



**Board of Riley County
Commissioners
Regular Meeting
Agenda
October 20, 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
2. Employee of the Year Picture

Commission Comments

3. Commission Comments

Business Meeting

4. Highway Use Permit, WTC Communications
5. Sign Riley County Personnel Action Form(s)
6. Approve payroll/accounts payables (when completed)

Review Minutes

7. Board of Riley County Commissioners - Regular Meeting - Oct 13, 2022 8:30 AM

Review Tentative Agenda

8. Tentative Agenda

Press Conference Topics

9. Discuss Press Conference

9:00 AM

Dani Hallgren and Lee Wolf, Konza Prairie Community Health and Dental Center

10. Konza Prairie Community Health and Dental Center update

9:15 AM

Clancy Holeman, Counselor/Director of Administrative Services

11. Executive session for preliminary discussions relating to the acquisition of real property

9:30 AM

Clancy Holeman, Counselor/Director of Administrative Services

12. Administrative Work Session

- 9:50 AM** **John Ellermann, Public Works Director/County Engineer**
13. Bid opening for 2022 High Plains Ranch Road asphalt overlay
- 10:00 AM** **Anna Burson, Appraiser**
14. Request to refill Appraiser III
- 10:15 AM** **Kurt Moldrup, Interim RCPD Director or Captain Josh Kyle, RCPD**
15. RCPD update
- 10:30 AM** **Clancy Holeman, Counselor/Director of Administrative Services**
16. Executive session to discuss a performance matter involving non-elected personnel
- 4:00 PM** **Joint City/County/County Meeting (at County Offices)**
17. City/County/County Meeting Agenda

Adjournment

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



PUBLIC WORKS
Permit

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

COMMISSION AGENDA REPORT

FROM: Shannon Sterling, Administrative Assistant II

MEETING: October 20, 2022

SUBJECT: Highway Use Permit, WTC Communications

PRESENTER: John Ellermann, PE, Director of Public Works

BACKGROUND

WTC Communications is requesting permission to work in the right of way to place fiber optic cable along Avery Avenue to Pottorf Hall.

RECOMMENDATION(S)

Staff recommends approval of the Highway Use Permit as presented

POSSIBLE MOTION(S)

Move to approve the Highway Use Permit granting the WTC Communications permission to complete the work as outlined on the Permit.

The Board agreed by consensus to

Enclosures:

- 10.11.22_WTC Communications_Avery Avenue (PDF)

**Riley County Public Works Department
Highway Use Permit - Document Management Form**

Project Number: Avery Avenue – Bore/plow fiber optic cable to Pottorf Hall
Requesting Party: WTC Communications, 1009 Lincoln Avenue, Wamego, KS 66547

Processing Procedure: Date and initial completed steps.

1. The public works department sends a copy of the document management form and permit to Operations Manager (OM) & Assistant County Engineer for recommendation.

Comments: Ensure all areas are backfilled, re-establish elevations and repair the existing right of way profiles within the work area. Maintain proper traffic control procedures during construction. **PROPERLY REPAIR ANY DAMAGE TO ROCK OR ASPHALT SURFACES.**

Signature: _____

[Handwritten Signature] *10/12/32*

2. The public works department sends a copy of Highway Use Permit to Township for recommendation. Township will call Public Works with any recommendations, if applicable.

Comments:

The public works department attaches document management form to permit and gets recommendation signature from County Engineer. If recommended proceed by submitting scanned .pdf file (to include: Doc. Management Form and Original Highway Use Permit, with County Engineer signature and any additional maps or pages) to Minute Traq for scheduling of Commission meeting agenda. Place "Sign Here" post-it on original and deliver original to County Clerk's designated employee. Keep one copy here for our files.

Date _____ by _____

3. County Clerk via Minute Traq schedules permit to be signed by Chairman during next BOCC business meeting.
4. BOCC Chairman signs and dates permit. County Clerk produces 2 copies of permit including attached maps and sends to Administrative Clerk Public Works **the next business day**. County Clerk keeps original.
5. The public works department distributes copies of permit received from County Clerk.
 - CC: Petitioner ☐
 - Operations Manager ☐
 - Township Trustee: _____ (if on Township Road) ☐
 - Highway Use Permit filed with Document Management Form attached ☐

Date _____ by _____

Submitted by: _____

Date Submitted: _____

Attachment: 10.11.22_WTC Communications_Avery Avenue (12487 : Highway Use Permit)

Permit No. _____

APPLICATION FOR HIGHWAY USE PERMIT

Riley County, Kansas

WTC Communications Inc. New Fiber Optic Cble
 Applicant Name Type of Construction

1009 Lincoln Ave Wamego KS 66547
 Applicant Mailing Address City State Zip

Applicant hereby requests permission to bore/plow fiber optic cable along Avery Ave
 along and/or across the public roads of Riley County, Kansas, according to the details and route shown on the attached plans and standards
 for said construction.

A \$100 Application Fee and a detailed map of location (include an aerial when possible) are required.

In support of its application, the Applicant states it is in the best interest of the residents of Riley County to allow construction of said facility. In addition, Applicant agrees as follows:

- A. Facility shall be installed in conformance with all items on approved plans, pertinent national codes/standards and the Riley County Highway Use Permit Requirements and Procedures. Any request for variance shall be an addendum to this application. Any utility sharing facilities with another entity is required to obtain a separate Highway Use Permit for their installation.
- B. A refundable deposit as specified in the Riley County Highway Use Permit Requirements and Procedures, made payable to Riley County, Kansas, shall accompany this application to guarantee satisfactory performance of the conditions of this permit.
- C. The County Engineer and/or the Township Trustee shall have the authority to require any needed repairs resulting from such construction in the road right-of-way for a period of one year from date of completed construction.
- D. In the event of road improvement or maintenance within the right-of-way, the applicant or its assigns will be responsible for the relocation of the facility at no cost to Riley County or the Township.
- E. Applicant shall notify the County Engineer at least 2 business days prior to the beginning of construction and upon completion of construction at 785-537-6330.
- F. It is understood, the work shall commence within three (3) months of the permit approval and be completed within thirty (30) days of the estimated duration of construction otherwise, the permit becomes null and void, unless an extension of time is approved.
- G. Applicant further represents it shall comply with and abide by any rule, regulation or condition of the permit made by the County Engineer and/or the Township Trustee.

Submitted by: _____

Submitter's signature

Date

Shaun Smith OSP Manager
 Printed Name & Title

785-456-1022
 Submitter's Telephone Number

ssmith@wtcks.com
 Submitter's Email Address

10/17/2022
 Proposed Date of Construction

Contractor Name

RLM Underground
 Contractor Telephone Number

Contractor Telephone Number

90 Days
 Estimated Duration of Construction

RECOMMENDED BY: _____

Riley County Engineer

Permit granted this _____ day of _____, 20____.

BOARD OF COUNTY COMMISSIONERS
 RILEY COUNTY, KANSAS

Chairperson

Page 1 of 2

OFFICE USE ONLY:Application Fee: NA

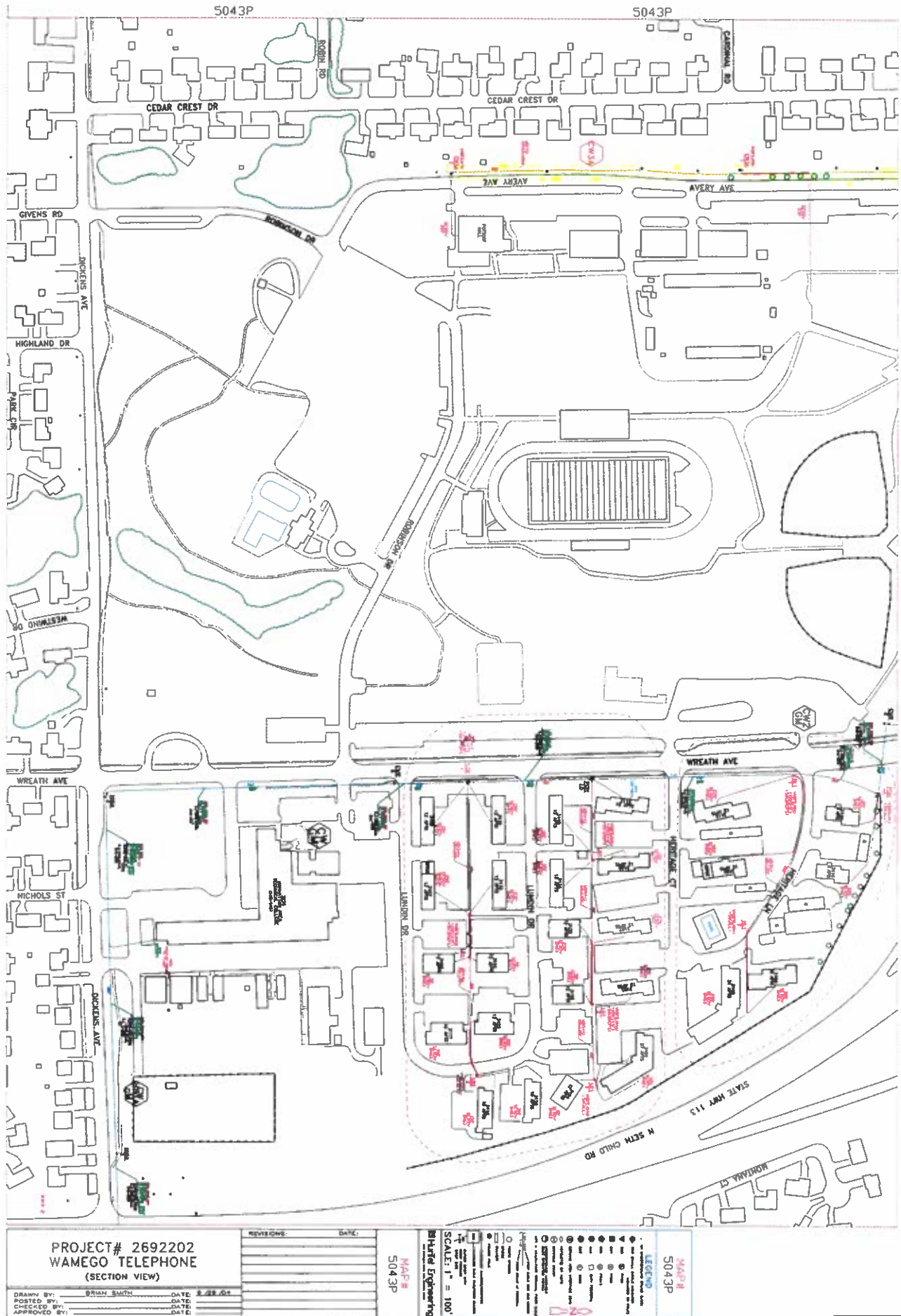
\$1,000 Deposit _____ Bond _____ Letter _____

Receipt No. _____ Date: _____

Signature: S. Sterling

Attachment: 10.11.22_WTC Communications_Avery Avenue (12487 : Highway Use Permit)







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: October 20, 2022

SUBJECT: Sign Riley County Personnel Action Form(s)

PRESENTER: Elizabeth Ward, Human Resource Manager

Enclosures:

- 2022-10 P Council (green) (PDF)

RILEY COUNTY PERSONNEL ACTION FORM

☐ Add	Supervisor:	Fill Request Date: 10-14-2022
☒ Change	Dept Head: Anna Burson	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

Council	Patricia		
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Name: Last First Middle Home Phone

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Address: Street City State Zip

Appraiser III- Land	Appraiser	00001-000022
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Position Title Department Fund

10/17/2022	☒	☐		☒ Yes	☐ No
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Effective Date Exempt Non-Exempt Ending Date For Temporary Is this a budgeted position?

13	\$	☐ Hour	\$ 2,881.81	☐ Bi-weekly	☒ 40	☐
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Grade/Step Pay Rate Hours Per Workweek

Approvals:

Department:

Date:

Personnel:

BOCC

Chairman:

Member:

Member:



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
October 24, 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. 2022 Local Emergency Planning Committee (LEPC) membership list
2. 2022 Emergency Management Performance Grant Application

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Robbin Cole, Pawnee Mental Health Services Director

3. Pawnee Mental Health Services update

9:15 AM

Bob Isaac, Planner

4. Public Hearing for Simmer Addition final plat

9:30 AM

Press Conference

9:45 AM

Craig Cox, Deputy County Counselor

5. Right of way vacation

9:55 AM

Carson Kober, CASA

6. IT support for Sunflower CASA

10:10 AM

Clancy Holeman, Counselor/Director of Administrative Services

7. Administrative Work Session

10:25 AM

Ruthie Parker, Tatarrax Homeowners Board

Attachment: 10-24-22 tentative agenda (11705 : Tentative Agenda)

8. Property acquisition

10:40 AM

John Ellermann, Public Works Director/County Engineer

9. SMH Contract for lagoon system design

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: 10-24-22 tentative agenda (11705 : Tentative Agenda)



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

10:20 AM

Evan McMillan Assistant County Engineer

5. Bid opening for a shredder

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 APPRAISER'S OFFICE
Personnel

Anna Burson
County Appraiser
110 Courthouse Plaza
Manhattan, KS 66502
Phone: 785-537-6310

COMMISSION AGENDA REPORT

FROM: Anna Burson
MEETING: October 20, 2022
SUBJECT: Request to refill Appraiser III
PRESENTER: Anna Burson

BACKGROUND

The Residential Appraiser III position became vacant following the promotion of one of our appraiser's. This senior level position is crucial to the work of the Riley County Appraiser's Office.

DISCUSSION

I am looking for a highly skilled individual with 5 years of Appraisal experience to fill this position. I am requesting to post and fill this position as an Appraiser III. If we do not get applicants with the knowledge skills and abilities we are seeking I would request to underfill the position as an Appraiser II or possibly an Appraiser I. This position is a crucial position within Riley County. Pre-screening will be done prior to setting up all interviews. With the increased sales volume and continued growth being fully staffed is imperative. I'm requesting permission to post and refill the position as soon as possible. The updated position descriptions are attached for your review.

FISCAL IMPACT

This position has been in place for several years and is in the Appraiser's Office budget.

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 III Residential position description (PDF)
- Appraiser II Residential position description (PDF)
- Appraiser I Residential position description (PDF)
- 2022-10 Appraiser III-Residential (gold) (PDF)

RILEY COUNTY, KANSAS JOB DESCRIPTION

Job Title:	APPRAISER III – RESIDENTIAL	
Department:	Appraiser	Division: Real Estate
Reports To:	Assistant County Appraiser	
Pay Grade:	12	Status: Full time
FLSA Status:	Exempt	

Position Summary: The Appraiser III-Residential discovers, lists, and values real property throughout Riley County monitoring and analyzing market conditions and trends utilizing recognized mass appraisal methods and techniques following specifications and guidelines as set forth by the Property Valuation Division and the Riley County Appraiser's Office.

ESSENTIAL FUNCTIONS:

- Discovers, inventories, lists, and values structures and other improvements associated with residential and agricultural property within Riley County.
- Ensures new construction is listed and appraised, and existing data is accurate.
- Identifies objective and subjective data characteristics, photo catalogs, measures, and sketches.
- Conducts interviews of property owners, contractors, or tenants to gain further clarification.
- Reviews sales of residential and agricultural properties throughout the county to determine validity and ensures data is accurately reflective of time of sale conditions.
- Reviews maps for accuracy and discrepancies.
- Monitors local market trends communicating changes with supervisor and market modeler.
- Performs quality control on all data entry.
- Assists the County Appraiser to develop a final opinion of market value for assigned properties.
- Conducts informal hearings and payment under protest hearings with property owners or representatives to discuss valuation estimate or obtain a explanation of the value estimate.
- Understands market models, residential depreciation, and all analysis conducted during the appraisal process. Prepares for and conducts Small Claims Division and Board of Tax Appeal hearings explaining and defending county values.
- Analyzes neighborhoods and market area's for inconsistencies in data and keeps up with local market trends to ensure values are reflective of current market conditions.
- Trains Appraiser I's and assist Appraiser II's with various levels of appraisal duties and responsibilities largely relating to subjective data characteristics.
- Monitors workload throughout the appraisal calendar year to ensure statutory deadlines are met for all process including annual review, building permits, sales, final review, and hearings.
- Maintains continuing education and stays up to date on changes in appraisal policies and procedures.

SECONDARY FUNCTIONS:

- Provides information to customers by phone, email, or in person, including: appraised values, cost sheets, comparable sales sheets, aerial maps, and legal descriptions.
- Assists with land analysis, depreciation studies, and market modeling.
- Performs other duties as assigned.

POSITION REQUIREMENTS:

Education: High school diploma or equivalent required.

- ORION Residential & Agricultural Data Collection, Orion Introduction and Overview of Basic Functionality, Orion Sales File Development, Orion Market Modeling Analysis and Automated

Updated September 2022

Attachment: Appraiser III Residential position description (12491 : Request to refill Residential Appraiser III Position)

Sales Comparison,

- Kansas Property Tax Law
- IAAO 101, IAAO 102, IAAO 300-Fundamental of Mass Appraisal, IAAO 201-Appraisal of Land, IAAO 311-Real Property Modelins Concepts, IAAO 400 Assessment Administration
- USPAP,

Within 2 years in position must successfully complete:

- Orion Built-in Reports and Custom Query Reporting System
- Orion Residential Depreciation Analysis and Table Calibration.

**Course work of equal utility in some cases may substituted or time allowance for successful completion may be made on a case-by-case basis at the Department Head's discretion.*

License(s)/Certification(s): Valid driver's license required. Appraisal designation of RMA, RES, CAE, or MAI preferred.

Experience: 5 years of appraisal experience required. Established proficiency in all Appraiser II duties and responsibilities.

Skills: Proficiency in exercising both subject and object reasoning. Proficiency in reading and navigating through various mapping systems. Proficiency in measuring structures accurately in person and digitally. Ability to multitask. Proficiency in rendering accurate identification of and judgements concerning building structural features, the quality of construction, CDU rating, and physical condition. Proficiency in interviewing techniques. Proficiency in the utilization of Microsoft Office programs. Proficiency in recording descriptive data and entering it into a variety of systems accurately and completely. Proficiency in communicating tactfully and courteously with the public. Ability to explain appraisal methodologies and practices.

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, KANSAS JOB DESCRIPTION

Job Title:	APPRAISER II-RESIDENTIAL	
Department:	Appraiser	Division: Real Estate
Reports To:	Assistant County Appraiser	
Pay Range:	7	Status: Full Time
FLSA Status:	Non-Exempt	

Position Summary: The Appraiser II-Residential discovers, lists, and values real property throughout Riley County utilizing recognized mass appraisal methods and techniques and following specifications and guidelines as set forth by the Property Valuation Division and the Riley County Appraiser's Office.

ESSENTIAL FUNCTIONS:

- Discovers, inventories, lists, and values structures and other improvements associated with residential and agricultural property within Riley County.
- Ensures new construction is listed and appraised, and existing data is accurate.
- Identifies objective and subjective data characteristics, photo catalogs, measures, and sketches.
- Conducts interviews of property owners, contractors, or tenants to gain further clarification.
- Reviews sales of residential and agricultural properties throughout the county to determine validity and ensure data is accurately reflective of time of sale conditions.
- Reviews maps for accuracy and discrepancies.
- Performs quality control on all data entry.
- Assists the County Appraiser to develop a final opinion of market value for assigned properties.
- Conducts informal hearings and payment under protest hearings with property owners or representatives to discuss valuation estimate or obtain a explanation of the value estimate.
- Monitors workload throughout the appraisal calendar year to ensure statutory deadlines are met for all process including annual review, building permits, sales, final review, and hearings.
- Continuously furthering education to advance knowledge, skills and abilities in appraisal.

SECONDARY FUNCTIONS:

- Provides information to customers by phone, email, or in person, including: appraised values, cost sheets, comparable sales sheets, aerial maps, and legal descriptions.
- Performs other duties as assigned.

POSITION REQUIREMENTS:

Education: High school diploma or equivalent required.

- ORION Residential & Agricultural Data Collection, Orion Introduction and Overview of Basic Functionality
- Kansas Property Tax Law
- IAAO 101, IAAO 102, and USPAP

Within 3 years in position must successfully complete:

- Orion Sales File Development, Orion Market Modeling Analysis and Automated Sales Comparison
- IAAO 300-Fundamental of Mass Appraisal, IAAO 201- Appraisal of Land, IAAO 311-Real Property Modeling Concepts, IAAO 400- Assessment Administration.

**Course work of equal utility in some cases may substituted or time allowance for successful*

Updated October 2022

Attachment: Appraiser II Residential position description (12491 : Request to refill Residential Appraiser III Position)

completion may be made on a case-by-case basis at the Department Head's discretion.

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

Experience: 2 years of appraisal experience required. Established proficiency in all Appraiser I duties and responsibilities. Use of ORION CAMA system and APEX software preferred.

Skills: Ability to exercise both subject and object reasoning. Ability to read and navigate through various mapping systems. Ability to measure structures accurately in person and digitally. Ability to multitask. Ability to render identification of and judgements concerning building structural features, the quality of construction, cdu rating, and physical condition. Knowledge and ability to implement interviewing techniques. Knowledge and ability to utilize Microsoft Office programs. Ability to record descriptive data and enter it into a variety of systems accurately and completely. Ability to communicate tactfully and courteously with the public.

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, KANSAS JOB DESCRIPTION

Job Title:	APPRAISER I-RESIDENTIAL	
Department:	Appraiser	Division: Real Estate
Reports To:	Assistant County Appraiser	
Pay Range:	5	Status: Full Time
FLSA Status:	Non-Exempt	

Position Summary: The Appraiser I-Residential discovers and lists property characteristic data of real property throughout Riley County for the purpose of ad valorem taxation with the specifications and guidelines as set forth by the Property Valuation Division and the Riley County Appraiser's Office.

ESSENTIAL FUNCTIONS:

- Discover, inventory, and list structures and other improvements associated with residential and agricultural property within Riley County.
- Assist in Ensuring new construction is listed and existing data is accurate.
- Assist in Identifying, photo cataloging, measuring, and sketching pertinent objective data working with an Appraiser III on subjective data i.e. (Quality, CDU, physical condition).
- Conduct interviews of property owners, contractors, or tenants to gain further clarification.
- Reviews maps for accuracy and discrepancies.
- Perform quality control on data entry.
- Communicate workload with supervisor to ensure statutory deadlines are met for all process including annual review and building permits.
- Assist Appraiser III's with sales review and final review prior to finalization of the appraisal estimates and printing of change of value notices.
- Observe informal and payment under protest hearings.

SECONDARY FUNCTIONS:

- Provide information to customers by phone, email, or in person. Information includes appraised values, cost sheets, comparable sales sheets, aerial maps, and legal descriptions.
- Perform other duties as assigned.

POSITION REQUIREMENTS:

Education: High school diploma or equivalent required.

- ORION Residential & Agricultural Data Collection, Orion Introduction and Overview of Basic Functionality
- Kansas Property Tax Law

Within 2 years in position must successfully complete:

- IAAO 101, IAAO 102, and USPAP

**Course work of equal utility in some cases may substituted or time allowance for successful completion may be made on a case-by-case basis at the Department Head's discretion.*

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

Experience: 2 years office experience preferred.

Skills: Ability to exercise both subject and object reasoning. Ability to read maps. Ability to multitask. Knowledge and ability to utilize Microsoft Office programs. Ability to enter data into a variety of systems

Updated September 2022

Attachment: Appraiser I Residential position description (12491 : Request to refill Residential Appraiser III Position)

accurately and completely. Ability to communicate tactfully and courteously with the public. Ability to use basic math skills and take measurements accurately.

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

14.d

Department Appraiser Date 10/13/2022 Job Title Appraiser III -Residential

☒ Full Time	☒ Regular	☐ Seasonal	☐ Grant Funded	Pay Grade <u>12</u>	Start Date <u>ASAP</u>	☐ Non-Exempt
☐ Part Time	☐ As Needed	☐ Intern	☐ Temporary	40 Hours per ☒ Week ☐ Month	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 change budgeted hours ☐ Request to change position status	☐ Request to create a new position for current fiscal year only ☐ Request for current non-budgeted position to be included in future annual budgets	☐ Request to create a new position which will be included in future annual budgets
1. Name of former incumbent or current employee: Patricia Council	2. Effective date of promotion, transfer, termination, or change: 10/17/2022	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 promotion

2. Is it possible to fill this position internally? If no, why not? Yes if qualified

For hiring purposes, briefly state necessary and/or desirable education, training, and/or certification required as well as desirable experience and/or skills:
 hs diploma or equivalent req; Orion certified, Ks Property Tax law knowledge; IAAO education; USPAP; 5 yrs appraisal exp required; valid drivers license ;
 Appraisal designation of RMA, RES, CAE, MAI preferred

Additional comments: within 2 years of hire complete required ORION classes

Approval by:

Department Head:

Personnel:

BOCC Chairman:

BOCC Member:

BOCC Member:

Date:

10/14/22
10/14/22

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

3/19/03

Packet Pg. 21

Attachment: 2022-10 Appraiser III-Residential (gold) (12491 : Request to refill Residential Appraiser III



AGENDA

JOINT CITY/COUNTY/COUNTY MEETING
 Riley County Board of Commission Chambers
 Courthouse Plaza East Building
 115 North 4th Street
 Manhattan, KS 66502

Thursday, October 20, 2022
 4:00 P.M.

1. Discuss Law Board appointments from the City and County
 – Riley County Commission



This meeting is being held in the Riley County Board of County Commission Chambers at Courthouse Plaza East Building, 115 N. 4th Street. In accordance with provisions of the ADA, every attempt will be made to accommodate the needs of persons with disabilities. Please contact the Division of Human Resources at (785) 537-6303 (voice and TTY) for assistance.