



**Board of Riley County
Commissioners
Regular Meeting
Agenda
August 31, 2023**

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

Cindy Kabriel
785-565-6200

**City Hall, 108 W. Randolph, Randolph,
Kansas**

6:00 PM

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

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

[District 1 – John Ford, Vice Chair](#)

6:00 PM

Call to Order

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Business Meeting

3. Sign Riley County Employee Action Form(s)

Review Minutes

4. Board of Riley County Commissioners - Regular Meeting - Aug 28,
2023 8:30 AM

Review Tentative Agenda

5. Tentative Agenda

Press Conference Topics

6. Discuss Press Conference

6:30 PM

Clancy Holeman, Counselor/Director of Administrative Services

7. Administrative Work Session

6:50 PM

Brian Peete, RCPD Director

8. RCPD update

7:05 PM

Russel Stukey, Emergency Management Director

9. Firefighter and storm spotter recruitment
10. Staff Update for month of August 2023

7:20 PM

Bruce Zimmer, Randolph City Mayor

11. City of Randolph update

7:30 PM John Ellermann, Public Works Director/County Engineer

12. Request to Fill PW Administrative Assistant II

7:45 PM Joshua Gering, EMS/Ambulance Assistant Director

13. Building Update

Adjournment

Announcements

Riley County Offices will be closed Monday, September 4th due to the observance of the Labor Day holiday.

The Board of County Commissioners will not be in session on Monday, September 4th.

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 CLERK & ELECTIONS
Personnel

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

COMMISSION AGENDA REPORT

FROM: Elizabeth Ward, Human Resources Director

MEETING: August 31, 2023

SUBJECT: Sign Riley County Employee Action Form(s)

PRESENTER: Elizabeth Ward, Human Resources Director

Enclosures:

- 2023-08 HR ASampson EAF (DOCX)
- 2023-08 Elections DConway EAF (DOCX)
- 2023-08 EMS CBrazee EAF (DOCX)
- 2023-08 EMS LZiolo EAF (DOCX)
- 2023-08 EMS A Broxterman EAF (DOCX)

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Asia Sampson**Status Change Date:** 08/25/2023**Status Change:** Separation**Date of Hire:** 12/19/2022**Seniority:** 8 Month(s)**Position:** Community Health Educator**Position Type:** Full-Time**Pay Range:** 4**Pay Type:** Hourly**Base Rate:** \$17.86**Annualized Pay:** \$37,148.80**Funds Codes:** 400-HD-General, 30-Health Department**Supervisor:** Julie Gibbs**Department Head:** Julie Gibbs

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2023-08 HR ASampson EAF (13705 : Employee Action Form (Green Sheet))

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Dianne Conway**Status Change Date:** 08/28/2023**Status Change:** New Hire**Date of Hire:** 08/28/2023**Seniority:** 0 Year(s), 0 Month(s)**Position:** Temp Election Worker**Position Type:** As-Needed**Pay Range:** TEMP**Pay Type:** STIPEND**Base Rate:** \$0.00**Annualized Pay:** \$0.00**Funds Codes:** 19-Election**Supervisor:** Susan Boller**Department Head:** Rich Vargo

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2023-08 Elections DConway EAF (13705 : Employee Action Form (Green Sheet))

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Cooper Brazee**Status Change Date:** 09/03/2023**Status Change:** New Hire**Date of Hire:** 09/03/2023**Seniority:** 0 Month(s)**Position:** EMT**Position Type:** Full-Time**Pay Range:** EMT**Pay Type:** Hourly**Base Rate:** \$18.42**Annualized Pay:** \$58,207.20**Funds Codes:** 1-County General**Supervisor:** Joshua Gering**Department Head:** David Adams

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2023-08 EMS CBrazee EAF (13705 : Employee Action Form (Green Sheet))

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Lexi Ziolo**Status Change Date:** 09/03/2023**Status Change:** New Hire**Date of Hire:** 09/03/2023**Seniority:** 0 Month(s)**Position:** EMT(PRN)**Position Type:** PRN**Pay Range:** EMT**Pay Type:** Hourly**Base Rate:** \$16.38**Annualized Pay:** \$4,717.44**Funds Codes:** 1-County General, EMS/Ambulance [20]**Supervisor:** Joshua Gering**Department Head:** David Adams

