



**Board of Riley County
Commissioners
Regular Meeting
Agenda
May 23, 2022**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

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

[District 3 – Kathryn Focke, Vice Chair](#)

[District 1 – John Ford, Member](#)

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Business Meeting

3. A HOME RULE RESOLUTION PROHIBITING PUBLIC NUDITY IN THE UNINCORPORATED AREA OF RILEY COUNTY; AND PROVIDING FOR DEFINITIONS AND EXCEPTIONS
4. Sign Riley County Personnel Action Form(s)

Review Minutes

5. Board of Riley County Commissioners - Regular Meeting - May 19, 2022 8:30 AM

Review Tentative Agenda

6. Tentative Agenda

Press Conference Topics

7. Discuss Press Conference

9:00 AM

Shelly Williams, Community Corrections Director

8. UA Technician Position BJA Grant Funded

9:05 AM

Anna Burson, Appraiser

9. Request to Fill - County Appraiser I Personal Property

9:15 AM

Lori Feldkamp, Big Lakes Developmental Center Director

10. Big Lakes Developmental Center update

9:30 AM

Press Conference

- 9:45 AM** **Clancy Holeman, Counselor/Director of Administrative Services**
- 11. Administrative Work Session
 - 12. Pending County Projects County Counselor
 - 13. Executive session to discuss a performance matter involving non-elected personnel
- 10:05 AM** **Elizabeth Ward, Human Resource Manager and Darell Edie, Budget and Finance Officer**
- 14. Mid-year Salary Adjustment Request
- 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.



**COUNTY
COUNSELOR/ADMINISTRATIVE
SERVICES**
Resolution

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

RESOLUTION

FROM: Clancy Holeman, Riley County Counselor

MEETING: May 23, 2022

SUBJECT: A HOME RULE RESOLUTION PROHIBITING PUBLIC NUDITY IN
THE UNINCORPORATED AREA OF RILEY COUNTY; AND
PROVIDING FOR DEFINITIONS AND EXCEPTIONS

PRESENTER: Clancy Holeman

Enclosures:

- Nudity Resolution (DOCX)

RESOLUTION NO. 052322-_____**A HOME RULE RESOLUTION PROHIBITING PUBLIC NUDITY IN THE UNINCORPORATED AREA OF RILEY COUNTY; AND PROVIDING FOR DEFINITIONS AND EXCEPTIONS**

WHEREAS, Resolution No. 072904-30, has the same title, deals with the same subject as the present resolution, and has been in effect since 2004; and

WHEREAS, the 10th Circuit Court of Appeals issued an opinion which suggests it is appropriate to amend only Section 2.(a) of Resolution No. 072904-30; and

WHEREAS, the present resolution amends only Section 2.(a) of Resolution No. 072904-30, otherwise repeating verbatim herein and adopting as originally enacted all other text of Resolution No. 072904-30 ; and

WHEREAS, K.S.A. 19-101 a, as amended, authorizes the Board of County Commissioners of Riley County, Kansas (the “Board”) to transact all County business and perform all powers of local legislation and administration it deems appropriate, and including enacting legislation necessary to maintain the social order, health, welfare, and safety of the citizens of Riley County, and it is in the public interest to do so; and

WHEREAS, Riley County is known for its wholesome civic and recreational activities and its traditional family-oriented lifestyle, which it wishes to maintain; and

WHEREAS, the Board has conducted an extensive review of the available studies concerning the detrimental secondary effects associated with public nudity; and

WHEREAS, based on said studies the Board has determined that public nudity is historically and regularly associated with and promotes prostitution, illegal drug use and other criminal activity which constitute a threat to the public health, safety and general welfare; and

WHEREAS, the Board desires to minimize and control the adverse secondary effects associated with public nudity and thereby protect the health, safety, and general welfare of the citizens of Riley County; and

Attachment: Nudity Resolution (12150 : Nudity Resolution)

WHEREAS, the Board finds that the prohibitions contained herein are the most reasonable and minimal restrictions required so as to regulate conduct that is adverse to the public health, safety, and welfare within the unincorporated area of Riley County when nudity occurs at locations where the public is present or likely to be present, or where such conduct would be readily visible to the public.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY

COMMISSIONERS OF RILEY COUNTY, KANSAS:

Section 1. Nudity in a Public Place; Unlawful. It shall be unlawful for any person to knowingly, recklessly or intentionally appear nude or in a state of nudity in a public place in the unincorporated area of Riley County.

Section 2. Definitions. As used in this section.

(a) *“Nude or a State of Nudity”* means the showing, in a public place, of the human male or female genitals, pubic area, anus or buttocks. Nude or a State of Nudity does not include a woman exposing her breast in the process of breastfeeding a child.

(b) *Person* means any live human being aged 10 or older.

(c) *“Public Place”* means any location frequented by the public, or where the public is present or likely to be present, or where a person may reasonably be expected to be observed by members of the public. Public places include, but are not limited to, streets, sidewalks, parks, beaches, business and commercial establishments (whether for profit or not-for-profit and whether open to the public at large or where entrance is limited by a cover charge or membership requirement), hotels, motels, restaurants, night clubs, country clubs, adult bookstore / adult video store, adult cabaret, adult motel, adult motion picture theatre, semi-nude model studio, sexual encounter center, and meeting facilities utilized by any religious, social, fraternal or similar organization. Premises used solely as a private residence whether permanent or temporary in nature shall not be deemed to be a public place. Public place shall not include enclosed single sex public restrooms, enclosed single sex functional showers, locker and/or dressing room facilities, enclosed motel rooms and hotel rooms designed and intended for sleeping accommodations, doctor's offices, portions of hospitals and similar places in which nudity or exposure is necessarily and customarily expected outside of the home and the sphere of privacy constitutionally protected therein; nor shall it include a person appearing in a state of nudity in a modeling class operated by: (1) a proprietary school, licensed by the State; a college, junior college or university supported entirely or partly by taxation; or (2) a private college or university which maintains and operates educational programs in which credits are transferable to a college, junior college or university supported entirely or partly by taxation or an accredited private college. Public place shall also not include any theatrical production performed in a theater by a professional or amateur theatrical or musical company, which has serious artistic merit.

Section 3. Penalties and Enforcement. Any person who is in violation of this resolution shall be guilty of a Class C Misdemeanor and upon conviction may be confined in the Riley County Jail for a period not to exceed one (1) month and/or may be fined a sum not to exceed Five Hundred Dollars (\$500).

Section 4. Effective Date. This is an ordinary home rule resolution and will take effect and be in force from and after its passage and publication as provided by law.

Adopted this 23rd day of May, 2022.

**BOARD OF COUNTY COMMISSIONERS
OF RILEY COUNTY KANSAS**

Greg McKinley, Chairman

Kathryn Focke, Vice-Chair

John Ford, Member

ATTEST:

Rich Vargo, Riley County Clerk

(Seal)

Attachment: Nudity Resolution (12150 : Nudity Resolution)



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 23, 2022

SUBJECT: Sign Riley County Personnel Action Form(s)

PRESENTER: Elizabeth Ward, Human Resource Manager

Enclosures:

- 2022-05 Clerk J Godown(green) (PDF)
- 2022-05 Museum K Hensler (green) (PDF)

RILEY COUNTY PERSONNEL ACTION FORM

☒ Add ☐ Change	Supervisor: Lori Muir Dept Head: Rich Varco	Fill Request Date: 5-19-2022 Employee #
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☐ New Hire ☐ Step Change	☐ Rehire ☐ Status Change	☐ Transfer ☐ Demotion	☒ Promotion ☐ Other	☐ Separation from County Service
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☒ Full Time ☐ Part Time	☐ Regular ☐ Grant Funded	☐ As-Needed ☐ Intern	☐ Seasonal ☐ Temporary
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Godown	Joseph		
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Name: Last First Middle Home Phone

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Address: Street City State Zip

Administrative Analyst-Levy	Clerk	00001-000002
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Position Title Department Fund

5/31/2022	☐ Exempt ☒ Non-Exempt		☒ Yes ☐ No
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Effective Date Exempt Non-Exempt Ending Date For Temporary Is this a budgeted position?

L 3	\$21.73 ☒ Hour ☐ Bi-weekly	☒ 40 ☐
-----	--	--

Grade/Step Pay Rate Hours Per Workweek

Approvals:

Department: Juan M. Baller Deputy Clerk Date: 5-19-2022

Personnel: Rich Varco 5/19/22

BOCC

Chairman: _____

Member: _____

Member: _____

RILEY COUNTY PERSONNEL ACTION FORM

☒ Add ☐ Change	Fill Request Date: 5-19-22 Employee #
--	--

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

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

Hensler	Katherine		
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Name: Last First Middle Home Phone

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Address: Street City State Zip

Museum Director	Museum	0001-000017
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Position Title Department Fund

5/31/2021	☒ Exempt ☐ Non-Exempt		☒ Yes ☐ No
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Effective Date Ending Date For Temporary Is this a budgeted position?

BB	\$ ☐ Hour ☒ 3,238.67 ☒ Bi-weekly	☐ 40 ☐
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Grade/Step Pay Rate Hours Per Workweek

Approvals: E. A. War Date: 5/19/2022

Department: E. A. War

Personnel: E. A. War 5/19/22

BOCC
Chairman: _____

Member: _____

Member: _____



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
May 26, 2022**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

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

[District 3 – Kathryn Focke, Vice Chair](#)

[District 1 – John Ford, 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

Cory Meyer, IT/GIS Director

3. Staff update

10:05 AM

Vivienne Uccello, PIO

4. PIO update

Adjournment

Announcements

Riley County Offices will be closed Monday, May 30th due to the observance of the Memorial Day Holiday.

The Board of County Commissioners will not be in session Monday, May 30th.

Attachment: 05-26-22 tentative agenda (11662 : Tentative Agenda)

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

Attachment: 05-26-22 tentative agenda (11662 : Tentative Agenda)



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
June 02, 2022**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

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

[District 3 – Kathryn Focke, Vice Chair](#)

[District 1 – John Ford, Member](#)

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

1. Approve payroll/accounts payables (when completed)

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Clancy Holeman, Counselor/Director of Administrative Services

2. Administrative Work Session

9:15 AM

Michael Boller, Noxious Weed Director

3. Staff update

9:30 AM

Anna Burson, Appraiser

4. Staff update

9:55 AM

Break

10:00 AM

Bob Isaac, Planner

5. Public hearing to present Final Development Plan – Tegtmeier Winery and final plat – Tegtmeier Addition, Unit 3

Adjournment

Attachment: 06-02-22 tentative agenda (11662 : Tentative Agenda)

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



COMMUNITY CORRECTIONS
Grant

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

COMMISSION AGENDA REPORT

FROM: Shelly Williams, Director, Riley County Community Corrections

MEETING: May 23, 2022

SUBJECT: UA Technician Position BJA Grant Funded

PRESENTER: Shelly Williams, Director, Riley County Community Corrections

BACKGROUND

We were awarded a federal US Department of Justice, Office of Justice Programs, Bureau of Justice Assistance, Adult Drug Court and Veterans Treatment Court Discretionary Grant Program on December 9, 2021, for a period of four years. I wrote in two part-time positions to assist in the delivery of Drug Court services and programming.

DISCUSSION

I am requesting to fill an old, new position of a UA Technician under the Drug Court grant. This position is needed to help observe and collect urine specimens from our male offenders.

I have worked with Ms. Ward and Mr. Holeman in fine-tuning the old job description, as well as updating policy to reflect new practices. They both have been extremely helpful in this endeavor!

FISCAL IMPACT

We have \$264,155.00 dollars available for salary and fringe benefits for two part-time positions over the life of the grant. I agree with the placement that Human Resources is recommending regarding the grade and pay range.

RECOMMENDATION(S)

Move to approve hiring a UA Technician with BJA Grant funds.

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:

- Urinalysis Tech Job Description DRAFT 05172022 (DOCX)

RILEY COUNTY, KANSAS JOB DESCRIPTION

Job Title:	Urinalysis Technician (UA Tech)		
Department:	Community Corrections	Division:	Adult and Juvenile Services
Reports To:	Adult Supervisor		
Pay Grade:		Status:	Part-Time
FLSA Status:	Non-Exempt		

Position Summary: The Urinalysis Technician (UA Tech) ~~assists Riley County Community Corrections (RCCC) in the collection, field testing, and preparation for laboratory testing of~~ both saliva and urine samples provided by adult and juvenile offenders assigned to Riley County Community Corrections.

Essential Functions:

- Observe same sex urine collection for the purposes of drug screening
- Field test urine samples as needed for the purposes of monitoring the offenders sobriety
- Operate breathalyzer instrument to estimate blood alcohol content
- Collect saliva specimens for packaging/shipment to laboratory for testing
- Complete chain of custody paperwork for urine and saliva testing as required
- Document collection /results of urine/saliva/breath tests in ~~the state database and in color code database~~appropriate databases
- Promptly notify Administrative Assistant when drug testing supplies need replenished
- Strictly adhere to established safety practices during the collection of any and all specimens
- Maintain confidentiality, privacy, and specimen integrity through collection and transfer process
- Additional duties as assigned by the Director or designee

Position Requirements

General:

- Be twenty-one (21) years of age or older
- Be qualified for access to any Kansas Criminal Justice Information System (KCJIS) data
- Not be registered on the Kansas child abuse registry
- Not be registered on the Kansas adult abuse registry
- Possess a valid driver's license

A criminal record check will be completed prior to employment; annually for the duration of employment; and whenever there is reasonable belief that an employee's criminal history status has changed. A fingerprint-based records check will be completed within the first 30 days of employment.

Education:

- HA high school diploma or ~~GED equivalent is~~ required. College level hours course in the Criminal Justice field preferred.

Skills:

- Ability to operate general office equipment
- Ability to follow oral and written instruction
- Ability to convey information effectively both orally and in writing
- Ability to work with multiple interruptions
- Ability to move from one project to another with ease
- Ability to use discretion regarding confidential information
- Ability to establish and maintain effective working relations with employees, supervisors and the general public
- Ability to interact effectively with a diverse population

- Ability to follow established safety practices

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

Supervisory Responsibility: None

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

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

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

Personal Contacts:

Considerable contact with department staff and clients.

Purpose of Contacts: Most public, departmental, and interdepartmental contact involves receiving and disseminating information.

Physical Demands: The physical demands described here are representative of the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; talk or hear. The employee must occasionally lift and/or move up to 20 pounds. The employee may be asked to do basement work while assisting with elections. This could mean exposure heat, dust and/or humidity. During election season the employee might be required to work longer hours than a normal 8 hour work day.

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

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

Approved: Date:

(Supervisor)

***The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if work is similar, related or a logical assignment of the position.
The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.***

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.



COUNTY CLERK & ELECTIONS
Personnel

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

COMMISSION AGENDA REPORT

FROM: Anna Burson, County Appraiser
MEETING: May 23, 2022
SUBJECT: Request to Fill - County Appraiser I Personal Property
PRESENTER: Anna Burson

BACKGROUND

The Personal Property Appraiser I position will become open May 31st 2022. This position is crucial to the work of our personal property department and to the customer service functions of our office. If we don't refill this position we'll be shorthanded at our front desk for customer service work and personal property valuation. To avoid that we need to post and refill the position as soon as possible.

DISCUSSION

This position is a crucial position within the personal property department. I'm requesting permission to post and refill the position as soon as possible.

FISCAL IMPACT

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

RECOMMENDATION(S)

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

POSSIBLE MOTION(S)

Move to approve

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- Appraiser I Personal Property (PDF)
- 2022-05 Appraiser - Appraiser I Pers Prop(gold) (PDF)

RILEY COUNTY, KANSAS JOB DESCRIPTION

Job Title:	APPRAISER I	
Department:	Appraiser	Division: Personal
Reports to:	Appraiser II-Personal Property and County Appraiser	
Pay Grade:	F	Status: Full Time
FLSA Status:	Non-Exempt	

Position Summary: The purpose of this position is to provide personal property appraisal.

ESSENTIAL FUNCTIONS:

- Prepare Personal Property Tax Roll by (a)discover/identification, (b)inventory/listing, (c) determining situs, (d) classification, (e) appraisal of personal property, (f) notification of value, and (g) informal defense of value.
- Answer/direct taxpayer inquiries and investigate delinquencies.
- Initiate pro-rata and abatement paperwork.
- Perform benchmark surveys of personal property types and choose benchmark values to be used in personal property valuation.
- Perform desk and field audits of personal property files annually.

SECONDARY FUNCTIONS:

- Field surveys of income approach real estate.
- Identify and determine classification of property in order to determine how to process. Encode into appropriate CAMA sections appraisal related data in order to generate field review documents for new construction, sales, annual review, and final review.
- Generate and supply working documents to field appraisers for verification, interpretation, and corrections through CAMA. Includes cost ladders, inventory cost sheets, and comparable sheets for residential and commercial property.
- Provide information to customers by phone or in person. Information includes appraised values, cost sheets, aerial maps, and legal descriptions. Must be able to interpret and explain.
- Complete additional tasks as assigned by supervisor in order to fulfill goals and objectives.

POSITION REQUIREMENTS:

Education: High school graduate or G.E.D. possession.

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

Completion Introduction to Personal Property Department Course 220011, Personal Property/Motor Vehicle Valuation Department Course 820133, Personal Property/Motor Vehicle MSRP Department Course 820134, Kansas Property Tax Law Department Course 698000 AND Orion Course 110111.

Experience: One to three years of office or clerical experience. Experience working with the public.

Skills: Knowledge of modern office practices, data entry procedures and equipment. Knowledge of business English, spelling and arithmetic. Ability to understand and follow oral and written instructions. Ability to learn assigned tasks readily and to adhere to prescribed routines. Ability to communicate clearly and concisely, both written and oral.

Supervisory Control: Work is reviewed by a supervisor who observes operations and provides advice and assistance on problems.

Updated Aug 2020

Attachment: Appraiser I Personal Property (12151 : Request to Fill - Appraiser)

Supervisory Responsibility: None

Guidelines: Specific procedures followed in the posting and processing of record changes.

Complexity: Working with state laws entails the responsibility to monitor a constantly changing legal environment where all factors are potentially variable.

Scope & Effect of Work: Responsibility to attend to daily tasks that form the underpinning of personal property appraisal. The quality and attentiveness of this work affects the amount of taxes and the equity of appraisal among taxpayers.

Personal Contacts: The personal contacts are with individuals or groups from outside the employing agency in a moderately unstructured setting, not established on a routine basis. Contact with taxpayers and/or their representatives, includes; explanation of values, desk & field auditing of personal property accounts, benchmark surveys, field surveys of income approach real estate, and advocacy & defense of personal property values.

Purpose of Contacts: Brief state representatives on personal property status in Riley County. Exchange information and personal property valuations with other county departments. Desk and field auditing of personal property accounts. Exchange information and resolve conflicts with the public. Reconciliation of personal property filings with data obtained through desk and field audits. Benchmark surveys of personal property types. Field surveys of income approach real estate. Informal hearings with taxpayers for personal property values.

Physical Demands:

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

While performing the duties of this job, the employee is required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; talk or hear. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception, and ability to adjust focus.

Work Environment:

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

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

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

Updated Aug 2020

change by the employer as the needs of the employer and requirements of the job change.

9.9

partment Appraiser Date 5/19/2022 Job Title Appraiser I - Personal Property

☒ Full Time	☒ Regular	☐ Seasonal	☐ Grant Funded	Pay Grade	F	Start Date	ASAP	☒ Non-Exempt
☐ Part Time	☐ As Needed	☐ Intern	☐ Temporary	40	Hours per	☒ Week	☐ Month	☐ 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: Joe Godown	2. Effective date of promotion, transfer, termination, or change: 5/31/2021	1. Are there current budgeted funds available to pay for this position? ☐ Yes ☐ No ☐ Grant Funded	2. Requested hours per year:
3. If requesting a change in budgeted hours, estimated change in cost per year:	4. Would the position require re-evaluation for classification and pay grade purposes? ☐ Yes ☒ No	3. Estimated cost per year (financial impact): \$	4. Would the position require evaluation for classification and pay grade purposes? ☐ Yes ☐ No
5. Has this position been "On Hold?" ☐ Yes ☒ No If yes, date placed "On Hold":	6. Any special conditions regarding this position:	5. If applicable, what is the ending date for the position?:	6. Any special conditions regarding this position:

1. Why is it necessary to fill this position or change its status? Incumbent transfer

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:
Graduation from a standard high school or G.E.D possession. Completion of Intro to Personal Property Dept Course 220011, Personal Property/Motor Vehicle Valuation Dept Course 820133, Personal Property/Mopr Vehicle MSRP Dept Course 820134, KS Property Tax Law Dept Course 698000, & Orion Course 110111.

Additional comments: One to three years office experience. Experience with working with public.

Date:

5/19/22

Approval by:

Department Head:

Personnel:

BOCC Chairman:

BOCC Member:

BOCC Member:



**COUNTY
COUNSELOR/ADMINISTRATIVE
SERVICES**
Staff Update

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

COMMISSION AGENDA REPORT

FROM: Clancy Holeman, Riley County Counselor

MEETING: May 23, 2022

SUBJECT: Pending County Projects County Counselor

PRESENTER: Clancy Holeman

Enclosures:

- FINAL Commission List 5.18.22 (DOC)

PENDING COUNTY PROJECTS • Beginning May 12, 2022 and through May 18, 2022

Submitted by Clancy Holeman, Riley County Counselor

Changes or additions from previous entries or in the items listed are shown in italics.

NOTE: The below lists are not intended to be a comprehensive list of all “pending” Commission or projects of other County Departments underway. Instead, the below lists represent an ongoing “snapshot” of the current status of selected pending projects which have either consumed significant staff time, or involve county issues of widespread significance. Additional entries show selected project work for individual county departments. The sequence of entries below is not intended to reflect the priority assigned to any work described.

COMMISSION LIST

Board of Riley County Commissioners Public Meetings: Attend BOCC regular public meetings 2-21-22; 2-24-22. Attend BOCC public Meeting & Intergovernmental Meeting. (2-28-22) Prepare for BOCC public meeting scheduled for 3-3-22. (3-2-22) Attend BOCC regular public meeting: Present draft agenda for follow up legislative conference scheduled to occur April 7, 2022. Agenda approved by BOCC, following discussion. (3-31-22). Attend regular public meeting. Participate in panel interviews of applicants for position of County Appraiser. (4-4-22) Attend BOCC public meeting.(4-14-22) Prepare for BOCC 4-18-22 meeting. (4-15-22) Attend BOCC public meeting. (4-18-22) Attend BOCC public meetings. (5-2-22; 5-5-22) Legal research on constitutional interpretation issue. (5-6-22;5-16-22;5-17-22;5-18-22) *Attend BOCC public meetings. (5-16-22;5-19-22)*

Countywide Emergency Radio Communications System Upgrade: The upgrade is complete. But now the “program” phase has been completed, additional work from this department will be provided, as necessary, during the “maintenance” and “warranty” periods now underway. Discussion with contract administrator for vendor (L3Harris) scheduled for August 27, 2021. Discussion held with vendor contract administrator. Discussion with EM Director (8-30-21). Working toward final documents of “program” phase. Conversation with EM Director. (9-24-21) Conversation with L3Harris contract administrator, moving this matter toward likely resolution by the BOCC on 9-30-21. (9-24-21) Review appropriately continues among EM, KSU and Emergency Dispatch personnel regarding close out of this phase of the project. (9-24-21) Draw Commission Agenda Report and place on 9-30-21 agenda for BOCC review and approval of contract documents. (9-28-21) Discuss final contract documents for agenda separately with EM Director and L3Harris Contract Administrator. (9-29-21) Obtain BOCC approval of Amendment 1 to Master Service Agreement. (9-30-21)

First Christian Church: Now this property is “listed” as a “historic site,” there are state law restrictions applicable whenever a “project” is undertaken involving potential repair, damage or destruction of the site or its structure. Asbestos removal is likely the next “project.” I will provide any necessary notice of that “project” to the State Preservation Officer. I presented a CAR to the Board 8/12/21 and discussed with the BOCC the primary controlling statute. Legal research 8-24-2021. BOCC decides during open meeting to cancel pending contract offer to remove asbestos from Church for approximately \$18,000. Majority of BOCC states premature to remove asbestos before later decision by BOCC what is planned for Church now it’s “listed.” Gary Rosewicz, Assistant County Engineer, will notify the company offering to remove asbestos of this cancellation. (8-30-21) Confirmed with Gary Rosewicz, he notified company. (9-1-21). I filed petition for judicial review, in Riley County District Court, of state Historic Sites Board of Review designation of the First Christian Church as a historic site. (9-3-21). Contacting attorney for Historic Sites Board of Review. (9-19-21) Discussion with attorney for Historic Sites Board of Review. (9-23-21) Conduct legal research related to pending issues. (9-24-21) Received entry of appearance from Topeka law firm representing defendants. (9-24-21) Received District Court Clerk’s extension of time to file answer to County’s petition for judicial review, at Defendants’ request. Granted as a matter of right by state statute. Deadline for Defendants to answer is extended to October 12, 2021. Legal research. (9-24-21) Advise Public Works on question regarding asbestos removal. (9-26-21) Agree to Defendant’s attorney’s request for additional time to submit record of hearing to Court. (Week of 9-29-2021) Case management order filed. County’s brief in support of appeal due March 31, 2022. Riley County District Court Judges recuse themselves from case and transfer to Lyon County District Court. (1-25-22) Work with Clerk of the Riley County District Court and Lyon County District Court to process my unopposed motion for extension of time to file County’s initial brief. Motion granted and new deadline to file County’s initial brief is April 29, 2022. (3-18-22;3-21-22;3-25-22;3-28-22;3-29-22) Legal research for County’s appeal brief due in district court April 29, 2022. (4-15-22;4-18-22; 4-19-22) Legal research and prepare county brief on appeal. (4-20-22; 4-21-22;4-22-22; 4-25-22;4-26-22-4-27-22;4-28-22-4-29-22) File county brief electronically with District Court. (4-29-22)

County Jail Inmate Medical Care: Discussions have begun at the staff level, with the assistance of this department, regarding putting a renewal contract in place for this service. As this Board is aware, all medical expenses incurred by prisoners while in custody at the Riley County Law Enforcement Center's jail are the sole responsibility of Riley County--and not of the City of Manhattan or State of Kansas. Staff discussion scheduled for 8-27-21. Staff discussion rescheduled for 9-22-21. Staff discussion held—research history—recommendation accepted by staff. (9-22-21) Review state of current arrangement. (9-22-21)

KAC Annual Meeting (October 19, 2021): Accepted invitation to participate on panel discussion before the general KAC membership regarding “Dark Store” and Riley County’s experience on the issue. Prepare for panel discussion. (9-29-21) Review and work on presentation of power point for presentation scheduled for 10-18-21. (10-16-21; 10-17-21) Participated in panel discussion during KAC annual meeting. (10-18-21)

County Counselors Association of Kansas: Assist with organization of the semi-annual CLE our statewide professional association will present to its members during the October 19, 2021 KAC annual meeting. Discuss with scheduled CLE presenter local experience on specific state statute related to soil investigation. (9-28-21) Assist with presentation of CLE to County Counselor’s Association of Kansas during KAC annual meeting. Accept award as outgoing CCAK president (effective 1-1-22). Accept “Ed Randels” award for service to CCAK. (10-19-21) Work on scheduling next Board meeting of CCAK—set for Wednesday, 11-10-21)

“Dark Store”: Oral argument (1/2 day) scheduled to take place before BOTA August 26, 2021. Discuss with BOTA staff, and relay to City Commissioner Linda Morse info she requested during 8-23-21 Intergovernmental Luncheon about BOTA 8-26-21 hearing time and whether hearing is open to public (8-23-21). Oral argument before BOTA conducted by counsel for both parties (8-26-21). Accept KAC invitation to be part of two-person panel discussion of “Dark Store,” to be held during KAC annual meeting, October 18-21, Overland Park; will take place in opening breakout session—first morning of the annual meeting. Call Kim Qualls, KAC Education & Communications Director, about breakout session. Accepted KAC invitation to work with KAC Executive Director on recording of KAC podcast on “Dark Store”; recording scheduled for September 17, 2021. Reschedule “Dark Store” podcast recording for 10-1-21. (9-24-21) Work with County Appraiser Greg McHenry to prepare for KAC podcast this Friday (10-1-21) and KAC Panel Discussion during annual meeting to be held 10-18-21. (9-28-21) Continue preparation for KAC annual meeting and panel discussion of “Dark Store.” (Week of 9-29-21) Work with KAC recording podcast on “Dark Store”. (10-1-21) Discuss KAC annual meeting (10-18-21) presentation with co-panelist Douglas County Appraiser, and Greg McHenry. (10-4-21) Further discussion with Greg McHenry on Dark Store issues for KAC annual meeting panel presentation. (10-6-21) Final discussion with Greg McHenry on Dark Store issues for KAC annual meeting presentation. (10-7-21) Work with Greg on same subject. (10-10-21) Work with Greg on same subject (10-15-21) Participate in panel discussion on “Dark Store” at KAC annual meeting. (10-18-21) Receive notice from counsel BOTA has denied Riley County’s Petition for Reconsideration in Home Depot appeal. (11-18-21)

“Constitutional Protection of County Home Rule”: Accepted KAC invitation to present to County Commissioners Association, KAC affiliate member, information on Home Rule, during final day of KAC annual meeting in O.P., October 20th. Accepted KAC invitation to work with KAC Executive Director on recording of KAC podcast on “Constitutional Protection of County Home Rule”; recording scheduled for September 10, 2021. Podcast recorded with KAC 9-10-21. Work on presentation to County Commissioners scheduled for 10-20-21 (10-15-21; 10-16-21; 10-17-21; 10-19-21) Convene presentation by Mike Heim on constitutional protection of county home rule during KAC annual meeting. (10-20-21) Presentation on constitutional protection of county home rule to County Commissioners Association of Kansas, during KAC annual meeting. (10-20-21)

Riley County Annual Legislative Conference: Confirm with BOCC during public meeting 9-9-21 following available dates for annual meeting with county’s legislative delegation: November 1, 4 and 18, 2021. (Date of 11-18 removed because it conflicts with county official’s luncheon; Date of 11-15 removed because it conflicts with Law Board meeting.) Legislative Conference has been scheduled for Thursday, November 4, 2021. (9-17-21) All delegation members were notified of the date and time of the legislative conference. Work on agenda for legislative conference. (10-14-21; 10-15-21) Present draft agenda for legislative conference to BOCC and obtain approval of final draft. (10-21-21) Work with staff on discussion of revised spreadsheet for use as attachment to conference agenda. (10-27-21) Cancel November 4, 2021 legislative conference and reschedule to December 2, 2021, following individual discussions with BOCC members, members of legislative delegation and county officials participating in presentation. (11-3-21; 11-4-21)

White Canyon Benefit District: White Canyon benefit district's residents' request, made during this date's public commission meeting, asking whether Riley County willing to supplement the cost of the benefit district's proposed private road improvement project. No dollar figure provided by benefit district residents. County staff instructed to provide BOCC at upcoming meeting most recent Riley County Public Works' "estimate" of "northern route" as an option to current benefit district project proposed. (8-30-21)

American Rescue Plan: Discussion with staff about possibly engaging consultant to assist County with federal/state requirements in future use of County's \$14M allocation of ARPA funds. Similar concept to staff's use of consultant with prior CARES funding. Unlike CARES funding, a primary focus of ARPA funding is infrastructure. (8-31-21) Discussions with staff and potential consultant. (9-17-21) Attend and participate in KAC webinar on ARPA and potential Health Department fund uses. (9-24-21) Communicate with consultant on agreed terms of service. (9-26-21) Finalize Professional Services Agreement with Consultant; draw Commission Agenda Report and submit for BOCC review and possible approval 9-30-21. (9-28-21) Obtain BOCC approval of Professional Services Agreement. (9-30-21) Staff meets with Consultant for first time regarding ARPA distribution rules. (9-30-21) Draft letter to congressional office (for discussion by BOCC in public meeting on 10-28-21) in support of S 3011—giving more flexibility to counties nationwide in their use of ARPA funds. (10-27-21)

Riley County Employee Day: Intermittent work on employee day: Discussions with potential lunch ½ hour vendors; discussion with planning committee, with keynote speaker and Elizabeth Ward, H.R. Manager. (9-16-21; 9-17-21) Contact moderator for morning virtual sessions offering potential meeting for Monday, September 27, 2021, with Elizabeth Ward and this office to answer any Employee Day questions. (9-24-21) Meet with prospective food truck vendor at Riley County Health Department. (9-27-21) (Agreements signed with 2 vendors—arrange to meet final vendor Saturday morning for signature of contract.) (10-1-21) Agreement signed Saturday, October 2, 2021 with final of the 3 vendors. Pick up tickets from 2 vendors representing meals served to employees during Employee Day (10-12-21; Third vendor hand-delivers tickets to this office (10-13-21); conduct final ticket count; submit information on ticket count with payment due vendors to Budget and Finance Officer and email each vendor same information. (10-15-21) Review with HR and Training Committee on outcomes from Employee Day. (10-25-21)

Nextgen 911: Meeting as member of Nextgen 911 staff committee to review potential upcoming renumbering/renaming projects. (9-21-21) Communicate with fellow members of staff committee on pending project. (9-23-21) Communicate with fellow members of staff committee on different pending project. (9-24-21)

Human Resources: Finalize contract with East Coast Risk Management and place on 10-4-21 agenda for BOCC review and approval. Company will consolidate current Personnel Policies and Guidelines with separate resolutions amending those policies over the past years. (10-1-21) Contract with East Coast Risk Management approved by BOCC. (10-4-21) Assist HR with personnel issues involving different departments. (11-22; 11-23) Advise on applicant issue. (4-3-22) Zoom meeting with county staff and potential vendor on software project. (4-19-22) Work on software project. (4-20-22)

Budget and Planning Committee: Attend meeting 9-28-21. Attend meeting 1-18-22.

Department Head Committee: Attend meeting regarding possible "Code of Conduct" required for state grant supporting businesses. (9-29-21) Obtain BOCC approval of "Code of Conduct." Participate in 1 ½ hour DHC meeting. (4-20-22) *Participate in 50-minute DHC meeting.* (5-4-22)

Indigent Defense Panel: Discuss at staff level potential 2022 contract. (9-21-21) Separate issue: Discuss with county and District Court staff coding of interpreter expense. (9-21-21) Panel member contracts for 2022 were created and emailed to current members. (11-3-21) Notice to Riley County Bar Association of at least one panel vacancy effective January 1, 2022. (11-4-21) Proposed 2022 contracts have been provided to all current panel members. None returned as of 11-23-21. No panel contracts are in place for calendar year 2022. Discuss draft request for proposal with Chairman. (2-22-22)

Rural Economic Development Advisory Board: Discuss with staff. (9-21-21) Staff discussion scheduled for 10-1-21. Circulate among staff working group draft of REDAB resolution—to include changes to resolution proposed by BOCC. (11-24-21) Revise original resolution to correct term limitations. 1-21-22. BOCC approves revised resolution. (1-27-22)

Federal Rules on Vaccination Mandate: Research applicability/non-applicability of CMS and OSHA vaccination mandates to be published this week. (11-4-21; 11-5-21) Discuss issues with BOCC during administrative time at

public meeting. (11-8-21). Research legal issues. (11-10-21) Staff discussion of foregoing issues. (11-10-21) Legal research, attend webinars and discuss with staff possible employee vaccination policy if required by foregoing federal rules. (11-8; 11-12; 11-15; 11-16; 11-17; 11-18) Presented proposed draft vaccination policy to BOCC during public meeting November 22, 2021. BOCC decision is to not adopt. (11-22-21).

National Opioid Litigation Settlement: Successfully register on behalf of Riley County at national website. Will ensure we receive settlement documents when they are available, for review and possible signature. (11-24-21) All appropriate documents were signed and filed with Kansas Attorney General and National Settlement Administrator; and courtesy copies provided KAC before the January 1, 2022 deadline. Kansas Attorney General requires multiple counties (including Riley County) to alter their participation resolution by adding averment of at least \$500 in costs incurred due to the national opioid epidemic. (1-21-22) Revise resolution and prepare CAR for BOCC meeting of 1-31, 2022. (1-27-22) Present CAR and obtain BOCC approval of revised national opioid settlement participation resolution. (1-31-22); Provide revised pdf of signed resolution to A.G. and KAC. (2-7-22) Confirm with A.G.'s office revised pdf filed was acceptable. Advised by Assistant A.G. in next couple of months information should be available on grant program for applications for funds from counties across the state. (2-22-22)

Legislation: Work on HCR 5022; prepare for legislative hearing scheduled for 1-20-22. (1-16-22; 1-17-22; 1-18-22). Prepare CAR for BOCC meeting 1-20-22. (1-18-22) Legal research regarding law board. (1-18-21) Testify before House Federal and State Affairs Committee on HCR 5022. (1-20-22) Evaluate possible ROW legislation. (1-21-22) Evaluate different possible legislation affecting two county departments. (1-21-22) Present BOCC work session on SB 325 regarding solar and wind energy facilities only on parcels zoned for industrial uses. (1-27-22) Submit neutral written testimony to House Agriculture Secretary on HB 2531 for hearing scheduled for February 9, 2022. (February 8, 2022) Contract lobbyist advises hearing has been continued to Monday, 2-14-22. (February 9, 2022) Review, analyze and discuss SB 119 pending in House; with member of legislative delegation; contract lobbyist; Riley County Appraiser. (2-7-22; 2-8-22; 2-9-22; 2-10-22). Watch portion of House floor debate on HCR 5022. Discussion with contract lobbyist. (2-22-22) Discuss with contract lobbyist potential in-session annual legislative conference update. (2-25-22) Discuss with member of delegation SB 119 as it stands in House. (2-25-22) Determine if members of delegation are available for follow up zoom legislative conference April 4 or April 7, 2022. (2-28-22) Review SB 538 at request of contract lobbyist. (3-2-22) Schedule follow up zoom only legislative conference for April 7, 2022. (3-2-22) CAR and agenda for April 7, 2022 follow up legislative conference provided delegation. (3-31-22) Review KAC legislative update. (4-5-22) Prepare for April 7, 2022 follow up legislative conference. Assist with presentation to BOCC of follow up legislative conference—1 delegation member present in BOCC chambers and 2 delegation members present by zoom. (4-7-22) Work with Treasurer on legislative issue. (5-10-22; 5-11-22; 5-12-22) *Present during public meeting CAR on letter of support for motor vehicle registration and title bill available for action when legislature returns May 23-2022.* (5-16-22) *Email support letter to individual members of Senate Leadership.* (5-18-22)

NG-911 Committee (Road naming) Participate in discussion of proposed road name. (5-10-22)

Proposed Construction of EMS/EM/RCFD Emergency Services Headquarters: Analyze legal issue. Advise staff working group. (3-31-22)

Staff Budget and Planning Committee: Attend committee meeting. (1-18-22)

DEPARTMENTAL LIST

Riley County Attorney: Assist with contract issue. (4-26-22; 4-27-22; 4-28-22; 5-2-22; 5-3-22; 5-4-22; 5-5-22) Assist with contract issue (5-6-22; 5-9-22)

Riley County Clerk: Advise on .02 countywide retailers' sales tax election project (8-24-21). Legal research on project involving sign. (9-20-21) On same issue discussion with Planning and Development staff. (9-21-21) Work with county staff and PIO on separate project involving potential vendor of software. Contact potential vendor. (9-20-21) Review documents for BOCC signature on totaled Noxious Weed Vehicle. Scheduled for presentation to BOCC during 2-24-22 meeting. (2-22-22) Vehicle documents signed by BOCC during public meeting. (2-24-22)

Riley County Community Corrections: Discuss with Director Shelly Williams potential contract with Clay County Sheriff's Office for testing of Community Corrections' clients. (10-26-21) Work with Director Shelly Williams on Drug Court structure. (2-24-22) Review RCCC "FY 2023 Adult Comprehensive Plan Grant Signatory Approval Form. (4-19-22) Review RCCC "FY 2023 Juvenile Comprehensive Plan Grant Signatory Approval Form". Work with Department Head on "Drug Court" project. (5-6-22)

Riley County Emergency Management: Provide legal advice on 1 project. Advise on open record issue. (1-18-22)

Riley County Emergency Medical Services: Will provide legal advice. (8-20-21) Conversation with Ambulance Service management, staff working group and Human Resources Manager regarding internal policy matter on education/training benefit. (2-23-22)

Riley County Fire District No. 1: Work with Budget and Finance Officer on District budget approval. (8-23-21)

Riley County Health Department: Provide legal advice on projects. Zoom meeting with Julie Gibbs and Debbie Nuss regarding request from Flint Hills Wellness Coalition to place walk-in cooler/freezer on grounds of Family and Child Resource Center. Draw and submit Commission Agenda Report reflecting request—scheduled for 9-30-21 BOCC meeting. (9-28-21) Obtain BOCC approval of Flint Hills Wellness Coalition agreement in principle, presented at 9-30-21 public meeting, for future license agreement and pouring of concrete as base for outdoor “walk-in cooler/freezer at RCHD’s Family and Child Resource Center. (9-30-21) Finalize and place on BOCC agenda for 10-14-21 license agreement with FHWC. (10-5-21) Present to and obtain approval from BOCC license agreement with FHWC. (10-14-21) Discuss concept of assistance from Envisage Consulting, Inc., for Community Health Improvement Plan. (10-21-21) Review vaccination matter. (10-27-21) Work on location of site for COVID testing by KDHE. (1-12-22; 1-13-22) Advise RCHD staff on licensed day care issue. (1-14-22). Work on licensed child care inspection issue. (1-21-22; 1-23-22; 1-25-22) Work on lease for KDHE COVID testing. (1-25; 1-26) RCHD presents completed lease to BOCC and obtains approval. (1-27-22) Advise RCHD on legal matter involving department vehicle. (3-25-22) Advise Director on medical record issue. (4-5-22)

Riley County Historical Museum: Provide legal advice. Prepare for BOCC candidate interview Director/Curator position. (11-7-21)

Riley County Human Resources: Provide requested legal advice on multiple issues related to pandemic; zoom meeting on federal contract requirement. Work on separate project involving proposed vendor and personnel policies. (9-22-21). Review legal parameters of “long-COVID” disability as viewed by the Equal Opportunity Commission; information provided by H.R. (9-24-21) Discuss potential personnel policy change with staff working group. Scheduled for presentation to BOCC during 2-24-22 public meeting. (2-18-22; 2-22-22) Discuss potential personnel manual change with staff working group. (2-22-22) Conversation with Human Resource Manager about accommodation request. (2-23-22) Conversation with Human Resource Manager about personnel policy issue. (2-23-22) Such personnel policy presented to BOCC during public meeting 2-24-22. Discuss background check issue with Human Resource Manager. Participate in discussion with H.R. and employee. (3-1-22) Participate in staff working group on personnel policy issue. (3-1-22) Assist with interview. (3-28-22) Participate in staff working group on personnel policy issue. (3-29-22) Assist with interview. (3-30-22) Prepare for panel interviews of applicants for Department Head position. (3-29-22; 3-30-22) Prepare for panel interviews for Department Head position. (4-1-22) Participate in panel interviews for Department Head position. (4-4-22)(4-7-22) Participate in panel interview for vacant Department Head position. (4-14-22) Review proposed Contract for unrelated internal system matter. (4-14-22) Participate in staff working group on project. (4-19-22)

Riley County Information Technology/GIS: Request for estimate (submitted to this office 8-20-21). Discuss technology issue with I.T. interim director. (10-21-21) Prepare for BOCC candidate interview IT/GIS Director. Review potential claim for Zoom subscribers in settled class action—not eligible as government subscriber. (3-1-22)

Riley County Planning & Development: Provide legal advice on 2 projects. Advise P & D Director on development of “Code of Conduct” necessary for grant close-out. (9-29-21) Discuss with P & D and H.R. departments “Code of Conduct” Commission Agenda Report to be presented by P & D 10-7-21. (10-4-21; 10-5-21) Discuss separate regulatory issue with P& D. (10-5-21) Advise department on development of contract. (1-14-22). Advise P& D staff on licensed day care issue. (1-14-22). Work on sanitary system inspection issue. (1-21-22; 1-23-22; 1-25-22) Complete contract between Gov.Built and County; submit to P & D; sign off on presentation of contract documents to BOCC for 2-14-22 public meeting. (2-9-22; 2-10-22) Discuss with P & D Director proposed separate contract for online payment of fees; and county proposed requirements for any such contract. (2-18-22; 2-22-22) Conversation with Deputy County Counselor about private wastewater system issue. (2-22-22; 2-23-22) Work on private wastewater system issue. (4-1-22; 4-3-22) Represent Planning and Development in support of variance application at evening hearing before hearing officer. (4-4-22) Prepare for RC P&D’s scheduled 4-21-22 presentation to BOCC. (4-19-22) Assist P & D with pending matter. (5-12-22) Assist P & D with temporary hire. (5-16-22; 5-17-22)

Riley County Public Information Officer: Finalize contract for Archive Social. Will present to BOCC for review and possible approval at public meeting on 11-29. Contract approved by BOCC. Zoom discussion with PIO, RCHD staff and Deputy County Counselor upcoming RCHD event and proper means of consent for photographing public participants. (5-13-22)

Riley County Public Works: Provide legal advice on project. Review and approve “as to form” KDOT Local Road Safety Plan Agreement. (9-24-21) Answer question on project. (10-21-21) Review and approve as to form Transfer Station scales repair contract. (10-25-21) Review “Force Account Construction Engineering Inspection Services Agreement” for replacement of Bridge over Swede Creek. (11-2-21) Discuss with USDA final documents for Fairmont Heights closing and construction. (11-2-21) Complete review of “Force Account Construction Engineering Inspection Services Agreement” for replacement of Bridge over Swede Creek. (11-7-21) Calendar March 9, 2022 Township Officials meeting. (1-31-22) Assist with benefit district project staff discussion. (3-29-22) Participate in discussion with outside regulatory authority. (4-1-22) Prepare CAR for EPA consent order on University Park wastewater treatment facility. (4-14-22) Review consultant agreement for University Park wastewater project under consent order--prepare contractual provisions attachment for consulting firm’s review and approval. (4-19-22)

Riley County Register of Deeds: Provide legal advice. Conversation with ROD (8-2021). Conversation about county termination of contract. (9-22-21) Discussion with other party to contract. I can confirm contract will terminate as required by County. (9-22-21) Advise on departmental project. Discuss with ROD. (1-14-22) Assist Department Head with anticipated new project. (3-28-22; 3-29-22)

Riley County Treasurer: Advise on property tax issue. (10-6-21)

PROFESSIONAL ASSOCIATION MATTERS:

County Counselor Association of Kansas: Arrange for Continuing Legal Education seminar speaker to present at June 17, 2022 mid-year CLE of the County Counselors Association of Kansas. (4-1-22) Participate in Board meeting of CCAK. (4-20-22)

Kansas Association of Counties: KAC Annual Meeting (**October 19, 2021**): Accepted invitation to participate on panel discussion before the general KAC membership regarding “Dark Store” and Riley County’s experience on the issue. Prepare for panel discussion. (9-29-21) Review and work on presentation of power point for presentation scheduled for 10-18-21. (10-16-21; 10-17-21) Participated in panel discussion during KAC annual meeting. (10-18-21)



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 23, 2022

SUBJECT: Mid-year Salary Adjustment Request

PRESENTER: Elizabeth Ward & Darell Edie, Budget & Finance Officer

BACKGROUND

In 2008 a full study of Riley County positions was conducted and implemented in January 2009.

In 2015 a “mini compensation study” was conducted by McGrath for 21 positions submitted by request of each Department Head. Of those submitted 18 adjustments were made in January 2016.

Other requests of position reviews have been presented to McGrath since 2009 due to specific situations where we were not receiving qualified candidates applying for open positions. This occurred when industry was dictating the pay and we were not keeping up with the market.

DISCUSSION

The salary study was implemented in 2009 but by 2010, Riley County had already begun to deviate from the approved pay scale, by not approving a merit step increase. This began a slow decline of our competitiveness for talent. Again in 2021, Riley County did not offer a merit (step) increase to employees, which put us behind on pay an average of 6%.

To further impact our pay rates in comparison to the market value of similar positions, Riley County did not offer a Cost of Living increase to its employees in 2010, 2011, 2017 and the first half of 2021, which again pushed our pay scale out of proportion with actual costs in our region.

Based on these decisions, the competitiveness of Riley County's pay structure was already diminished; the Human Resource Manager at the time warned commissioners annually of the effects of these decisions on recruitment and retention.

Since March 2020, millions of people have left the job market. There are fewer workers available, and more employers vying for talent. Currently almost 50% of all businesses in America have job openings, and nearly 75% of employers have either raised pay rates or plan to do so this year. For that reason alone, talent is simply more expensive, the market rate for labor has increased sharply over the last year and a half.

Finally, 2022 presented an increased inflation rate which has affected living expenses at a current rate of 8.3% and climbing. This has caused our employees to, in effect, receive less buying power for their rate of pay than they had in 2021.

Several local government agencies have conducted and approved salary studies with significant increases. These agencies directly compete with Riley County for employees. Those increased salaries, represent the market rate for Manhattan and Riley County and will impact our ability to recruit and retain valuable employees.

Riley County has experienced increased staff turnover which costs time and money is lost productivity, and inability to provide services to Riley County citizens in a timely manner. There is also a significant cost to hire and train new employees.

Furthermore, our time to fill those positions has also increased greatly which extends the cost, and also puts pressure on the employees who are picking up the extra tasks, and potentially causes further turnover.

In 2022, as of April 1, we are on track to have 84 jobs posted this year. The cost estimate of this is hard to nail down, but some estimates include:

- \$31,000 in Human Resource admin costs
- \$25,200 in advertising costs
- \$5000 in department head costs, just to open position
- SHRM estimates turnover costs between 6 to 9 months of that employee's annual salary.
 - Riley County average salary in 2022 is \$54,862.46 annualized
 - This puts the total impact of turnover for 2022 at over 2 million dollars (estimated at 6 months' salary)

FISCAL IMPACT

For fiscal year 2022, the estimated fiscal impact of this COLA increase would be \$860,730 in salaries and \$339, 989 in benefits for a total increase of \$1,200,718 for 2022.

These funds currently exist in Riley County 2022 budget in unused benefits and unfilled positions throughout departments. These funds are not evenly disbursed across all departments, but overall exist and can be re-allocated to cover these costs.

RECOMMENDATION(S)

The Department Heads, along with myself and Darell Edie, Budget and Finance Officer, recommend the Board of County Commissioners approve a mid-year pay adjustment to each active employee's pay rate, with an effective pay date of July 1, 2022.

POSSIBLE MOTION(S)

Move to approve the proposed mid-year pay adjustment to each active employee's pay rate, with an effective pay date of July 1, 2022

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures: