Street City State Zip

PRN EMT	EMS	0001-000020
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Position Title Department Fund

05/20/2021	☐	☒		☒ Yes	☐ No
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Effective Date Exempt Non-Exempt Ending Date For Temporary Is this a budgeted position?

EMT	1	\$13.54	☒ Hour	\$	☐ Bi-weekly	☐ 40	☐
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Grade/Step Pay Rate Hours Per Workweek

Comments:

new hire

Approvals:

Department: DAVIDA ADAMS

Date: 5-17-21

Personnel:

E. Arwad

5/17/21

BOCC:

Chairman:

Member:

Member:

RILEY COUNTY PERSONNEL ACTION FORM

☒ Add		Fill Request Date	05/17/2021
☐ Change		Employee #	

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

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

Baier	Brieaun		
Name: Last	First	Middle	Home Phone

Address: Street	City	State	Zip

PRN Paramedic	EMS	0001-000020
Position Title	Department	Fund

05/20/2021	☐	☒		☒ Yes	☐ No
Effective Date	Exempt	Non-Exempt	Ending Date For Temporary	Is this a budgeted position?	

Parmed	2	\$16.82	☒ Hour	\$	☐ Bi-weekly	☐ 40	☐
Grade/Step		Pay Rate				Hours Per Workweek	

Comments:

new hire

Approvals:

Department: DAVID A ADAMSDate: 5-17-2021

Personnel:

ERANWA5/17/21

BOCC:

Chairman:

Member:

Member:

RILEY COUNTY PERSONNEL ACTION FORM

☒ Add		Fill Request Date	05/17/2021
☐ Change		Employee #	

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

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

Plemons	Cortney		
Name: Last	First	Middle	Home Phone

Address: Street	City	State	Zip

PRN EMT	EMS	0001-000020
Position Title	Department	Fund

05/20/2021	☐ Exempt	☒ Non-Exempt	Ending Date For Temporary	☒ Yes	☐ No
Effective Date	Is this a budgeted position?				

EMT	1	\$13.54	☒ Hour	\$	☐ Bi-weekly	☐ 40	☐
Grade/Step	Pay Rate		Hours Per Workweek				

Comments:

new hire

Approvals:

Department:

David A. Adams

Date:

5-17-21

Personnel:

E. J. Adams5/17/21

BOCC:

Chairman:

Member:

Member:

RILEY COUNTY PERSONNEL ACTION FORM

☒ Add		Fill Request Date	05/17/2021
☐ Change		Employee #	

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

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

Haag	Ryan		
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Name: Last First Middle Home Phone

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Address: Street City State Zip

PRN EMT	EMS	0001-000020
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Position Title Department Fund

05/20/2021	☐	☒		☒ Yes	☐ No
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Effective Date Exempt Non-Exempt Ending Date For Temporary Is this a budgeted position?

EMT	1	\$13.54	☒ Hour	\$	☐ Bi-weekly	☐ 40	☐
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Grade/Step Pay Rate Hours Per Workweek

Comments:

new hire

Approvals:

Department: Dan Adams

Date: 5-17-21

Personnel: Erin Adams

5/17/21

BOCC:

Chairman:

Member:

Member:

RILEY COUNTY PERSONNEL ACTION FORM

☒ Add		Fill Request Date	05/17/2021
☐ Change		Employee #	

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

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

Knox	Alex		
Name: Last	First	Middle	Home Phone

Address: Street	City	State	Zip

PRN Paramedic	EMS	0001-000020
Position Title	Department	Fund

05/20/2021	☐ Exempt	☒ Non-Exempt		☒ Yes	☐ No
Effective Date			Ending Date For Temporary	Is this a budgeted position?	

Parmed	1	\$16.25	☒ Hour	\$	☐ Bi-weekly	☐ 40	☐
Grade/Step		Pay Rate				Hours Per Workweek	

Comments:

new hire

Approvals:

Department: DAVID A ADAMS

Date: 5-17-2021

Personnel:

C. H. Adams

5/17/21

BOCC:

Chairman:

Member:

Member:

RILEY COUNTY PERSONNEL ACTION FORM

☒ Add		Fill Request Date	05/17/2021
☐ Change		Employee #	

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

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

Heptig	Hailey		
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Name: Last First Middle Home Phone

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Address: Street City State Zip

Appraiser I-Personal Property	Appraiser	0001-00022
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Position Title Department Fund

6/1/2021	☐	☒		☒ Yes	☐ No
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Effective Date Exempt Non-Exempt Ending Date For Temporary Is this a budgeted position?

F	3	\$15.74	☒ Hour	\$	☐ Bi-weekly	☒ 40	☐
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Grade/Step Pay Rate Hours Per Workweek

Comments:

new hire

Approvals:

Department:

Greg McHenry

Date: 5-17-21

Personnel:

Emily Arnold

5/17/21

BOCC:

Chairman:

Member:

Member:

RILEY COUNTY PERSONNEL ACTION FORM

☒ Add		Fill Request Date	05/18/2021
☐ Change		Employee #	

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

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

Regal	Michael		
-------	---------	--	--

Name: Last First Middle Home Phone

--	--	--	--

Address: Street City State Zip

Fire Chief	RCFD#1	
------------	--------	--

Position Title Department Fund

6/6/20221	☒	☐		☒ Yes	☐ No
-----------	-------------------------------------	--------------------------	--	---	-----------------------------

Effective Date Exempt Non-Exempt Ending Date For Temporary Is this a budgeted position?

BB	\$	☐ Hour	\$2893.55	☒ Bi-weekly	☒ 40	☐
----	----	-------------------------------	-----------	---	--	--------------------------

Grade/Step Pay Rate Hours Per Workweek

Comments:

resignation

Approvals:

Department:

Russel Smith

Date:

5-18-21

Personnel:

Erin Howard

5/18/21

BOCC:

Chairman:

Member:

Member:



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
May 24, 2021**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Chair](#)

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:15 AM

Lori Feldkamp, Big Lakes Developmental Center Director

1. Big Lakes Developmental Center update

9:30 AM

Press Conference

2. City/School Elections - Rich Vargo (2 minutes)

10:00 AM

Break

10:10 AM

Clancy Holeman, Counselor/Director of Administrative Services

3. Administrative Work Session

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: 05-24-21 tentative (10456 : Tentative Agenda)



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
May 27, 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

Barry Wilkerson, County Attorney

1. Staff update

9:15 AM

Clancy Holeman, Counselor/Director of Administrative Services

2. Administrative Work Session

9:35 AM

Kevin Howser, IT/GIS Director

3. Staff update

9:50 AM

Shelly Williams, Community Corrections Director

4. Staff update

10:05 AM

Russel Stukey, Emergency Management Director

5. Staff update

10:20 AM

Bob Isaac, Planner

6. Public hearing for a request to rezone for KDOT

10:30 AM

Bob Isaac, Planner

7. Public hearing for a request to rezone for Little Valley Addition

Attachment: 05-27-21 tentative (10456 : Tentative Agenda)

10:45 AM Alice Massimi, PIO

8. 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: 05-27-21 tentative (10456 : Tentative Agenda)



PLANNING & DEVELOPMENT
Public Hearing

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

RESOLUTION

FROM: Bob Isaac, Planner

MEETING: May 20, 2021

SUBJECT: Public Hearing to plat a tract of land into one (1) residential lot.

PRESENTER: Bob Isaac, Planner

BACKGROUND

See staff report.

DISCUSSION

See staff report.

FISCAL IMPACT

None is anticipated

ALTERNATIVES

- . Approve the measure
- . Deny the measure
- . Modify or develop alternatives if other concerns or factors arise
- . Schedule work session to discuss issue further

RECOMMENDATION(S)

On May 10, 2021, the Riley County Planning Board heard the request. Having no concerns, the Planning Board approved the request for a Residential Use Designator - Extraneous Farmstead and approved the Concurrent Plat of Kraemer Addition.

Staff recommends that the Board of County Commissioners acknowledge the approved Final Plat of Kraemer Addition, accepting any easements, rights-of-way or licenses, as shown to be dedicated on the Final Plat.

POSSIBLE MOTION(S)

ACTION NEEDED FOR PLAT:

A. **Motion** to approve Resolution 052021-___ acknowledging the approved Final Plat of Kraemer Addition and accept any easements, rights-of-way or licenses, as shown to be dedicated on the Final Plat.

Or

B. **Motion** to sign Resolution 052021-___ denying acceptance of any rights-of-way, easements, licenses as shown to be dedicated on the Final Plat of Kraemer Addition, as it has been determined that it does not meet the requirements of the Manhattan Urban Area Subdivision Regulations.

ATTACHMENT(S):

- Staff report
- Maps
- Excerpt of Planning Board minutes

Enclosures:

- Staff Report (PDF)
- RCPB Minutes (PDF)
- Resolution (PDF)



PLANNING & DEVELOPMENT

STAFF REPORT

Residential Use Designator & Plat

PETITION: #21-0026 Residential Use Designator – Extraneous Farmstead & Plat

APPLICANT: LaRae Kraemer
12860 Tuttle Creek Blvd
Randolph, KS 66554

PROPERTY OWNER: Leroy K & Claryce J Trust Bohnenblust
13630 Fairview Church Rd
Riley, KS 66531-9792

REQUEST: Receive a Residential Use Designator-Extraneous Farmstead for an unplatted tract of land and plat the tract into a single lot.

SIZE OF TRACT: The subject site is approximately 10 acres.

LOCATION: Generally located approximately 2340 feet east of Alembic Road, on the north side of Fairview Church Road; Section 22, Township 8 South, Range 5 East; Bala Township.

JURISDICTION: This application is subject to the requirements of the Riley County Subdivision Regulations.



BACKGROUND: The subject site is a relatively small, 10-acre portion of a larger 80-acre parent tract; one of two contiguous 80-acre parent tracts. The subject site served as the residential portion of the larger agricultural tract and is currently developed with an aging home built circa 1883 and a garage, built circa 1945. According to information submitted on the application, the applicant's brother Jerry Bohnenblust wishes to keep the house in the family, reside at that location and grow vegetables. The applicant stated that the remainder of the parent tract will be sold for agricultural production.

DESCRIPTION:

Physical site characteristics: The site gently slopes from east to west, with the home established on a slightly higher point. There several mature trees scattered around the farmstead, with a fenced area that appears to have been used as a pen.

General character of the area: The general character of the area is very rural, with a mix of agricultural activities, primarily hay and crops.

SUITABILITY OF ZONING:

Zoning History: The subject property is currently zoned "AG" (Agricultural District) and has been since at least 1974. There are no variances, conditional uses or special uses associated with the site.

SURROUNDING ZONING/LAND USE		
	ADJACENT ZONING	LAND USE
NORTH	"AG" (AG Agricultural District)	Crops
SOUTH	"AG" (AG Agricultural District)	Crops
EAST	"AG" (AG Agricultural District)	Crops
WEST	"AG" (AG Agricultural District)	Crops

POTENTIAL IMPACT:

Public Facilities and Services:

Streets and bridges: The subject site currently has direct access to Fairview Church Road; a gravel, two-lane local road maintained by the County. No additional points of ingress/egress are being proposed.

Water and sewer: The subject property is currently served by a septic system/lateral field and private water well.

Fire: Riley County Fire District #1 will serve the site. The nearest County fire station is the Leonardville Fire Station (Station #6), located at 108 Barton Road, in Leonardville.

Effect on public facilities and services: It is not anticipated that the request will have a detrimental impact on public facilities or services.

CONFORMANCE TO THE LAND USE PLAN:

The request was reviewed with the 2009 Vision 2025 Riley County Comprehensive Plan, specifically the Development Guidance System (Chapter 12). The analysis is as follows:

CONFORMANCE TO THE LAND USE PLAN:

Goals, Objectives and Policies

Goal for residential:

To allow for the development of a diversity of housing types, sizes and price levels to meet the changing needs of all county residents.

Objective R4: Allow for adequate amounts of single family housing in suitable locations throughout the county.

Policies:

R4.2 Roads serving residential developments should safely accommodate anticipated traffic.

Future Land Use Map

According to the Future Land Use Map North (Figure 11.2) found in the Plan, the subject property is located outside a designated growth area.

The Land Evaluation/Site Assessment (LESA) Score

Due to the type and nature of the request, a LESA was not generated.

Hardship on the landowner

The Applicant did not express a hardship as a reason for this request.

Staff analysis:

The request is in general conformance to the goals, objectives and policies of the Plan.

RILEY COUNTY ZONING REGULATIONS:

The zoning regulations describe the Residential Use Designator-Extraneous Farmstead. The regulations state that:

“The intent of the residential use designators is to provide flexibility within the AG district to allow non-agricultural residential uses (i.e. residential uses not associated with an agricultural use as defined in these regulations) in agricultural areas without having to rezone to a residential district.”

The conditions for approval are as follows:

1. The site to be divided from the existing agricultural operation should be the minimum required to accommodate the existing residence and any outbuildings or to accommodate a site that is logically separated from the existing agricultural operation. Conversion of existing productive agricultural land should be avoided.
2. The site shall be large enough to meet sanitary code minimum requirements.
3. A residential use designator for an extraneous farmstead is limited to one per original parent agricultural tract. One additional residential use designator for an extraneous farmstead may be permitted when it has been determined by the Planning and Development Department that the additional residence on the original parent tract has been supporting the agricultural operation on such tract.
4. The site must be platted and must meet all requirements for a plat, including adequate public road access as specified in the subdivision regulations. The platted lot may not be further subdivided unless approved through the standard platting/rezoning process.

5. An Agricultural Protection Easement (APE), as specified in Section 21A, shall be filed with the plat.

Staff analysis: The request is consistent with the above criteria.

NOTE: A Residential Use Designator is approved or denied by the Planning Board; the request does not go onto the elected body for decision. If approved, a Residential Use Designator Authorization is signed by the Planning Board and kept on record at Riley County Planning & Development.

Agricultural Buffer: N/A

Riparian Buffer: N/A

COMMENTS AND CONCERNS:

ENVIRONMENTAL HEALTH: The Environmental Health Specialist has reviewed the request and reported that the septic tank was pumped and inspected on 12-22-16 no issues; the request is in compliance with the Sanitary Code.

COUNTY ENGINEER: The County Engineer has reviewed the request and reported no transportation issues.

EMERGENCY MANAGEMENT: The Riley County Rural Fire Chief has reviewed the request and reported no issues.

TOWNSHIP OFFICER: A Development Review Memo was sent to Bala Township Officer; there was no reply.

FORT RILEY: The request was reviewed by Fort Riley's Environmental Division (see attached).

RILEY COUNTY PLANNING BOARD:

On May 10, 2021, the Riley County Planning Board heard the request. Having no concerns, the Planning Board approved the request for a Residential Use Designator – Extraneous Farmstead and approved the Concurrent Plat of Kraemer Addition.

STAFF RECOMMENDATIONS:

Staff recommends that the Board of County Commissioners acknowledge the approved Final Plat of Kraemer Addition, accepting any easements, rights-of-way or licenses, as shown to be dedicated on the Final Plat.

ACTION NEEDED FOR PLAT:

- A. **Motion** to approve Resolution 052021-___ acknowledging the approved Final Plat of Kraemer Addition and accept any easements, rights-of-way or licenses, as shown to be dedicated on the Final Plat.

Or

- B. **Motion** to sign Resolution 052021-___ denying acceptance of any rights-of-way, easements, licenses as shown to be dedicated on the Final Plat of Kraemer Addition, as it has been determined that it does not meet the requirements of the Riley County Subdivision Regulations.

ACTION NEEDED FOR PLAT:

A. **Move** to approve the Concurrent Plat of Kraemer Addition, as it has been determined that it meets the requirements of the Riley County Subdivision Regulations.

OR

B. **Move** to deny the Concurrent Plat of Kraemer Addition, as it has been determined that it does not meet the requirements of the Riley County Subdivision Regulations.

ATTACHMENTS:

- Vicinity/site map
- Surrounding zoning map
- Fire Stations map
- Fort Riley Noise Contours map
- Preliminary Plat
- Final Plat
- Development Review – Ft. Riley

Prepared by: Bob Isaac, Planner
May 11, 2021



VICINITY AND SITE

Kraemer/Bohnenblust

#21-0026

Plat
Kraemer Addition

Residential Use Designator
Extraneous Farmstead

22-8-5

 1000' Buffer

 Site





SURROUNDING ZONING

Kraemer/Bohnenblust

#21-0026

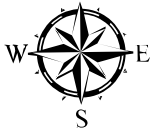
Plat
Kraemer Addition

Residential Use Designator
Extraneous Farmstead

22-8-5

 1000' Buffer
 Site

- AG Agricultural
- AG-R AG/Residential
- B-1 Two Family Residential
- B-2 Multiple Family Residential
- B-3 Mobile Home Park
- C-3 General Business
- C-4 Highway Business
- D-1 Industrial Park
- D-2 Light Industrial
- D-3 Heavy Industrial
- Fort Riley
- N-1 Noise Hazard
- PUD Planned Unit Development
- SF-1 Single Family Residential
- SF-2 Single Family Residential
- SF-3 Single Family Residential
- SF-4 Single Family Residential
- SF-5 Single Family Residential
- U University
- Special Zoning:
 - Conditional Use
 - Special Use
 - Variance



FIRE STATIONS

Kraemer/Bohnenblust

#21-0026

Plat
Kraemer Addition

Residential Use Designator
Extraneous Farmstead

22-8-5

Attachment: Staff Report (10834 : Kraemer Addition)



Fire Stations

ISO Rating

- 5 (within 1000' of a hydrant)
- 9 (within 5 road miles of 5Y fire station)
- 10 (outside 5 road miles of May Day station)
- OR road is not paved/gravel



FORT RILEY NOISE CONTOURS AVERAGE AND PEAK

Kraemer/Bohnenblust

#21-0026

Plat
Kraemer Addition

Residential Use Designator
Extraneous Farmstead

22-8-5

 Site

Legend

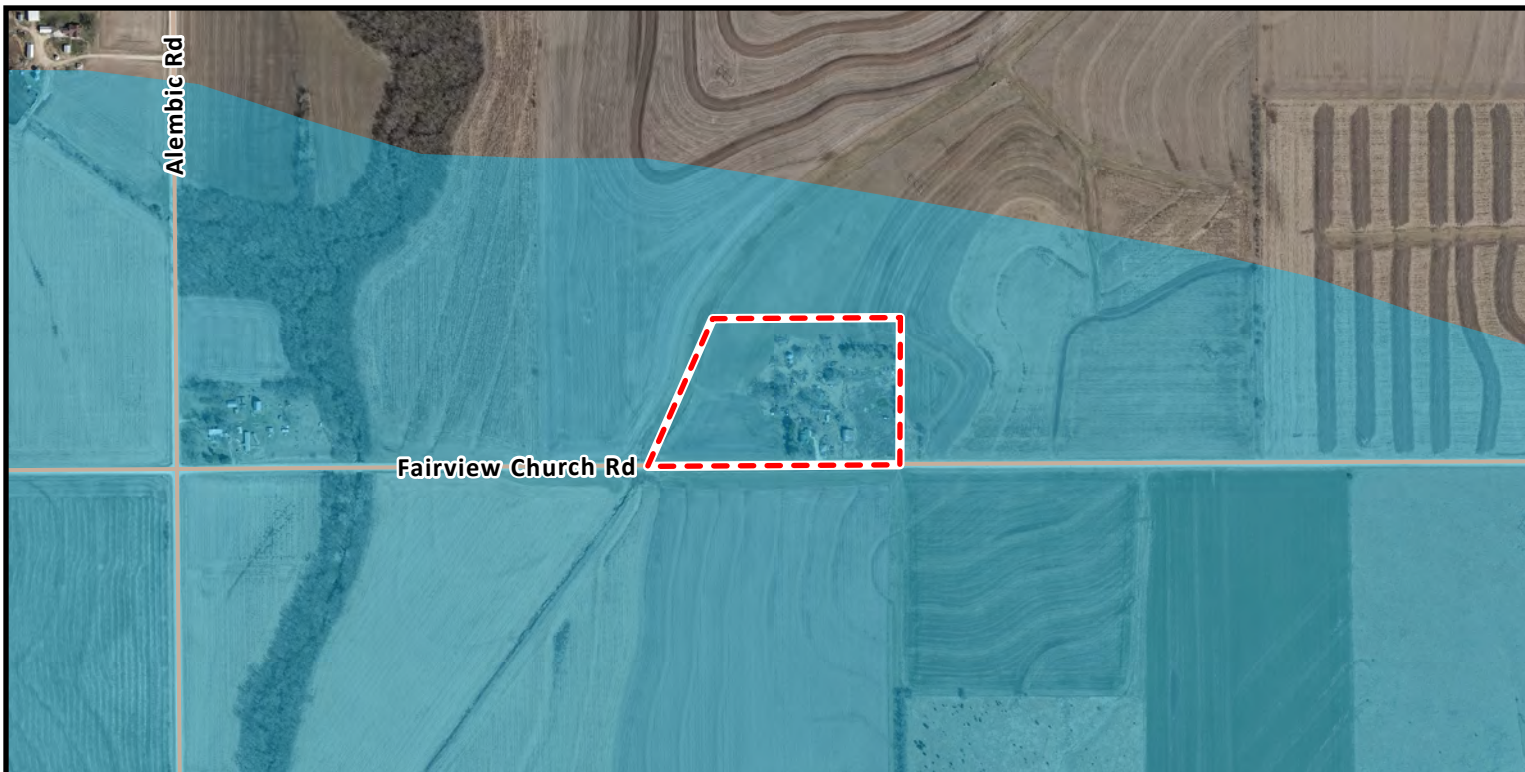
Average Noise Levels

-  CDNL 57 (LUPZ)
-  CDNL 62 (Zone II)
-  CDNL 70 (Zone III)

Peak Noise Levels Large Caliber

-  Large Caliber 115
-  Large Caliber 130

Attachment: Staff Report (10834 : Kraemer Addition)

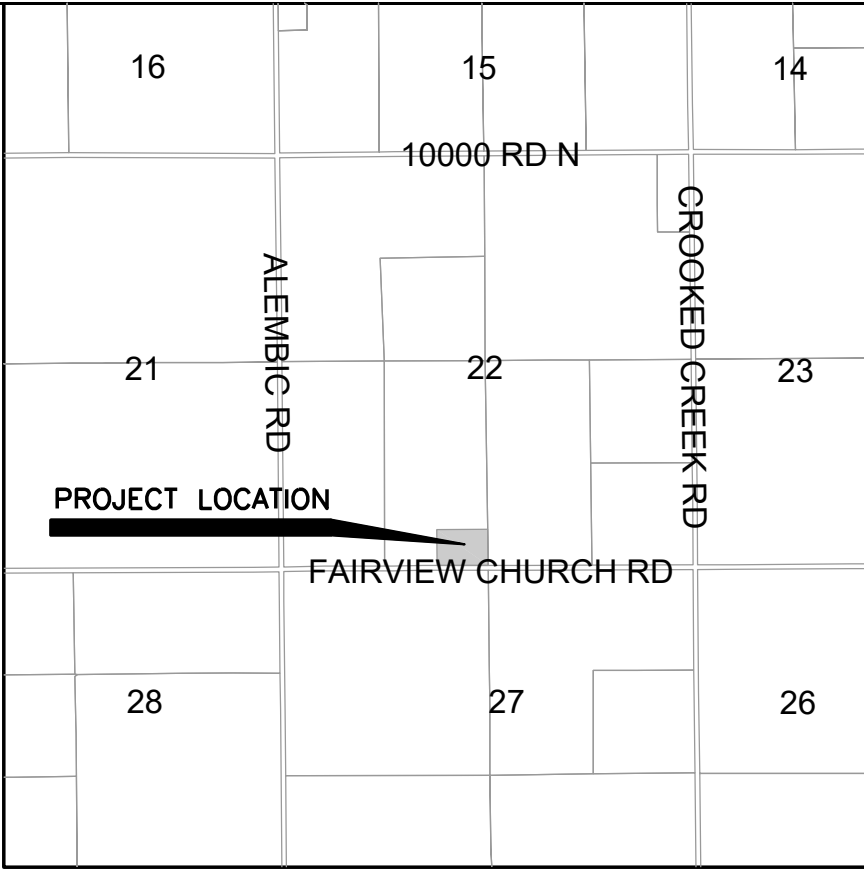
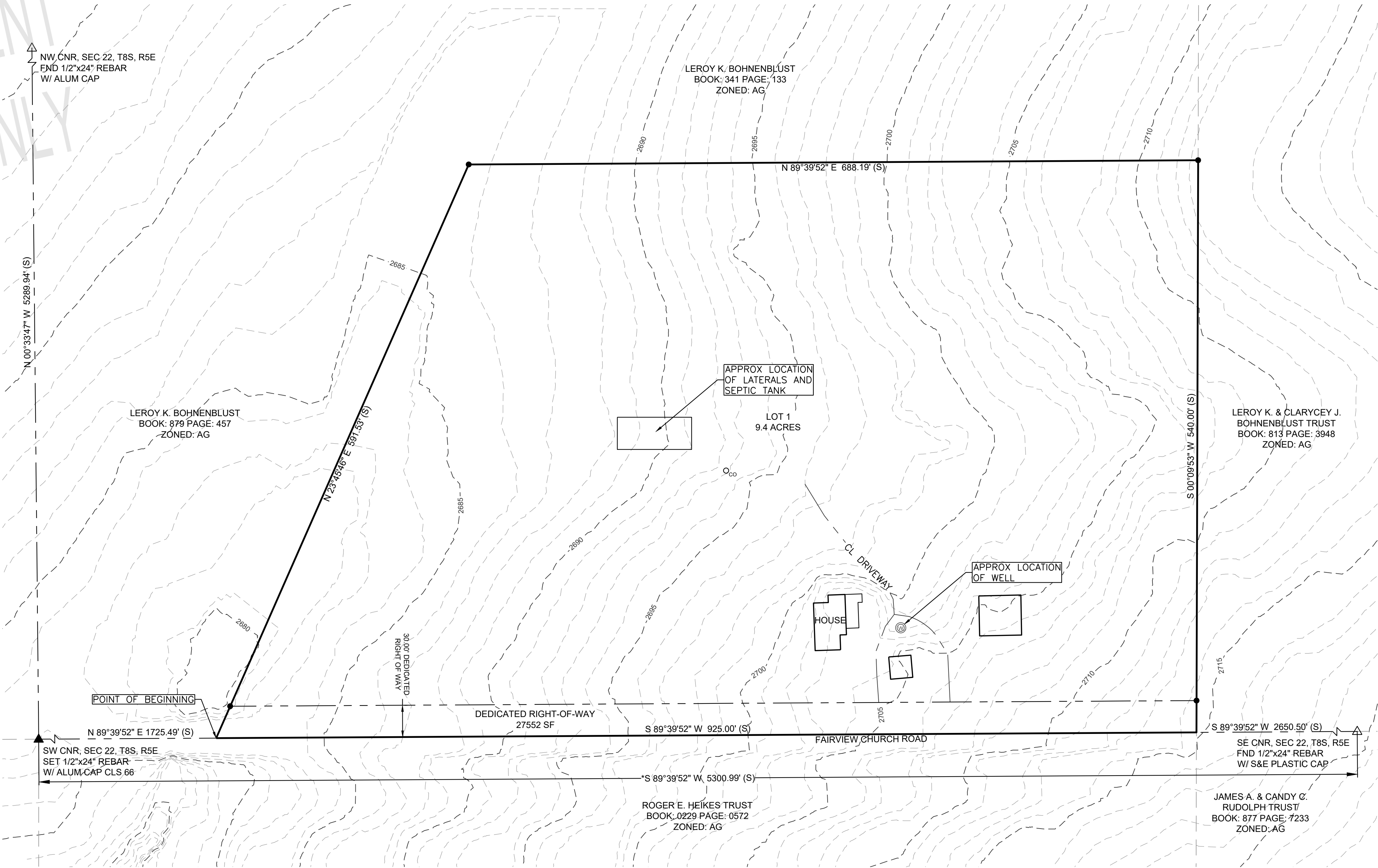


DESCRIPTION:

A tract of land in the Southwest Quarter Section 22, Township 8 South, Range 5 East of the Sixth Principal Meridian, Riley County, Kansas described as follows:

Beginning at a point that is N 89°39'52" E 1725.49 feet from the Southwest Corner of the Southwest Quarter of said Section 8, said point being on the South Line of the Southwest Quarter of said Section 8; thence N 23°45'46" E 591.53 feet; thence N 89°39'52" E 688.19 feet; thence S 00°09'53" W 540.00 feet to the South Line of the Southwest Quarter of said Section 8; thence S 89°39'52" W 925.00 feet to the point of beginning, containing 10.0 acres.

Subject to easements and restrictions of record.



VICINITY MAP
(NOT TO SCALE)

Notes:
No easements, restrictions, reservations, setbacks, or other matter of record, if any, affecting the title of this property are shown, except as platted, as per agreement with the landowner.
No gaps or overlaps exist.
There are no lines of possession that affect this survey.
Parent tract is recorded in Book 341, Page 133, Register of Deeds Office, Riley County, Kansas.
Contour lines and elevations are from Manhattan Kansas, Riley County LIDAR information.
All building setback requirements shall be determined by the zoning district, unless otherwise noted.
Floodplain Note:
Flood Plain, Flood Zone X, an area determined to be outside the 0.2% annual chance floodplain, FEMA FIRM (Flood Insurance Rate Map) Community Panel Number 20161C0335G, effective date, March 16, 2015.
Utility Notes:
Any utility company that locates facilities in any easement shall have the right to prune, remove, eradicate, cut and clear away any trees, limbs, vines and brush on the utility easement now or at any future time and prune and clear away any tree limbs, vines, and brush on lands adjacent to the utility easement whenever, in the utility companies judgment, such may interfere with or endanger the construction, operation, or maintenance of its facilities, together with the right of ingress to and egress from the utility easement and contiguous land subject to this plat for the purpose of surveying, erecting, constructing, maintaining, inspecting, rebuilding, replacing, and with or endangering the construction, operation or maintenance of said facilities.
Riley County Note:
If an entrance pipe is required, the minimum size shall be calculated in accordance with the Riley County Standards and Specifications. In no case, shall the diameter of the pipe be less than 15 inches.
All lots shall be in compliance with the Riley County Sanitary Code.
Property owner(s) is/are required to maintain all publicly granted drainage easements. Natural or non-natural structures or vegetative barriers (including but not limited to trees, shrubbery, berms, fences, and walls) are prohibited within publicly dedicated drainage easements.
Fort Riley Notice of Potential Noise Impacts:
This subdivision is subject to the Notice of Potential Noise Impacts from Fort Riley, Kansas Military Installation and Recommended Noise Attenuation Building methods recorded on August 17, 2020 in Bk. 881 Pg. 7017.

LEGEND

- 1/2"x24" Rebar w/CLS66 Cap Set
- △ Section Corner, NOTE: All section corner monument origins are unknown unless otherwise noted.
- Assumed Bearing
- (S) Surveyed Dimension

Scale: 1" = 60'

North Arrow: N

Existing Zoning: "AG" (Agricultural District)
Proposed Zoning: "AG" (Agricultural District) with Residential Use Designator - Extraneous Farmstead

Gross Area: 10.0 Acres
R.O.W. Dedication: 0.6 Acres
Net Area: 9.4 Acres

811
CALL BEFORE YOU DIG - DRILL - BLAST

KANSAS:
P: 800-344-7233
F: 316-687-3753
COLORADO:
P: 800-922-1987
F: 303-234-1712

The utilities as shown on this drawing were developed from the information available. This is not implied nor intended to be the complete inventory of utilities in this area. It is the clients/contractors responsibility to verify the location of all utilities (whether shown or not) and protect said utilities from any damage.

Preliminary Plat
KRAEMER ADDITION
Riley County, Kansas

SMH CONSULTANTS

Civil Engineering • Land Surveying • Landscape Architecture
www.smhconsultants.com

Manhattan, KS - HQ P: (785) 776-0541 • Dodge City, KS P: (620) 255-1952
Overland Park, KS P: (913) 444-9615 • Colorado Springs, CO P: (719) 465-2145

Drawn By: JGW Project: 1912MN1368 DD: TDS 79
MARCH 2021

DESCRIPTION:

A tract of land in the Southwest Quarter Section 22, Township 8 South, Range 5 East of the Sixth Principal Meridian, Riley County, Kansas described as follows:

Beginning at a point that is N 89°39'52" E 1725.49 feet from the Southwest Corner of the Southwest Quarter of said Section 8, said point being on the South Line of the Southwest Quarter of said Section 8; thence N 23°45'46" E 591.53 feet; thence N 89°39'52" E 688.19 feet; thence S 00°09'53" W 540.00 feet to the South Line of the Southwest Quarter of said Section 8; thence S 89°39'52" W 925.00 feet to the point of beginning, containing 10.0 acres.

Subject to easements and restrictions of record.

OWNER'S CERTIFICATE

STATE OF KANSAS)
COUNTY OF RILEY) SS

This is to certify that the undersigned is/are the owner(s) of the land hereon described on this plat, and that said owner(s) has/have caused the same to be surveyed and subdivided as indicated thereon, for the uses and purposes herein set forth, and does hereby acknowledge and adopt the same under style and title indicated.

All street rights-of-way as shown on this plat are hereby dedicated to the public. Any easements or licenses as shown on this plat, to locate, construct and maintain or authorize the location, construction and maintenance of poles, wires, conduits, water, gas and sewer pipes or required drainage channels or structures upon the area marked for easements on this plat, are hereby granted to the public.

Given under my hand at _____, Kansas this _____ day of _____, 2021.

Leroy K Bohnenblust and Claryce J Bohnenblust Joint Turst dated May 12, 2004

LaRae Kraemer; Trustee

NOTARY CERTIFICATE

STATE OF KANSAS)
COUNTY OF RILEY) SS

BE IT REMEMBERED, that on this _____ day of _____ A.D. 2021, before me, the undersigned, a notary public in and for the County and State aforesaid, came

Larea Kraemer as Trustee of
Leroy K Bohnenblust and Claryce J Bohnenblust Joint Turst dated May 12, 2004

personally known to me to be the same persons who executed the foregoing Owner's Certificate, and duly acknowledged their execution of the same.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my notarial seal on the day and year last above written.

Notary Public

My appointment expires: _____

CERTIFICATE OF THE COUNTY COMMISSION

STATE OF KANSAS)
COUNTY OF RILEY) SS

Approved this _____ day of _____, 2021.
Board of Commissioners, Riley County, Kansas.

Chairperson _____ Commissioner _____

Commissioner _____ Attest: County Clerk _____

CERTIFICATE OF THE REGISTER OF DEEDS

STATE OF KANSAS)
COUNTY OF RILEY) SS

This instrument was filed for record on the _____ day of _____ A.D. 2021, at _____ O'clock
____M. and duly recorded in Book _____ on Page _____.

Register of Deeds

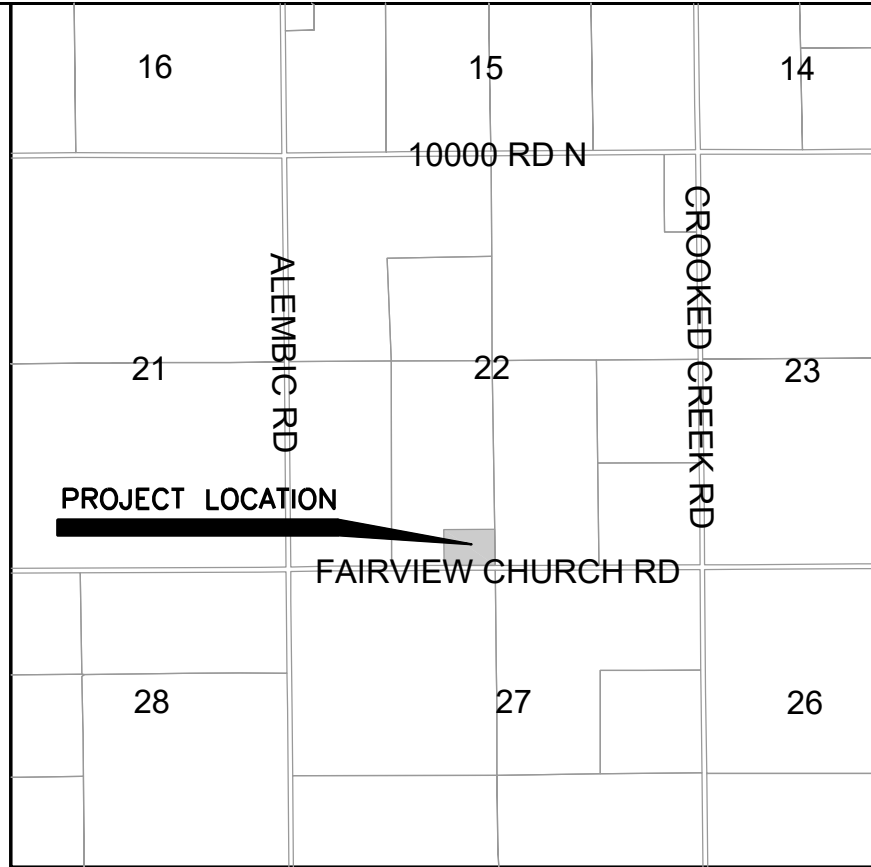
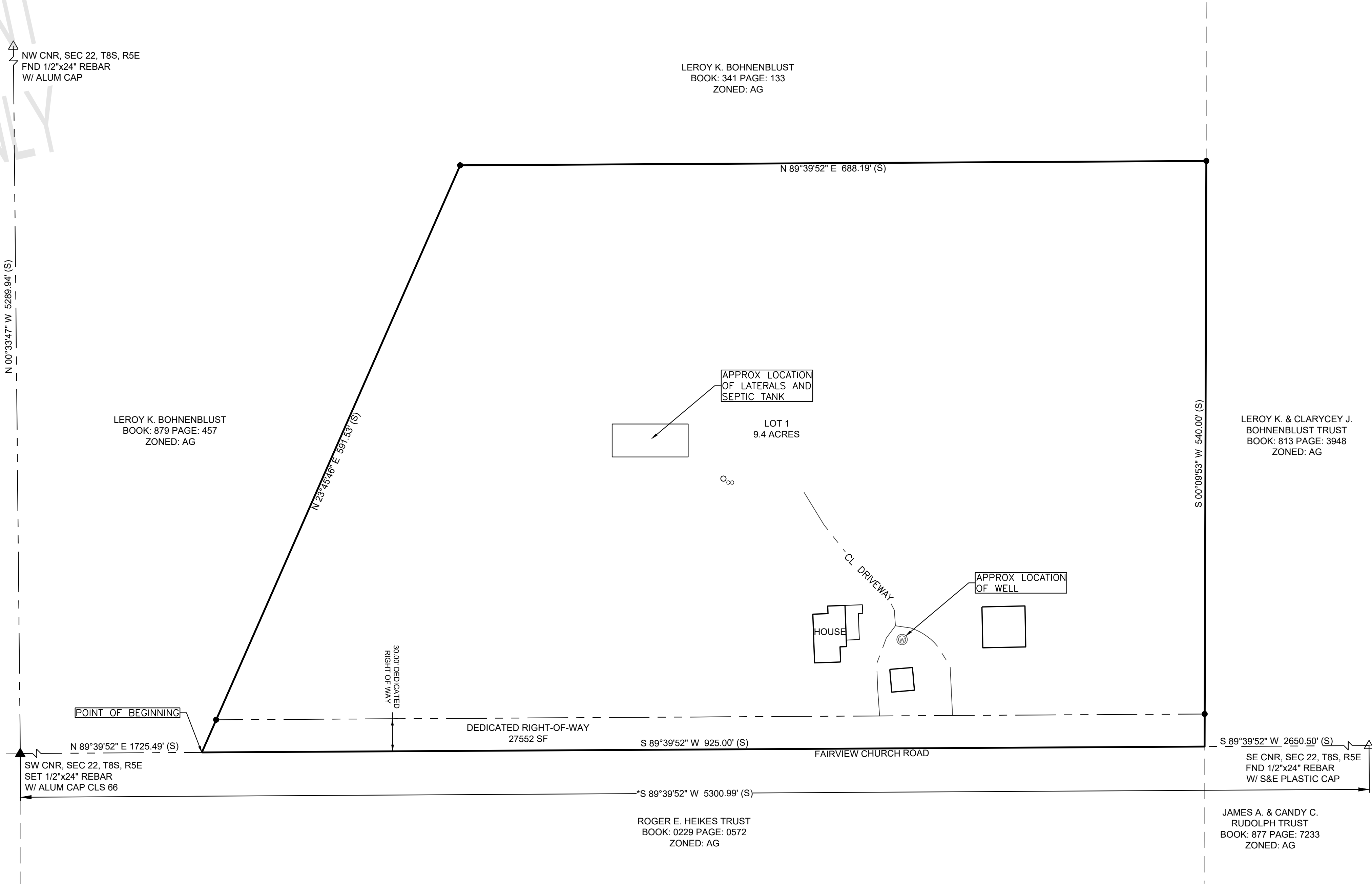
Deputy

RILEY COUNTY PLAT REVIEW SURVEYOR SIGNATURE BLOCK

This plat has been reviewed and approved for filing pursuant to and in compliance with K.S.A 58-2005 and with the requirements of Riley County Resolution No.082913-58. No other warranties are extended or implied.

Approved: _____

License Number: _____ Date: _____



VICINITY MAP
(NOT TO SCALE)

Notes:
No easements, restrictions, reservations, setbacks, or other matter of record, if any, affecting the title of this property are shown, except as platted, as per agreement with the landowner.

No gaps or overlaps exist.

There are no lines of possession that affect this survey.

Parent tract is recorded in Book 341, Page 133, Register of Deeds Office, Riley County, Kansas.

All building setback requirements shall be determined by the zoning district, unless otherwise noted.

Floodplain Note:
Flood Plain: Flood Zone X, an area determined to be outside the 0.2% annual chance floodplain. FEMA FIRM (Flood Insurance Rate Map) Community Panel Number 20161C0335G, effective date, March 16, 2015.

Utility Notes:
Any utility company that locates facilities in any easement shall have the right to prune, remove, eradicate, cut and clear away any trees, limbs, vines and brush on the utility easement now or at any future time and prune and clear away any tree limbs, vines, and brush on lands adjacent to the utility easement whenever, in the utility companies judgment, such may interfere with or endanger the construction, operation, or maintenance of its facilities, together with the right of ingress to and egress from the utility easement and contiguous land subject to this plat for the purpose of surveying, erecting, constructing, maintaining, inspecting, rebuilding, replacing, and with or endangering the construction, operation or maintenance of said facilities.

Riley County Note:
If an entrance pipe is required, the minimum size shall be calculated in accordance with the Riley County Standards and Specifications. In no case, shall the diameter of the pipe be less than 15 inches.

All lots shall be in compliance with the Riley County Sanitary Code.

Property owner(s) is/are required to maintain all publicly granted drainage easements. Natural or non-natural structures or vegetative barriers (including but not limited to trees, shrubbery, berms, fences, and walls) are prohibited within publicly dedicated drainage easements.

Fort Riley Notice of Potential Noise Impacts:
This subdivision is subject to the Notice of Potential Noise Impacts from Fort Riley, Kansas Military Installation and Recommended Noise Attenuation Building methods recorded on August 17, 2020 in Bk. 881 Pg. 7017.

Gross Area: 10.0 Acres
R.O.W. Dedication: 0.6 Acres
Net Area: 9.4 Acres



LEGEND

- 1/2"x24" Rebar w/CLS66 Cap Set
- △ Section Corner, NOTE: All section corner monument origins are unknown unless otherwise noted.
- Assumed Bearing
- (S) Surveyed Dimension

APPROVAL OF COUNTY OFFICERS

STATE OF KANSAS)
COUNTY OF RILEY) SS

County Engineer

County Counselor

Environmental Health Specialist

RILEY COUNTY
PLANNING BOARD CERTIFICATE

STATE OF KANSAS)
COUNTY OF RILEY) SS

Approved this _____ day of _____ A.D. 2021.

Riley County Planning Board.

Chairperson _____ Member _____

Member _____ Member _____

Member _____

SURVEYOR'S CERTIFICATE

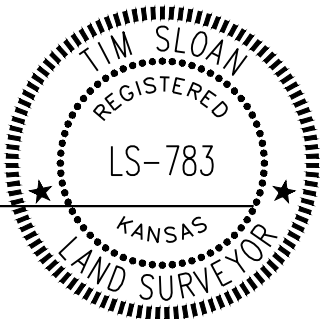
STATE OF KANSAS)
COUNTY OF RILEY) SS

I, the undersigned, do hereby certify that I am a Professional Surveyor in the State of Kansas, with experience and proficiency in land surveying; and that the heretofore described property was surveyed and subdivided by me, or under my supervision, that all subdivision regulations of Riley County, Kansas, have been complied with in the preparation of this plat, and that all the monuments shown herein actually exist and their positions are correctly shown to the best of my knowledge and belief.

Given under my hand and seal at Manhattan, Kansas this _____ day of _____, A.D., 2021.

SMH Consultants
By: Tim Sloan

Tim Sloan, P.S.
Vice-President



Final Plat
KRAEMER ADDITION
Riley County, Kansas

SMH
CONSULTANTS

Civil Engineering • Land Surveying • Landscape Architecture
www.smhconsultants.com

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Overland Park, KS P: (913) 444-9615 • Colorado Springs, CO P: (719) 465-2145

Drawn By: JGW Project: 1912MN1368 DD: TDS 79

APRIL 2021



DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT
RILEY 500 HUEBNER ROAD
FORT RILEY, KS 66442

April 14, 2021

Bob Isaac
 Planner-Planning & Development
 Manhattan Urban Area Planning Board
 110 Courthouse Plaza
 Manhattan, KS 66502

Dear Mr. Isaac:

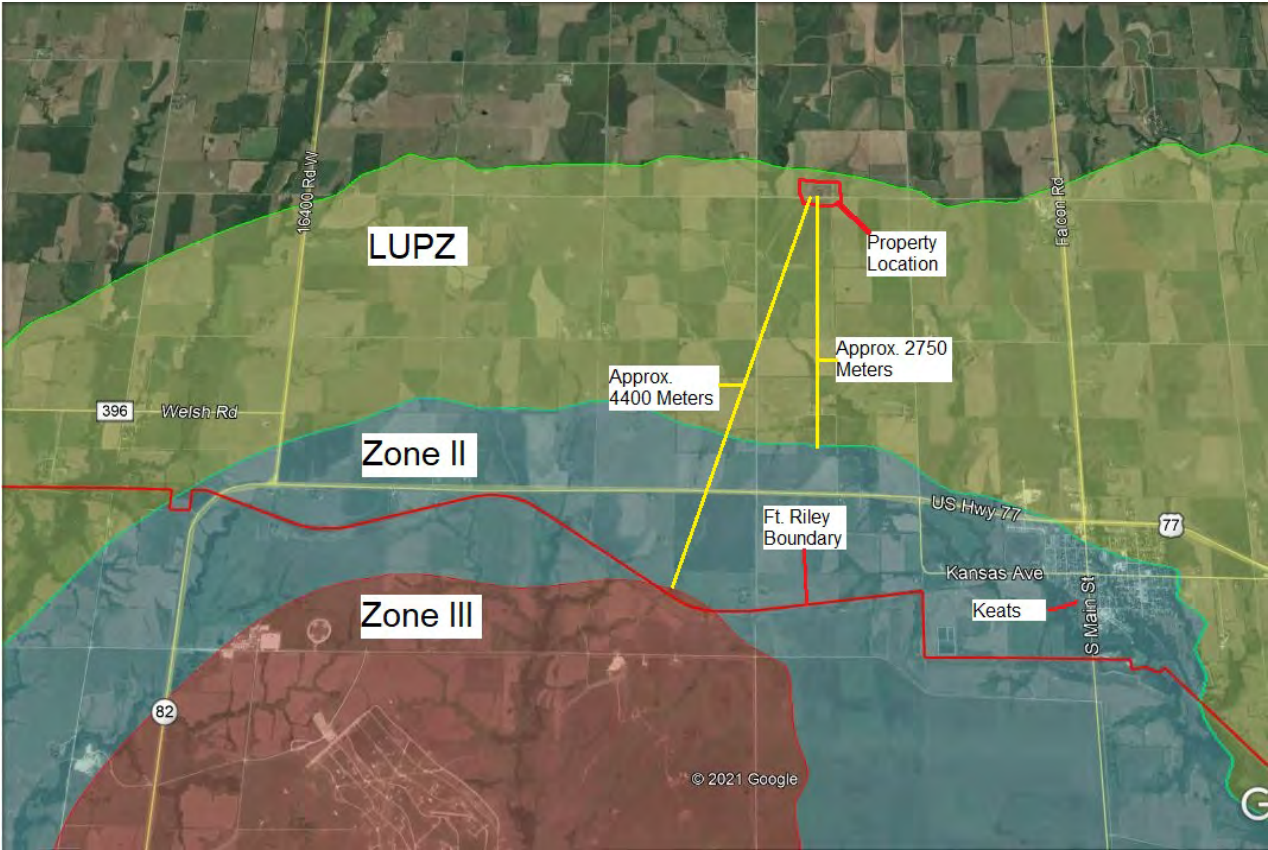
Thank you for the opportunity to provide information concerning a proposal by LaRae Kraemer to receive a Residential Use Designator - Extraneous Farmstead and plat an unplatted tract of land into a single lot that is generally located approximately 2,340 feet east of Alembic Road, on the north side of Fairview Church Road; Section 22, Township 8 South, Range 5 East; Bala Township.

This site is located near the Fort Riley Military Installation that generates noise by the firing of weapons systems and detonation of explosives on the installation. The site lies entirely within what is known as the Land Use Planning Zone (LUPZ). The property is located approximately 2,750 meters from noise Zone II. The closest boundary for noise Zone III is located approximately 4,400 meters from the property. The noise zone boundaries are determined from the modeling of noise generated by the Fort Riley Military Installation's operations during the period of October 2011 - September 2013, which is the most recent period of time for which the modeled magnitude of noise due to the operations is available.

Generally speaking, military operations for demolition and large caliber weapons, as well as for aviation maneuvers, will be produced at a level to be heard, or even judged as loud on occasion, within the LUPZ or slightly beyond. During periods of increased military operations at the Fort Riley Military Installation, community annoyance because of the noise generated by the increased operations can be expected, especially during large arms weapons operations during unfavorable weather conditions which allow noises to travel further and/or sound louder. According to Fort Riley's Installation Operational Noise Management Plan 2015, noise-sensitive land uses are generally acceptable within the LUPZ. However, communities and individuals often have different views regarding what level of noise is acceptable or desirable. The picture on the following page depicts the noise zone boundaries in relation to the property.

Attachment: Staff Report (10834 : Kraemer Addition)

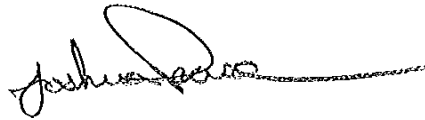
Figure 1: Fort Riley Noise Zones



- 3 -

If you have any questions about this information, please feel free to contact me at 785-239-8663, or via email at joshua.pease.civ@mail.mil.

Sincerely,

A handwritten signature in black ink, appearing to read "Joshua Pease", with a long horizontal flourish extending to the right.

Joshua Pease

Environmental, Environmental
Division

Attachment: Staff Report (10834 : Kraemer Addition)

EXCERPT OF MINUTES RILEY COUNTY PLANNING BOARD

May 10, 2021

Page 1

Kraemer – Residential Use Designator – Extraneous Farmstead & Plat

Vice Chair Hoobler opened the public hearing at the request of LaRae Kraemer, petitioner and LeRoy K. and Claryce J. Bohnenblust Trust, owner, to receive a Residential Use Designator – Extraneous Farmstead for an unplatted tract of land and plat said tract of land into a single lot in Bala Township, Section 22, Township 8 South, Range 5 East, in Riley County, Kansas.

Bob Isaac presented the request stating the subject site is a 10-acre portion of a larger 80-acre parent tract; one of two contiguous 80-acre parent tracts in the trust. He stated the subject site served as the residential portion of the larger agricultural tract and is currently developed with an aging home, built circa 1883, and a garage, built circa 1945. He said the parent tract gently slopes from east to west, with the home established on a slightly higher point of the property.

Mr. Isaac stated the property owner to the south of the subject site called into the office and expressed his opposition to the request due to the potential for agricultural “run-off” being washed down onto his property. Mr. Isaac explained that any kind of agricultural activity is exempt from the zoning regulations, regardless of the outcome of the Board’s decision.

Staff recommended that the Board approve the request to receive a Residential Use Designator– Extraneous Farmstead, as it had been determined that it met the minimum requirements of the Riley County Zoning Regulations.

Staff also recommended that the Planning Board approve the Concurrent Plat of Kraemer Addition, as it had been determined that all requirements of the Riley County Subdivision Regulations, Riley County Zoning Regulations and Sanitary Code had been met. Mr. Isaac stated that the plat portion will be heard by the Board of County Commissioners on May 20, 2021, at 9:50 am, in the County Commission Chambers.

Vice Chair Hoobler opened the public hearing and asked if the applicant wanted to speak.

LaRae Kraemer stated she is the daughter of Leroy and Claryce Bohnenblust. She stated she has four older brothers, one of which would really like to keep the family home. She said the remaining farm ground will be sold.

Vice Chair Hoobler asked if all the remaining ground is tilled.

Mrs. Kraemer replied yes.

There were no proponents or opponents.

John Wienck moved to close the public hearing. Nathan Larson seconded. Carried 3-0.

Nathan Larson expressed that he doesn’t understand why the neighbor to the south has concerns when nothing is changing.

John Wienck moved to approve the request for a Residential Use Designator – Extraneous Farmstead, as it was determined it met the minimum requirements of the Riley County Zoning Regulations. Nathan Larson seconded. Carried 3-0.

John Wienck moved to approve the Concurrent Plat of Kraemer Addition as it was determined it met the minimum requirements of the Riley County Zoning Regulations, Riley County Subdivision Regulations and Sanitary Code. Nathan Larson seconded. Carried 3-0.

Attachment: RCPB Minutes (10834 : Kraemer Addition)

Mr. Isaac announced that the Board of County Commissioners will hear the plat portion of the request on May 20, 2021, at 9:50 am, in the County Commission Chambers.

RESOLUTION NO. 052021**A RESOLUTION APPROVING THE KRAEMER ADDITION AND ACCEPTING THE STREET RIGHTS OF WAY, EASEMENTS AND LICENSES AS SHOWN TO BE DEDICATED ON SAID PLAT**

WHEREAS, the Board of Commissioners of Riley County, Kansas, has been presented for approval of the Kraemer Addition; and

WHEREAS, the Board finds that all legal requirements have been met for approval of said plat; and

WHEREAS, the Riley County Planning & Development Department has reviewed said plat and found it to be in compliance with the Riley County Sanitary Code; and

WHEREAS, the Riley County Planning Board, after appropriate notice, conducted a public hearing on May 10, 2021; and

WHEREAS, the Riley County Planning Board, after making a determination that said plat meets the minimum requirements of the Riley County Subdivision Regulations, approved said plat; and

WHEREAS, all required signatures have been obtained.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF RILEY COUNTY, KANSAS:

That the Kraemer Addition plat is hereby approved, and the Board of Commissioners of Riley County, Kansas hereby accepts all street rights of way, easements and licenses, as dedicated thereon.

Adopted this 20th day of May, 2021.

BOARD OF COMMISSIONERS
OF RILEY COUNTY, KANSAS

John Ford, Chair

Greg McKinley, Vice Chair

Kathryn G. Focke, Member

ATTEST:

Rich Vargo, Riley County Clerk

Attachment: Resolution (10834 : Kraemer Addition)



EXTENSION
Staff Update

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

STAFF REPORT

FROM: Gary Fike - Extension Director
MEETING: May 20, 2021
SUBJECT: Staff Update on VITA (Volunteer Income Tax Assistance)
PRESENTER: Gary Fike

Enclosures:



PLANNING & DEVELOPMENT
Public Hearing

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

RESOLUTION

FROM: Bob Isaac, Planner

MEETING: May 20, 2021

SUBJECT: Public Hearing to replat Lots 92, 92A, 93, and 93A of University Park into one (1) lot.

PRESENTER: Bob Isaac, Planner

BACKGROUND

See staff report.

DISCUSSION

See staff report.

FISCAL IMPACT

None is anticipated

ALTERNATIVES

- . Approve the measure
- . Deny the measure
- . Modify or develop alternatives if other concerns or factors arise
- . Schedule work session to discuss issue further

RECOMMENDATION(S)

On May 10, 2021, the Riley County Planning Board approved the Final Plat of University Park Unit 13, a replat of Lots 92, 92A, 93 and 93A, making a finding that the proposed request is

consistent with the Riley County Subdivision Regulations, Riley County Zoning Regulations and Sanitary Code.

Staff recommends that the Board of County Commissioners acknowledge the approved Final Plat of University Park Unit 13, accepting any easements, rights-of-way or licenses, as shown to be dedicated on the Final Plat.

POSSIBLE MOTION(S)

ACTION NEEDED FOR PLAT:

A. Motion to approve Resolution 052021-___ acknowledging the approved Final Plat of University Park Unit 13 and accept any easements, rights-of-way or licenses, as shown to be dedicated on the Final Plat.

Or

B. Motion to sign Resolution 052021-___ denying acceptance of any rights-of-way, easements, licenses as shown to be dedicated on the Final Plat of University Park Unit 13, as it has been determined that it does not meet the requirements of the Manhattan Urban Area Subdivision Regulations.

ATTACHMENT(S):

- Staff report
- Maps
- Excerpt of Planning Board minutes

Enclosures:

- Staff Report (PDF)
- Minutes RCPB (PDF)
- Resolution (PDF)



PLANNING & DEVELOPMENT

STAFF REPORT

Replat

PETITION: #21-0030 Replat

APPLICANT: Curt & Cindy L. Friedrich
11326 Lakeview Dr.
Manhattan, KS 66503-8706

PROPERTY OWNER: Curt & Cindy L. Friedrich
11326 Lakeview Dr.
Manhattan, KS 66503-8706

SIZE OF TRACT: The subject site is approximately 1.17 acres.

LOCATION: Generally located approximately 815 feet southwest of Rimrock Drive, on the north side of Redbud Drive; Section 12, Township 8 South, Range 6 East; Sherman Township.

JURISDICTION: This application is subject to the requirements of the Riley County Subdivision Regulations.



BACKGROUND: The subject property was platted as Lots 92, 92A, 93, and 93A of University Park, in September 1959. The applicant wishes to combine the lots in order to construct an accessory structure northwest of his home.

DESCRIPTION:

Physical site characteristics: The lot is currently developed with a single family residence, with multiple mature trees.

General character of the area: The general character of the area is a mix of developed and vacant suburban density single family residential lots.

SUITABILITY OF ZONING:

Zoning History: The subject site was zoned “A-1” (Single Family Residential) during the 1974 Zoning Conversion Process. The “A-1” zoning designation was renamed “SF-1” (Single Family Residential) in May 2012. There are no variances, conditional or special uses associated with the site.

SURROUNDING ZONING/LAND USE		
	ADJACENT ZONING	LAND USE
NORTH	“SF-1” (Single Family Residential)	Vacant
SOUTH	“SF-1” (Single Family Residential)	Residential
EAST	“SF-1” (Single Family Residential)	Park
WEST	“SF-1” (Single Family Residential)	Vacant

POTENTIAL IMPACT:

Public Facilities and Services:

Streets and bridges: The subject property has direct access to Lakeview Drive, gravel a two-lane local road maintained by the Township.

Water and sewer: The site is served by central water and central sewer through University Park (county benefit district).

Fire: Riley County Fire District #1 will serve the site. The nearest County fire station is the University Park station, located at 7412 Redbud Drive. The subject site is located within five road miles of a fire station.

Effect on public facilities and services: It is not anticipated that the proposed replat will have an adverse impact on public facilities and/or services.

COMMENTS AND CONCERNS:

ENVIRONMENTAL HEALTH: The Environmental Health Specialist reviewed the requested and reported that the property is served by University Park sewer and water systems; the request is in compliance with the Riley County Sanitary Code.

COUNTY ENGINEER: The County Engineer reviewed the request and reported no issues.

EMERGENCY MANAGEMENT: The Riley County Rural Fire Chief has reviewed the request and reported no issues.

RILEY COUNTY PLANNING BOARD

On May 10, 2021, the Riley County Planning Board approved the Final Plat of University Park Unit 13, a replat of Lots 92, 92A, 93 and 93A, making a finding that the proposed request is consistent with the Riley County Subdivision Regulations, Riley County Zoning Regulations and Sanitary Code.

STAFF RECOMMENDATIONS:

Staff recommends that the Board of County Commissioners acknowledge the approved Final Plat of University Park Unit 13, accepting any easements, rights-of-way or licenses, as shown to be dedicated on the Final Plat.

ACTION NEEDED FOR PLAT:

A. Motion to approve Resolution 052021-___ acknowledging the approved Final Plat of University Park Unit 13 and accept any easements, rights-of-way or licenses, as shown to be dedicated on the Final Plat.

Or

B. Motion to sign Resolution 052021-___ denying acceptance of any rights-of-way, easements, licenses as shown to be dedicated on the Final Plat of University Park Unit 13, as it has been determined that it does not meet the requirements of the Riley County Subdivision Regulations.

ATTACHMENTS:

- Vicinity/site map
- Surrounding zoning map
- Fire Station map
- Final Plat map

Prepared by: Bob Isaac, Planner
May 11, 2021



VICINITY AND SITE

Friedrich

#21-0030
Replat

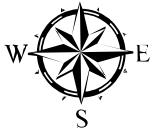
University Park
Unit 13

12-8-6

 1000' Buffer
 Site



Attachment: Staff Report (10833 : University Park Unit 13)



SURROUNDING ZONING

Friedrich

#21-0030
Replat

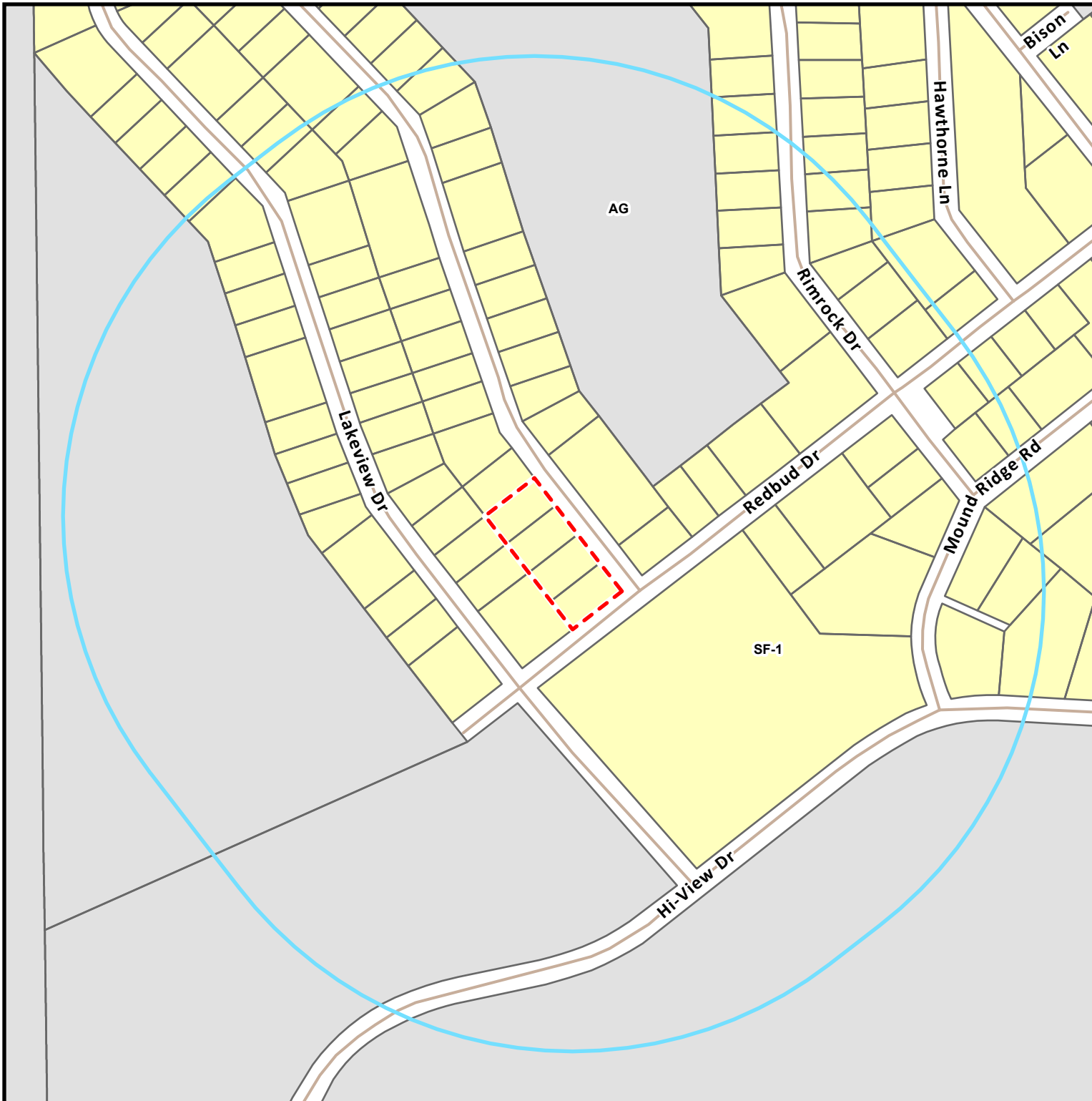
University Park
Unit 13

12-8-6

 1000' Buffer

 Site

-  AG Agricultural
-  AG-R AG/Residential
-  B-1 Two Family Residential
-  B-2 Multiple Family Residential
-  B-3 Mobile Home Park
-  C-3 General Business
-  C-4 Highway Business
-  D-1 Industrial Park
-  D-2 Light Industrial
-  D-3 Heavy Industrial
-  Fort Riley
-  N-1 Noise Hazard
-  PUD Planned Unit Development
-  SF-1 Single Family Residential
-  SF-2 Single Family Residential
-  SF-3 Single Family Residential
-  SF-4 Single Family Residential
-  SF-5 Single Family Residential
-  U University
-  Special Zoning:
-  Conditional Use
-  Special Use
-  Variance





FIRE STATIONS

Friedrich

#21-0030
Replat

University Park
Unit 13

12-8-6



Fire Stations

ISO Rating

-  5 (within 1000' of a hydrant)
-  5Y (within 5 road miles of 5Y fire station)
-  9 (5 road miles of May Day station)
-  10 (outside 5 road miles OR road is not paved/gravel)

Attachment: Staff Report (10833 : University Park Unit 13)





EXCERPT OF MINUTES RILEY COUNTY PLANNING BOARD

May 10, 2021

Page 1

Friedrich – Replat

Vice Chair Hoobler opened the public hearing at the request of Curt and Cindy Friedrich, petitioners and owners, to replat Lots 92, 92A, 93 and 93A of University Park (subdivision) into a single lot in Sherman Township, Section 8, Township 6 South, Range 6 East, in Riley County, Kansas.

Bob Isaac presented the request stating the subject property was Lots 92, 92A, 93, and 93A of University Park, in September 1959. He said that the applicant wishes to combine the lots in order to construct an accessory structure northwest of his home.

Staff recommended that the Planning Board approve the Final Plat of University Park Unit Thirteen, as it has been determined to meet the minimum requirements of the Riley County Zoning and Subdivision Regulations and Sanitary Code.

Nathan Larson asked why the house is located on two different lots.

Mr. Isaac explained that Riley County allows for structures to straddle a lot line if there are no utility easements.

Mr. Larson asked why this couldn't be done with the other two lots.

Vice Chair Hoobler opened the public hearing and if the applicant wanted to speak.

Curt Friedrich explained that Lot 92 was just purchased in the last year. He said due to the way the house and landscape are laid out, they will not be able to place the accessory structure across a lot line. He said they would like to clean it up and make into one lot.

There were no proponents or opponents.

John Wienck moved to close the public hearing. Nathan Larson seconded. Carried 3-0.

John Wienck moved to approve the request to replat Lots 92, 92A, 93 and 93A of University Park (subdivision) into a single lot, for reasons stated in the staff report.

Nathan Larson seconded. Carried 3-0.

Mr. Isaac announced that the Board of County Commissioners would hear the request on May 20, 2021, at 10:30 am, in the County Commission Chambers.

Attachment: Minutes RCPB (10833 : University Park Unit 13)

RESOLUTION NO. 052021**A RESOLUTION APPROVING THE UNIVERSITY PARK UNIT 13 AND ACCEPTING THE STREET RIGHTS OF WAY, EASEMENTS AND LICENSES AS SHOWN TO BE DEDICATED ON SAID PLAT**

WHEREAS, the Board of Commissioners of Riley County, Kansas, has been presented for approval of the University Park Unit 13; and

WHEREAS, the Board finds that all legal requirements have been met for approval of said plat; and

WHEREAS, the Riley County Planning & Development Department has reviewed said plat and found it to be in compliance with the Riley County Sanitary Code; and

WHEREAS, the Riley County Planning Board, after appropriate notice, conducted a public hearing on May 10, 2021; and

WHEREAS, the Riley County Planning Board, after making a determination that said plat meets the minimum requirements of the Riley County Subdivision Regulations, approved said plat; and

WHEREAS, all required signatures have been obtained.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF RILEY COUNTY, KANSAS:

That the University Park Unit 13 plat is hereby approved, and the Board of Commissioners of Riley County, Kansas hereby accepts all street rights of way, easements and licenses, as dedicated thereon.

Adopted this 20th day of May, 2021.

BOARD OF COMMISSIONERS
OF RILEY COUNTY, KANSAS

John Ford, Chair

Greg McKinley, Vice Chair

Kathryn G. Focke, Member

ATTEST:

Rich Vargo, Riley County Clerk

Attachment: Resolution (10833 : University Park Unit 13)



COUNTY CLERK & ELECTIONS
Budget

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

MEMORANDUM

FROM: Tami Robison, Budget & Finance Officer

MEETING: May 20, 2021

SUBJECT: 2022 RCPD, CIP, Eco Devo, General-General, Insurance, Bond & Interest, & BOCC Budget Requests

PRESENTER: Tami Robison, Budget & Finance Officer

Enclosures:

- Budget & Finance 2022 Memo (PDF)
- CIP 2022 (PDF)
- ECO DEVO 2022 (PDF)
- GENERAL SERVICES 2022 (PDF)
- INSURANCE 2022 (PDF)
- BOND & INTEREST 2022 (PDF)
- COMMISSIONERS 2022 (PDF)



CLERK'S OFFICE

Tami Robison
 Budget & Finance Officer
 110 Courthouse Plaza
 Manhattan, Kansas 66502-0109
 Phone: 785-537-6359
 Fax: 785-537-6394
 E-mail: trobison@rileycountyks.gov

To: Board of County Commissioners

From: Tami Robison, Budget & Finance Officer

Re: 2022 RCPD, CIP, Economic Development, General-General, Commissioners, Insurance, Bond & Interest, BOCC Budget Requests

Date: May 20, 2021

RCPD:

RCPD has not provided an appropriation request to date.

CIP:

The CIP fund is not legally required to be budgeted, however the County policy is to budget all funds. Each year the budget is balanced by reflecting a zero fund balance at the end of the year. While all cash is not necessarily expected to be spent, this does allow the flexibility and authority to spend all estimated available resources without amending the budget. A transfer of \$3,719,805 from the general fund has been presented for budget. The \$819,805 is for the annual radio hardware reserve (\$147,778--5 of 8), the radio infrastructure lease (\$426,796 through 2033), G.O. bond payment transferred to B&I (\$190,170—through 2025), and motor grader lease (\$55,061—through 2023). The CIP fund reflects reserves of \$500,000 in the 3000 Commodities line item.

Economic Development:

Each year the budget is balanced by reflecting a zero fund balance at the end of the year. A transfer in of \$300,000 from the general fund has been presented for budget. The expenditures reflect all appropriations as requested and \$233,051 in the General Economic Development line item.

General-General:

The personnel line items reflect an estimate of what is expected for separation of services based on data provided by Human Resource Manager. The Fund Reserve policy adopted in 2018 reflects reserves be held in this department within the General fund with an increase of \$250,000 annually until the County's goal of \$3.5M is attained. This increase has been reflected in the budget presentation. As the Human Resource Manager has discussed, the county is due for a wage study and thus additional funds have been budgeted in line 2990 for that purpose.

Insurance:

This department has been increased 5% from what is estimated to be spent in 2021 which is more than was budgeted in 2021.



CLERK'S OFFICE

Tami Robison

Budget & Finance Officer

110 Courthouse Plaza

Manhattan, Kansas 66502-0109

Phone: 785-537-6359

Fax: 785-537-6394

E-mail: trobison@rileycountyks.gov

Bond & Interest:

The Bond & Interest fund is reflecting no ad valorem tax dollars will be levied in 2022. The majority of the County's debt is for benefit districts which comes from special assessments to those specific land owners within the districts. Many landowners in University Park paid assessments upfront which is affecting how much in ad valorem is needed for current year's debt payments. There is also debt paid from CIP funds for Facilities & Bridge Projects and Economic Development funds for the Konza Water Project which is transferred into the Bond & Interest fund.

BOCC:

This departmental budget is flat in requests for contractual, commodities and capital outlay.

Fund #145
Riley County Capital Improvements

	2019	2020	2021	2021	2022
BEGINNING CASH BALANCE	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>EST</u>	<u>BUDGET</u>
Fund Balance	\$ 7,776,171	\$ 6,917,902	\$ 5,212,902	\$ 5,633,113	\$ 5,169,351
TOTAL BEGINNING CASH BALANCE	\$ 7,776,171	\$ 6,917,902	\$ 5,212,902	\$ 5,633,113	\$ 5,169,351
REVENUE					
185 Delinquent Personal Property	\$ 3	\$ -	\$ -	\$ -	\$ -
207 Federal Aid-Randolph Comm Park	-	-	-	-	-
208 State Reimbursement	-	-	-	-	-
402 Investment Interest	220,524	66,724	50,000	50,000	25,000
402-21 Investment Interest-radio project	52,550	20,873	-	-	-
503 Non-Collection Revenue	313,232	243,641	-	-	-
600 Misc Reimbursement	194,861	-	-	-	-
Prior Year Cancelled Encumbrance	77,295	4,000	-	-	-
602-74 Miscellaneous- fair booth revenue	10,610	-	10,000	5,000	5,000
603-507 Transfer from General Fund-PW (Ogden restroom)	-	3,750	-	-	-
603 Transfer from Auction Fund	130,000	20,000	81,238	81,238	-
603 Transfer from General Fund (debt/hardware reserve)	-	863,186	816,027	816,027	819,805
603 Transfer from General Fund	3,121,232	2,900,000	2,900,000	2,900,000	2,900,000
TOTAL REVENUE	\$ 4,120,307	\$ 4,122,174	\$ 3,857,265	\$ 3,852,265	\$ 3,749,805
TOTAL RESOURCES AVAILABLE	\$ 11,896,478	\$ 11,040,076	\$ 9,070,167	\$ 9,485,378	\$ 8,919,156
EXPENDITURES					
604 Transfer to Bond & Interest	\$ 183,066	\$ 181,945	\$ 186,392	\$ 186,392	\$ 190,170
2990 Debt or Lease Payments	633,239	533,463	629,635	629,635	629,635
2000 Contractual	348,922	265,233	-	-	-
3000 Commodities	7,090	14,532	500,000	-	500,000
4005 Future Capital Project Funding	-	-	7,754,140	3,500,000	7,599,351
4990 Capital Projects	3,806,259	4,411,790	-	-	-
TOTAL EXPENDITURES	\$ 4,978,576	\$ 5,406,963	\$ 9,070,167	\$ 4,316,027	\$ 8,919,156
TOTAL ENDING FUND BALANCE	\$ 6,917,902	\$ 5,633,113	\$ -	\$ 5,169,351	\$ -

Attachment: CIP 2022 (10804 : 2022 RCPD, CIP, Eco Devo, Gen-Gen, Ins, B&I, & BOCC Budget Requests)

Fund #146
Riley County Economic Development

	<u>2019</u> <u>ACTUAL</u>	<u>2020</u> <u>ACTUAL</u>	<u>2021</u> <u>BUDGET</u>	<u>2021</u> <u>EST</u>	<u>2022</u> <u>BUDGET</u>
BEGINNING CASH BALANCE					
Fund Balance	\$ 76,957	\$ 156,151	\$ 101,322	\$ 149,334	\$ 123,548
TOTAL BEGINNING CASH BALANCE	\$ 76,957	\$ 156,151	\$ 101,322	\$ 149,334	\$ 123,548
REVENUE					
600 Miscellaneous Reimbursement	\$ 14,000	\$ -	\$ -	\$ -	\$ -
603 Transfer from General Fund	\$ 360,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000
TOTAL REVENUE	\$ 374,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000
TOTAL RESOURCES AVAILABLE	\$ 450,957	\$ 456,151	\$ 401,322	\$ 449,334	\$ 423,548
EXPENDITURES					
604 Transfer to Bond & Interest Fund	\$ 41,925	\$ 46,025	\$ 44,975	\$ 44,975	\$ 43,925
604 Transfer to General Fund	-	-	-	-	-
Projects	252,881	260,792	356,347	280,811	379,623
TOTAL EXPENDITURES	\$ 294,806	\$ 306,817	\$ 401,322	\$ 325,786	\$ 423,548
TOTAL ENDING FUND BALANCE	\$ 156,151	\$ 149,334	\$ -	\$ 123,548	\$ -

PROJECTS	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
Re-write Riley Co Zoning/Subdivision Regs	\$ 55,352	\$ 55,352	\$ -	\$ -
Flint Hills Veteran's Coalition	\$ 1,000	\$ 1,000	\$ 1,100	\$ 1,015
Friends of Peace Memorial Auditorium	\$ -	\$ -	\$ -	\$ -
Aggieville Business Association	\$ -	\$ -	\$ -	\$ 9,500
Governor's Military Council	\$ 5,000	\$ 5,000	\$ -	\$ -
2013 Konza Water Project	\$ 41,925	\$ 46,025	\$ 44,975	\$ 43,925
Chamber of Commerce	\$ 60,000	\$ 55,000	\$ 55,000	\$ 55,000
Downtown Manhattan, Inc.	\$ -	\$ 5,000	\$ 5,000	\$ 10,000
Riley Co General Eco Devo	\$ 15,000	\$ 49,879	\$ 74,190	\$ 233,051
Flint Hills Regional Transit Admin	\$ -	\$ -	\$ -	\$ -
Auto Lane Development	\$ 6,057	\$ 6,057	\$ 6,057	\$ 6,057
Flint Hills Regional Council (FHRC) Contribution	\$ 9,118	\$ 10,000	\$ 10,000	\$ 10,000
MPO Contribution	\$ 7,544	\$ 8,000	\$ 5,000	\$ 5,000
K18 Ramp Contr (150,000-10 yrs)-KDOT agree-thru 2021	\$ 150,000	\$ 150,000	\$ 150,000	\$ -
US24 project study/design/engineering	\$ -	\$ 50,000	\$ 50,000	\$ 50,000
Transfer back to General Fund	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 350,996	\$ 441,313	\$ 401,322	\$ 423,548

Riley County General Services

	2019	2020	2021	2022
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>
PERSONNEL SERVICES				
1005 Employee Separation and Comp. Time Pay	\$ 72,444	\$ 138,042	\$ 100,000	\$ 75,000
1504 FICA	4,692	9,513	7,650	5,738
1508 KPERS	1,744	9,695	9,870	7,050
1510 State Unemployment Tax	70	180	100	75
TOTAL PERSONNEL SERVICES	\$ 78,950	\$ 157,430	\$ 117,620	\$ 87,863
CONTRACTUAL SERVICES				
2005 Cafeteria Section 125 Benefits	\$ 2,226	\$ 2,271	\$ 3,000	\$ 3,000
2010 Postage / Freight / Shipping	505	606	500	500
2020 Phone Services	75,577	80,139	80,000	82,000
2040 Internet Access (note: AT&T)	84,666	73,935	86,000	86,000
-57 Internet Access (note: AT&T)	12,896	13,051	13,000	13,000
2110 Advertising & Legal Publications	274	404	500	500
2140 Appraisal Services	3,000	-	5,000	5,000
2200 Office Equipment Rental	4,989	6,459	7,000	7,000
2220 Building Space Rental	5,000	5,000	5,000	5,000
2260 Security Services	-	770	-	1,000
2300 Tax Payment	17,332	1,685	3,000	3,000
2330 Transportation Services	-	1,100	-	-
2430 Computer Software Maint/Support	488	734	-	-
2510 Mileage/Toll/Parking/Rental	1,113	372	-	-
2520 Lodging	-	200	-	-
2530 Air Fare	-	349	-	-
2540 Meals	12	50	-	-
2550 Dues & Memberships	14,924	16,477	17,000	17,000
2560 Training & Registrations	-	-	-	-
2570 Subscriptions	1,994	1,821	2,000	2,000
2640 Legal Services	-	-	30,000	30,000
2644 Tax Sale Fees - Counselor	4,011	5,777	7,000	15,500
2650 Physician Fees	28,595	18,552	33,000	33,000
2657 Misc Fees	8,771	8,542	-	10,000
2670 Indigent Attorney Fees	365,530	368,579	407,550	424,351
2720 Witness Fees	294	-	-	-
2755 Accountant & Auditor Fees	52,426	54,381	60,000	60,000
2760 Consulting Fees	1,000	1,000	-	-
2765 Contract Fees	2,286	3,222	-	2,000
2810 Electrical/Gas Services	280,782	267,182	305,000	305,000
2830 Water	84,319	93,673	86,000	95,000
2850 Waste Disposal	30,381	33,602	29,500	35,000
2990 Other Contract Services	2,690	6,945	35,000	100,000
TOTAL CONTRACTUAL SERVICES	\$ 1,086,081	\$ 1,066,878	\$ 1,215,050	\$ 1,334,851
COMMODITIES				
3010 Office Supplies	\$ -	\$ -	\$ -	\$ -
3020 Books & Publications	560	-	500	500
3032 Supplies - Printer	1,180	1,540	2,000	2,000
3080 Fuel & Lubricants	-	20	-	-
3990 Other Supplies & Materials	-	-	-	-
TOTAL COMMODITIES	\$ 1,740	\$ 1,560	\$ 2,500	\$ 2,500

Attachment: GENERAL SERVICES 2022 (10804 : 2022 RCPD, CIP, Eco Devo, Gen-Gen, Ins, B&I, & BOCC Budget Requests)

	2019	2020	2021	2022
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>
CAPITAL OUTLAY				
604 Transfer Out-Benefit Districts	\$ 25,000	\$ -	\$ -	\$ -
4990 Other Capital Outlay	-	-	-	-
TOTAL CAPITAL OUTLAY	\$ 25,000	\$ -	\$ -	\$ -
MISC EXPENSES				
4005 Budget Stabilization	\$ -	\$ -	\$ 3,050,000	\$ 3,300,000
TOTAL OPERATING EXPENDITURES	\$ 1,166,771	\$ 1,225,868	\$ 1,335,170	\$ 1,425,214
TOTAL EXPENDITURES LESS PERSONNEL	\$ 1,112,821	\$ 1,068,438	\$ 4,267,550	\$ 4,637,351
TOTAL EXPENDITURES	\$ 1,191,771	\$ 1,225,868	\$ 4,385,170	\$ 4,725,214

DESCRIPTION

The General Services budget is used for the purchase of goods and services considered to be useful to Riley County Government as a whole.

001-026
Riley County Insurance

	2019		2020		2021		2022
	<u>ACTUAL</u>		<u>ACTUAL</u>		<u>BUDGET</u>		<u>BUDGET</u>
CONTRACTUAL SERVICES							
2120 Insurance-Property/Building	\$ 197,326	\$	221,236	\$	270,319	\$	283,835
2121 Health Insurance	(4,625)		(2,038)		-		-
2123 Liability Insurance	103,251		92,987		115,792		121,582
2124 Other Insurance	325,374		278,261		270,354		283,872
2645 Legal Settlements	-		-		50,000		50,000
2990 Other Contract Services	-		-		-		-
TOTAL CONTRACTUAL SERVICES	\$ 621,326	\$	590,446	\$	706,465	\$	739,289

Attachment: INSURANCE 2022 (10804 : 2022 RCPD, CIP, Eco Devo, Gen-Gen, Ins, B&I, & BOCC Budget Requests)

Fund #181
Riley County Bond & Interest

	2018	2019	2020	2021	2021	2022
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>EST</u>	<u>BUDGET</u>
BEGINNING CASH BALANCE						
Fund Balance	\$ 140,060	\$ 157,163	\$ 258,481	\$ 161,104	\$ 227,663	\$ 196,559
TOTAL BEGINNING CASH BALANCE	\$ 140,060	\$ 157,163	\$ 258,481	\$ 161,104	\$ 227,663	\$ 196,559
REVENUE						
102 Motor Vehicle Tax	\$ 25,656	\$ 23,088	\$ 15,680	\$ 3,839	\$ 3,839	\$ 1,430
103 Vehicle Rental Excise Tax	499	442	294	65	65	16
113 Recreational Vehicle Tax	230	198	138	34	34	13
130 Commercial Vehicle Fees	1,141	1,063	587	159	159	57
178 Special Assessments	147,064	234,853	206,675	185,409	185,409	183,112
180 Ad Valorem Tax	248,236	147,730	42,099	16,723	16,723	-
181 Delinquent Tax	4,072	3,215	2,133	-	-	-
182 Oil & Gas Current Tax	31	26	4	-	-	-
184 P.P. Current	2,774	1,446	367	-	-	-
185 P.P. Delq.	341	277	54	-	-	-
190 16 / 20 M Vehicle Tax	257	192	167	31	31	13
192 16 / 20 M Vehicle Delinquent Tax	25	23	27	-	-	-
193 Watercraft Current Tax	106	109	64	21	21	8
194 Watercraft Delq.	29	27	15	-	-	-
603 Transfer from CIP	202,819	183,066	181,945	186,392	186,392	190,170
603 Transfer from Economic Development	42,825	41,925	46,025	44,975	44,975	43,925
TOTAL REVENUE	\$ 676,105	\$ 637,680	\$ 496,274	\$ 437,648	\$ 437,648	\$ 418,744
TOTAL RESOURCES AVAILABLE	\$ 816,165	\$ 794,843	\$ 754,755	\$ 598,752	\$ 665,311	\$ 615,303
EXPENDITURES						
2010 Postage / Freight / Shipping	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2080 Printing/Dupl Srv	-	-	-	-	-	-
2110 Advertising/Legal Publ	-	-	-	-	-	-
2290 Principal	601,761	415,194	415,089	366,029	366,029	360,308
2305 Interest	57,204	121,160	112,003	102,723	102,723	106,243
2500 Cash Basis Requirement	-	-	-	130,000	-	148,752
2640 Legal Services	-	-	-	-	-	-
2643 Bond Fees-Counselor	-	-	-	-	-	-
2700 Bonding Services	37	8	-	-	-	-
TOTAL EXPENDITURES	\$ 659,002	\$ 536,362	\$ 527,092	\$ 598,752	\$ 468,752	\$ 615,303
TOTAL ENDING FUND BALANCE	\$ 157,163	\$ 258,481	\$ 227,663	\$ -	\$ 196,559	\$ -

Attachment: BOND & INTEREST 2022 (10804 : 2022 RCPD, CIP, Eco Devo, Gen-Gen, Ins, B&I, & BOCC Budget Requests)

Riley County Board Of County Commissioners (BOCC)

PERSONNEL	2019	2020	2021	2022
Position Title - Full-Time	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>
Commissioner	3	3	3	3
TOTAL NUMBER OF EMPLOYEES	3	3	3	3
PERSONNEL SERVICES				
1001 Salaries (Regular Full-Time)	\$ 137,702	\$ 150,232	\$ 137,435	\$ 143,249
1504 FICA	10,545	11,522	10,513	10,959
1506 Health Insurance	6,886	8,560	30,071	31,300
1508 KPERS	4,540	4,813	13,565	13,465
1510 State Unemployment Tax	41	69	137	143
TOTAL PERSONNEL SERVICES	\$ 159,714	\$ 175,196	\$ 191,721	\$ 199,116
CONTRACTUAL SERVICES				
2010 Postage / Freight / Shipping	\$ 11	\$ 24	\$ 30	\$ 30
2030 Cell Phone	2,300	2,340	2,350	2,350
2124 Other Insurance	-	28	-	-
2510 Mileage / Tolls / Parking / Rental	3,310	807	4,000	4,000
2520 Lodging	1,946	1,942	3,000	3,000
2530 Air Fare	364	496	1,000	1,000
2540 Meals	883	579	1,500	1,500
2550 Dues & Memberships	995	995	1,000	1,000
2560 Training & Registrations	2,450	515	4,000	4,000
2570 Subscriptions	120	-	200	200
2605 Admin/Clerical Fees	75	-	-	-
2640 Legal Services	28,000	28,000	29,500	29,500
TOTAL CONTRACTUAL SERVICES	\$ 40,454	\$ 35,726	\$ 46,580	\$ 46,580
COMMODITIES				
3010 Office Supplies	\$ 394	\$ 339	\$ 600	\$ 600
3020 Books & Publications	-	41	200	200
3990 Other Supplies & Materials	108	4	100	100
TOTAL COMMODITIES	\$ 502	\$ 384	\$ 900	\$ 900
TOTAL OPERATING EXPENDITURES	\$ 200,670	\$ 211,306	\$ 239,201	\$ 246,596
TOTAL EXPENDITURES LESS PERSONNEL	\$ 40,956	\$ 36,110	\$ 47,480	\$ 47,480
TOTAL EXPENDITURES	\$ 200,670	\$ 211,306	\$ 239,201	\$ 246,596



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: May 20, 2021

SUBJECT: Fill an open Traffic Control Technician Position

PRESENTER: John Ellermann

BACKGROUND

Our current Traffic Control Technician recently filled the vacant Engineering Tech-Construction position. We are here today to request approval to fill this budgeted open position in the Public Works Department/Operations Division. This position is supervised by the Operations/Fleet Manager.

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

DISCUSSION

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

FISCAL IMPACT

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

RECOMMENDATION(S)

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

POSSIBLE MOTION(S)

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

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- 2021-05 PW Traffic Control Tech (gold) (PDF)

Department	Public Works / Traffic Division	Date	05/13/2021	Job Title	Traffic Control Technician
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☒ Full Time	☒ Regular	☐ Seasonal	☐ Grant Funded	Pay Grade	1	Start Date	05/20/2021	☒ Non-Exempt		
☐ Part Time	☐ As Needed	☐ Intern	☐ Temporary	40	Hours per	☒ Week	☐ Month	End Date	N/A	☐ Exempt

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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: Jason Anderson	2. Effective date of promotion, transfer, termination, or change: 05/17/2021	1. Are there current budgeted funds available to pay for this position? ☒ Yes ☐ No ☐ Grant Funded	2. Requested hours per year: 2080
3. If requesting a change in budgeted hours, estimated change in cost per year:	4 Would the position require 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: No	5. If applicable, what is the ending date for the position?: N/A	6. Any special conditions regarding this position:

1. Why is it necessary to fill this position or change its status? Public Safety
2. Is it possible to fill this position internally? If no, why not? Yes

For hiring purposes, briefly state necessary and/or desirable education, training, and/or certification required as well as desirable experience and/or skills: High School Graduate or equivalent required. Class A Commercial License with tanker endorsement shall be obtained within the first 90 days of employment. Knowledge in sign construction or maintenance required. Vo-Tech training is preferred.

Additional comments: Jason Anderson was promoted to Engineering Technician, PW/Engineering Division

Approval by: _____ Date: _____

Department Head:

Personnel:

BOCC Chairman:

BOCC Member:

BOCC Member:

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



COUNTY TREASURER'S OFFICE
Personnel

Shilo Heger
Treasurer
110 Courthouse Plaza
Manhattan, KS 66502
Phone: 785-537-6320

COMMISSION AGENDA REPORT

FROM: Shilo Heger
MEETING: May 20, 2021
SUBJECT: Request to Fill Open Customer Service Position
PRESENTER: Shilo Heger

BACKGROUND

I have had an employee turn in her resignation with an effective date of June 4th, 2021. The current position is a Customer Service Representative II. I am requesting to fill this position with a Customer Service Representative I in order to keep staffing levels the same.

DISCUSSION

We have one employee from the counter dedicated daily to perform drivers' license transactions. That leaves 8 employees at the counter to assist with motor vehicle and tax transactions. Without this position it would hinder our ability to assist customers in a timely manner especially if there are absences due to vacation or illnesses.

FISCAL IMPACT

The employee who is leaving is currently a CSR II with 16 years experience. It is currently in the 2021/2022 budgets. This new position will be a CSR I so there will be no detrimental effect to the budget.

RECOMMENDATION(S)

I request the Board of County Commissioners approve the request to fill this position.

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:

- 2021-05 Treasurer CSR I (gold) (PDF)

21.a

Department Treasurer Date 05/17/2021 Job Title Cust Svc Rep I

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

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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>LuAnn Mille</u>	2. Effective date of promotion, transfer, termination, or change: <u>06/04/2021</u>	1. Are there current budgeted funds available to pay for this position? ☐ Yes ☐ No ☐ Grant Funded	2. Requested hours per year:
3. If requesting a change in budgeted hours, estimated change in cost per year:	4. Would the position require re-evaluation for classification and pay grade purposes? ☐ Yes ☒ No	3. Estimated cost per year (financial impact): \$	4. Would the position require evaluation for classification and pay grade purposes? ☐ Yes ☐ No
5. Has this position been "On Hold?" ☐ Yes ☒ No If yes, date placed "On Hold":	6. Any special conditions regarding this position:	5. If applicable, what is the ending date for the position?:	6. Any special conditions regarding this position:

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

2. Is it possible to fill this position internally? If no, why not? 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. 1 year experience handling money, 1 year experience working with public, MOVRS training.

Additional comments:

Approval by:

Department Head:

Personnel:

BOCC Chairman:

BOCC Member:

BOCC Member:

Date:

5/17/21

5/17/21



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: May 20, 2021

SUBJECT: New and Expanded Position Requests for 2022 Budget

PRESENTER: Elizabeth Ward

BACKGROUND

Each budget cycle, Department Heads are given the opportunity to present their requests for expanded positions in their respective departments, as part of the Strategic Planning process.

Below is a summary of those positions being requested for inclusion in the 2022 budget. These positions would require **additional funding** to each of the associated budgets.

These totals below include the cost of wages and benefits.

DISCUSSION

Please see attached enclosures for each position requested.

FISCAL IMPACT

Department	Position	Hours	Total (Wage + Benefits)
Emergency Management	Emergency Planner - <i>Expanded Position</i> Existing PD - Grade H, Starting Range - \$16.19-17.90 per hour	1040 additional hours	\$51,938.64
	EMPG grant funding		(\$31,659.00)

	Emergency Management Budget Request		\$20,279.64
Health Department	Maternal and Child Health Bilingual Navigator - Expanded Position Existing PD - Grade Q Starting Range-\$2009.60-\$2,222.40 per period	2080 hours	\$75,441.60
	OPEI & ELC Grant funding		(\$37,720.80)
	Health Department Budget Request		\$37,720.80
Planning & Development	Environmental Health Specialist - New Position Existing PD - Grade Q Starting Range -\$2009.60 - \$2,222.40 per period	2080 hours	\$75,441.60
	Planning & Development Department Budget Request		\$75,441.60
Noxious Weed	Part time, Seasonal Hazardous Waste Technician Existing PD - Grade B Starting Range - \$12.09 - \$13.36 per hour	300 hours	\$4,036.88
	Noxious Weed Budget Request		\$4,036.88
EMS/Ambulance	Administrative Assistant Proposed Pay Grade - F Hiring Range - \$14.69 - \$16.24 per hour	2080	\$44,104.32
	EMS/Ambulance Budget Request		\$44,104.32
	Total all New Requests		\$181,583.24

RECOMMENDATION(S)

Recommendation is to consider each position individually as a separate motion as to what shall be included into the 2018 budget preparation.

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:

Emergency Management - Position Justification

EM Planner I Position Description

Health Department - Position Justification

MCH Bilingual Navigator Position Description

Planning & Development - Position Justification
Environmental Health Specialist Position Description
EMS/Ambulance - Position Justification

Enclosures:

- CAR 2022 budget additional-expanded position requests 2021-05 (DOC)
- Emergency Management - FT Planner Exercise Specialist request (DOCX)
- Emergency Management - FT Planner Exercise Specialist position description (DOCX)
- Health Department - MCH Bilingual Navigator request (DOCX)
- Mother Child Health Bilingual Navigator position description(DOC)
- Planning Development Environm Health Specialist Position Description (DOCX)
- Planning - Environmental Health Specialist request 2022 (DOCX)
- EMS Ambulance - Administrative Assistant request 2022 (DOCX)



COMMISSION AGENDA REPORT

FROM: Elizabeth Ward, Human Resource Manager

MEETING: Monday, May 17, 2021

SUBJECT: New and Expanded Position Requests for 2022 Budget

PRESENTER: Elizabeth Ward

BACKGROUND

Each budget cycle, Department Heads are given the opportunity to present their requests for expanded positions in their respective departments, as part of the Strategic Planning process.

Below is a summary of those positions being requested for inclusion in the 2022 budget. These positions would require **additional funding** to each of the associated budgets.

These totals below include the cost of wages and benefits.

FISCAL IMPACT

Department	Position	Hours	Total (Wage + Benefits)
Emergency Management	Emergency Planner – <i>Expanded Position</i> Existing PD – Grade H, Starting Range - \$16.19-17.90 per hour	1040 additional hours	\$51,938.64
	EMPG grant funding		(\$31,659.00)
	Emergency Management Budget Request		\$20,279.64
Health Department	Maternal and Child Health Bilingual Navigator - <i>Expanded Position</i> Existing PD – Grade Q Starting Range-\$2009.60-\$2,222.40 per period	2080 hours	\$75,441.60
	OPEI & ELC Grant funding		(\$37,720.80)
	Health Department Budget Request		\$37,720.80

Department	Position	Hours	Total (Wage + Benefits)
Planning & Development	Environmental Health Specialist - <i>New Position</i> Existing PD – Grade Q Starting Range -\$2009.60 - \$2,222.40 per period	2080 hours	\$75,441.60
	Planning & Development Department Budget Request		\$75,441.60
Noxious Weed	Part time, Seasonal Hazardous Waste Technician Existing PD – Grade B Starting Range - \$12.09 - \$13.36 per hour	300 hours	\$4,036.88
	Noxious Weed Budget Request		\$4,036.88
EMS/Ambulance	Administrative Assistant <i>Proposed</i> Pay Grade - F Hiring Range - \$14.69 - \$16.24 per hour	2080	\$44,104.32
	EMS/Ambulance Budget Request		\$44,104.32
	Total all New Requests		\$181,583.24

DISCUSSION

Please see attached enclosures for each position requested.

ALTERNATIVES

1. Approve the measure
2. Deny the measure
3. Modify or develop alternatives if other concerns or factors arise
4. Schedule work session to discuss issue further

RECOMMENDATION(S)

Recommendation is to consider each position individually as a separate motion as to what shall be included into the 2018 budget preparation.

POSSIBLE MOTION(S)

Move to approve, deny or amend each position individually as presented in the above chart.

Enclosures:

Emergency Management – Position Justification
 EM Planner I Position Description
 Health Department – Position Justification
 MCH Bilingual Navigator Position Description
 Planning & Development – Position Justification
 Environmental Health Specialist Position Description
 EMS/Ambulance – Position Justification

A part time Emergency Management planner I position was created in 2018 to help the Emergency Management Coordinator review and update all county plans. This position is supervised by the Emergency Management Coordinator.

The position is responsible for reviewing and updating:

- Emergency Operations Plan (EOP)
- Debris Management Plan (DMP)
- Hazard Mitigation Plan (HMP)
- Continuity of Operations Plan (COOP)

Prior to the creation of this position, all updates to the plans were the responsibility of the Emergency Management Coordinator and the Emergency Management Director. After the creation of the planner I position, it allowed the plans to be updated by 1 person, with the oversight of the Coordinator, which made updates more consistent and timely.

By statute, the Emergency Management office must develop and maintain an EOP as well as make any necessary changes or revisions as needed. The department must work actively with all county departments and other governmental and private entities within Riley County to review and update all of the plans. The EOP must be reviewed and updated annually and validated by exercises.

With new planning standards being issued last year, it will be a priority for the Planner I to review and update all plans. It is important to review and update plans well in advance of the expiration dates. Stakeholders and EM staff have to arrange a meeting time to discuss existing roles, responsibilities, and capabilities and use that information to update the plans. Kansas Planning Standards are issued regularly in an effort to incorporate new technology, lessons learned, or other priority requirements.

The department is responsible for the coordination of a countywide exercise program, which meets state and federal guidelines and which adequately test the capability of all agencies and jurisdictions to perform the functions contained in the EOP. Exercises are a requirement to receive federal grant funding. There are several local agencies also required to conduct annual exercises, including but not limited to the hospital, airport, and emergency management.

Due to the lack of time available to plan exercises, we have found ourselves repeating past exercises in order to meet the plan validation process and grant requirements. This is not a good practice. Planning for exercises is a huge time commitment with attention to detail being necessary. A regular schedule for training/drills with county employees has been very difficult to carry out because of business hours, and lack of EM staff time.

Due to the direct correlation between plans and exercises, we are wanting to add the exercise responsibility in the part-time Planner I position and expand the current part time position to a full time Emergency Management Planner/Exercise Specialist position.

The Planner/Exercise Specialist position would be responsible for:

- Review, update, and maintain all county plans
- Plan, conduct, and evaluate exercises with all agencies in Riley County (private sector, volunteer or paid emergency response agencies)
- Document exercise results in an After Action Report (AAR)
- Develop improvement plan from AAR data to integrate into county plans
- Organize the exercise activities in a strategic manner

By having a fulltime position working on plans and exercises, the coordinator can place more attention on essential functions that have been neglected such as community education and awareness programs and volunteer recruitment, training, and engagement.

Emergency Management has 1 full time employee (coordinator), ½ time employee (director), and ½ time employee (planner). Knowing that the coordinator has been here 22 years and is eligible for retirement at any time and the director has been here 6 months and is eligible to retire in 5 years, having another full time person would provide for some office knowledge continuity. A full time position tends to be more of a stable, long term career path choice while a part time position lends itself to being temporary while the person completes school or gets experience to move on.

The Planner I position was paid for through the EMPG (Emergency Management Performance Grant). The amount Riley County has received from EMPG in the past several years has been \$31,659.

If the position is paid \$17/hour the total salary/benefit figure is approximately \$49,504. With EMPG paying \$31,659, the county would need to pay approximately \$17,845.

If the position is paid \$20/hour the total salary/benefit figure is approximately \$58,240. With EMPG paying \$31,659, the county would need to pay approximately \$26,581.

Position	Salary	Benefits	Position Cost Annualized
EM Planner I Grade H Hiring Range - \$16.19 - \$17.90/hour	\$37,232.00	\$14,706.64	\$51,938.64
EMPG Grant Funding			\$31,659.00
Total Budget Request			<u>\$20,279.64</u>

RILEY COUNTY, KANSAS JOB DESCRIPTION

Job Title:	Emergency Management Planner /Exercise Specialist	
Department:	Emergency Management	Division:
Reports To:	Emergency Management Coordinator	
Pay Grade:	H	Status: Full Time
FLSA Status:	Non-Exempt	

POSITION SUMMARY: The position is responsible for reviewing, updating and maintaining all of the county's emergency plans. This position is also responsible for Emergency Management's training and exercise program.

This position requires knowledge of public administration, County and local government operations, businesses, and non-profit participants related to coordination of emergency management planning documents. Work is carried out with general direction, exercise of initiative and independent judgment. High degree of interaction with other parties and skill required.

ESSENTIAL FUNCTIONS:

- Review, update, and maintain all county plans including
 - Emergency Operations Plan (EOP)
 - Continuation of Operations Plan (COOP)
 - Debris Management Plan
 - Hazard Mitigation Plan
 - Other plans as directed or required
- Serve as a resource for access to local, state and federal plans, policies and procedures, both public and private, which may impact the ability of the County to mitigate, prepare for, respond to and/or recover from disasters
- Work with the emergency management staff to develop plans using the national planning scenarios and capability-based planning to better develop all hazard plans.
- Work with emergency management staff to use plans in developing exercises
- Work with local, state, and federal agencies including but not limited to NBAF, BRI, to develop hazard/risk specific training and exercises.
- Provide training regarding the plans to other response agency personnel
- Attend LEPC meetings
- Plan, conduct, and evaluate exercises with all agencies (private sector, volunteer or paid emergency response agencies) within the county and outside the county under the direction of the Coordinator.
- Document exercise results by using an After Action Report and developing an improvement plan to integrate into county plans
- Organize the exercise activities in accordance with an identified strategy from the annual TEPW (Training Exercise Planning Workshop) and the requirements established by KAR56-2-2
- Any other job related duties as assigned

POSITION REQUIREMENTS:

Education: A high school diploma or GED required. Emergency Management Associates Degree preferred.

Updated 2021

Attachment: Emergency Management - FT Planner Exercise Specialist position description (10852 : New and Expanded Position Requests for

Required License(s)/Certification(s):

- Valid Driver's License
- The following are required within the first 12 months of employment:
 - ICS-100 Introduction to ICS
 - ICS-200 Basic ICS
 - IS-700 Introduction to NIMS
 - IS-800 National Response Framework
 - IS-120 An Introduction to Exercises
 - IS-230 Emergency Management Fundamentals
 - IS-235 Emergency Management Planning
 - IS-240 Leadership & Influence
 - IS-241 Decision Making & Problem Solving
 - IS-242 Effective Communications
 - IS-244 Developing & Managing Volunteers
- The following are required within the first 18 months of employment or as classes become available:
 - HSEEP (Homeland Security Exercise & Evaluation Program)
 - IS-130 Exercise Evaluation and Improvement Planning
 - KS-132 Exercise Design for Discussion Based Exercises
 - KS-133 Exercise Design for Operations Based Exercises

Preferred License(s)/Certification(s): within 2 years of employment:

- Kansas Certified Emergency Manager (KCEM)

Experience: Must possess at least 1 year experience reviewing, updating, and maintaining plans in emergency related fields or equivalent education. Must possess at least 1 year experience planning and conducting exercises or equivalent education. Experience with the operation of specialized office equipment and computers is required. Experience in emergency related fields preferred.

Skills: Demonstrated ability in typing and knowledge of basic or commonly-used office rules, procedures and operations. Must have the ability to work with the public, other county staff, and other public safety agencies. Must understand and demonstrate basic computer skills. Must be able to facilitate meetings. Must have experience with ESRI mapping products.

Supervisory Controls: Instructions are accepted from Emergency Management Coordinator and the Emergency Management Director. The employee plans and carries out the successive steps and handles problems and deviations in the work assignment in accordance with instructions, policies, previous training, or accepted practices.

Supervisory Responsibility: None

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 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.

Personal Contacts: The personal contacts are with employees in the same agency, and outside the immediate organization. People contacted generally are engaged in different functions and kinds of work performed for the county. Also a substantial number of contacts are made with members of the general public or other agencies.

Purpose of Contacts: The purpose is to obtain, clarify or give facts or information regardless of the nature of those facts. The facts or information may range from the easily understood to the highly technical. Distributing and providing educational information is included.

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 sit; use hands to finger, handle, reach with hands and arms; talk and hear with both ears. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision and color identification.

Work Environment: The work takes place in an office environment. There may be a need to travel for training. Some trainings are multiple days and would require staying over. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The use of personal vehicle may be required occasionally.

While performing the duties of this job, the employee is exposed to a normal noise level.

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 requirement of the job change.

BACKGROUND

The Riley County Health Department (RCHD) has received the Outreach, Prevention and Early Intervention (OPEI) services grant from the Kansas Department of Health and Environment (KDHE) since around 2000. The program targets low-income parents and children who are at-risk with an emphasis on adolescent and pregnant teen parents (ages 12-22).

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

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

DISCUSSION

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

FISCAL IMPACT

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

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

Position	Salary	Benefits	Position Cost Annualized
MCH Bilingual Navigator Grade Q Hiring Range - \$2009.60 -\$2,222.40	\$54,080	\$21,361.60	\$75,441.60
OPEI and ELC Grant Funding (50%)	\$27,040	\$10,680.80	\$37,720.80
Total Budget Request			<u>\$37,720.80</u>

RECOMMENDATION(S)

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

POSSIBLE MOTION(S)

Move to approve

Move to deny

Move to modify

RILEY COUNTY, KANSAS JOB DESCRIPTION

Job Title:	MATERNAL AND CHILD HEALTH (MCH) BILINGUAL NAVIGATOR– OPEI HOME VISITOR PROGRAM	
Department:	Health Department	Division: Maternal Child Health (MCH) Program
Reports To:	MCH Supervisor	
Pay Grade:	Q	Status: Full Time
FLSA Status:	Exempt	

POSITION SUMMARY This position is responsible for assisting pregnant women and new parents, with children 0-5 years old, by providing crisis intervention and supportive case management/home visitation services. This position requires verbal and written fluency in English and Spanish. The Navigator will help clients find local services and resources, provide education and support, and assist with essential needs of the family. The Bilingual Navigator collaborates with the MCH Supervisor, MCH social workers and program partners to coordinate an ongoing caseload. This position works with an under-served population and aims to eliminate barriers and enable families to access needed services. This position will work both in clients' homes and in the office.

ESSENTIAL FUNCTIONS:

1. Provide family-centered, strength-based support services to individuals and families who need medical and/or social resources.
2. Provide assistance by navigating client/family through local and state resources and make referrals for prenatal and postpartum clients, ideally in their home. Provide educational information and parenting support.
3. Document all contacts/visits in a timely, objective and accurate manner.
4. Seek client referrals from local agencies as necessary.
5. Present health education to both small and large groups. Assist with outreach and facilitation of prenatal or postpartum education classes as needed, along with other agency and local community outreach activities.
6. Develop and revise job specific policy and procedures for the MCH/OPEI Home Visiting program, and other policy and procedures assigned by the MCH Supervisor.
7. Assist with appropriate grant application process, immediate needs of the client/family and connection to community resources.
8. Responsible for data collection and grant writing for grant opportunities
9. Serve as the Safe Kids Coalition chair/point of contact for Riley County.
10. Provide education and outreach to other Community organizations to strengthen the understanding of the role of the MCH/OPEI Bilingual Navigator/ Home Visitor program. This includes, developing and updating a written quarterly outreach plan.
11. Complete Kansas Infant Death and SIDS (KIDS®) Network Certified Safe Sleep Instructor training and provide safe sleep trainings.
12. Maintain current knowledge of resources in the region and make appropriate referrals and follow up. Demonstrate belief in and is comfortable advocating for nurturing, nonviolent discipline of children.
13. Establish and maintain supportive services and work with diverse communities and families in a culturally sensitive manner.
14. Participates in emergency response health department efforts as needed.
15. Conform to HIPAA privacy regulations specific to position held. Coordinate compliance of PHI and PII with the HIPAA Coordinator within appropriate guidelines.
16. Participate in community collaboration and local coordination of services for families served.

Secondary Functions:

- Certified Child Passenger Safety Technician
- Certified Lactation Counselor
- Assist with quarterly and annual reports
- Review materials for program use annually

NOMINAL FUNCTIONS:

- Participate in training workshops to include orientation, initial training requirements and annual/ongoing training requirements.
- Attend MCH staff meetings weekly and RCHD staff meetings monthly or as needed. Attend other meetings as assigned.
- Performs other duties as assigned.

POSITION REQUIREMENTS:

Education: BA or BS required. A Bachelor's degree in nursing, social work, community health, early childhood, or other related field is preferred. Master's degree in related field is preferred. Equivalent combination of experience and education will be considered.

License(s)/Certification(s): Must have valid driver's license and good driving record.

Experience: Experience working in social service related field. Bilingual English/Spanish required. Must have experience delivering support and education services. Substantial skill and experience with coordinating services for families and children among government agencies, health and social service providers and other community supports. Experience in Maternal/Child Health and/or Home visiting preferred. Experience with the operation of specialized office equipment, particularly computers is required. Knowledge of data entry is required. Experience in public health is preferred.

Skills: Must have ability to understand complex oral and written instruction, ability to speak and write in both English and Spanish effectively, and ability to give clear, concise instruction orally and in writing, including written reports to local, state and federal offices. Ability to work and communicate with people from diverse backgrounds and experience. Demonstrates excellent written communication skills – detailed, succinct, organized written work. Establish and maintain an image of the Health Department to the community that represents service, vitality, and professionalism.

Supervisory Controls: The employee plans and carries out the successive steps and handles problems and deviations in the work assignment in accordance with instructions, policies, previous training, or accepted practices.

Supervisory Responsibility: None

Guidelines: The employee uses judgment in interpreting and adapting guidelines such as agency policies, regulations, precedents, and work directions for application to specific cases or problems. Contributes to an environment that promotes positive interactions and problem solving.

Complexity: The work requires self-motivated advanced planning and intelligent, rapid emergency decisions. The work also requires many daily decisions concerning such things as planning of the work, or refining the methods and techniques to be used to fulfill work requirements. Meeting and dealing with many individuals of varying interests and levels of responsibility. Dependable in carrying out responsibilities.

Scope and Effect of Work: The work involves the execution of specific rules, regulations, or

April 20, 2021

procedures and typically comprises a complete segment of an assignment or project of broader scope.

Personal Contacts: The personal contacts are with employees in the same agency, and outside the immediate organization. People contacted generally are engaged in different functions and kinds of work performed for the county. Also a substantial number of contacts are made with members of the general public.

Purpose of Contacts: The purpose is to obtain, clarify or give facts or information regardless of the nature of those facts. The facts or information may range from the easily understood to the highly technical. Distributing and providing educational information is included.

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 sit; use hands to finger, handle, reach with hands and arms; talk and hear with both ears. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision and color identification.

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 a normal noise level.

Public health facility requires a non-smoker.

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 requirement of the job change.

RILEY COUNTY, KANSAS JOB DESCRIPTION

Job Title:	ENVIRONMENTAL HEALTH SPECIALIST		
Department:	Planning & Development	Division:	
Reports To:	Director of Planning & Development		
Pay Grade:	Q	Status:	Full Time
FLSA Status:	Exempt		

Position Summary: To promote the environmental health of Riley County through the enforcement of the Riley County Sanitary Code by providing education to the public regarding environmental health programs/regulations, and by providing inspection and technical assistance services for water and wastewater systems.

Essential Functions:

Water

- Conducts field inspections and writes reports regarding private water supplies (e.g. inspects sites for drilling, evaluates wellhead construction, and promotes the wellhead protection program.)
- Issues permits for all water wells and submits well plugging reports to the state.
- Conducts laboratory testing of well water for Nitrates, Coliform Bacteria, Fluoride, Hardness, Sulfates, Iron, Chlorides, and Free Cl₂.
- Assists public with environmental questions regarding water softening, water remediation such as UV treatment or chlorination, and proper protocols for removal of toxic materials from water wells.

Wastewater

- Conducts field inspections and writes reports regarding private wastewater treatment facilities (e.g. evaluates proposed sites to determine suitable type of system, conducts soil profile and percolation tests, and designs appropriate repair of existing systems).
- Composes training manual/materials for licensing training and conducts training for installers and septage haulers.
- Issues system installation/construction permits and repair permits for wastewater systems.
- Conducts inspections of alternative private wastewater disposal systems as per the Riley County Sanitary Code and maintains a database for each system for billing and inspection reports.

General

- Answers requests for assistance and investigates environmental health complaints.
- Maintains knowledge of and enforces the provisions of the Riley County Sanitary Code.
- Obtains grants to support program and submits paperwork per grant requirements.
- Educate the public regarding environmental health issues through presentations, website information, media releases or other appropriate means.
- Conducts State of Kansas required school inspections under the direction of the Riley County Health Officer.

Nominal Functions:

- Performs special projects and tasks as assigned by the Director.
- Assists Health Officer with fulfillment of additional Riley County Health Officer duties upon request and upon approval from Director.
- Assists Emergency Management in emergency response upon request and upon approval from

Director.

Position Requirements:

Education: Bachelor's degree from an accredited college or university in natural science, environmental health or public health with at least 45 credit hours of classroom and laboratory coursework in math, biology, microbiology, geology, chemistry, environmental engineering and physics.

License(s)/Certification(s): Registered Environmental Health Specialist/Registered Sanitarian (REHS/RS) certification from the National Environmental Health Association or ability to obtain REHS/RS certification within 6 months of employment. Valid driver's license is required.

Knowledge and Experience: Advanced knowledge of the principles and techniques of environmental health, and the regulations and standards that apply. Knowledge of on-site water supply and on-site wastewater treatment methodology. Knowledge of groundwater flow and patterns. Knowledge of the principles of business letter writing and basic report preparation, including the use of the English language, spelling, grammar and punctuation. Minimum one year experience working with environmental health regulations or related experience required. Experience in conducting environmental inspections required. Two (2) years' experience with private water and wastewater system regulation preferred. Experience working in local government preferred. Advanced training in the inspection and operation of various types of alternative wastewater systems preferred.

Skills: Competent organizational skills and the ability to work effectively with the public, other agencies, and other county staff. Ability to assess situations and make decisions independent of supervision. Ability to multi-task and resolve problems in a timely manner. Ability to communicate effectively both orally and in writing. Skill in the use of a personal computer and related software. Ability to locate property, read maps and read legal descriptions. Ability to walk and stand for extended periods of time on uneven terrain and in various weather conditions. Ability to recognize and respond appropriately to potential physical threats in the field, e.g. snakes, ticks, poison ivy. Ability to follow protocols and established regulations.

Supervisory Controls: This position is expected to operate independently without a great degree of supervision. The Director defines overall objectives and assists the employee with unusual situations which do not have clear precedent. The employee establishes priorities and deadlines, plans and carries out the successive steps and handles problems and deviations in the work tasks independently and seeks guidance from the Director when needed.

Supervisory Responsibility: This position has no supervisory responsibilities.

Guidelines: County, State, and Federal regulations relating to environmental health are the guidelines for decisions. Some of the regulations are very plainly written and easily adapted to a specific question. Other regulations are outdated and do not pertain to current day problems. Therefore, judgment and interpretation are required in applying the regulations. The employee may also determine which of several established alternatives to use. Situations to which existing guidelines cannot be applied or significant proposed deviations from the guidelines are referred to the director.

Complexity: The work includes various duties involving different and unrelated processes and methods. 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. The work involves conditions and elements that must be identified and analyzed to discern interrelationships. Alternative private wastewater disposal system inspections

involve the use of complex equipment and the interpretation of readings and data to determine proper system operation and needed corrective measures. These inspections also involve the potential for contact with raw sewage (a potential hazard) which therefore requires the use of proper techniques and precautionary measures.

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. The alternative private wastewater disposal system inspections requires independent investigation, data evaluation and determination of corrective measures needed.

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. 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.

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 regularly lift and/or move up to 80 pounds. Specific vision abilities required by this job include close vision, distance vision and 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 objects is required. Stress is inherent to the position by having to deal with difficult persons and/or situations. Must have required immunizations as per Osha 1910.1030 Bloodborne Pathogens Rule.

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 a moderate noise level in the work environment. Job may involve significant stress during certain periods of difficult interactions with the public or high demands by the Director or other staff members.

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.

BACKGROUND/DISCUSSION:

There is currently only one Environmental Health Specialist position within Planning & Development who serves the entire county (including some duties within the incorporated cities). The citizens of Riley County would be well served by adding another Environmental Health Specialist (EHS) staff member. This position would be identical to the existing EHS on staff and do all the same job duties.

Prior to April 2012, the Environmental Health Specialist position was housed in the Health Department. When this position was in danger of elimination, the Planning Director at the time rightly lobbied to bring this position into Planning & Development. As this position is heavily involved with land development, it makes sense to be in Planning & Development. No additional staff was brought over with the EHS position. (The position was previously supported by 2-3 administrative assistants).

As Perry's presentation before the BOCC on May 6 showed, EHS is involved in a wide variety of job tasks and responsibilities, including wastewater systems, private wells, water testing, public education and assistance, code enforcement, school/daycare/kennel inspections and special projects, all while maintaining professional certifications and providing excellent customer service.

It is uncommon and a challenge for a county our size (both geographically and population) to have a single EHS position. Many counties around the state have a minimum of 2 EHS positions:

- Pratt County (pop. approximately 10,000): Two EH positions that also do noxious weed, including one director.
- Lyon County (pop. 33,251 plus Chase County pop. 2,637): Three EH specific positions including a supervisor.
- Reno County (pop. 61,000): Three EH specific positions, including one supervisor, with a single administrative assistant.
- Saline County (pop. 69,147 between four counties including Saline, Ellsworth, Ottawa, and Lincoln): Two EH specific positions with a shared administrative assistant.
- Wyandotte County (pop. 166,000): Four EH specific positions, including one director and one supervisor with a single administrative assistant.
- Shawnee County (pop. 177,000): Three EH specific positions, but they also have dedicated Child Care workers, one manager, and one clerk.
- Johnson County (pop. 602,401): Four EH specific positions with shared administrative staff. (Note that while Johnson County has a high population, the vast majority of the county contains city water, rural water, and public sewer systems. The EH positions they have deal with private wastewater systems and wells).

Again, it may be easy to say that some counties that have multiple EHS positions have a greater population than Riley, which is true. However, Riley County is a very geographically large county as well. It can take an hour plus to get up to the northern county line. Also, there are several job tasks that he must do within City limits and not just unincorporated Riley County.

Riley County is growing, and with that growth comes development – new homes, home sales, etc. Everything has to meet sanitary code, no matter what. While Perry is very good at keeping on top of things with generally minimal delay, this will become less and less possible as we continue to get busier and more people move into the County (to live, work, or visit). There are

lesser important duties that have had to be put on the backburner such as handling expired permits, etc.

Perry is rarely able to take time off (he's currently carrying 216 annual leave hours), usually returning to dozens, if not hundreds, of emails sometimes in just one day. He often answers calls on his cell phone on his days off. All of this also means that he often works through lunch or after hours to get things done in a timely manner. Since January 20, 2021, and through April 20, 2021, Perry has either shortened or skipped his lunch eight times, and has worked after hours twice. Note that this does not account for the majority of February where the temperatures were subzero so contractors were not working. If they had been, his additional hours would have been greater. He has only tracked extra hours since January 20, but has worked many extra hours in the three years he has been here that were not tracked.

When installers or others call, especially if there is an emergency like a system failure or someone is on a time crunch due to weather or house sale, this leaves reports and permits delayed. While it's generally not a significant delay, because Perry is only one person and has to prioritize his time and work, delays will inevitably occur. Adding another EHS would help that situation, benefiting the Planning & Development Department and ultimately the citizens of Riley County.

FISCAL IMPACT:

Position	Salary	Benefits	Position Cost Annualized
Enviro Health Spec Grade Q Hiring Range - \$2009.60 - \$2,222.40	\$54,080	\$21,361.60	\$75,441.60



EMS Administrative Assistant Proposal

May 12th, 2021

BACKGROUND/DISCUSSION:

This position was initially discussed in 2017 when EMS/Ambulance became a department of Riley County. It was my recommendation at the time for us to evaluate the need for the position as well as identify a location for which this person would work. We were working on preparing a document last year when the pandemic became our focal point and it was never presented.

The EMS Administrative Assistant has been, is currently, and will continue to be a need for our department. The work product normally assigned a person in this position continues to increase. Currently these tasks are handled by the Administrative team, preventing us from leading and managing more mission critical projects as we desire. The routine and administrative distractions to our days have stunted our ability to progress in areas such as: developing a more robust training program that is responsive to observed trends and occurrences on calls; providing EMS officers with the time and skills necessary to be clinical and professional leaders on calls and at stations; mid and long term strategic planning and subsequent project management.

There currently exists space in the Lower West End of the FCRC for a cubicle and supporting office equipment/supply. Ideally, upon construction of an EMS Headquarters, there would be office space allocated permitting the EMS Administrative Assistant to work in close proximity to the EMS Administrative Team.

Duties to include but are not limited to:

- 1) Accounts Payable
 - a) Process, pay, and account for received and reoccurring invoices
 - i) Track invoices through the AP process and keep good accounting records
 - b) Credit Card reconciliation, bookkeeping and processing
 - c) In cooperation with OMNI and EMS Leadership, process client reimbursements resulting from insurance or personal overpayment
- 2) Accounts Receivable
 - a) Receive Payments
 - i) Payments received by the EMS Administrative Team must be assigned to their proper Accounts Receiving process
 - (1) Internal
 - (a) Direct Bills
 - (i) Standbys
 1. KSU, USD's, and other area organizations
 - (ii) Non-medically necessary inter-facility transfers
 - (b) Education
 - (i) NAEMT Classes
 - (ii) AHA Classes



EMS Administrative Assistant Proposal

May 12th, 2021

- (c) Grants
 - (i) GCMF
- (2) External (OMNI)
 - (a) Client Services
 - (i) Checks, Direct Deposit, Insurance Issued Credit
 - b) Record Payments
 - i) Based on the type of payment and the resulting AR process, specific information from each payment must be recorded for later reconciliation
 - c) Reconcile Payments
 - i) Payments received require reconciliation against internal (KOMTEK) and external (Zirmed) systems to ensure services rendered align with payments made and the those that don't be remedied in a timely fashion
 - d) Communicate with clients and partners
 - i) Manage needs for subsequent documentation as requested by OMNI
 - ii) Provide estimates for requested services
- 3) Analytics and Reporting
 - a) Gather reoccurring weekly, monthly, and quarterly reports on EMS operations to be used at various organizational levels for decision making
 - i) Accounts Payable
 - ii) Accounts Receivable
 - iii) Labor Usage
 - iv) Supply Usage
 - v) Fleet Performance
 - vi) General Operations
 - (1) By type of service requested
 - (2) By type of service rendered
 - (3) By various time periods
 - (4) By various geographical boundaries
 - (5) Fractile response times
- 4) Payroll
 - i) Check and ensure employee clock in and out are accurate
 - ii) Ensure that breakdown of extra duties are accounted for accurately and inputted correctly
 - (a) Standbys, training, etc.
 - iii) Vacations and time off requests are input accurately
- 5) Fulfill PHI Requests from individuals, law offices, and hospitals/clinics maintaining strict compliance with HIPAA standards
 - i) receive multiple requests weekly
- b) requests must be filled out correctly
 - i) run reports must be accessed, and submitted in the format as requested
- 6) Provide information by answering phone calls and other related requests



EMS Administrative Assistant Proposal

May 12th, 2021

- a) Calls for shift personnel not on duty must be tracked appropriately
- b) Manage and route phone calls to EMS Administration as well as handle requests
- c) Employment inquiries received via email, phone, in person visits
- 7) Schedule Preventative maintenance with multiple vendors
- 8) Coordinate with staff to ensure Captains know when to have appropriate equipment at location for PM
- 9) Elimination of 'niche' assignments of on duty supervisors who are in the office 10 days/month
 - a) Purchasing:
 - i) Tracking of inventory on a daily/weekly/monthly basis
 - ii) Disposable medical supplies, uniforms, office supplies, station needs
 - iii) Purchasing of supplies, inventory, tracking and distribution of such
 - iv) Tracking use of equipment and supplies to better understand PAR levels and data to support operations
 - b) Scheduling:
 - i) Building and uploading schedule into department software
 - ii) Assist shift leadership on scheduling time off requests, event requests, etc.
 - c) Fleet Maintenance:
 - i) Tracks fleet mileage/usage to ensure timely PM of vehicles
 - ii) Assist shift leadership to ensure other items are prioritized and completed in a timely manner
 - d) Training:
 - i) Scheduling rooms
 - ii) Compile pre class rosters, books, binders, assorted paperwork (in conjunction with Clinical Operations Administrator)
 - iii) Assist in compiling post class paperwork and organizing for reporting purposes

FISCAL IMPACT:

Position	Wages	Benefits	Position Cost Annualized
Administrative Assistant PROPOSED Grade F Hiring Range - \$14.69-\$16.24 per hour	\$31,616.00	\$12,488.32	\$44,104.32



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: May 20, 2021

SUBJECT: Riley County Health Department Request to Change the Status of a Currently Open Position

PRESENTER: Julie Gibbs

BACKGROUND

We have increased our demand on nurses and medical clerks at the health department. Currently we are hosting vaccine clinics every week at the health department and conducting a few off site clinics, as well. Along with all of this comes paperwork, data entry and reconciliation. This is currently too much for our clinic to keep up with. Along with this, they are expected to continue regular services. We currently have 2 temporary nurses to keep up with covid vaccines, however, we need to hire 2 clerks to assist with this as well.

DISCUSSION

Our previous request included 2 Full Time Temporary Medical Clerks, with option to extend. We have been interviewing candidates and so far we have found 1 to be most satisfactory, meeting the qualifications and having a great interview. This individual is currently contact tracer and is only available 30 hours/week. Due to the fact that she exceeds the qualifications, already has worked with the health department for 10 months, and is proficient in computer and customer service skills, we would like to extend the offer to her at part time instead of full time. Therefore, we are requesting to make one of these positions 2 part time positions instead of 1 full time, keeping the other at 1 full time position.

FISCAL IMPACT

This would be temporary, due to the covid response. Therefore, we are able to utilize our extended ELC funds from KDHE. There will be no impact to the county.

RECOMMENDATION(S)

I recommend the Board of Health approve the request to change one of these full time positions to 2 part time positions.

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:

- 2021-05 HD Med Clerk (gold) (PDF)

RILEY COUNTY POSITION ACTION FORM

Department Health Department Date 5/13/2021 Job Title Medical Clerk

☐ Full Time	☐ Regular	☐ Seasonal	☐ Grant Funded	Pay Grade	G	Start Date	ASAP	☒ Non-Exempt
☐ Part Time	☐ As Needed	☐ Intern	☒ Temporary	40	Hours per	☒ Week	End Date	☐ Exempt

TYPE OF REQUEST

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

Budgeted Position Request	Non-Budgeted Position Request
☐ Request to hire replacement-same duties ☐ Request to hire replacement-new duties	☐ Request to create a new position for current fiscal year only ☐ Request for current non-budgeted position to be included in future annual budgets
1. Name of former incumbent or current employee:	1. Are there current budgeted funds available to pay for this position? ☐ Yes ☐ No ☒ Grant Funded
2. Effective date of promotion, transfer, termination, or change:	2. Requested hours per year: 2080
3. If requesting a change in budgeted hours, estimated change in cost per year:	3. Estimated cost per year (financial impact): \$
4. Would the position require re-evaluation for classification and pay grade purposes? ☐ Yes ☐ No	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":	5. If applicable, what is the ending date for the position?:
6. Any special conditions regarding this position:	6. Any special conditions regarding this position: Full Time equivalent with multiple part time employees <i>2 FTE - total 2080 hrs/year</i>

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? Yes, if meet qualifications

For hiring purposes, briefly state necessary and/or desirable education, training, and/or certification required as well as desirable experience and/or skills: Graduation from a standard high school or G.E.D possession. 1+ yr medical receptionist office experience. Appropriate education or training may be substituted for required experience. Experience w/operation of specialized office equipment/computers is required. Recent experience in medical billing and coding helpful.

Additional comments:

Approval by:

Department Head:

5-17-21

Personnel:

5/17/21

BOCC Chairman:

BOCC Member:

BOCC Member:



RILEY COUNTY FIRE DISTRICT #1
Personnel

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

COMMISSION AGENDA REPORT

FROM: Russel Stukey, Emergency Management Director

MEETING: May 20, 2021

SUBJECT: Sign Riley County Position Action Form(s) Gold sheet for Deputy Fire Chief position due to a resignation

PRESENTER: Russel Stukey & Elizabeth Ward, Human Resource Manager

BACKGROUND

With the resignation of the Fire Chief, the department would like to reorganize to better meet the needs of the RCFD#1.

The department will be better served by eliminating the Fire Chief position, and creating a more standard structure found in many fire departments around the nation. This structure would include the Director of Emergency Management/Fire and 2 Deputy Fire Chiefs. One Deputy would be responsible for operations and the other for administration. The two positions would split the staff supervision equally based on station location.

I have worked with Human Resources to draft a position description for both Deputy positions. The Deputy Fire Chief - Operations draft position description is attached.

FISCAL IMPACT

Position	Current Wage Annualized	Benefits	Annual Difference (2021)
Fire Chief – current Grade BB	\$75,232.30	\$29,716.76	\$18,597.44
+ Deputy Chief -Ops – Proposed Grade P	\$61,900.80	\$24,450.82	

ALTERNATIVES

- . Move to approve
- . Move to deny
- . Move to modify or develop alternative if other concerns or factor arise
- . Schedule work session to discuss issue further

RECOMMENDATION(S)**EXAMPLE VERBIAGE:**

I recommend the board approve the restructure of Riley County Fire District #1 to change the current structure from a Fire Chief and Deputy Fire Chief to a combination of Deputy Fire Chief of Operations and Deputy Fire Chief of Administration.

POSSIBLE MOTION(S)

I move the Board approve the position change from Fire Chief of Fire District #1 to Deputy Fire Chief of Operations after reclassification by McGrath Human Resources Group.

Enclosures:

Deputy Chief - Operations Draft Position Description
Position Action Form - gold

Enclosures:

- 2021-05 EM Dep Fire Chief (gold) (PDF)
- Deputy Chief of Operations position description DRAFT 2021-05 (DOC)

24.a

Department Riley County Fire Dist #1 Date 5/18/2021 Job Title Deputy Fire Chief

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

TYPE OF REQUEST

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

Budgeted Position Request		Non-Budgeted Position Request	
☒ Request to hire replacement- same duties	☐ Request to 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>Michael Regal</u>	2. Effective date of promotion, transfer, termination, or change: <u>6/6/2021</u>	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 <u>EAD</u>	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>Position change from chief to Deputy Chief - new PD + EAD</u>	5. If applicable, what is the ending date for the position?:	6. Any special conditions regarding this position:

1. Why is it necessary to fill this position or change its status? Resignation of incumbent
2. Is it possible to fill this position internally? If no, why not? Yes, if meet qualifications

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

TBD

Additional comments:

Approval by:

Department Head:

Personnel:

BOCC Chairman:

BOCC Member:

BOCC Member:

Date:

5-18-21

5/18/21

RILEY COUNTY, KANSAS JOB DESCRIPTION

Job Title:	DEPUTY FIRE CHIEF of OPERATIONS		
Department:	Emergency Management/Fire District #1	Division:	Riley Co. Fire Dist. #1
Reports To:	EMERGENCY SERVICES DIRECTOR		
Pay Grade:	P	Status:	Full Time
FLSA Status:	Exempt		

Position Summary: The Deputy Fire Chief of Operations (DCO) is primarily responsible for operational duties for RCFD#1. Response to emergency incidents and when necessary assume command and control of those incidents. The response duties will be shared with the Deputy Fire Chief of Operations (DCO) and the Director. Fire apparatus and fires station maintenance will be one of the primary responsibilities of the DCO. Assist with the development and implementation of the training program for fire district paid and volunteer staff. Assist Director with district budget preparation and tracking of expenditures. Assist with development and implementation of district policies and procedures. In regards to Public Relations the DCA will act as a high level representative for the District in external interactions with the media, civic organizations, citizens, and other governmental agencies for the dissemination of fire service and district related information, coordination of inter-agency emergency response coverage, and the establishment of cooperative working relationships to assist in achieving District operational objectives. Personnel management will be a shared responsibility with the DCA to promote and ensure the performance excellence of suppression and/or support personnel through interactive performance management, progressive training programs, and motivational leadership. The DCO will work closely with the DCA to accomplish district initiatives and objectives. The DCO reports directly to the Director and regularly assumes command of the District in the absence of the Director.

ESSENTIAL FUNCTIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Manage fleet of 40 plus Fire Apparatus to ensure operational readiness.
- Facility management of 15+ Fire Stations.
- Assist supervising a volunteer workforce of 155 plus volunteer employees.
- Assist with the Fire District's Fire and First Response training programs.
- Assist managing the Fire District's operational equipment to ensure readiness.
- Assist with strategic planning for Fire District.
- Assist with fire suppression, investigation and code enforcement.
- Serve command staff role at major emergencies and assume the position of fire chief in a declared disaster.
- Assist DCA with annual inventory of all department owned equipment.
- Attend various fire-training schools or seminars necessary to perform the functions of the job.
- All other duties as assigned.

POSITION REQUIREMENTS:

Education: A high school diploma or GED required.

License(s)/Certifications: Firefighter I and Instructor I certifications by an accredited institution or equivalent education and experience. Fire Officer I Certification and State certification for Arson Investigator is preferred. Must obtain First Responder certification or higher within 3 years of hire date.

Updated December 2020

Attachment: Deputy Chief of Operations position description DRAFT 2021-05 (10857 : Request to fill position - Emergency Management)

A valid Kansas Non-Commercial Class B Driver's license is required.

Experience: Position requires at least four years' experience in fire-fighting training and supervision activities, preferably with a volunteer organization. Appropriate education or training in fire-fighting activities may be substituted for the required experience. Demonstrated experience with the operation and maintenance of larger (1-ton capacity or larger) vehicles/apparatus is also required. Must have a demonstrated skill and knowledge in the use of the Incident Command System, utilized in exercises and actual emergency response.

Skills: Must have demonstrated skill in fire-fighting techniques, including structure and wildland fires. Must have ability in supervision and capacity to establish and maintain effective relationships with employees and volunteers. Must be self-motivated and have the ability to motivate others. Must be able to exercise good judgement in appraising emergency situations and to make appropriate decisions. Must have mechanical aptitude sufficient to inspect fire apparatus, to diagnose problems, and to explain needed repairs to responsible party. Must have ability to read maps and find emergency locations using county addressing system. Must have a basic knowledge of reporting requirements for the Kansas Fire Incident Reporting System. Basic knowledge of Microsoft Office computer programs required.

Supervisory Control: The employee uses initiative in carrying out recurring assignments and routine tasks, but refers deviations, problems, and unfamiliar situations to the Director. The Director assigns new work and defines procedures, priorities, and deadlines. Work is scheduled for appropriateness and completeness through inspections and consultations with the Director.

Guidelines: Procedures for doing work have been established and a number of specific guidelines are available, including the Riley County Fire District #1 Personnel Manual and Standard Operating Guidelines. Application of these guides require some judgement when applying them to the job. This position requires considerable amount of skill, previous training, and experience. New and unusual tasks are assigned occasionally that may or may not have detailed instructions. The Director is consulted regularly to check work and methods for appropriateness and completeness.

Complexity: The work involves routine related tasks that require special knowledge regarding proper fire-fighting procedures, fire code inspections, plans reviews and mechanical inspections on equipment and vehicles. It also involves special skills in the safe operation and training of safe operation of fire-fighting apparatus. The work requires quick judgement to utilize labor, equipment, and materials effectively during emergency life threatening situations. In most cases, the obvious course of action is taken but in some situations, different options must be considered and independent decisions must be made to successfully complete the task.

Scope & Effect of Work: The purpose of the position is to assist in the enhancement of the health, safety, and economic well-being of persons and the protection of property against fire hazards throughout the County, which includes a population of approximately 18,000 outside the city of Manhattan. The position accomplishes this by ensuring the fire-fighting equipment throughout the County is operational at all times and by ensuring that the functions of the Director are fulfilled in the absence of the Director.

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; climb or balance; stoop, kneel, crouch, or crawl; talk or

Updated December 2020

hear; and smell. The employee must regularly lift and/or move up to 20 pounds and during emergency situations lift and/or move up to 150 pounds. Employee must drive County vehicles long distances, across the county, on paved and unmaintained surfaces. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Movements over rough terrain and stooping and crawling in close quarters may result in extreme physical exertion. Must be able to pass an annual physical. Must be able to wear a self-contained breathing apparatus according to NFPA standards.

Must be willing and have the ability to work such hours as are necessary to accomplish the job requirements, remain awake for long periods of time (including 24 hour periods) under strenuous situations, remain on-call 24 hours a day for defined periods such as alternating weekends, attend meetings, seminars, and conferences during or after work hours, travel out of town or out of state for several days at a time, work under adverse conditions such as those inherent in emergency firefighting situations, consistently follow through with duties/assignments and work harmoniously with subordinates and superiors. Must be able to distinguish different colors.

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 wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; extreme cold; extreme heat; risk of electrical shock; explosives; risk of radiation; and vibration. The noise level in the work environment is usually moderate.

During emergency response the DCO will encounter many hazardous conditions which frequently require special precautions and the use of protective clothing and equipment. The DCO will encounter critically high stress conditions during and following emergency and disaster situations.

Must reside within Riley County within 60 days of hire date.

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.



AGENDA

JOINT CITY/COUNTY/COUNTY MEETING

CITY COMMISSION ROOM

THURSDAY, MAY 20, 2021

4:00 P.M.

1. Discuss Joint Adoption of Revised Urban Area Subdivision Regulations Jurisdiction's Regulation [Chad Bunger, Assistant Director, City of Manhattan Community Development, and Amanda Smeller, Planning and Special Projects Director, and Bob Isaac, Planner, Riley County Planning & Development/Environmental Health]

Note: This meeting is open to the public and is not broadcasted.



This meeting is being held in the City Commission Room at City Hall, 1101 Poyntz Avenue. In accordance with provisions of the ADA, every attempt will be made to accommodate the needs of persons with disabilities. Please contact the Human Resources Department (587-2443) for assistance.