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2023-08 EMS LZiolo EAF (13705 : Employee Action Form (Green Sheet))

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Aaron Broxterman**Status Change Date:** 09/02/2023**Status Change:** Promotion**Date of Hire:** 7/1/2017**Seniority:** 6 years, 1 month**Position:** EMS Paramedic**Position Type:** Regular Full Time**Pay Grade:** 166733**Pay Type:** Hourly**Base Rate:** \$22.48**Annualized Pay:** \$81,490**Funds Codes:** 1-County General, 20-EMS/Ambulance,**Supervisor:** Dustin Cassel**Department Head:** David Adams

BoCC Chairwoman _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2023-08 EMS A Broxterman EAF (13705 : Employee Action Form (Green Sheet))



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
September 07, 2023**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

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

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

[District 1 – John Ford, Vice Chair](#)

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

Jessie Hubbard, Administrative Assistant II

2. FY24 Juvenile Services Carryover Reimbursement Budget

9:15 AM

Michael Boller, Noxious Weed Director

3. Staff update

9:30 AM

Anna Burson, Appraiser

4. Staff update

10:15 AM

Clancy Holeman, Counselor/Director of Administrative Services

5. Administrative Work Session

10:30 AM

Ron Fehr, Manhattan City Manager

6. General update City of Manhattan

Adjournment

Attachment: 09-07-23 tentative agenda (12867 : Tentative Agenda)

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



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
September 11, 2023**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

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

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

[District 1 – John Ford, Vice Chair](#)

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

1. Recovery Month Proclamation for September

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Rich Vargo, County Clerk

2. Year to date budget and expenditure reports

9:15 AM

Amanda Webb, Planning/Special Projects Director

3. Staff update

9:30 AM

Press Conference

4. Presentation of Recovery Month Proclamation for September - Kathryn Focke and Robbin Cole (3-5 minutes)

10:00 AM

Break

10:10 AM

John Ellermann, Public Works Director/County Engineer

5. Project update

10:25 AM

Russel Stukey, Emergency Management Director/Fire Chief

6. Riley County Fire District #1 Ashland Bids

10:40 AM

Clancy Holeman, Counselor/Director of Administrative Services

Attachment: 09-11-23 tentative agenda (12867 : Tentative Agenda)

7. Administrative Work Session

11:00 AM Katharine Hensler, Museum Director

8. Staff update

12:00 PM County Officials Luncheon

Adjournment

Announcements

Riley County Planning Board/Board of Zoning Appeals meeting will be held tonight at 7:30 p.m. in the Commission Chambers, Courthouse Plaza East Building, 115 N. 4th Street.

A commissioner will be on In Focus live at 9:05 a.m. Tuesday, September 12, 2023 (KF).

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.



**EMERGENCY
MANAGEMENT/FIRE**
Staff Update

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

STAFF REPORT

FROM: Russel Stukey EM/Fire

MEETING: August 31, 2023

SUBJECT: Staff Update for month of August 2023

PRESENTER: Russel Stukey

Enclosures:

- 8, 2023 August staff time (DOCX)



Monthly staff time report to BOCC, for the month of August 2023

911

- Constantly working on radio system management, analyzing opportunities to lower the annual operating costs of the 911 system
- Dealt with a generator alarm failure at the Hargrave tower site
- Cell phone company has inquired about space on one of our towers, sounds promising

Emergency Management

- Attended department head meetings
- Attended several commission meetings
- Employee training committee meetings
- Monitored severe weather events
- Chaired North East KS Homeland Sec. Council meeting in Topeka
- Attended KEMA meeting in Pott County
- Attend Riley Co. LEPC meeting
- Attend Downtown MHK vision planning meeting
- KSU football parking meetings have started
- Attend USACE water control manual update public meeting
- Updated Riley Co. radio system management keys issued to State of KS radio maintenance shop
- Took a few days of vacation
- Attend Center for Domestic Preparedness classes AWR 230 & 313 for Homemade Explosive Device recognition
- Working with KSU PD to potentially, loan them a back up generator until they can get a new one ordered
- Riley Co. comprehensive plan meeting
- Airport exercise planning meeting
-

Items awaiting legal review:

Mobile Command Post upgrade RFP documents

Assistant Director Laurie Harrison activity EM/911

EM Planner Baldwin Fisher

Fire

- Attended county fire trainings
- Attended department head meetings
- Continue to accept and process applications for volunteer firefighters
- Covered emergency calls



- Working with Planning and Zoning staff on several different projects
- Completed dirt work for the new fire station 102 in Ashland
- Dealing with personnel issues
- Working with Anderson Knight to update bid documents for Ashland station
- Reviewing the RCFD Administrative assistant position
- Met with landowner near new Ashland St. 102 build site
- Attend Fire and Rescue International trade show in KC on the 18th
- Assisted with vehicle maintenance
- Participated in On Star training class in Topeka
- Participated in walk thru of 421 Johnson Dr.
- R&R hearing BOCC
-

Items awaiting legal review:

- a. University Park proposed fire station property legal description and agreement with UP board to swap property when new fire station is completed
- b. First responder agreement with the City of Randolph, Mercy Hospital Ambulance service (now Riley County EMS) and RCFD #1
- c. RCFD#1 policy/SOG review

Items awaiting HR review:

- a. RCFD#1 policy/SOG review

Admin. Asst. M. Horstmeier

Deputy Chief Doug Russell

Deputy Chief John Martens

Submitted by:

Russel Stukey, EM Director / Fire Chief



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, PE, Public Works Director

MEETING: August 31, 2023

SUBJECT: Request to Fill PW Administrative Assistant II

PRESENTER: Evan McMillan, Assistant Public Works Director

BACKGROUND

Our current Administrative Assistant II recently submitted her resignation and has accepted a the position of Legal Assistant with the County Counselors office. We are here today to request approval to fill this budgeted open position in the Public Works Department/Administrative Services Division. This position is supervised by the Administrative Services Manager.

An Administrative Assistant II performs the following duties within the Public Works Department: Provides administrative support to the Director of Public Works, Assistant Director of Public Works and the Administrative Services Manager; Utilizes advanced software to integrate spreadsheets and word documents; Responsible for assisting in preparation of proposals, bid notices, contracts, specifications, plans and bid summary documents for contract construction, maintenance projects, consulting and design services, service agreements, equipment and material purchases, goods and services; Creates and publishes documents for the department Web Pages; Assists in administering the Highway Use Permit Program; Creates and distributes media releases and public notices; Responsible for maintaining the Public Works Department filing systems; Provides front line customer service in the absence of the Customer Service Representative I or the Admin Clerk I. Purchases and maintains office supply inventories, office equipment, and computer supplies.

DISCUSSION

Discuss filling the Administrative Assistant II position within the Public Works Department/Administrative Services 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 Administrative Assistant II position.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- Administrative Asst II position description (DOC)
- Admin Assistant II PW PAF (DOCX)

RILEY COUNTY, KANSAS JOB DESCRIPTION

Job Title:	ADMINISTRATIVE ASSISTANT II		
Department:	Public Works	Division:	Administrative Services Division
Reports To:	PW Administrative Services Manager		
Pay Grade:	7	Status:	Full-time
FLSA Status:	Non-Exempt		

Position Summary: The Administrative Assistant II provides administrative and accounting support for the Public Works Department. The position is responsible for providing detailed information to prepare contracts and agreements, accounting reports, cost accounting, inventory maintenance and other functions.

Essential Functions:

- Prepares proposals, bid documents, contracts, specifications, plans and bid summaries, service agreements, purchases, goods and services.
- Researches surveys, plans, engineering records, historical data, easements and property ownership.
- Researches special projects, analyzes the results and prepares summaries.
- Researches manufacturers, contractors, vendors and suppliers to create bidder lists, and determines availability of products and services.
- Creates and maintains bidder lists, cost estimates, charts and graphs to determine availability of products and services.
- Maintains bid processes, and contract negotiations records.
- Assists in writing recommendations to the Board of County Commissioners.
- Manages asset records including acquisitions and dispositions, tickets, physical inventory counts, fuel usage and inventory , asset research and required reports.
- Assists with record management of roads, signs, bridges and culverts.
- Administers asset management to include set up, security, training and troubleshooting.
- Maintains automated fuel card reader system interface.
- Assists with media releases and public notices.
- Assists with budget preparation and management.
- **Creates and maintains financial reports.**
- **Assists with the maintenance of cost accounting and reporting systems.**
- Reconciles invoices and completes appropriate purchase orders.
- Submits Solid Waste Tonnage Reports as required.
- Obtains and tracks KDOR Project Exemption Certificates.
- Prepares annual KDHE fuel storage tank registration and permitting reports.
- Corrects system malfunctions, instructs users in system operations, prints fuel usage reports.
- Uses advanced spreadsheets, macros, queries, charts, graphics, tables and multiple databases.
- Proofreads materials for accuracy, such as timecards, records and material usage sheets.
- Enters and maintains maintenance activities.

Secondary Functions:

- Purchases and maintains office inventories, office equipment, and computer supplies.
- Provides information by phone, in person or through correspondence.
- Receives, documents, prioritizes, and distributes work requests and complaints from the public.
- Relays messages and receives detailed, complex, and sometimes emergency complaints.
- Sorts, files, retrieves and purges office records and materials.

Updated 2023

- Plans, coordinates and arranges meetings with multiple participants.
- Prepares and distributes interdepartmental reports, memorandums and notices.
- Assists with training and responds to requests for help with software questions.
- Assists with the preparation of an annual equipment sales and disposition plan.
- Makes travel and lodging arrangements.
- Assists in maintaining petty cash fund transactions. Receives and disburses petty cash.
- Performs other duties as assigned.

POSITION REQUIREMENTS:

Education: Associate degree in related field or technical college certificate required

License(s)/Certification(s): Valid driver's license and an acceptable driving record required.

Experience: 4 years administrative support or office experience, 2 years customer service experience, 2 years computer experience in Microsoft Word and Excel. 1 year Microsoft Access preferred.

Appropriate combination of experience and education will be considered in lieu of the above requirements.

Skills: Ability to communicate clearly and concisely both orally and written. Ability to work with interruptions. Ability to move from one project to another with ease. Ability to use discretion regarding confidential information. Ability to learn new software applications. Ability to establish and maintain effective working relations with employees, supervisors, other governmental agency officials, vendors and the general public. Ability to deal tactfully with challenging situations. Ability to plan, prioritize, organize and accomplish work assignments. Ability to maintain complex financial records and prepare budget analyses and financial reports with accuracy. Ability to integrate and apply computer software for database, spreadsheet, word processing, and graphics applications to complex records. Ability to work independently with little supervision.

Supervisory Control: Work is performed independently and requires little supervision. Employee is responsible for carrying out assignments and resolving conflicts which arise. Work will be occasionally reviewed by the supervisor.

SUPERVISORY RESPONSIBILITIES: None

Guidelines: Guides include established methods and procedures. Guidance is provided by the county personnel manual and instruction from the supervisor. Work is performed in accordance with standard accounting methods, established procedures and traditional practices. Applying these guidelines to bookkeeping and accounting assignments is routine and requires strict adherence; deviations must be authorized by the supervisor. For other work the employee interprets and adapts guidelines such as agency policies, regulations, and precedents for application to specific problems. The employee analyzes results and recommends changes.

Complexity: Includes various duties involving different and unrelated processes and methods. The decision regarding what needs to be done depends on the subject or issues involved in each assignment. The chosen course of action may be selected from many alternatives for non-routine tasks

Scope & Effect of Work: The work involves resolution of a variety of problems, questions, or situations to conform to procedures and accepted practices required by the work assignment. This position provides help to affect a wide range of agency activities and effects the operations of other agencies.

Updated 2023

The work affects the accuracy, reliability, or acceptability of further processes or services. Consults with supervisors to set overall objectives, determine available resource limits, set schedules and deadlines, define the scope of projects, and to determine the type of work to be done.

