



**Board of Riley County  
Commissioners  
Regular Meeting  
Agenda  
November 07, 2024**

115 North 4th Street  
Manhattan, KS 66502  
[www.rileycountyks.gov](http://www.rileycountyks.gov)

Cindy Kabriel  
785-565-6200

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**Commission Chambers**

**8:30 AM**

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[District 1 – John Ford, Chair](#)

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

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

**8:30 AM**

**Call to Order**

**Pledge of Allegiance**

**Public Comment**

1. Public Comments

**Commission Comments**

2. Commission Comments

**Business Meeting**

3. Bid Recommendation for Kitten Creek
4. Purchase Authorization for a used 2014 Freightliner 4x4 cab and chassis for RCFD #1
5. Sign Riley County Employee Action Form(s)

**Review Minutes**

6. Board of Riley County Commissioners - Regular Meeting - Nov 4, 2024 8:30 AM

**Review Tentative Agenda**

7. Tentative Agenda

**Press Conference Topics**

8. Discuss Press Conference

**9:00 AM**

**Elizabeth Ward, Human Resources Director**

9. Human Resources Monthly Update

**9:15 AM**

**Anne Smith, aTa Bus Director**

10. Letter of support for aTa Bus for a grant application

**9:20 AM**

**Rich Vargo, County Clerk**

11. Request to Expand and Fill position

**9:30 AM**

**Anna Burson, Appraiser**

12. Appraiser's Office November Staff Update

**9:45 AM**

**Bryant Parker, Deputy County Counselor**

13. Executive session to discuss confidential legal advice regarding potential litigation issues

**10:05 AM**

**Elizabeth Ward, Human Resources Director**

14. Request to Fill Public Health Nurse Position

**10:10 AM**

**Clancy Holeman, Counselor/Director of Administrative Services**

15. Administrative Work Session

**10:30 AM**

**Danielle Dulin, Manhattan City Manager**

16. General update City of Manhattan

### **Adjournment**

### **Announcements**

Riley County Offices will be closed Monday, November 11th in observance of the Veterans Day holiday.

The Board of County Commissioners will not be in session on Monday, November 11th.

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



**PUBLIC WORKS**  
*Recommendations*

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

## COMMISSION AGENDA REPORT

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**FROM:** AndreaRose, Administrative Assistant II.

**MEETING:** November 7, 2024

**SUBJECT:** Bid Recommendation for Kitten Creek

**PRESENTER:** Evan McMillan, Assistant County Engineer

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### **BACKGROUND**

We are nearing the end of our list of projects to be completed with the 2012 Sales Tax, with only one more structure to be let in the near future. On October 31<sup>st</sup>, 2024, bids were opened for the Kitten Creek Road Culvert Replacement. Three bids were received, all of which were under the engineer's estimate.

### **Discussion**

Klaver Construction was the lowest bidder for the project, with a bid total of \$175,038.00 as shown in the attached bid tabulation. It should be noted that Reece Construction came in approximately \$16,000.00 higher than the lowest bidder but estimated only 45 working days for completion compared to 75 working days proposed by the lowest bidder, Klaver. Both contractors are well qualified in the construction of these projects.

### **Fiscal Impact**

While Klaver Construction did come in as the low bidder for the project, Commission may prefer to select Reece Construction considering the reduced construction schedule. Kitten Creek Road will be closed to through traffic for the entirety of the project, and daily traffic volumes are unknown as this is a township road. We do not see this having a detrimental impact to the 2012 sales tax funds remaining, if the Commission decides that is in the County's best interest.

### **RECOMMENDATION(S)**

Staff recommends entering into an agreement for construction of above referenced project with the lowest responsible bidder, Klaver Construction, for a project total of \$175,038.00, and a tentative start date of early December with 75 working days.

### **POSSIBLE MOTION(S)**

Move to accept the proposed bid from Klaver Construction for \$175,038.00.

Move to accept the proposed bid from Reece Construction for \$190,979.78.

#### **Enclosures:**

- Bid Tab\_Kitten Creek Rd Culvert Replacement N.5-22.5 (XLSX)

Riley County Public Works  
BID TABULATION SHEET

Kitten Creek Culvert Replacement N.5-22.5  
Thursday, October 31, 2024 9:20am

| ENGINEER'S ESTIMATE |  | Ebert Construction                            |  | Klaver                                   |  | Reece                                             |  |
|---------------------|--|-----------------------------------------------|--|------------------------------------------|--|---------------------------------------------------|--|
| Olsson              |  | Po Box 198<br>Wamego KS<br>785-456-2455 66547 |  | 3219 West May Po<br>Wichita, KS<br>67277 |  | Box 193<br>1240 W North St<br>Salina, KS<br>67401 |  |

| #                                | ITEM DESCRIPTION                         | QTY    | UNIT | UNIT PRICE    | TOTAL        | UNIT PRICE    | TOTAL        | UNIT PRICE    | TOTAL        | UNIT PRICE    | TOTAL        |
|----------------------------------|------------------------------------------|--------|------|---------------|--------------|---------------|--------------|---------------|--------------|---------------|--------------|
| 1                                | Mobilization                             | 1      | LS   | \$20,000.00   | \$ 20,000.00 | \$ 20,566.18  | \$ 20,566.18 | \$ 17,253.00  | \$ 17,253.00 | \$ 15,260.13  | \$ 15,260.13 |
| 2                                | Clearing & Grubbing                      | 1      | LS   | \$10,000.00   | \$ 10,000.00 | \$ 10,060.19  | \$ 10,060.19 | \$ 2,500.00   | \$ 2,500.00  | \$ 2,500.00   | \$ 2,500.00  |
| 3                                | Removal of Existing Structures           | 1      | Ls   | \$25,000.00   | \$ 25,000.00 | \$ 4,757.31   | \$ 4,757.31  | \$ 5,500.00   | \$ 5,500.00  | \$ 5,500.00   | \$ 5,500.00  |
| 4                                | Contractor Construction Staking          | 1      | LS   | \$3,000.00    | \$ 3,000.00  | \$ 2,560.00   | \$ 2,560.00  | \$ 2,560.00   | \$ 2,560.00  | \$ 2,560.00   | \$ 2,560.00  |
| 5                                | Unclassified Excavation                  | 154    | CY   | \$45.00       | \$ 6,930.00  | \$ 16.48      | \$ 2,537.92  | \$ 6.00       | \$ 924.00    | \$ 6.00       | \$ 924.00    |
| 6                                | Compaction of Earthwork (Type B) (MR 90) | 92     | CY   | \$10.00       | \$ 920.00    | \$ 4.63       | \$ 425.96    | \$ 3.00       | \$ 276.00    | \$ 3.00       | \$ 276.00    |
| 7                                | Concrete (Grade 4.0)                     | 60     | Cy   | \$1,500.00    | \$ 90,000.00 | \$ 1,189.21   | \$ 71,352.60 | \$ 1,016.00   | \$ 60,960.00 | \$ 1,164.72   | \$ 69,883.20 |
| 8                                | Concrete (Grade 4.0) (AE)                | 33     | CY   | \$1,750.00    | \$ 57,750.00 | \$ 1,199.03   | \$ 39,567.99 | \$ 1,016.00   | \$ 33,528.00 | \$ 1,158.39   | \$ 38,226.87 |
| 9                                | Bridge Backwall Protection System        | 85     | SY   | \$50.00       | \$ 4,250.00  | \$ 27.94      | \$ 2,374.90  | \$ 30.00      | \$ 2,550.00  | \$ 34.22      | \$ 2,908.70  |
| 11                               | Reinforcing Steel (GR. 60)               | 16,290 | LBS  | \$2.00        | \$ 32,580.00 | \$ 0.91       | \$ 14,823.90 | \$ 1.00       | \$ 16,290.00 | \$ 0.90       | \$ 14,661.00 |
| 12                               | Foundation Stabilization                 | 24     | CY   | \$75.00       | \$ 1,800.00  | \$ 88.16      | \$ 2,115.84  | \$ 60.00      | \$ 1,440.00  | \$ 128.87     | \$ 3,092.88  |
| 13                               | Concrete for Seal Course (Set)           | 1      | CY   | \$225.00      | \$ 225.00    | \$ 225.00     | \$ 225.00    | \$ 225.00     | \$ 225.00    | \$ 225.00     | \$ 225.00    |
| 14                               | Granular Backfill (Wingwalls)            | 54     | Cy   | \$150.00      | \$ 8,100.00  | \$ 70.03      | \$ 3,781.62  | \$ 90.00      | \$ 4,860.00  | \$ 85.00      | \$ 4,590.00  |
| 15                               | Slope Protection (Shot rock) (18' max)   | 289    | CY   | \$100.00      | \$ 28,900.00 | \$ 53.19      | \$ 15,371.91 | \$ 48.00      | \$ 13,872.00 | \$ 48.00      | \$ 13,872.00 |
| 16                               | Seeding                                  | 1      | LS   | \$2,000.00    | \$ 2,000.00  | \$ 4,417.99   | \$ 4,417.99  | \$ 3,200.00   | \$ 3,200.00  | \$ 5,000.00   | \$ 5,000.00  |
| 17                               | Erosion Control                          | 1      | LS   | \$5,000.00    | \$ 5,000.00  | \$ 1,319.59   | \$ 1,319.59  | \$ 3,100.00   | \$ 3,100.00  | \$ 2,500.00   | \$ 2,500.00  |
| 18                               | Traffic Control                          | 1      | LS   | \$2,500.00    | \$ 2,500.00  | \$ 5,000.00   | \$ 5,000.00  | \$ 6,000.00   | \$ 6,000.00  | \$ 9,000.00   | \$ 9,000.00  |
|                                  |                                          |        |      | \$ 298,955.00 |              | \$ 201,258.90 |              | \$ 175,038.00 |              | \$ 190,979.78 |              |
| Proposed Starting Date:          |                                          |        |      |               |              | May 5,2025    |              | 12/1/2024     |              | 12/2/2024     |              |
| Proposed Number of Working Days: |                                          |        |      |               |              | 80            |              | 75            |              | 45            |              |

Attachment: Bid Tab\_Kitten Creek Rd Culvert Replacement N.5-22.5 (15148 : Bid Recommendation for



**EMERGENCY  
MANAGEMENT/FIRE**  
*Purchase > \$10K*

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

## COMMISSION AGENDA REPORT

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**FROM:** Russel Stukey, RCFD #1 Chief

**MEETING:** November 7, 2024

**SUBJECT:** Purchase Authorization for a used 2014 Freightliner 4x4 cab and chassis for RCFD #1

**PRESENTER:** Russel Stukey, EM Director / Fire Chief

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Purchase Authorization for a used 2014 Freightliner 4x4 cab and chassis for RCFD #1. This will replace a unit that is 55 years old.

### **POSSIBLE MOTION(S)**

Move to approve a Purchase Authorization for a used 2014 Freightliner 4x4 Cab and chassis for RCFD #1 in the amount of \$54,000 to be funded by RCFD #1 Capitol Outlay.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

### **Enclosures:**

- Fire District (PDF)
- IMG\_6211 (JPG)
- Purchase Authorization RCFD#1 (PDF)

**REED Company, LLC**  
4455 N. Hwy. 99  
Wamego, KS 66547  
Ph. (785)456-7333  
[www.reedsales.com](http://www.reedsales.com)

**To: Riley County Fire District #1**  
**115 N. 4th St.**  
 Manhattan KS 66502  
 Att: Doug Russell C# 785-798-5127  
 Email: [drussell@rileycountyks.gov](mailto:drussell@rileycountyks.gov)

## Quotation

|       | DESCRIPTION                                                                                                          | PRICE       |
|-------|----------------------------------------------------------------------------------------------------------------------|-------------|
| 24055 | 2014 Freightline M2-106, 76,500 miles, 4X4, Cummins 6.7-250 hp, Allison automatic, 14F, 21R, 126" CA, all new tires. | \$54,000.00 |
|       | VIN: 1FDCXDTXEHFL7397                                                                                                |             |
|       | Price includes installation of customers flatbed.                                                                    |             |
|       |                                                                                                                      |             |
|       |                                                                                                                      |             |
|       |                                                                                                                      |             |
|       |                                                                                                                      |             |
|       |                                                                                                                      |             |
|       |                                                                                                                      |             |
|       |                                                                                                                      |             |
|       |                                                                                                                      |             |
|       | Subtotal                                                                                                             |             |
|       | Sales Tax @ 7.5%                                                                                                     |             |
|       | FET                                                                                                                  | NA          |
|       | Total                                                                                                                | \$54,000.00 |

Prepared By: Don Ebert

Accepted By:

**Attachment: Fire District (15144 : Purchase Authorization)**



**RILEY COUNTY  
PURCHASE AUTHORIZATION NO \_\_\_\_\_**

Department RCFD #1 Date 11-7-2024  
 Estimated Cost \$54,000 Fund 184  
 Description 2014 Freightliner Cab & Chassis 4x4 used

New \_\_\_\_\_ Replacement X

**Procurement Type**

- \_\_\_\_\_ Competitive Sealed Bid, Board of County Commission opens  
 \_\_\_\_\_ Competitive Proposal submitted to Board of County Commission  
 \_\_\_\_\_ Sole Source (exempt) by Department Head  
 \_\_\_\_\_ Emergency by Department Head  
X \_\_\_\_\_ Used Equipment (exempt) by Department Head

**2.204 Small Purchases.**

(1) Any non-office technology related procurement valued at \$ 20,000 or less may be made in accordance with small purchase procedures, provided, however, that procurement requirements shall not be artificially divided so as to constitute a small purchase under this Section. Small purchase procedures require the Department Head to approve any purchase ranging in size from no cost, to \$ 20,000. Small purchases including trade services valued from \$5,000 - \$ 20,000 will require 3 quotes if feasible. Competitive bidding is not required for small purchases, but the purchaser shall attempt to purchase the least expensive item available.

(2) All office technology related purchases, to include, but not be limited to all hardware, software, and peripheral devices shall be ordered and purchased by the Information Systems Department. Purchases made from funds other than the General Fund shall be approved and ordered by the Information Systems Department, with the actual purchase being paid out of the appropriate funds. The Information Systems Department shall coordinate these office technology-related purchases to ensure that uniform, standardized, and necessary equipment is purchased, to obtain competitive pricing, and schedule installation of the new equipment. Exceptions to this requirement include cables, printer cartridges, and other consumable goods, which the Information Systems Department will assist with, if the Department Head so wishes.

**4.402 Professional Services.**

(1) Applicability. Professional services shall be procured as provided in this Section except when the cost of such services is less than \$ 20,000 or when a state of emergency exists.

Requested by:

Russell Stucky

Approved by:

\_\_\_\_\_  
 Chair, Board of County Commissioners

ATTEST:

\_\_\_\_\_  
 Member

\_\_\_\_\_  
 County Clerk

\_\_\_\_\_  
 Member

\_\_\_\_\_  
 Date



**COUNTY CLERK & ELECTIONS**  
*Personnel*

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

## COMMISSION AGENDA REPORT

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**FROM:** Elizabeth Ward, Human Resources Director

**MEETING:** November 7, 2024

**SUBJECT:** Sign Riley County Employee Action Form(s)

**PRESENTER:** Elizabeth Ward, Human Resources Director

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Enclosures:

- 2024-11 EMS BSavage EAF (DOCX)

## RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

**Full Legal Name:** Brian Savage**Status Change Date:** 11/07/2024**Status Change:** Separation**Date of Hire:** 04/25/2023**Seniority:** 1 Year(s), 6 Month(s)**Position:** EMT**Position Type:** PRN**Pay Range:** EMT**Pay Type:** Hourly**Base Rate:** \$18.69**Annualized Pay:** \$6,541.50**Funds Codes:** 1- General/20- EMS, Ambulance**Supervisor:** Joshua Gering**Department Head:** David Adams

BoCC Chair \_\_\_\_\_

Date: \_\_\_\_\_

BoCC Member \_\_\_\_\_

Date: \_\_\_\_\_

BoCC Member \_\_\_\_\_

Date: \_\_\_\_\_

Attachment: 2024-11 EMS BSavage EAF (15145 : Employee Action Form (Green Sheet))



**Board of Riley County  
Commissioners  
Regular Meeting  
TENTATIVE Agenda  
November 07, 2024**

115 North 4th Street  
Manhattan, KS 66502  
[www.rileycountyks.gov](http://www.rileycountyks.gov)

Cindy Kabriel  
785-565-6200

**Commission Chambers**

**8:30 AM**

[District 1 – John Ford, Chair](#)

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

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

**8:30 AM**

**Call to Order**

**Pledge of Allegiance**

**Public Comment**

**Commission Comments**

**Business Meeting**

**Review Minutes**

**Review Tentative Agenda**

**Press Conference Topics**

**9:00 AM**

**Elizabeth Ward, Human Resources Director**

1. Human Resources update

**9:30 AM**

**Anna Burson, Appraiser**

2. Staff update

**10:15 AM**

**Clancy Holeman, Counselor/Director of Administrative Services**

3. Administrative Work Session

**10:30 AM**

**Danielle Dulin, Manhattan City Manager**

4. General update City of Manhattan

**Adjournment**

**Announcements**

Riley County Offices will be closed Monday, November 11th in observance of the Veterans Day holiday.

The Board of County Commissioners will not be in session on Monday, November 11th.

Attachment: 11-07-24 tentative agenda (14249 : Tentative Agenda)

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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  
November 14, 2024**

115 North 4th Street  
Manhattan, KS 66502  
[www.rileycountyks.gov](http://www.rileycountyks.gov)

Cindy Kabriel  
785-565-6200

**Commission Chambers**

**8:30 AM**

[District 1 – John Ford, Chair](#)

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

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

**8:30 AM**

**Call to Order**

**Pledge of Allegiance**

**Public Comment**

**Commission Comments**

**Business Meeting**

1. Discuss Intergovernmental Luncheon
2. Discuss Joint City/County/County Meeting
3. Approve payroll/accounts payables (when completed)

**Review Minutes**

**Review Tentative Agenda**

**Press Conference Topics**

**9:00 AM**

**Clancy Holeman, Counselor/Director of Administrative Services**

4. Administrative Work Session

**9:20 AM**

**Amanda Webb, Planning/Special Projects Director**

5. Request to fill Administrative Assistant position

**9:30 AM**

**Shilo Heger, Treasurer**

6. Monthly Revenue Reports

**9:45 AM**

**Jason Smith, Manhattan Area Chamber of Commerce**

7. Economic development update

**10:00 AM**

**General Election Canvass**

**10:20 AM**

**Rich Vargo, County Clerk**

8. Health Department update

Attachment: 11-14-24 tentative agenda (14249 : Tentative Agenda)

- 10:25 AM Jan Scheideman, Child Care Supervisor**  
9. Raising Riley Year Report
- 10:40 AM Michael Boller, Noxious Weed/HHW Director**  
10. Staff update and Bala
- 11:00 AM Budget and Planning Committee - Brittany Phillips, Budget and Finance Officer**  
11. Monthly Cash Flow Reports and ARPA update
- 11:15 AM Amanda Webb, Planning/Special Projects Director**  
12. Staff update
- 11:30 AM Bryant Parker, Deputy County Counselor**  
13. Executive session to discuss confidential legal advice regarding potential litigation issues

**Adjournment**

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Attachment: 11-14-24 tentative agenda (14249 : Tentative Agenda)



**COUNTY CLERK & ELECTIONS**  
*Staff Update*

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

## MEMORANDUM

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**FROM:** Elizabeth Ward, Human Resources Director

**MEETING:** November 7, 2024

**SUBJECT:** Human Resources Monthly Update

**PRESENTER:** Elizabeth Ward

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**Enclosures:**

- HR Monthly Report - Sept\_Oct 2024 (PPTX)



# Human Resources

## September - October 2024

Presented by Elizabeth Ward, HRD

# Role of Human Resources

Riley County Human Resources

|                                                                                   |                                                                                   |                                                                                    |                                                                                     |                                                                                     |
|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| Talent Management                                                                 | Training & Development                                                            | Compliance Matters                                                                 | Compensation & Employee Benefits                                                    | Workplace Safety                                                                    |
|  |  |  |  |  |

We provide organizational structure, balance the needs of the employees and the needs of Riley County and effectively manage the employee lifecycle.

# Recruitment and Retention

|                                              | Regular Employees | Seasonal/Stipend EE/Intern |
|----------------------------------------------|-------------------|----------------------------|
| Current headcount                            | 295               | 367                        |
| Hires-Sept/Oct                               | 14                | 36                         |
| Hires – current year                         | 62                | 96                         |
| Separations – Sept/Oct                       | 8                 | 10                         |
| Separations - current year                   | 51                | 51                         |
| Turnover Rate-annual                         | 17.29%            |                            |
| Average tenure                               | 8.7 years         |                            |
|                                              |                   |                            |
| Current openings                             | 4                 |                            |
| -Comm. Corr, Treasurer, Museum, Public Works |                   |                            |



HUMAN RESOURCES

# Positions Open for Extended Time

|                                            |                       |
|--------------------------------------------|-----------------------|
| Purchasing Agent – Public Works            | Unfilled - Sept 2022  |
| As Needed Engineering Tech – Pub Works     | Unfilled - indefinite |
| Appraiser I                                |                       |
| 1 of 8 open 8.5 months                     | Turnover              |
| Traffic Control Tech – Pub Works           |                       |
| 1 of 1 open 7.5 months                     | Turnover              |
| Facility Technician 1 of 1 open since June | Turnover              |
| Doesn't include EMS or As-needed positions |                       |

# Performance and Development-Current

## Supervisor training -Highly Effective Managers program

- 12 employees participating in 3 departments

|                                        |                             |                                 |
|----------------------------------------|-----------------------------|---------------------------------|
| Leading with Vision                    | Creating Pos Culture        | Optimize Leadership Credibility |
| Being Self-Reflective                  | Maximizing Staff Commitment | Developing Staff to Excel       |
| Effectively Handling Conflict/Feedback | Holding Staff Accountable   | Exceeding Customer Needs        |
| Exceptional Customer Service/Teamwork  | Optimizing Dept Performance | Your Action Plan                |

## Employee Day 2024 - “One Team”

Successful day – report coming November 18

## Supervisor Mentoring in Health Department

## Legal Aspects of Management through KAC

# Compliance

- FLSA review of position classification
  - 3 positions reclassified.
- Discipline Action Re-training
- CDL Commitment Agreement
- Title VI Policy
- Kansas Criminal Justice Information System background compliance in hiring
- Volunteer Fire Fighters handbook acknowledgement – less than 8 left
- EAP processes for Fire/Stipend
- CARES Act Open Enrollment communication
- Election Day compliance
- HIPAA Policy
- Manual updates

# Budget Updates

Health Department Director position filled within budget

Administrative Services Manager filled within budget

Employee Day spend under budget



HUMAN RESOURCES

# Current and upcoming month's focus

## Sept focus

- Career Fairs
- EAP information sessions at Dept meetings
- Health Insurance benefits fair
- Performance Evaluation Prep – Nov/Dec
- United Way Campaign successful

# Current and upcoming month's focus

## Oct focus

- Open Enrollment
  - Went well, but got down to last minutes
  - Looking for Department Head support in coming years
- HD management assistance
  - WFM and Flexible scheduling realignment
  - Legal Aspects of Management training
  - MCH employee relations, staffing, restructure
  - WIC employee relations
  - CCL working with KDHE and staff
  - Raising Riley Client management
  - Clinic employee relations and operations
  - PHEP/MRC – working with Laurie H in EM and with state

# Current and upcoming month's focus

## Upcoming

- Employee Skills/Certificate tracking in Paylocity
- Training with Health Department Director
  - Medical Director Recruitment
  - Reproductive Care medical advisor recruitment
  - Fill open positions in HD
- Performance Evaluations



**OUTSIDE AGENCY**  
*Letter of Support*

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

## COMMISSION AGENDA REPORT

---

**FROM:** Anne Smith, aTa Bus Director

**MEETING:** November 7, 2024

**SUBJECT:** Letter of support for aTa Bus for a grant application

**PRESENTER:** Anne Smith, aTa Bus Director

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### POSSIBLE MOTION(S)

Move to approve a letter of support for a grant for aTa Bus.

**Enclosures:**

- 2026 Rural County Request for Support Letter (2) (PDF)
- 11-07-24 aTa Bus Support Letter (PDF)



## Flint Hills Area Transportation Agency

5815 Marlatt Ave. Manhattan, Kansas 66503 • 785.537.6345 • fhata.org

- Courteous
- Reliable
- Safe

30 October 2024

Board of County Commissioners  
Of Riley County Kansas  
115 N 4<sup>th</sup> St  
Manhattan, Kansas 66502

Dear County Commissioners:

The Flint Hills Area Transportation Agency has been providing public transportation to the citizens of Manhattan and Riley County since 1976.

We are currently preparing an application for Federal and State grants for the State FY26. Thanks to the support of the City of Manhattan, Riley County and the citizens of our community we are able to meet local matching requirements.

In this current grant application cycle we will seek funding to meet the growing demand for public transportation service.

The primary rural Federal and State transit program we participate in is called Section 5311.

The §5311 program pays for 80% of the cost of new vehicles and reimburses the organization for 50% of our vehicle operating expenses and KDOT may contribute up to an additional 20%. It also provides reimbursement for a portion of our administrative expenses. This program provides funding to services that are outside of the Manhattan urbanized area.

We are requesting operating and administrative reimbursement funds for services in northern Riley County and in support of the "Inter City" shuttle, which provides services to and from Manhattan-Fort Riley-Ogden and Junction City. The Geary County Commission provides half of the local match for the "Inter-City" shuttle and Riley County provides the other half.

We are required in this application process to inform our City and County governments of our transportation proposals. This process offers you the opportunity to review and comment on our proposal.



This Project Funded in Part by the KDOT Public Transit Program  
This Project Funded in Part by the City of Manhattan

Our FY26 grant proposal will seek funding in support of existing services, we are not planning for major service increases during FY26. We welcome your comments and will be glad to answer additional questions about our service that you may have.

On behalf of the staff and the Board of Directors we would like to express our gratitude to you for the support that you have shown in your commitment to public transportation in Manhattan and Riley County.

Sincerely,



Anne Smith  
Executive Director  
Flint Hills Area Transportation Agency



## BOARD OF COMMISSIONERS

115 N. 4th Street, 1st Floor  
 Manhattan, Kansas 66502  
 Phone: 785-565-6844  
 Fax: 785-565-6847  
 E-mail: boccc@rileycountyks.gov

November 7, 2024

Bureau of Transportation, Planning  
 700 SW Harrison Street  
 Topeka, KS 66603

To Whom It May Concern:

We are pleased to write this letter of support for the Flint Hills Area Transportation Agency (aTa Bus). Since 1976 Riley County aTa has provided safe reliable and affordable public transportation to the citizens of Riley County.

Riley County has for many years provided financial assistance to allow this agency to operate, and we assure you that any funding provided by the state to this agency will be gratefully received and used solely to complete its mission.

The test of the character of a community can be seen most clearly in the efforts it makes to provide for those who are unable to help themselves. Your support in this endeavor is an indication that in this case it is not only the local community but also the State of Kansas that meets the test.

In 2025, Riley County has allocated funding in the amount of \$150,000. These funds are distributed quarterly. An ADA grant of \$20,000 has been allocated to aTa Bus through Riley County Roads and Bridges. These funds are distributed annually.

Riley County anticipates continuing to support funding for aTa Bus in 2025. In the coming months Riley County will begin its annual budget process. At present, Riley County cannot commit to a specific funding level prior to the completion of the annual budget process.

We wholeheartedly support aTa Bus and its mission. Thank you very much for the assistance you may provide for this essential community service.

Sincerely,

**THE BOARD OF COUNTY COMMISSIONERS  
 OF RILEY COUNTY, KANSAS**

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**John Ford, Chairman**

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**Greg McKinley, Vice-Chairman**

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**Kathryn Focke, Member**

Attachment: 11-07-24 aTa Bus Support Letter (15149 : Grant Application for aTa Bus)



**COUNTY CLERK & ELECTIONS**  
*Personnel*

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

## COMMISSION AGENDA REPORT

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**FROM:** Elizabeth Ward, Human Resources Director

**MEETING:** November 7, 2024

**SUBJECT:** Request to Expand and Fill position

**PRESENTER:** Rich Vargo, County Clerk

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### **BACKGROUND**

The Real Estate Specialist position has been filled by the same person since March 2002. Prior to this person, the position had been renamed and classified as part of a salary study at Riley County.

In 2008, several position descriptions were analyzed, but the Real Estate Specialist was not one of them.

In 2022 position descriptions were not analyzed for accuracy, per the Commissioner direction, therefore this position was graded using the position description created in 2002 which does not accurately reflect the duties, or scope of impact this position has on the citizens of Riley County.

### **DISCUSSION**

With the transfer of the incumbent, the Clerk's office, in collaboration with the current employee, has analyzed the position duties and the Knowledge, Skills and Abilities (KSA's) required to meet the expectations of this position and have determined that the current position description is inadequate and does not represent the impact this position has on our taxpayers.

The current position description describes an assistant whose primary duties are data entry maintaining databases, managing projects and interpreting worksheets. There is no specialized

experience or knowledge outlined in the scope and purpose sections of the position description are not as impactful as the position truly is.

To understand this position, one must understand the mill levy and budget process.

**Short Explanation:**

The Real Estate Specialist is the primary person calculating the Mill Levy for the County Clerk for every tax district in the county, to include 80 taxing units, 42 tax districts and 7 shared share values districts, as well as the North Central Kansas Library system.

**The Big Picture:**

The County Appraiser values and classifies property. The Appraiser certifies the appraised values to the County Clerk, who the Real Estate Specialist assists to calculate the assessed value. The Clerk's team also receives values from the State of Kansas for utilities and must be manually entered.

In June, the Real Estate Specialist coordinates the notifications to taxing authorities the total assessed value for their district on behalf of the County Clerk.

When the taxing districts are notified, they can begin the yearly budget process. The County Clerk is also responsible for calculating the RNR (Revenue Neutral Rate) and notifying the tax district of this number which the Real Estate Specialist manages.

The Real Estate Specialist also assists the townships and cemeteries with their budget process by meeting with all townships in June/July to prepare their budgets and help them publish as required. This takes a great deal of time meeting with 14 different townships and 11 cemetery budgets.

**Mill Levy Calculation:**

In October the Real Estate Specialist starts working with final valuations. We set a date for final values and use those values to calculate the final Mill Levy. The County Clerk's office calculates the levy for each taxing district and enters the information into the software where taxes are calculated. We work closely with the County Treasurer during this time to calculate, balance and transfer the tax roll to the Treasurer.

**What could happen:**

If a levy is calculated incorrectly, it will affect the ad valorem tax dollars the taxing district will receive. It is critical that everything is correct.

**FISCAL IMPACT**

The fiscal impact of expanding this position would be absorbed into the 2024 and 2025 Clerk's budget as approved by the County Commission.

|          | <b>Position</b>                                                                             | <b>Hours</b> | <b>Total Request<br/>(Wage +<br/>Benefits)</b> |
|----------|---------------------------------------------------------------------------------------------|--------------|------------------------------------------------|
| Proposal | Real Estate Specialist – <i>Expanded</i><br>New PD –Range 15<br>Expected Rate, \$33.40/hour | 2080 hours   | \$117,196<br>increase                          |
| Current  | Real Estate Specialist<br>Current PD –Range 13<br>Incumbent Rate, \$47.39/hour              | 2080 hours   | \$137,507                                      |

### **RECOMMENDATION(S)**

By re-grading the Real Estate Specialist position as a Grade 15, it will be in-line with other positions of similar KSA's and responsibilities, such as the Appraisal Analyst, Senior Administrative Assistant, Assistant Director of Emergency Management and others. See attached rating comparison for detailed information.

Recommendation is to approve the expanded Real Estate Specialist position as proposed and open the position for advertising.

### **POSSIBLE MOTION(S)**

Move to approve the expanded Real Estate Specialist position as proposed and open the position for advertising.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

#### **Enclosures:**

- 2024-11 Clerk Real Estate Specialist PAF (DOCX)
- Real Estate Specialist grading comparison 2024-11 (PDF)
- Real Estate Specialist Position Description REVISED November 2024 (DOCX)

RILEY COUNTY POSITION ACTION FORM

Job Created By  
EW Elizabeth Ward on 11/05/2024

Posted on Career Page  
County of Riley

Internal Position Details (not displayed on job posting)

|                                    |                                                           |                                            |
|------------------------------------|-----------------------------------------------------------|--------------------------------------------|
| <b>Company</b><br>Riley County, KS | <b>Position Template</b><br>Real Est Specialist [RESPECL] | <b>Work Location</b><br>Office Building    |
| <b>Job ID</b><br>2842103           | <b>Salary</b><br>\$2,459.20 - \$2,672.00 per pay period   | <b>Supervisor Position</b><br>No           |
| <b>Pay Grade</b><br>--             | <b>EEO Class</b><br>--                                    | <b>Workers Compensation</b><br>8810 [8810] |
| <b>Cost Center 1</b><br>--         | <b>Cost Center 2</b><br>--                                | <b>Cost Center 3</b><br>--                 |
| <b>1 Job Slot</b><br>REAL ES-1     |                                                           |                                            |

Supervisor: Rich Vargo

Department Head: Rich Vargo

☐ 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: \$ 69,472.00

Budget for Benefits: \$ 27,441

Total proposed annual budget: \$96,913

Additional Position Comments: \_\_\_\_\_

BoCC Chair \_\_\_\_\_

Date: \_\_\_\_\_

BoCC Member \_\_\_\_\_

Date: \_\_\_\_\_

BoCC Member \_\_\_\_\_

Date: \_\_\_\_\_

Original document stored in Human Resources

Revised 2023-01

| Position Title Description              | Grade | Reports to position       | status     | Education Requirement          | Specialized License                                                            | Experience                                                                                 | Scope/Effect                                                |
|-----------------------------------------|-------|---------------------------|------------|--------------------------------|--------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|-------------------------------------------------------------|
| Appraisal Analyst                       | 15    | County Appraiser          | exempt     | BS required                    | MANY IAAO                                                                      | 3 years                                                                                    |                                                             |
| Real Estate Specialist                  | 15    | County Clerk              | Exempt     | BS required                    |                                                                                | Budget, legal, 3 yrs tax statutes,                                                         | affects all tax payers                                      |
| Senior Administrative Assistant         | 15    | County Clerk              | non-exempt | AA required, BS preferred      | Notary                                                                         | 4 yrs office, bookkeeping/accounting                                                       |                                                             |
| Assist Director of Emergency Management | 15    | Emergency Management      | exempt     | AS degree, BS preferred        | KCEM, FCC HAM                                                                  | 4 yrs. resp exp in EM                                                                      | manage nat'l disaster, emergency situations, EOC activation |
| Deputy Fire Chief                       | 15    | Emergency Management      | exempt     | High School                    | FF 1, Instructor 1, Officer 1, Arson Invest, First Responder, Non-Comm Class A | 4 yrs fire, training, supervision, maint and oper of 1-ton trucks, Incident Command        | protect citizens and property                               |
| Bilingual Navigator                     | 15    | Maternal and Child Health | non-exempt | BS required, Nurse/social work |                                                                                | social service, bilingual, education, health agency,                                       | delivers home health service to mothers/infants in homes    |
| Parks Manager                           | 15    | Public Works Director     | exempt     | Voc Tech                       | CDL, pesticide license                                                         |                                                                                            |                                                             |
| Tax Supervisor                          | 15    | County Treasurer          | exempt     | AS degree w/ 4 yrs             | MOVRS, KVOVRS                                                                  | 5 yrs KS tax law, real estate law, tax billing and collection, motor veh laws, bookkeeping | affects all tax payers                                      |

## RILEY COUNTY, KANSAS JOB DESCRIPTION

**Job Title: REAL ESTATE SPECIALIST****Department:** Clerk**Division:****Reports To:** County Clerk**Status:** Full Time**Pay Grade:** 15**FLSA Status:** Exempt

**POSITION SUMMARY:** The Real Estate Specialist calculates the mill levy for every taxing district in Riley County, comprised of 80 taxing units within 42 Riley County tax districts plus 7 shared tax districts and the 8-county North Central Kansas Library system. The Real Estate team assists townships and cemetery boards to prepare, publish and manage their individual budgets, including setting the correct mill levy tax. The majority of this work is time-critical with June 1 to November 15 being the busiest season. This position must understand and implement Kansas Statutes related to ad valorem, mill levy, property tax, appraised value and general KMAG principles for budget management. This position supervises the real estate division and works closely with the County Appraiser, County treasurer, Abstract Title Companies and several other departments, and entities.

**ESSENTIAL FUNCTIONS:**

- Calculate the assessed values of property as a percentage of the appraised values set by the County Appraiser, as required by State Statute.
- Manage the value of utilities set by the State of Kansas.
- Assist the County Clerk to notify all taxing authorities of their total assessed value.
- Supervise the maintenance of the County's real estate database, including deeds, court documents, death certificates, installment contracts and change of address.
- Ensure legal descriptions are interpreted correctly.
- Manage the Mill Levy process for Riley County.
- Administer the Revenue Neutral Rate (RNR) process for Riley County.
- Ensure statutory consistency for new plats, splits, combinations, annexations and vacate orders.
- Interpret Change of Value worksheets and create corresponding Add or Abate, including State Board of Tax Appeal orders for property owned by Riley County.
- Create and maintain County Special Assessments.
- Import Special Assessments from the City of Manhattan.
- Assist and guide small cities with the Special Assessment process
- Oversee completion of budgets for townships and cemeteries
- Complete the Riley County bank reconciliation
- Provide information to elected and appointed officials as needed

**SECONDARY FUNCTIONS:**

- Ensure courteous service, and staff coverage, in the County Clerk's office.
- Provide clerical support for elections, intangible taxes, hearing & tracking, motor vehicle.
- Assist with Election Day processes for all elections
- Other duties as assigned

**POSITION REQUIREMENTS:**

**Education:** Bachelor's degree required. 4 years office, budget and legal experience required.

**License(s)/Certificate(s):** Must possess valid driver's license.

**Experience:** 3 years' experience with Kansas Statutes pertaining to tax roll and real estate conveyance required. Experience with deeds, subdivision, tracking property owners, calculating taxes and specials, and legal descriptions. AS-400 software and supervisory experience preferred.

Updated November 2024

Attachment: Real Estate Specialist Position Description REVISED November 2024 (15150 : Request to Expand and Fill position)

Must know all Kansas Statutes relating to real estate, property valuation, ad valorem tax, mill levy assessment and related. Must have strong understanding of Kansas election laws, intangible tax laws, plat books, and maps

Equivalent combination of experience and education may be considered in lieu of above requirements.

**Skills:** Broad knowledge of reading and interpreting legal descriptions, requiring some formal training. Skill to prepare and implement functions. Broad knowledge of all Microsoft Office applications, AS400 transfers, GIS Arc-View, KOMTEK, Orion, and Imaging. Knowledge of modern office practices and equipment. Must have excellent communication skills.

**Supervisory Control:** Work is performed independently and on own initiative in accordance with established procedures and policies exercising discretion and independent judgment. This position is responsible for independent planning, prioritizing, and scheduling their own work as well as the work of others within established procedures, methods and policies. The County Clerk and Real Estate Specialist consult to define the scope of projects and determine timelines and strategic direction. The County Clerk provides occasional directions and reviews work.

**Guidelines:** Guidelines are given both verbally and in writing and include the Kansas State Statutes applicable to the responsibilities as well as the Riley County personnel policies, financial policies and internal procedures. Deviation and judgment are permitted in the application of the guidelines.

**Complexity:** This position works with a wide variety of complex tax issues involving unrelated processes and methods and requiring efficient and timely responses. Requires strong organizational skills and ability to interpret policies, procedures and laws and to refine established methods.

Must be able to work independently and be a self-starter. Must have ability to supervise others with consideration and respect. Must have ability to make critical decisions and understand the consequences of the decision being made.

**Scope and Effect of Work:** Accuracy is essential and deadlines must be met. If a levy is calculated incorrectly, it will affect the ad valorem tax dollars the taxing district receives and will affect all taxpayers in Riley County as well as joint counties. It is critical that everything is correct,

**Personal Contacts:** The general public, realtors, appraisers, abstractors, lawyers, state property valuation staff, insurance adjusters, utility companies, city personnel, Board of County Commissioners, Register of Deeds, County Counselor, County Appraiser and County Treasurer.

**Purpose of Contacts:** To gather or to disseminate information, persuade or be persuaded, build rapport and cooperation, provide a service, represent and make decisions on behalf of Riley County. This position will also obtain, clarify or give facts to Riley County employees and appointed officials as well as governmental and non-governmental agencies.

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

Required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms. The employee occasionally lifts/pushes/pulls 50+lbs, frequently lifts up to 25-50lbs and constant lift up to 25lbs. Specific vision abilities required by this job include close vision, color vision, depth perception, and ability to adjust focus.

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

Updated November 2024

Work is generally in an office setting involving everyday risks or discomforts and normal safety precautions typical of 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.*



**COUNTY APPRAISER'S OFFICE**  
*Staff Update*

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

## STAFF REPORT

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**FROM:** Appraiser's Office

**MEETING:** November 7, 2024

**SUBJECT:** Appraiser's Office November Staff Update

**PRESENTER:** Anna Burson

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Enclosures:

- 11-7 Appraiser's Office Staff Update (DOCX)
- 11-7-24 BOTA Update (PDF)

# Appraiser's Office Staff Report

*BOCC November 7th, 2024*

## Personal Property

- Last month, our team certified the Personal Property valuation update to the Clerk. Since then, while we've been locked out of Komtek, we continue to process changes submitted by property owners as they come in. Additionally, our team is scanning real estate records to support our digital initiatives and assisting the residential team across various tasks. We are also updating the Personal Property section of our website to align with legislative changes enacted in July, aiming to have the updates completed by December 1st.

## AG Use

- We are conducting annual reinspection's on properties due for reinspection, processing updates to agricultural land boundaries and uses from returned agricultural use maps, and reviewing agricultural sales.

## Residential

- To date, there have been approximately 851 residential home sales in 2024, with a median sale price of \$248,500 and an average of \$274,609. Our current sales ratio is 93%. The team is actively reviewing sales, and our annual review phase is approximately 90% complete. All small claims hearings related to 2024 valuations have concluded, and we are awaiting results. We are pleased to announce that we have filled the vacant residential position, with training ongoing. The residential trend and land analysis has been completed and submitted to PVD for our November 1<sup>st</sup> deadline. The trend from residential sale prices is roughly 5% for 2025. Building permits will begin as soon as we wrap up annual review.

## Commercial

- The commercial team is reviewing building permits, finalizing depreciation analysis, and preparing for upcoming BOTA hearings. Oral arguments were held last Friday in Topeka for the 2018 Home Depot case, and this week, the Walgreens case was scheduled to be heard in Topeka on Wednesday and Thursday. Additional updates on open Commercial BOTA cases are provided on the next slide. The commercial trend and land analysis has been completed and submitted to PVD for the November 1<sup>st</sup> deadline. The commercial trend is roughly 1% for 2025.

## Other Business

- This month has seen an increased volume of exemption applications.
- We are assisting the residential team with ongoing training.
- Addressing legislative changes related to Personal Property, future rendition mailings, and website updates.
- Reviewing and reallocating resources to meet statutory deadlines.
- Collaborated with John Ellerman and public works staff in preparation for a CIP request.
- Planning updates for P-Card changes.
- Reviewing and discussing improvements to our parcel search website functionality.
- Working on Performance reviews.
- Eagleview Training next week.

Attachment: 11-7 Appraiser's Office Staff Update (15146 : Appraiser's Office November Staff Update)

| BOTA - OPEN  |                              |         |      |                                       |                                     |              |       |                |                                                                     |  |
|--------------|------------------------------|---------|------|---------------------------------------|-------------------------------------|--------------|-------|----------------|---------------------------------------------------------------------|--|
| 11/4/2024    |                              |         |      |                                       |                                     |              |       |                |                                                                     |  |
| DOCKET       | PARCEL NUMBER                | QR#     | YEAR | PROPERTY OWNER                        | BUSINESS NAME/SITE                  | COUNTY VALUE | FINAL | TAXPAYER VALUE | SCHEDULED                                                           |  |
| 2024-2422-EQ | 081-177-25-0-10-01-004-00-0  | R5674   | 2024 | RIVERCHASE LLC                        | RIVERCHASE LLC                      | \$5,310,090  |       | \$4,183,683    | PENDING                                                             |  |
| 2024-2423-EQ | 081-177-25-0-10-01-007-00-0  | R5678   | 2024 | RIVERCHASE LLC                        | RIVERCHASE LLC                      | \$20,710     |       | \$16,317       | PENDING                                                             |  |
| 2024-403-PR  | 081-177-35-0-00-04-001-00-0  | R5761   | 2023 | MASTER TEACHER, THE                   | MASTER TEACHER, THE                 | \$137,560    |       | \$68,780       | MONDAY, JANUARY 13, 2025 @ 9:00 AM FOR TWO HOURS IN TOPEKA          |  |
| 2024-2424-EQ | 081-189-31-0-00-00-007-00-0  | R6092   | 2024 | COLONIAL GARDENS LLC (3050 TCB)       | COLONIAL GARDENS MHP OFFICE         | \$396,700    |       | \$332,339      | PENDING-PER CAROLINE'S EMAIL NOTIFICATION 06/05/2024                |  |
| 2024-2425-EQ | 081-189-31-0-00-00-010-00-0  | R6096   | 2024 | COLONIAL GARDENS LLC (3000 TCB)       | COLONIAL GARDENS                    | \$9,317,830  |       | \$7,791,037    | PENDING-PER CAROLINE'S EMAIL NOTIFICATION 06/05/2024                |  |
| 2024-2426-EQ | 081-189-31-0-00-00-017-01-0  | R6104   | 2024 | COLONIAL GARDENS LLC (0000 E MARLATT) | COLONIAL GARDENS - VACANT           | \$1,870      |       | \$1,564        | PENDING-PER CAROLINE'S EMAIL NOTIFICATION 06/05/2024                |  |
| 2024-1200-EQ | 081-189-31-0-00-00-073-00-0  | R6161   | 2024 | THE LINKS AT MANHATTAN                | THE LINKS AT MANHATTAN              | \$52,657,400 |       | \$42,000,000   | THURSDAY, MARCH 13, 2025 @ 1:30 PM FOR 1/2 DAY IN TOPEKA            |  |
| 2024-2427-EQ | 081-203-06-2-70-18-001-00-0  | R7912   | 2024 | BLUE VALLEY MHC LLC                   | BLUE VALLEY MHC LLC                 | \$4,433,750  |       | \$3,800,000    | PENDING-PER CAROLINE'S EMAIL NOTIFICATION 06/05/2024                |  |
| 2023-2441-EQ | 081-203-07-2-20-09-003-00-0  | R8759   | 2023 | SUNFLOWER BANK                        | SUNFLOWER BANK                      | \$4,626,910  |       | \$2,313,455    | MONDAY, DECEMBER 16, 2024 @ 1:30 PM FOR 60 MINUTES IN TOPEKA        |  |
| 2024-2348-EQ | 081-203-07-2-20-09-003-00-0  | R8759   | 2024 | SUNFLOWER BANK                        | SUNFLOWER BANK                      | \$4,801,840  |       | \$2,400,920    | MONDAY, DECEMBER 16, 2024 @ 1:30 PM FOR 60 MINUTES IN TOPEKA        |  |
| 2024-5727-EQ | 081-203-07-2-80-01-001-02-0  | R9273   | 2023 | BJS INC                               | IHOP RESTAURANT                     | \$1,974,000  |       | \$1,275,570    | PENDING-PER CAROLINE'S EMAIL NOTIFICATION 08/07/2024                |  |
| 2020-1714-EQ | 081-204-18-2-10-18-001-00-0  | R9845   | 2020 | MHTTN MARKETPLACE                     | A&W / NOODLES/ETC.                  | \$2,100,000  |       | \$1,365,000    | RESCHEDULED JUNE 5, 2025                                            |  |
| 2021-5574-EQ | 081-204-18-2-10-18-001-00-0  | R9845   | 2021 | MHTTN MARKETPLACE                     | A&W / NOODLES/ETC.                  | \$1,770,000  |       | \$1,150,500    | RESCHEDULED JUNE 5, 2025                                            |  |
| 2022-1386-EQ | 081-204-18-2-10-18-001-00-0  | R9845   | 2022 | MHTTN MARKETPLACE                     | A&W / NOODLES/ETC.                  | \$1,670,000  |       | 1463240        | RESCHEDULED JUNE 5, 2025                                            |  |
| 2023-1154-EQ | 081-204-18-2-10-18-001-00-0  | R9845   | 2023 | MHTTN MARKETPLACE                     | A&W / NOODLES/ETC.                  | \$1,570,000  |       | \$1,402,794    | RESCHEDULED JUNE 5, 2025                                            |  |
| 2024-2774-EQ | 081-204-18-2-10-18-001-00-0  | R9845   | 2024 | MHTTN MARKETPLACE                     | A&W / NOODLES/ETC.                  | \$1,610,000  |       | ?              | PENDING                                                             |  |
| 2020-1099-EQ | 081-204-18-2-10-18-001-01-0  | R9846   | 2020 | WG-7060 KS, LLC                       | WALGREENS (BLUEMONT) PARKING LOT    | \$133,660    |       | ?              | WEDNESDAY & THURSDAY, NOVEMBER 6 & 7, @ 9:00 FOR TWO DAYS IN TOPEKA |  |
| 2021-1437-EQ | 081-204-18-2-10-18-001-01-0  | R9846   | 2021 | WG-7060 KS, LLC                       | WALGREENS (BLUEMONT) PARKING LOT    | \$140,910    |       | ?              | WEDNESDAY & THURSDAY, NOVEMBER 6 & 7, @ 9:00 FOR TWO DAYS IN TOPEKA |  |
| 2022-2165-EQ | 081-204-18-2-10-18-001-01-0  | R9846   | 2022 | WG-7060 KS, LLC                       | WALGREENS (BLUEMONT) PARKING LOT    | \$140,440    |       | ?              | WEDNESDAY & THURSDAY, NOVEMBER 6 & 7, @ 9:00 FOR TWO DAYS IN TOPEKA |  |
| 2023-1916-EQ | 081-204-18-2-10-18-001-01-0  | R9846   | 2023 | WG-7060 KS, LLC                       | WALGREENS (BLUEMONT) PARKING LOT    | \$139,920    |       | ?              | WEDNESDAY & THURSDAY, NOVEMBER 6 & 7, @ 9:00 FOR TWO DAYS IN TOPEKA |  |
| 2024-1215-EQ | 081-204-18-2-10-18-001-01-0  | R9846   | 2024 | WG-7060 KS, LLC                       | WALGREENS (BLUEMONT) PARKING LOT    | \$140,940    |       | ?              | THURSDAY, MARCH 13, 2025 @ 9:00 PM FOR 1/2 DAY IN TOPEKA            |  |
| 2020-1097-EQ | 081-204-18-2-10-18-002-00-0  | R9847   | 2020 | WG-7060 KS, LLC                       | WALGREENS (BLUEMONT)                | \$2,398,740  |       | ?              | WEDNESDAY & THURSDAY, NOVEMBER 6 & 7, @ 9:00 FOR TWO DAYS IN TOPEKA |  |
| 2021-1435-EQ | 081-204-18-2-10-18-002-00-0  | R9847   | 2021 | WG-7060 KS, LLC                       | WALGREENS (BLUEMONT)                | \$2,478,940  |       | ?              | WEDNESDAY & THURSDAY, NOVEMBER 6 & 7, @ 9:00 FOR TWO DAYS IN TOPEKA |  |
| 2022-2164-EQ | 081-204-18-2-10-18-002-00-0  | R9847   | 2022 | WG-7060 KS, LLC                       | WALGREENS (BLUEMONT)                | \$2,480,660  |       | ?              | WEDNESDAY & THURSDAY, NOVEMBER 6 & 7, @ 9:00 FOR TWO DAYS IN TOPEKA |  |
| 2023-1914-EQ | 081-204-18-2-10-18-002-00-0  | R9847   | 2023 | WG-7060 KS, LLC                       | WALGREENS (BLUEMONT)                | \$2,479,080  |       | ?              | WEDNESDAY & THURSDAY, NOVEMBER 6 & 7, @ 9:00 FOR TWO DAYS IN TOPEKA |  |
| 2024-1213-EQ | 081-204-18-2-10-18-002-00-0  | R9847   | 2024 | WG-7060 KS, LLC                       | WALGREENS (BLUEMONT)                | \$2,543,950  |       | ?              | THURSDAY, MARCH 13, 2025 @ 9:00 PM FOR 1/2 DAY IN TOPEKA            |  |
| 2020-1098-EQ | 081-204-18-2-10-18-011-00-0  | R9848   | 2020 | WG-7060 KS, LLC                       | WALGREENS (BLUEMONT) PARKING LOT    | \$119,500    |       | ?              | WEDNESDAY & THURSDAY, NOVEMBER 6 & 7, @ 9:00 FOR TWO DAYS IN TOPEKA |  |
| 2021-1436-EQ | 081-204-18-2-10-18-011-00-0  | R9848   | 2021 | WG-7060 KS, LLC                       | WALGREENS (BLUEMONT) PARKING LOT    | \$126,850    |       | ?              | WEDNESDAY & THURSDAY, NOVEMBER 6 & 7, @ 9:00 FOR TWO DAYS IN TOPEKA |  |
| 2022-2166-EQ | 081-204-18-2-10-18-011-00-0  | R9848   | 2022 | WG-7060 KS, LLC                       | WALGREENS (BLUEMONT) PARKING LOT    | \$126,000    |       | ?              | WEDNESDAY & THURSDAY, NOVEMBER 6 & 7, @ 9:00 FOR TWO DAYS IN TOPEKA |  |
| 2023-1915-EQ | 081-204-18-2-10-18-011-00-0  | R9848   | 2023 | WG-7060 KS, LLC                       | WALGREENS (BLUEMONT) PARKING LOT    | \$125,850    |       | ?              | WEDNESDAY & THURSDAY, NOVEMBER 6 & 7, @ 9:00 FOR TWO DAYS IN TOPEKA |  |
| 2024-1214-EQ | 081-204-18-2-10-18-011-00-0  | R9848   | 2024 | WG-7060 KS, LLC                       | WALGREENS (BLUEMONT) PARKING LOT    | \$126,810    |       | ?              | THURSDAY, MARCH 13, 2025 @ 9:00 PM FOR 1/2 DAY IN TOPEKA            |  |
| 2024-1202-EQ | 081-204-18-2-10-20-004-01-0  | R9854   | 2024 | MANHATTAN MARKETPLACE SC LLC          | BEST BUY                            | \$2,460,000  |       | ?              | TUESDAY, FEBRUARY 11, 2025 @ 9:00 AM FOR 1 HOUR IN TOPEKA           |  |
| 2021-285-PR  | 081-204-18-2-10-20-004-02-0  | R9855   | 2020 | MANHATTAN MARKETPLACE SC LLC          | MCALISTER'S                         | \$1,375,000  |       | \$1,114,370    | RESCHEDULED JUNE 5, 2025                                            |  |
| 2021-5575-EQ | 081-204-18-2-10-20-004-02-0  | R9855   | 2021 | MANHATTAN MARKETPLACE SC LLC          | MCALISTER'S                         | \$1,160,000  |       | \$1,114,370    | RESCHEDULED JUNE 5, 2025                                            |  |
| 2022-1387-EQ | 081-204-18-2-10-20-004-02-0  | R9855   | 2022 | MANHATTAN MARKETPLACE SC LLC          | MCALISTER'S                         | \$1,090,000  |       | ?              | RESCHEDULED JUNE 5, 2025                                            |  |
| 2023-1155-EQ | 081-204-18-2-10-20-004-02-0  | R9855   | 2023 | MANHATTAN MARKETPLACE SC LLC          | MCALISTER'S                         | \$1,029,000  |       | \$984,227      | RESCHEDULED JUNE 5, 2025                                            |  |
| 2024-2777-EQ | 081-204-18-2-10-20-004-02-0  | R9855   | 2024 | MANHATTAN MARKETPLACE SC LLC          | MCALISTER'S                         | \$1,070,000  |       | ?              | PENDING                                                             |  |
| 2020-1713-EQ | 081-204-18-2-10-20-005-00-0  | R9857   | 2020 | MANHATTAN MARKETPLACE SC LLC          | BED BATH & BEYOND & OTHER RETAILERS | \$4,585,000  |       | ?              | RESCHEDULED JUNE 5, 2025                                            |  |
| 2021-2046-EQ | 081-204-18-2-10-20-005-00-0  | R9857   | 2021 | MANHATTAN MARKETPLACE SC LLC          | BED BATH & BEYOND & OTHER RETAILERS | \$4,125,000  |       | \$3,415,016    | RESCHEDULED JUNE 5, 2025                                            |  |
| 2022-1385-EQ | 081-204-18-2-10-20-005-00-0  | R9857   | 2022 | MANHATTAN MARKETPLACE SC LLC          | BED BATH & BEYOND & OTHER RETAILERS | \$4,015,000  |       | \$3,415,016    | RESCHEDULED JUNE 5, 2025                                            |  |
| 2023-1153-EQ | 081-204-18-2-10-20-005-00-0  | R9857   | 2023 | MANHATTAN MARKETPLACE SC LLC          | BED BATH & BEYOND & OTHER RETAILERS | \$3,785,000  |       | \$3,278,465    | RESCHEDULED JUNE 5, 2025                                            |  |
| 2024-2776-EQ | 081-204-18-2-10-20-005-00-0  | R9857   | 2024 | MANHATTAN MARKETPLACE SC LLC          | BURLINGTON / CRUMBL                 | \$3,890,000  |       | ?              | PENDING                                                             |  |
| 2020-1715-EQ | 081-204-18-2-10-20-013-00-0  | R302812 | 2020 | MANHATTAN MARKETPLACE SC LLC          | VACANT - WAS PAUL MITCHELL SALON    | \$745,000    |       | \$484,250      | RESCHEDULED JUNE 5, 2025                                            |  |
| 2021-5576-EQ | 081-204-18-2-10-20-013-00-0  | R302812 | 2021 | MANHATTAN MARKETPLACE SC LLC          | VACANT - WAS PAUL MITCHELL SALON    | \$630,000    |       | \$478,968      | RESCHEDULED JUNE 5, 2025                                            |  |
| 2022-1388-EQ | 081-204-18-2-10-20-013-00-0  | R302812 | 2022 | MANHATTAN MARKETPLACE SC LLC          | VACANT - WAS PAUL MITCHELL SALON    | \$380,000    |       | \$190,000      | RESCHEDULED JUNE 5, 2025                                            |  |
| 2023-1156-EQ | 081-204-18-2-10-20-013-00-0  | R302812 | 2023 | MANHATTAN MARKETPLACE SC LLC          | VACANT - WAS PAUL MITCHELL SALON    | \$255,000    |       | ?              | RESCHEDULED JUNE 5, 2025                                            |  |
| 2024-2775-EQ | 081-204-18-2-10-20-013-00-0  | R302812 | 2024 | MANHATTAN MARKETPLACE SC LLC          | VACANT - WAS PAUL MITCHELL SALON    | \$580,000    |       | ?              | PENDING                                                             |  |
| 2024-402-PR  | 081-211-02-0-00-00-001-00-0  | R13450  | 2023 | MASTER TEACHER, THE                   | MASTER TEACHER, THE                 | \$2,855,840  |       | \$1,427,920    | MONDAY, JANUARY 13, 2025 @ 9:00 AM FOR TWO HOURS IN TOPEKA          |  |
| 2024-2362-EQ | 081-211-02-0-00-00-001-00-0  | R13450  | 2024 | MASTER TEACHER, THE                   | MASTER TEACHER, THE                 | \$2,955,540  |       | ?              | PENDING                                                             |  |
| 2024-2781-EQ | 081-211-11-0-40-13-003-00-0  | R15610  | 2024 | CENTRO BRADLEY SPE 3 LLC              | WESTLOOP SHOPPING CENTER            | \$24,216,200 |       | ?              | PENDING                                                             |  |
| 2020-915-EQ  | 081-211-12-0-30-11-004-01-0  | R16204  | 2020 | GLASS INVESTMENTS LLC                 | WALGREENS (ANDERSON AVE)            | \$2,715,200  |       | ?              | FRIDAY, DECEMBER 13, 2024 @ 10:00 AM FOR TWO HOURS IN TOPEKA        |  |
| 2021-1439-EQ | 081-211-12-0-30-11-004-01-0  | R16204  | 2021 | GLASS INVESTMENTS LLC                 | WALGREENS (ANDERSON AVE)            | \$2,812,400  |       | ?              | FRIDAY, DECEMBER 13, 2024 @ 10:00 AM FOR TWO HOURS IN TOPEKA        |  |
| 2022-2155-EQ | 081-211-12-0-30-11-004-01-0  | R16204  | 2022 | GLASS INVESTMENTS LLC                 | WALGREENS (ANDERSON AVE)            | \$2,812,400  |       | ?              | FRIDAY, DECEMBER 13, 2024 @ 10:00 AM FOR TWO HOURS IN TOPEKA        |  |
| 2023-2296-EQ | 081-211-12-0-30-11-004-01-0  | R16204  | 2023 | GLASS INVESTMENTS LLC                 | WALGREENS (ANDERSON AVE)            | \$2,812,400  |       | ?              | FRIDAY, DECEMBER 13, 2024 @ 10:00 AM FOR TWO HOURS IN TOPEKA        |  |
| 2024-1201-EQ | 081-211-12-0-30-11-004-01-0  | R16204  | 2024 | GLASS INVESTMENTS LLC                 | WALGREENS (ANDERSON AVE)            | \$2,879,000  |       | ?              | THURSDAY, MARCH 13, 2025 @ 9:00 PM FOR 1/2 DAY IN TOPEKA            |  |
| 2024-1501-PR | 081-216-13-0-40-06-003-00-0  | R19702  | 2023 | DEBRUYN, R L & T H; TRUST             | (RESIDENTIAL)                       | \$808,900    |       | \$750,000      | MONDAY AUGUST 5, 2024 @ 11:30                                       |  |
| 2024-2365-EQ | 081-216-14-0-10-03-006-02-0  | R19739  | 2024 | ICON INVESTMENTS LLC                  | AUTO MUSEUM PARKING LOT             | \$1,297,170  |       | ?              | CONTINUANCE                                                         |  |
| 2023-2393-EQ | 081-216-23-0-10-08-001-00-0  | R20575  | 2023 | GENESIS HEALTH CLUBS OF MHTTN LLC     | GENESIS                             | \$8,152,300  |       | \$4,076,150    | WEDNESDAY, MARCH 5, 2025 @ 1:30PM FOR TWO HOURS IN TOPEKA           |  |
| 2024-2368-EQ | 081-216-23-0-10-08-001-00-0  | R20575  | 2024 | GENESIS HEALTH CLUBS OF MHTTN LLC     | GENESIS                             | \$8,441,700  |       | ?              | PENDING                                                             |  |
| 2018-2047-EQ | 081-216-24-0-20-01-002-00-0  | R21281  | 2018 | HD DEVELOPMENT OF MARYLAND            | HOME DEPOT                          | \$6,435,400  |       | \$4,200,000    | COTA REMANDED BACK TO BOTA- Briefs field                            |  |
| 2024-2358-EQ | 081-216-24-0-20-01-002-00-0  | R21281  | 2024 | HD DEVELOPMENT OF MARYLAND            | HOME DEPOT                          | \$7,000,000  |       | \$4,200,000    | PENDING                                                             |  |
| 2020-914-EQ  | 081-216-24-0-20-02-001-00-0  | R21288  | 2020 | TARGET CORPORATION                    | TARGET                              | \$9,850,000  |       | ?              | THURSDAY & FRIDAY MAY 29 & 30 2025@ 9:00 AM IN TOPEKA FOR 2 DAYS    |  |
| 2021-1440-EQ | 081-216-24-0-20-02-001-00-0  | R21288  | 2021 | TARGET CORPORATION                    | TARGET                              | \$9,700,000  |       | ?              | THURSDAY & FRIDAY MAY 29 & 30 2025@ 9:00 AM IN TOPEKA FOR 2 DAYS    |  |
| 2022-2157-EQ | 081-216-24-0-20-02-001-00-0  | R21288  | 2022 | TARGET CORPORATION                    | TARGET                              | \$9,700,000  |       | ?              | THURSDAY & FRIDAY MAY 29 & 30 2025@ 9:00 AM IN TOPEKA FOR 2 DAYS    |  |
| 2023-2295-EQ | 081-216-24-0-20-02-001-00-0  | R21288  | 2023 | TARGET CORPORATION                    | TARGET                              | \$9,700,000  |       | ?              | THURSDAY & FRIDAY MAY 29 & 30 2025@ 9:00 AM IN TOPEKA FOR 2 DAYS    |  |
| 2024-1203-EQ | 081-216-24-0-20-02-0001-00-0 | R21288  | 2024 | TARGET CORPORATION                    | TARGET                              | \$9,700,000  |       | ?              | MONDAY, JANUARY 13, 2025 @ 11:00 AM FOR ONE HOUR IN TOPEKA          |  |

Total County Value in Question

\$256,788,160



**COUNTY CLERK & ELECTIONS**  
*Personnel*

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

## COMMISSION AGENDA REPORT

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**FROM:** Elizabeth Ward, Human Resources Director  
**MEETING:** November 7, 2024  
**SUBJECT:** Request to Fill Public Health Nurse Position  
**PRESENTER:** Elizabeth Ward

---

### **BACKGROUND**

One of our four public health nurse positions in the Health Department Clinic became vacant.

This position is critical to Riley County Clinic operations and offers an important, and required, service to the citizens of Riley County.

### **DISCUSSION**

The Public Health nurse performs direct nursing services for patients in the clinic with duties to include immunizations, family planning, STD, child health assessments and adult health. Additional assignments may apply, including communicable disease and TB control.

This position provides confidential, medically sound, timely and respectful care and assistance to all patients

### **FISCAL IMPACT**

The position is included in the 2024 and 2025 approved budget.

The Public Health Nurse position is pay range 18 with an hourly hiring range of \$2,925.60 to \$3,180.00 per pay period, which is an annualized rate of \$76,066 to \$82,680 for 2024.

The personnel budget projections for 2025 would not be affected by these changes.

**RECOMMENDATION(S)**

I recommend the Board of County Commissioners approve the requisition to fill the Public Health Nurse position for recruitment

**POSSIBLE MOTION(S)**

Move to approve the requisition to fill the Public Health Nurse position for recruitment.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

**Enclosures:**

- Public Health Nurse position description (DOCX)
- 2024-11 Public Health Nurse PAF (DOCX)

## RILEY COUNTY, KANSAS JOB DESCRIPTION

**Job Title: PUBLIC HEALTH NURSE**
**Department:** Health Department

**Division:** Nursing

**Reports To:** Clinic Supervisor

**Pay Grade:** 18

**Status:** Full Time

**FLSA Status:** Exempt

**POSITION SUMMARY:** The Public Health nurse performs direct nursing services for patients in the clinic with duties to include immunizations, family planning, STI, child health assessments and adult health. Additional assignments may apply, including communicable disease and TB control.

**ESSENTIAL FUNCTIONS:**

- Perform a variety of nursing duties providing confidential, medically sound, timely and respectful care and assistance to all patients
- Provide health education/counseling either one on one and in a group on communicable diseases, foreign travel, immunizations, reproductive health, pregnancy, sexually transmitted diseases, tuberculosis testing and control, community resources, etc.
- Document assessments, referrals and follow-ups within 48 hours.
- Participate in emergency response efforts and provide support for Preparedness Coordinator.
- Evaluate immunization status and complete proper administration of childhood and adult vaccinations per protocol and Centers for Disease Control and Prevention's (CDC) Advisory Council on Immunization Practices (ACIP).
- Conduct child physical assessments, hemoglobin, lead screening, hearing, vision, fluoride varnish and developmental screening as trained and assigned
- Administer travel immunizations per protocol and CDC Guidelines.
- Obtain laboratory specimens for screening and diagnostic purposes.
- Distribute and administer approved contraceptive methods within standing orders guidelines and in consultation with APRN.
- Counsel clients on STI and HIV transmission and testing procedures. Treats STI clients per Riley County Standing Orders and CDC guidance.
- Keep current and accurate lab records reviewing daily lab work, signing daily lab sheets and maintaining lab logs ensuring lab controls are completed as per protocol as assigned.
- Collect program data for use in health promotion and prevention planning for the community.
- Coordinate Vaccine for Children's Program and maintain current knowledge of vaccine schedules, recommendations, inventory and orders assuring compliance with state guidelines.

**Communicable Disease:**

- Conduct communicable disease investigation and provide follow-up to individuals, physicians, and family members regarding the spread and control of diseases using state reporting requirements.
- Enter communicable disease information in the Kansas Disease Reporting system within the timeframes set by the state.
- Maintain and update communicable disease protocols in accordance with the Kansas Department of Health and Environment Disease Investigation Guidelines.

Attachment: Public Health Nurse position description (15152 : Request to Fill Open Position)

- Develop local protocol to enhance disease investigation process and control spread of disease with the Preparedness Coordinator
- Identify clients needing Tuberculosis medication, arrange for medications, monitor and manage medications in collaboration with the state and local medical consultant.
- Required to be on-call 24/7 for response to disease notification

## **SECONDARY FUNCTIONS:**

- Assists with ordering and managing inventories as requested by supervisor
- Coordinates and implements community/off-site flu clinics as requested by supervisor
- Assists with quarterly and annual reports
- Reviews materials for program use at least annually
- Will keep current CPR certification
- Participates with off-site clinic as needed
- Participates in staff meetings and nursing meetings
- Other duties as assigned

## **POSITION REQUIREMENTS:**

**Education:** Graduate of accredited education program with an associate, diploma or Licensed Bachelor's in nursing.

**License(s)/Certification(s):** Currently a registered nurse in the State of Kansas. Valid driver's license and good driving record.

**Experience:** One or more years' experience in public health or community health nursing is preferred.

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

Conforms to HIPAA privacy regulations specific to position. The public health nurse creates and records PHI. Has authority use the following categories of PHI for treatment purposes: demographics, scheduling, treatment or procedures, reports and medical notes. Disclosures are only allowed as necessary for treatment to providers and/or Business Associates or as required by law. Does not have authority to access PHI for payment or health care (non-treatment) operations. May need to interact with the following departments for allowable access to PHI: WIC, Maternal and Child Health, and other providers as needed.

**Supervisory Controls:** The employee and the Clinic Supervisor work together to set the overall objectives for this position.

**Supervisory Responsibility:** None

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

Updated May 2016

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

**Scope and Effect of Work:** The work involves establishing criteria; formulating projects; assessing program effectiveness; or investigating or analyzing a variety of unusual conditions, problems, or questions during and after critical situations.

**Personal Contacts:** The personal contacts are with individuals or groups from inside and outside the County in a moderately unstructured setting (e.g., the contacts are not established on a routine basis); the purpose and extent of each contact is different and the role and authority of each party is identified and developed during the course of the contact.

**Purpose of Contacts:** The purpose is to plan, coordinate, advise and educate on work efforts or to resolve operating problems by influencing or motivating individuals or groups who are working toward mutual goals and who have basically cooperative attitudes.

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

While performing the duties of this job, the employee is required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk and hear from both ears; smell. The employee must regularly lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral 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.

The noise level in the work environment is usually normal.

Use of personal vehicle may be required.

Must be fluent in English. Bilingual English/Spanish helpful.

Public Health facilities require a non-smoker.

*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 Rachel Wyat on 11/06/2024 at 06:36 AM

Elizabeth Ward, Final Approval

## Internal Position Details (not displayed on job posting)

|                                                |                                                          |                                               |
|------------------------------------------------|----------------------------------------------------------|-----------------------------------------------|
| <b>Company</b><br>Riley County, KS             | <b>Position Template</b><br>Public Health Nurse [PHNURS] | <b>Work Location</b><br>Health Department/EMS |
| <b>Job ID</b><br>2844209                       | <b>Salary</b><br>\$2,925.60-\$3,180.00                   | <b>Supervisor Position</b><br>No              |
| <b>Pay Grade</b><br>RANGE 18 [RANGE 18]        | <b>EEO Class</b><br>Technicians [3]                      | <b>Workers Compensation</b><br>8832 [8832]    |
| <b>Cost Center 1</b><br>Health Department [30] | <b>Cost Center 2</b><br>HD-General [400]                 | <b>Cost Center 3</b><br>--                    |
| <b>1 Job Slot</b><br>PUBLIC -1                 |                                                          |                                               |

Supervisor: Jacob Clarke

Department Head: Richard Vargo

☒ 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: \$82,680.00

Budget for Benefits: \$32,658.60

Total proposed annual budget: \$115,338.60

Additional Position Comments: \_\_\_\_\_

BoCC Chair \_\_\_\_\_

Date: \_\_\_\_\_

BoCC Member \_\_\_\_\_

Date: \_\_\_\_\_

BoCC Member \_\_\_\_\_

Date: \_\_\_\_\_

Attachment: 2024-11 Public Health Nurse PAF (15152 : Request to Fill Open Position)