Personal Contacts: Contacts are with vendors, employees, supervisors, administrators, county officials, other governmental agencies, business representatives such as engineers, consultants and the public.

Purpose of Contacts: Obtaining, clarifying, or providing facts or information. Gaining compliance with established policies or regulations through persuasion or negotiation to influence or motivate individuals. Resolves problems, receives and relays messages which are often detailed, complex and sometimes of an emergency nature. Obtains, clarifies, or gives facts.

Physical Demands/Effort: The physical demands described represent those required to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Specific vision abilities required include close vision, distance vision, color vision and peripheral vision. The position has a dimension which may lead to mental and physical fatigue.

The employee is required to stand; walk; sit; use hands to finger, handle, reach with hands and arms; talk or hear. The employee must occasionally lift and/or move up to 20 pounds.

Work Environment/Conditions: The work environment described represents those encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment involves everyday risks or discomforts that require normal safety precautions typical of an office setting. Work is generally in an office setting with visual attention and dexterity in computer operation. There is an occasional risk the employee is potentially subject to verbal or physical abuse from disgruntled individuals. The noise level in the work environment is usually moderate.

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.

RILEY COUNTY POSITION ACTION FORM

Requisition Approval Process

Submitted by Ashley Martinek on 08/29/2023 at 02:54 PM

Internal Position Details (not displayed on job posting)

Company Riley County, KS	Position Template Admin Assistant II Publ Works [ADMNIIP1]	Work Location Public Works Building
Job ID 1910516	Salary Salary range \$20.50 - \$22.38	Supervisor Position No
Pay Grade RANGE 7 [RANGE 7]	EEO Class Administrative Support Workers [5]	Workers Compensation 7710 [7710]
Cost Center 1 County General [1]	Cost Center 2 Public Works [40]	Cost Center 3 --
1 Job Slot ADMINIS-1		

Supervisor: Julie Winter

Department Head: John Ellermann

☒ No changes to Position or Budget

☒ Position Description attached

Total annual hours: 2080

☒ Budgeted

☐ New or updated position description

☐ New request for budget (details attached)

Salary: \$46,550.40

Budget for Benefits: \$18,387.41

Total proposed annual budget: \$64,937.81

Additional Position Comments: _____

BoCC Chairwoman _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: Admin Assistant II PW PAF (13694 : Request to Fill Administrative Assistant II)



EMS/AMBULANCE
Project Update

David Adams
EMS/Ambulance
Director
2011 Claflin Rd
Manhattan, KS 66502
Phone: 785-539-3535

MEMORANDUM

FROM: David Adams, EMS/Ambulance Director
MEETING: August 31, 2023
SUBJECT: Building Update
PRESENTER: Joshua Gering, Asst. EMS/Ambulance Director

North County EMS Station

Current Status:

Commissioner McKinley, Dan Knight and county staff met with Schultz project manager Matt Farr for a prescheduled project meeting and update. Project completion is anticipated to be Oct. 13th and has been delayed somewhat due to some supply chain issues and coordination with subcontractors.

External siding is being installed, slight supply chain issue with some siding.

Insulation is completed.

Interior termite treatment completed.

Sheet rock is installed and should be completed this week (mudding and finish work).

Back drive has been cut in.

Riley County IT has installed wiring necessary for county components.

Propane tank has been ordered and are coordinating with Schultz for placement and hookup once concrete pad has been poured.

Riley County Public Works is working on door locks.

Upcoming:

Updated: 8/29/2023 8:23 AM by David Adams

Page 1

Packet Pg. 22

Flooring installation.

Doors to be hung.

Cabinetry installed.

EMS staff continuing to work on purchasing equipment and supplies in preparation of completion.

Total Cost to date: \$524,645.79

Costs include payment #4 to Schultz construction for \$80,892.50, station lockers and beds as well as some supplies which typically have a longer lead time.

Public Safety Headquarters

Current Status:

EMS Headquarters design is completed and has been sent to engineering. Have received a few questions which have been answered by county staff.

BHS CMAR contract has been finalized.

Upcoming

Review of internal design; nothing received at this point.

CMAR budget updates and budget approval 10/2023

Total to date: \$463,236.11 (no change from last update)

Enclosures: