



**Board of Riley County
Commissioners
Regular Meeting
Agenda
December 04, 2023**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

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

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Business Meeting

3. Out of State Travel request for SHRM 2024 National Conference
4. I.0-9.9 Union Road Culvert Replacement Change Order Reece Const. Co
5. Sign Riley County Employee Action Form(s)

Review Minutes

6. Board of Riley County Commissioners - Regular Meeting - Nov 30, 2023 8:30 AM

Review Tentative Agenda

7. Tentative Agenda

Press Conference Topics

8. Discuss Press Conference

9:00 AM

Clancy Holeman, Counselor/Director of Administrative Services

9. Administrative Work Session
10. Pending County Projects County Counselor

9:10 AM

Elizabeth Ward, Human Resources Director

11. 2023 Holiday Leave Request

9:20 AM

Elizabeth Ward, Human Resources Director

12. Human Resources November Update

- 9:30 AM Press Conference**
13. RCPD Update - Greg Steere (3-5 minutes)
- 9:35 AM Shelley Woodard, Deputy County Counselor**
14. A Resolution Authorizing the Acquisition of Real Property by Eminent Domain for Wastewater Management Purposes
- 10:00 AM Russel Stukey, Emergency Management Director**
15. Staff Update for month November 2023 & CIP project #16-16-EM002
- 10:15 AM Vivienne Leyva, PIO**
16. Communications Update
- 10:30 AM Shilo Heger, Treasurer**
17. Request to fill Tax Supervisor Position - Treasurer
- 10:40 AM John Ellermann, Public Works Director/County Engineer**
18. Fill an open Traffic Control Technician Position
- 10:55 AM Katharine Hensler, Museum Director**
19. Request to Fill Open As-Needed Museum Assistant Positions
- 11:00 AM Executive Sessions to discuss department head evaluations**
20. 11:00 David Adams, EMS/Ambulance Director
21. 11:20 Anna Burson, Appraiser
22. 11:40 Michael Boller, Noxious Weed/HHW Director

Adjournment**Announcements**

The 48th Annual KAC Conference and Exposition will be held Tuesday, December 5th - Thursday, December 7th at the Hyatt Regency & Century II Convention Center, Wichita, Kansas.

The Board of County Commissioners will not be in session on Thursday, December 7th.

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



COUNTY CLERK & ELECTIONS
Travel Request

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

COMMISSION AGENDA REPORT

FROM: Michele Reid, Human Resources Manager

MEETING: December 4, 2023

SUBJECT: Out of State Travel request for SHRM 2024 National Conference

PRESENTER: Michele Reid

FISCAL IMPACT

Total Conference cost to include airfare, lodging, registration and meals for two HR employees is \$6,453.50. This is to be paid from the Clerk's budget.

POSSIBLE MOTION(S)

Move to approve the Out of State travel request for the SHRM 2024 National Convention for the Human Resources Director and Manager.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- 2024 SHRM National Conference (PPTX)
- Ward OUT OF STATE Travel RequestNew (DOCX)
- Reid OUT OF STATE Travel RequestNew (DOCX)



NATIONAL SHRM CONFERENCE OUT-OF-STATE TRAVEL REQUEST

Michele Reid, Payroll, Benefits, and Employee Relations Manager

PURPOSE

Investment in our current and future employees:

- Talent Recruitment & Retention
- Employee well-being
- Overall efficiency



SESSION DETAILS



PEOPLE & TALENT MANAGEMENT

New strategies for engaging and retaining talent.

RECRUITMENT & TALENT ACQUISITION

Expand our toolbox with new strategies and tactics for acquiring the right talent for our organization.



EMPLOYMENT LAW & REGULATIONS

Expand and deepen our expertise on workplace laws, legislation and HR policy to help protect the organization from liability.

SMALL HR DEPARTMENT

Learn tips and tools to maximize the effectiveness and efficiency of a small HR team.



STRATEGIC HR

Deepen our understanding of the organization's service goals and the role HR can play in strategic planning.

MENTAL HEALTH AND WELLNESS

Gain actionable insights and resources to help support and improve workplace culture, with the goal of retaining high performing employees.



RILEY COUNTY OUT OF STATE TRAVEL REQUEST/AUTHORIZATION

NAME: Elizabeth Ward **DEPARTMENT:** Clerk

POSITION TITLE: HR Director **DATE REQUESTED** 12/4/2023

FUND: 2 (Clerk)

Travel From: Manhattan, KS **Date:** 6/23/2024

Travel To: Chicago, IL **Date:** 6/26/2024

Purpose of Travel: Nathional SHRM Convention

Mode of Travel: Common Carrier ☐ Riley County Vehicle ☐ Privately Owned Vehicle ☐

☒ Administratively determined to be to the advantage of Riley County

☒ Not to exceed the cost of common carrier including food and lodging
Mileage rate of

ESTIMATED COST:

Type of Expense	Description	Amount
Transportation	Roundtrip Airfare from Manhattan	545.00
Lodging	Chicago Hotel	760.75
Meals	2 lunches and 3 dinners	126.00
Registration/Fees	Registration	1795.00
Other		

Total Estimated Travel Costs: 3226.75

Requested by: _____ **Date:** _____

Approved by:

Department Head: _____ **Date:** _____

Chair: _____ **Date:** _____

Board of County Commissioners

Attest: _____ **Date:** _____

Riley County Clerk

cc: Department Head
Department Assistant

RILEY COUNTY OUT OF STATE TRAVEL REQUEST/AUTHORIZATION

NAME: Michele Reid **DEPARTMENT:** Clerk

POSITION TITLE: Payroll, Benefits, & Employee Relations Manager **DATE REQUESTED** 12/4/2023

FUND: 2 (Clerk)

Travel From: Manhattan, KS **Date:** 6/23/2024

Travel To: Chicago, IL **Date:** 6/26/2024

Purpose of Travel: Nathional SHRM Convention

Mode of Travel: Common Carrier ☐ Riley County Vehicle ☐ Privately Owned Vehicle ☐

☒ Administratively determined to be to the advantage of Riley County
☒ Not to exceed the cost of common carrier including food and lodging
Mileage rate of _____

ESTIMATED COST:

Type of Expense	Description	Amount
Transportation	Roundtrip Airfare from Manhattan	545.00
Lodging	Chicago Hotel	760.75
Meals	2 lunches and 3 dinners	126.00
Registration/Fees	Registration	1795.00
Other		

Total Estimated Travel Costs: 3226.75

Requested by: _____ **Date:** _____

Approved by: _____

Department Head: _____ **Date:** _____

Chair: _____ **Date:** _____

Board of County Commissioners

Attest: _____ **Date:** _____

Riley County Clerk

cc: Department Head



PUBLIC WORKS
Change Order

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

COMMISSION AGENDA REPORT

FROM: Andrea Rose, Administrative Assistant II

MEETING: December 4, 2023

SUBJECT: I.0-9.9 Union Road Culvert Replacement Change Order Reece Const. Co

PRESENTER: Evan McMillan, Public Works Asst. Director/County Engineer

A change order is required for the Union Culvert Replacement project. This change order consists of additional soil stabilization to properly support the new culvert and adjusting quantities for other miscellaneous line items not used.

The Change Order and updated total project cost for this work is provided with this document

POSSIBLE MOTION(S)

Move to approve the Change Order in the amount of -\$1,171.03

Move to decline the Change Order in the amount of \$-1,171.03

Move to table for further discussion.

Enclosures:

- Change order 2177 I.0-9.9 Union Rd Culvert Replacement (PDF)



CHANGE ORDER

CHANGE ORDER NUMBER: 1

Riley County, Kansas

CONTRACTOR: Reece Construction Co., Inc.

ADDRESS: P.O. Box 3227
Salina, KS 67402-3227

PROJECT NO.: 2177
PROJECT: I.O-9.9 Union Rd Culvert Replacement

DESCRIPTION: Reinforced Concrete Box Culvert,
Grading, Seeding

BID ITEMS

ITEM NO.	ITEM DESCRIPTION	UNITS	CONTRACT QUANTITY	ADJUSTED QUANTITY	INCREASE/DECREASE	UNIT BID PRICE	INCREASE/DECREASE CONTRACT AMOUNT
8	Water(Grading)(Set Price)	MGAL	1.0	0.0	-1.0	\$30.00	\$ (30.00)
12	Foundation Stabilization	CY	37.0	64.0	27.0	\$94.33	\$ 2,546.91
13	Concrete Seal Course	CY	22.3	14.0	-8.3	\$444.33	\$ (3,687.94)
Subtotal							\$ (1,171.03)

NEW ITEMS

ITEM NO.	ITEM DESCRIPTION	UNITS	CONTRACT QUANTITY	ADJUSTED QUANTITY	NET INCREASE	UNIT PRICE	INCREASE CONTRACT AMOUNT
Subtotal							\$ -
TOTAL							\$ (1,171.03)

Amount of Original Bid:	\$ 199,790.16
Total of Previous Change Orders:	\$ -
Amount of Change Order No. 1:	\$ (1,171.03)
Total Adjusted Contract Price:	\$ 198,619.13

BY: S. McNamee 11/27/23
PROJECT ENGINEER DATE

BY: John Ellerman 11-28-2023
DIRECTOR OF PUBLIC WORKS DATE

BY: C. [Signature] 11/28/23
CONTRACTOR DATE

BY: _____
CHAIRMAN, BOARD OF COUNTY COMMISSIONERS DATE

Attachment: Change order 2177 I.O-9.9 Union Rd Culvert Replacement (14323 : Change Order 2177 Union Rd Culvert Replacement)



COUNTY CLERK & ELECTIONS
Personnel

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

COMMISSION AGENDA REPORT

FROM: Elizabeth Ward, Human Resources Director

MEETING: December 4, 2023

SUBJECT: Sign Riley County Employee Action Form(s)

PRESENTER: Elizabeth Ward, Human Resources Director

Enclosures:

- 2023-11 Treasure LKing EAF (DOCX)
- 2023-11 Fire CKwilinski EAF (DOCX)
- 2023-11 HD BPerez EAF (DOCX)

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Linda King**Status Change Date:** 12/28/2023**Status Change:** Separation**Date of Hire:** 03/13/1995**Seniority:** 28 Year(s), 8 Month(s)**Position:** Tax Supervisor**Position Type:** Full-Time**Pay Range:** 17**Pay Type:** Salary**Base Rate:** \$38.43**Annualized Pay:** \$79,929.46**Funds Codes:** 1-County General, 7-Treasurer**Supervisor:** Shilo Heger**Department Head:** Shilo Heger

BoCC Chairman _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2023-11 Treasure LKing EAF (14324 : Employee Action Form (Green Sheet))

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Chris Kwilinski**Status Change Date:** 12/15/2023**Status Change:** New Hire**Date of Hire:** 12/15/2023**Seniority:** 0 Year(s), 0 Month(s)**Position:** Volunteer Firefighter Stipend**Position Type:** As-Needed**Pay Range:** TASND**Pay Type:** Hourly**Base Rate:** \$0.00**Annualized Pay:** \$0.00**Funds Codes:** 183-Riley Co Fire District #1, 183-Fire District #1**Supervisor:** John Martens**Department Head:** Russel Stukey

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2023-11 Fire CKwilinski EAF (14324 : Employee Action Form (Green Sheet))

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Baylea Perez**Status Change Date:** 11/30/2023**Status Change:** Separation**Date of Hire:** 08/17/2023**Seniority:** 0 Year(s), 3 Month(s)**Position:** Intern/Volunteer**Position Type:** As-Needed**Pay Range:** TASND**Pay Type:** Hourly**Base Rate:** \$0.00**Annualized Pay:** \$0.00**Funds Codes:** 30-Health Department, 423-MCH**Supervisor:** Breva Spencer**Department Head:** Julie Gibbs

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2023-11 HD BPerez EAF (14324 : Employee Action Form (Green Sheet))



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

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

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

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Rich Vargo, County Clerk

1. Year to date budget and expenditure reports

9:15 AM

Katharine Hensler, Museum Director

2. Staff update

9:30 AM

Press Conference

9:40 AM

Clancy Holeman, Counselor/Director of Administrative Services

3. Administrative Work Session

10:00 AM

John Ellermann, Public Works Director/County Engineer

4. Project update

10:15 AM

Clancy Holeman, Counselor/Director of Administrative Services

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

11:45 AM

Lunch

Attachment: 12-11-23 tentative agenda (12892 : Tentative Agenda)

1:00 PM**Executive Sessions to discuss department head evaluations**

6. 1:00 Cory Meyer, IT/GIS Director
7. 1:20 Shelly Williams, Community Corrections Director
8. 1:40 Clancy Holeman, Counselor/Director of Administrative Services

Adjournment**Announcements**

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

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

Attachment: 12-11-23 tentative agenda (12892 : Tentative Agenda)



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
December 14, 2023**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

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

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

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

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Clancy Holeman, Counselor/Director of Administrative Services

3. Administrative Work Session

9:20 AM

Break

9:30 AM

Shilo Heger, Treasurer

4. Monthly Revenue Reports

9:45 AM

Jason Smith, Manhattan Area Chamber of Commerce

5. Economic development update

10:00 AM

Julie Gibbs, Health Department Director

6. Staff update

10:30 AM

Budget and Planning Committee - Brittany Phillips, Budget and Finance Officer

7. Monthly Cash Flow Reports

Attachment: 12-14-23 tentative agenda (12892 : Tentative Agenda)

10:50 AM **Evan McMillan, Assistant County Engineer**
8. Public Hearing for University Park lagoon project

12:00 PM **Legislative Conference**

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: 12-14-23 tentative agenda (12892 : Tentative Agenda)



**COUNTY
COUNSELOR/ADMINISTRATIVE
SERVICES**
Staff Update

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

STAFF REPORT

FROM: Clancy Holeman, Riley County Counselor

MEETING: December 4, 2023

SUBJECT: Pending County Projects County Counselor

PRESENTER: Clancy Holeman, Riley County Counselor

Enclosures:

- FINAL Commission List 12.04.2023 (DOCX)

PENDING COUNTY PROJECTS ▪ June, 2023 and through December 4, 2023 Submitted by Clancy Holeman, Riley County Counselor

NOTE: The below lists are not intended to be a comprehensive list of all “pending” Commission or other County Department/Division projects underway. Instead, the below lists represent an ongoing “snapshot” of the current status of selected pending projects which have either consumed significant staff time or involve county issues of widespread significance. Additional entries show selected project work for individual county departments. The sequence of entries below is not intended to reflect the priority assigned to any work described. All entries more than 6 months old have been removed (with the exception of some entries when historical information may be useful). ***Bold type entries are the most recent.***

COMMISSION LIST

I. Projects By Category:

American Rescue Plan: Discussion with staff about possibly engaging consultant to assist County with federal/state requirements in future use of County’s \$14M allocation of ARPA funds. Similar concept to staff’s use of consultant with prior CARES funding. Unlike CARES funding, a primary focus of ARPA funding is infrastructure. (8-31-21)

Board of Riley County Commissioners: Prepare for public hearing on special use authorization on BOCC agenda 5-1-23. (4-30-23) Attend and participate in 5-1-23 BOCC public meeting. (5-1-23) Return 5-2-23 call from citizen requesting a “fence view.” Leave voicemail. (5-3-23) Discuss with citizen their return call requesting a “fence view.” I’ll send packet for citizen to complete and return, cautioning this matter may not be subject to fence view process. Citizen says they understand that is a possibility. (5-3-23) Attend and participate in BOCC public meeting. (5-4-23) New request for fence view. Advise packet will be mailed to them. (5-4-23) Prepare for BOCC public meeting of 5-8-23. (5-6-23;5-7-23) Attend and participate in regular BOCC public meeting. (5-18-23; 5-22-23; 6-1-23) Work on county budget preparation information. (5-18-23; 5-19-23) Review information from a department on township legal issue.(5-21-23) Work on scheduling future executive session. (5-22-23) Preparation for presentation to BOCC during its June 1, 2023 meeting of City of Ogden “Interlocal Service Agreement”—fourth of those agreements presented to our 4 “small cities”. Prepare correspondence to City of Ogden attorney. (5-30-23) Attend and participate in BOCC meetings. (6-1-23; 6-5-23) Mail City of Ogden attorney fully executed originals of “Interlocal Service Agreement—sales tax reimbursement. (6-5-23) Review request for letter of support from BOCC. (6-6-23) Work on county budget preparation information. (6-6-23) Work on fence view scheduling and notice. (6-5-23; 6-6-23-6-7-23) Prepare requested letters of support for telecommunications providers’ applications for state of Kansas LINC grant program. (6-9-23). Email completed letter of support to contact for one provider, as requested by Cox Communications. (6-12-23) Work on 2 fence view applications. Attend and participate in BOCC public meetings. (6-8-23; 6-12-23) Conversation with opposing counsel on pending litigation in Riley County District Court. (6-14-23) Provide TVT BOCC-signed letter of support. (6-14-23) Work on scheduling fence views. Notices out to applicants and adjoining landowners served by the fence. (6-15-23) Teams meeting with Bond Counsel and Craig, Shelley and Rich about route for financing two pending county projects. I review and approve authorizing resolution and send it on to Bond Counsel for review. (6-21-23) Attend and participate in BOCC meetings.(6-22-23; 6-26-23; 6-29-23) Attend delinquent tax sale. (6-23-23) Work on scheduling of fence view. (6-22-23; 6-23-23; 6-26-23; 6-27-23) Work on and provide letter of support from BOCC for City of Ogden grant application federal program. (6-28-23; 6-29-23; 7-1-23) Work on District Court appeal by Prairiewood of BOCC approval of preliminary and final development plans for Liquid Art Winery. (6-29-23; 7-1-23) Work on county budget analysis for BOCC. (7-2-23; 7-3-23; 7-4-23) Prepare for BOCC public meeting of July 6, 2023. (7-5-23) Communicate with counsel for fence view applicant Hopkins. Request property access address detail. (7-5-23) Attend and participate in BOCC meetings. (7-6-23;7-10-23) Register

for upcoming KAC zoom on LAVTR. (7-11-23) Work on fence view scheduled for 7-13-23. (7-11-23) Work on scheduling of different upcoming fence view for end of July, 2023. (7-7-23; 7-8-23; 7-9-23; 7-11-23) Work on Bala Township “county property” issue. (7-10-23; 7-11-23) Work on fence view scheduled for 7-13-23. (7-10-23; 7-12-23) Legal analysis of appropriation question involving outside agency. (7-12-23) Attend and participate in BOCC meetings. (7-13-23; 7-17-23) Attend and participate in Hopkins/Pralle fence views. (7-13-23) Final additional notices of Nelson fence view to occur July 24, 2023 prepared and mailed to both parties. (7-14-23) Prepare for 7-24-23 BOCC meeting. Attend and participate in BOCC meetings. (7-20-23; 7-24-23) Attend and participate in Nelson and Rhoton fence view. (7-24-23) Attend and participate in BOCC meetings. (7-27-23; 7-31-23) Work on Hopkins/Pralle fence view. (7-28-23) Attend and participate in BOCC meetings. (8-10-23; 8-14-23) Work on commission agenda report for draft fence view order on Hopkins/Pralle view. (8-14-23; 8-15-23) Attend and participate in BOCC meetings. (8-17-2023; 8-21-23; 8-24-23; 8-28-23; 8-31-23) Prepare letter of support for City of Ogden grant application. (9-13-23) Attend and participate in BOCC meetings. (9-7-23; 9-11-23) Assist in finalization of annual County financial audit. (9-14-23) Attend and participate in BOCC meeting. (10-12-23.) Work on pending litigation “I”. (10-13-23) Attend and participate in BOCC meeting (10-16-23.) Attend and participate in BOCC meetings. (10-19-23; 10-23-23) Work on communication project. (10-24-23; 10-25-23.) Review contractual provisions for subsequent use. (10-25-23.) Attend and participate in BOCC meeting. (10-26-23.) Attend and participate in County/City/USD 383 meeting. (10-26-23.) Attend and participate in BOCC public meeting in City of Ogden. (10-30-23.) Attend and participate in BOCC meeting. (11-2-23.) Prepare for late arrival to BOCC meeting on November 6, 2023. (11-5-23.) Work on Fire District project. (11-7-23) **Attend and participate in BOCC meetings. (11-9-23; 11-13-23)**

“Constitutional Protection of County Home Rule”:

County Counselors Association of Kansas:

County Jail Inmate Medical Care: Schedule staff discussion of contract development. (5-21-23)

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

“Dark Store”:

District Court:

Federal Rules on Vaccination Mandate:

First Christian Church: Now this property is “listed” as a “historic site,” there are state law restrictions applicable whenever a “project” is undertaken involving potential repair, damage or destruction of the site or its structure. Discuss text of journal entry proposed by counsel for Respondents. (12-9-22; 12-11-22) Request transcript of Court’s ruling. Arrange for generation of check based on invoice from court reporter. (12-20-22) Work on pending appeal by neighboring property owner. (12-27-22; 12-28-22; 12-29-22) Review transcript

and notify opposing counsel I will provide revised version of her proposed journal entry—in order to conform the journal entry to the text of the transcript. (1-4-23) Provide opposing counsel proposed revised journal entry. (1-29-23) Following exchange of respective journal entries in February, 2023, counsel review proposed changes and agree on final version for filing with court. (2-28-23; 3-3-23; 3-5-23) Prepare notice of appeal, following legal research. (4-3-23; 4-4-23; 4-5-23) File Notice of Appeal in District Court. (4-5-23) Finalize notice of appeal, given appointment of Lyon County District Judge at outset of appeal. Discuss with staff of Lyon County District Court Judge and with Riley County District Court Clerk staff member. Provide copy of notice of appeal to Lyon County District Court Judge who was assigned and heard appeal. (4-6-23) Work on appeal. (5-24-23; 5-30-23; 5-31-23; 6-1-23) Legal research on appeal. (6-2-23; 6-5-23) Work on appeal. (6-13-23; 6-14-23; 6-15-23.) Work with opposing counsel on Court of Appeals request for additional document from me. We are in agreement its equivalent is already part of the Record on Appeal. I will file response with Court of Appeals stating that fact. (7-17-23; 7-19-23) Communication with opposing counsel on immediately preceding issue. (7-21-23; 7-22-23; 7-24-23-7-25-23) Work on immediately preceding response and file with Court of Appeals. (7-21-23; 7-22-23; 7-23-23; 7-24-23; 7-25-23) Court of Appeals has retained jurisdiction based upon my Response to Order to Show Cause. Draft and file Motion for extension of time to file brief in support of County's position. (7-31-23) Work on record on appeal. (9-11-23;9-12-23;9-13-23)Work on Appeal. (9-14-23;9-15-23;9-16-23;9-17-23;9-18-23;9-19-23; 9-20-23; 10-4-23;10-5-23-10-6-23;10-7-23;10-8-23;10-10-23; 10-11-23.) Work on appeal. (10-12-23; 10-17-23; 10-18-23.) Conversation with opposing counsel and agree to extend her time to file brief. (11-3-23)

Indigent Legal Services: Attorney contracts for 2022 were created and emailed to current attorneys under contract. (11-3-21) Notice to Riley County Bar Association of at least one attorney vacancy effective January 1, 2022. (11-4-21) Proposed 2022 contracts have been provided to all current lawyers under contracts. None returned as of 11-23-21. No indigent legal service contracts are in place for calendar year 2022. Work on various issues related to this service. (2-10-23; 2-13-23; 2-14-23; 2-15-23; 2-16-23; 2-19-23; 2-20-23; 2-21-23; 2-22-23; 2-24-23; 2-26-23; 2-27-23; 2-28-23; 3-1-23; 3-2-23; 3-3-23; 3-4-23; 3-6-23; 3-7-23; 3-8-23) Work on various issues related to this service. (3-19-23) Work at staff level on compensation for this service. (3-28-23) schedule next staff level discussion of compensation for this service. Discuss with Deputy Counselor compensation for this service. (3-29-23) Work on project. (6-1-23) Work on project. (6-8-23) Draw up final version of CAR; RFP; and Contract. (6-19-23; 6-20-23) Obtain BOCC approval of form RFP and Contract. (6-22-23) Finalize RFP and contract and distribute to local Bar Association membership with encouragement to apply well before August 4, 2023 deadline for proposals because they will be considered as they are submitted. (6-29-23; 6-30-23) Create documents for publication in newspaper and placement on county website for this service. (7-7-23; 7-10-23; 7-11-23; 7-12-23) Deadline for proposals to arrive in Clerk's office 5 p.m. August 4. Work on issue related to service. (10-25-23.)

Legislation: Invitations out to state delegation for December 12, 2022 legislative conference, along with copy of agenda. (12-1-22) Reminders out to legislative delegation of 12-12-22 legislative conference. (12-8-22) Preparation for legislative conference. (12-11-22) Attend and participate in legislative conference. (12-12-22) Discuss legislative issue with County Appraiser. Review information and advise. (12-27-22) Discuss with 2 other county's county counselors possibility of linking up both our respective legislative delegations and lobbyists for cooperative action on potential "nuisance abatement" statute during 2023 legislative session. (12-29-22) Discuss with County Clerk and legislative delegation member the RNR statute. (1-3-23) Drive to Topeka and pick up lobbyist badge for 2023 state legislative session. (1-3-23) Week of January 23, 2023: Work on "vacant lot" house bill (HB 2083) and discuss with our legislative delegation; Work on RNR statute modification bill (HB 2002) and provide BOCC written testimony in support. Review legislative issues identified by contract lobbyist. (1-27-23.) Work on Nuisance Abatement legislation proposal on Riley County platform. (1-25-23;1-26-23; 1-27-23) Work on SB 90 and HB 2148—Treasurers' Association auto tag fee bill. (1-26-23; 1-27-23) Review proposed schedule for temporary financing of High Plains Road project. (1-28-23) Review testimony from County Clerk's association on HB & HB involving election matters. (2-6-23) Work on SB 162 (nuisance abatement) (2-9-23;2-10-23) Complete testimony in support and deliver

required 75 paper copies to lobbyist for routing to Senate Local Government committee secretary.(2-10-23) Provide Riley County state legislative delegation, contract lobbyist, and KAC Riley County's testimony in support of SB 162. (2-10-23) Route to Rep. Mike Dodson County Appraiser's input on: HB2232 (Appraiser Qualifications); HB 2319 (tax exemption on business property in competition with property owned or operated by government); HB 2201(requiring 5 years valuations listed on CVNs); HB 2200 (exemption on homestead, retired, military); HB 2220 (5yr property tax exemption on startups); HB 2231 (tax exemptions for daycare); HB2056, HB 2057, HB 2237(no position from appraisers' association or Appraiser). Provide BOCC testimony and our SB 162 to another county at that other county's request—they are struggling with a number of "nuisance" real properties. (2-10-23) Work on SB 1623 and prepare for upcoming legislative hearing. (2-13-23) Attend and participate in legislative hearing on SB 162 before Senate Local Government Committee. (2-14-23) Zoom with Treasurer and County Clerk on SB 248. (3-1-23) Work on SB 248 & 252 analysis for relay to KAC and legislative delegation. (3-2-23;3-3-23; 3-7-23; 3-8-23) Work on analyzing SB 228 (amendment of multiple statutory provisions on jail administration) in response to legislative delegation member's question; after requesting and receiving impact opinion from RCPD on any change county might support for reimbursement of jail inmate medical costs. Communicate with legislator. (3-8-23; 3-13-23;3-14-23) Communicate with contract lobbyist to work on scheduling "virtual" follow up legislative conference with delegation. Work with Cindy K. (3-15-23). Analyze and prepare for discussion of potential litigation in upcoming executive session. (3-15-23) Discuss legislative matter with member of delegation. (3-15-23) Communicate with legislative delegation to schedule virtual follow up legislative conference either April 10, 2023, or April 17, 2023. (3-16-23) Communicate with contract lobbyists. (3-17-23) Communicate with responding delegation members about their preferred dates. (3-18-23;3-19-23) Review communication from delegation member on pending bills. (3-19-23) Communicate with County Appraiser on proposed SCR freezing real property tax values at no more than 3% increase annually.(3-19-23) Work with PIO and County Appraiser on public statement regarding legislative item. (3-20-23; 3-21-23 Respond to staff communication on apparent status of SB 248 (exemption for "food" in existing and future local sales taxes) and HB 2002 (RNR notice costs paid by the state). (3-22-23) Work at county staff level on SB 248; SB 252. (3-1-23; 3-2-23; 3-3-23) Prepare for discussion with BOCC I'll suggest at tonight's public meeting in City of Riley. (3-30-2023) SB 323—requiring election of all county appraisers statewide. (3-30-23) Work on H Sub SB 42. Discuss with contract lobbyist. (4-2-23; 4-3-23) Work with PIO and County Appraiser on possible press release regarding SCR 1610. (3-21-23; 3-22-23) Prepare for March 27, 2023 Intergovernmental Luncheon and legislative update to present. (3-26-23) Attend and participate in Intergovernmental Luncheon—statutory update. (3-27-23) Work with PIO and County Appraiser on possible press release regarding SCR 1610. (3-27-23) Email delegation invitation to virtual follow up legislative conference scheduled for April 10, 2023, 10:30-11:30 a.m. (4-3-23) Review amended HB 2002—eliminating that portion of existing locally voter approved sales taxes generated by food sales; SCR 1611—4% ceiling on annual property valuations. (4-6-23) Draft agenda for 4-10-23 virtual legislative conference. Invitations out to contract lobbyist and KAC lobbyist. (4-7-23) Discussion with county's contract lobbyist on status of various legislative items following legislature's 4:30 a.m. adjournment Friday morning. (4-7-23) Draft agenda for virtual legislative conference. (4-7-23) Assist BOCC with conducting virtual legislative conference. (4-10-23) Review portions of 127-page Conference Committee Report on SB 8 "competition" and a host of other legislative issues. (4-27-23) Conversation with contract lobbyists to schedule teams meeting. (8-2-23) Communicate with contract lobbyists to schedule upcoming Teams meeting. (8-3-23; 8-4-23;8-6-23) Prepare for Thursday upcoming presentation to BOCC of 2024 session legislative requests for KAC legislative platform. (8-6-23) Teams meeting with contract lobbyists. (8-9-23) Meeting with member of state legislative delegation and BOCC member. (8-21-23) Attend and participate in first KAC legislative policy committee meeting. (8-30-23) Discuss with BOCC potential annual legislative conference dates in December, 2023.(10-16-23) Notify delegation members conference scheduled on the following date which worked for a majority of responding legislators: December 14, 2023, noon to 2 pm. (10-26-23) Work on agenda for legislative conference (10-27-23; 10-30-23) *Work on agenda for legislative conference. (11-13-23;11-14-23;11-15-23)*

Leonardville North County EMS Station: Follow up call to City of Leonardville attorney. (4-11-23) Set up phone appointment with City of Leonardville Attorney—to discuss having city begin process of opening the easement as an alley for access to the site. (5-3-23) Phone discussion with City of Leonardville attorney and arrange for teams meeting next Tuesday (5-9-23) with him, Craig and me to discuss details of City legally “opening” alley to site of ambulance and performing tree trimming along that alley. (5-3-23)

National Opioid Litigation Settlement: Notice of Deadline to “opt in” to latest round of national opioid class action litigation settlements is April 18, 2023. (3-27-23) Prepare and submit CAR for BOCC 4-10-23 public meeting; with my recommendation to BOCC regarding “opt in” to latest round of national opioid class action litigation settlements—5 new defendants settling. Discuss with Assistant Attorney General managing this matter state-wide. (4-6-23) Submit electronically our “opt in” to latest round of national opioid class action settlements, as previously authorized by BOCC. Confirmation from settlement administrator that “opt in” accomplished. (4-14-23)

NG-911 Committee (Road naming): Attend and participate in committee meeting. (2-14-23)

Proposed Construction of EMS/EM/RCFD Emergency Services Headquarters: Schedule work session for discussion of design issue related to facility. (1-27-23)

Riley County Annual Legislative Conference: Discussion with County Register of Deeds to schedule meeting week of December 5th to review documentation of long-term revenue loss to Riley County caused by legislature’s past elimination of the mortgage registration fee. (12-1-22) Work preparing for 12-12-22 legislative conference. (12-8-22; 12-11-22) Discuss legislative conference information with County Appraiser. (12-8-22) Discuss legislative conference information in meeting with County Register of Deeds. (12-9-22) Work with members of delegation; 2023 Annual Legislative Conference scheduled for Thursday, December 14th, from noon to 2 p.m., BOCC chambers. (10-23-23) Conversation with member of delegation—confirming member will attend. (10-24-23.)

Riley County District Court: Discussion regarding BOCC consideration of funding potential “resolution docket” to assist with case backlog. (4-27-23)

Rural Economic Development Advisory Board:

Staff Budget and Planning Committee:

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

II. Projects by Department or Division:

Administrative Services/County Counselor: Work on matters related to departmental transition. (1-25-2023; 1-26-2023; 1-27-2023) Interviews of applicants for Deputy County Counselor position in transition scheduled to take place 9-29-23.-23. (3-2-23; 3-3-23)

Riley County Appraiser’s Office: Discuss separate exemption through bond issue. (5-3-23) Analyze IRB issue and advise Department Head. (5-5-23) Advise on legal question. (5-19-23) Assist Dept. Head with legal issue. (5-30-23) Advise on separate legal issue different from immediately preceding first two issues. (5-30-23) Discussion with Department Head. (6-13-23) Return call from Department Head. Discussion with Department Head of legal issue. (6-14-23) Meeting with County Appraisal and legal staff on nuisance

property issue. (6-14-23) Communicate with Department Head on legal issue. (6-20-23) Assist and advise Dept. Head on BOTA issue. (7-18-23;7-19-23) Advise Department Head on BOTA issue. (7-20-23) Communicate with Department Head and Deputy County Counselors about BOTA issue. (8-9-23) Communicate with Department Head and this office's Deputies regarding property tax exemption issue. (8-13-23) Communicate with Department Head and this offices Deputies regarding property tax valuation issue. (8-13-23) Discuss with Department Head and advise on legal issue. (8-14-23; 8-15-23)

Riley County Attorney: Work on contract for services. (2-22-23) Work on immediately preceding contract with Department Head. (2-27-23;2-28-23;3-1-23;3-2-23) Respond to Department head update on pending discussion to schedule with counsel on our BOTA cases. (4-7-23) Discuss with Department Head legislative issue. (4-7-23)

Riley County Clerk: Assist with KORA issue. (5-3-23) Assist with same KORA issue through communication with outside requester; communication with I.T. based on prior provision of similar information requested in 2021. (5-4-23) Work on request for electronic data. (5-22-23; 5-23-23; 5-26-23) Discuss contract issue. (6-2-23) Discuss contract issue. (6-13-23; 6-14-23) Work on same contract issue. (6-14-23) Teams meeting with Clerk and Election Supervisor on contract issue. (6-15-23) Confirm with County Clerk and Election Supervisor vendor has agreed to contractual provisions attachment; advise to place on BOCC agenda of public meeting on 6-22-23. (6-19-23) Work on separate proposed contract. Schedule Teams Meeting with Department Head and Election Supervisor for 6-21-23. (6-20-23) Teams meeting with Department Head and Election Supervisor on contract issue. Discuss. (6-21-23) Work with staff and advise on open records act issue. (7-24-23;7-25-23;7-26-23) Work on new open records act issue. (7-27-23; 7-28-23; 7-31-23; 8-1-23) Work on open records act issues. (8-2-23; 8-3-23; 8-4-23; 8-7-23; 8-8-23; 8-9-23) Advise and assist on open record act issue. (9-12-23;9-13-23) Schedule meeting with staff of two departments to plan means of addressing particular type of KORA request in most fair and efficient manner to reduce, potentially, two departmental workloads. (9-13-23;9-14-23) Reschedule forgoing meeting to 10-27-23. (10-19-23) Work on contract law issue. (10-24-23) Assist with legal issue. (11-3-23;11-5-23; 11-6-23.)

Riley County Community Corrections:

Riley County Emergency Management: *Work on project issue. (11-7-23; 11-8-23)*

Riley County Emergency Medical Services: City Commission has asked counsel for both entities to develop a document allowing County use and potential improvements to alley providing access to lot purchased by County for North County ambulance station. I send email to counsel for City of Leonardville advising of this and inviting him to call me to discuss. (12-7-22) City Attorney responds and confirms parties understand what's necessary. Consultation with Craig. (12-8-22) Discuss with Department Head arrangement for site visit on 12-21-22. (12-20-22) Site visit with Department Head and Deputy County Counselor to be rescheduled. (12-21-22) Work on North County ambulance station design project. Discuss with Department Head. (1-29-23) Respond to communication from outside counsel on pending matter.(3-19-23) Prepare for teams meeting tomorrow morning on opening of alley easement for estimated September, 2023 completion of Leonardville North County Ambulance station. (5-8-23)

Riley County Extension: Work on annual authorization for controlled beer sales during rodeo at county fair. (5-31-23) Work with Director on parking issue at fair site. Contact USD 383. (7-20-23; 7-21-23)

Riley County Fire District No. 1: Schedule conversation with Department Head for 4-21-23 on Ashland Bottoms and University Park fire station projects—recently rejected bids—next steps. (4-17-23) Attend staff meeting on open burning issues with: Riley County Attorney; RCPD; Fire District Chief. (4-19-23) Meeting with Fire Chief on issues related to construction of two fire stations. (4-21-23) Review material on land swap

proposed between Fire District and University Park, for construction of new fire station. (4-27-23) Leave message for Department Head in response to call earlier today. (4-27-23) Discussion with Department Head regarding University Park's agreement to contract terms for land swap as relayed previously by Department Head to University Park Advisory Board members. (4-27-23) Work on contract law issue. (11-7-23; 11-8-23.) Work on separate contract law issue. (11-7-23)

Riley County GIS: Assist with provision of "shapefile" requested by company. Communicate with company representative and GIS staff. (6-5-23; 6-6-23)

Riley County Health Department: Advise Department Head on issue involving small city. (6-19-23) *Work on contract law issue. (10-12-23;10-13-23.)* Work on contract law issue. (10-19-23;10-23-23; 10-24-23.)

Riley County Historical Museum:

Riley County Human Resources. (5-3-23) Work with HR and Department Head on personnel issue. (5-4-23) Discuss with staff "COVID" working group (Ambulance; RCHD; HR; Clerk) end of the public health emergency and benefits question raised. ((5-4-23) Communicate with HR and Department Head on personnel issue. (5-4-23) Discussion with Deputy County Counselor Woodard regarding legal issues surrounding immediately preceding legal issue. (5-4-23) Work on immediately preceding issue. Communicate with HR and Department Head. Schedule meeting with HR and Department for 5-5-23 (5-4-23) Meet with HR and assist with unrelated personnel issue. (5-4-23) Meet with Department Head and Deputy Counselor Woodard on issue scheduled on 5-4-23. (5-5-23) Teams meeting with HR and department leadership on personnel issue. Follow up with HR on same personnel issue. (5-8-23) Conversation with HR on different personnel issue. (5-8-23) Discuss personnel issue with HR Director. (5-19-23) Work on personnel issue. (5-22-23) Communicate with HR on pending litigation matter. (5-22-23) Assist HR with personnel issue. (5-31-23) Assist HR with personnel issues. (6-6-23) Assist HR with contractual issue. (6-7-23) Assist HR and county department with personnel issue. (6-12-23) Exchange communications with HR and department about personnel issue discussion rescheduling. (6-16-23) Communication from Dept. on personnel issue. Analyze. (6-15-23) Work on legal issue for Department. (6-25-23) Assist Department with legal issue. (6-26-23) Assist Director and a Department Head with HR matter. (7-11-23; 7-12-23) Discuss 3 different personnel law issues with Director. (7-18-23) Advise Department on 2 unrelated personnel law issues. (7-21-23) Discuss personnel law issue. (8-2-23) Communicate with HR regarding legal issue. (8-9-23) Communicate with HR regarding search to fill vacant Legal Assistant Position. (8-13-23) Finalize Greed Dot Contract. (9-12-23) Conversation with HR. (10-12-23.) Review example of proposed Performance Review new form to be completed by 10-16-23.(10-12-23) Work with a department on HR issue "IV." (10-13-23.) Work with Department on unrelated HR issue("V"). (10-16-23.) Work with Department on unrelated HR issue "VI".(10-16-23.) Work with department on Personnel issue I. (10-19-23;10-23-23; 10-25-23.) Work with division on personnel law issue II. (10-24-23.) Work with Division and Department Head on personnel law issue II. (10-25-23;10-26-23;10-27-23;10-28-23-10-29-23;10-30-23) Work with Division and Department Head on personnel law issue. (11-1-23.) Work with Division and Department on personnel law issues. (11-2-23;11-3-23; 11-5-23;11-6-23.) *Work on personnel law issue for Division and Department. (11-10-23).* *Work with Division and Department on personnel law issues. (11-9-23;11-13-23; 11-14-23).*

Riley County Information Technology/GIS Follow up on "shapefile" request from company. (6-5-23) *Work with department on contract law issue. (10-24-23.)*

Riley County Museum: Advise Director on question raised on behalf of Historical Society. (5-3-23)

Riley County Noxious Weeds/Hazardous Household Waste: Discuss with department head upcoming potential property leases of county ground. (5-3-23) Request Department Head provide copy of deed on one

of leased properties—to review restrictions on all the leased properties. (5-4-23) Schedule discussion with Department Head on real property issue. (5-22-23)

Riley County Public Information Officer: Conversation on lawful options for final version of BOCC minutes. (10-24-23.)

Riley County Planning & Development: Relay information obtained to Planning & Development. (5-3-23) Assist Dept. Head with road renumbering issue. (5-30-23) Draw up agreed order withdrawing my motion finding requests for admission provided appellant are admitted. File approved order electronically. (6-5-23; 6-6-23) Schedule meeting with Department Head and staff on nuisance property. (6-9-23) Work on benefit district project and its authorization. (6-12-23; 6-13-23) Communicate with staff on nuisance property. (6-14-23) Work on Prairiewood appeal to District Court. (7-25-23; 7-26-23) Communicate with staff on different property in violation of county codes. (7-27-23) Work on Prairiewood appeal to District Court. (8-1-23; 8-2-23) Work on Prairiewood appeal to District Court. (8-3-23; 8-4-23; 8-6-23; 8-7-23; 8-8-23; 8-9-23) Work on Prairiewood appeal to District Court. (8-10-23; 8-11-23; 8-12-23; 8-13-23; 8-14-23; 8-15-23; 8-16-23) Work on Prairiewood appeal to District Court. (8-17-23; 8-18-23; 8-19-23; 8-20-23; 8-21-23; 8-22-23; 8-23-23; 8-24-23; 8-25-23; 8-26-23; 8-27-23; 8-28-23) Represent County in District Court hearing on Prairiewood appeal. (8-29-23) Conversation with landowner. (10-12-23.) Review and approve Comprehensive Plan resolution “as to form” for 10-16-23 BOCC meeting. (10-12-23.) Work on pending litigation. (10-13-23) Work on pending litigation “III”. (10-13-23.) Work on pending project “I”. (10-13-23.) Conversation with opposing counsel in pending appeal “II.” (10-13-23) **Work on benefit district project. (11-6-23; 11-7-23.) Work to schedule meeting with business and staff on different pending legal issue. (11-7-23; 11-8-23)**

Riley County Public Information Officer: (5-8-23) Further communication with PIO and working group about same informational program. (5-8-23) Communication from PIO requesting legal advice. (7-24-23)

Riley County Public Works: Discuss with Department Head and Assistant County Engineer transfer station operation. (5-2-23) Work toward potential agreement on parking lot. (5-3-23) Work toward potential agreement on parking lot. (5-4-23) Discuss potential contract and bid documents on culvert replacement. Advise Assistant County Engineer. (5-5-23) Communicate with Staff on completion of review of contract issue. (5-19-23) Analyze contract issue on separate project at request of Department Head. Discuss with Department Head. (5-19-23) Teams meeting with Department Head on lease issue; and on township issue. (5-23-23) Communicate with landowner. (5-24-23) Continue work on lease issue. (5-24-23; 6-6-23) Work on same lease issue. (6-11-23; 6-12-23) Discuss transfer station operation with Department Head and Assistant County Engineer (6-12-23; 6-13-23; 6-14-23) Work on benefit district project and its authorization (6-12-23; 6-13-23) Discuss transfer station issue with Department Head and Assistant County Engineer. (6-14-23) Communicate with Department Head and Assistant County Engineer about opportunity to Teams Meet with Operator and his counsel 6-23-23. (6-19-23) Send invitations for Teams Meeting to Operator, his counsel, Department Head and Assistant County Engineer. (6-20-23) Work on parking lot lease project. (6-19-23; 6-20-23; 6-21-23; 6-22-23; 6-26-23) Work on contract for transfer station. Communicate with Department Head and Assistant County Engineer. (7-1-23) Communication from KDOT on City of Ogden bridge inspection. (7-1-23) Work on contract for transfer station. (7-1-23; 7-2-23; 7-5-23) Review and approve “as to form” term sheets and associated bond counsel documents for financing of two distinct scheduled construction projects. (7-20-23) Work with bond counsel on financing for two distinct scheduled projects. (7-24-23; 7-25-23) Review and approve as to form contract documents for public safety headquarters construction project—Construction Manager at Risk. (7-27-23) Work on contract for transfer station. (8-3-23; 8-4-23) Review for BOCC signature at this Thursday’s scheduled public meeting, proposed final contract returned today by transfer station operator. (8-14-23) Discuss land use issue with Department Head. (10-12-23.) Communicate with potential vendor on project. (10-13-23.) Communicate with county insurer on project. (10-13-23.) Contract law issue. (11-6-23.)

Riley County Register of Deeds: Discuss legislative conference issue with Department Head. (12-6-22; 12-7-22) Advise on legal issue. (2-12-23) Communicate with Department head on deed issue. (3-17-23) Discuss with Deputy Counselor correction deed prepared for filing. (3-28-23) Communicate with three offices, their staff and department heads on common legal issue. (11-7-23) Communicate with department head on same issue. (11-8-23)

Riley County Treasurer: Discuss with Department Head process for Opioid Settlement Fund payments routed from Attorney General's Office. Discuss with Assistant Attorney General supervising such distributions. (12-21-22)

RILEY COUNTY POLICE DEPARTMENT—Administered by Law Enforcement Agency (“Law Board”):

III. Projects by Professional Association, Internal and External Committees/working groups, CLE, & Other Administrative Matters:

Ad Hoc Staff Committees/Work Groups on Multiple Subjects: Staff committee discussion of issue in recent tax sale. Clerk and staff, Treasurer, Appraiser and staff. (3-6-23)

Administrative Matters: Discuss with HR CAR I'll prepare for transition of Counselor position based upon my scheduled 2025 retirement. (5-19-23) Work on transition of Deputy position given incumbent's scheduled retirement. (5-22-23;5-23-23) Discuss and decide with staff on renewal of “Hawver” subscription. (5-30-23) Register for June 20 webinar on Title VI requirements under ARPA; to be conducted by Officer of Recovery. (6-5-23) Information to Office Manager on invoice for Westlaw. (7-5-23) Partners' Meeting. (7-21-23) Review and approve proposed CAR drafted by H.R. for upcoming position vacancy due to a retirement. (7-27-23) Work with HR and staff working group preparing for candidate interviews for 2 positions. (7-27-23;7-28-23) Staff meeting to discuss departmental input, as requested by PIO, on survey regarding retention and recruitment and retention. Provide info to PIO. (8-2-23) Review, approve Department timecards.(8-6-23) Work on transition of department for upcoming vacancy in Office Manager position. Review all internal applications. Communicate with both Riley County Deputy County Counselors and H.R. Director. (8-6-23) Work on transition of department to fill vacancy in Legal Assistant position. (8-10-23;8-11-23; 8-13-23)Review City/County/County agenda for 8-17-23 meeting. (8-13-23) Work on upcoming retirement receptions for department. (8-11-23; 8-14-23; 8-15-23;8-16-23;8-17-23) Continued work on transition of department to fill vacancy in Legal Assistant position. (8-15-23) Participate in panel interview of candidate for Legal Assistant I position.9 (8-18-23) Attend retirement reception in BOCC chambers for Jill Seaton. (8-31-23)

Continuing Legal Education: Attend online CLE program. (6-11-23) Attend CCAK CLE program. (6-16-23)

County Counselor Association of Kansas:

Department Head Committee: Attend and participate in committee meeting. (7-5-23) Attend and participate in meeting. (7-19-23) Attend and participate in committee meeting. (8-2-23) Attend and participate in Committee Meeting. (10-18-23) Attend and participate in committee meeting. (11-1-23.)

Intergovernmental Luncheon:)

Joint Task Force on Possible Fair and Rodeo Relocation: Attend 2nd meeting of group at Chamber offices. (7-14-23) Attend first ½ hour of task force meeting at KSU foundation. (8-16-23)

Kansas Association of Counties:

Staff Budget and Planning Committee: Work with B & P on development of contracts for transfers to small cities for loss of funds as countywide ½ cent sales tax sunsets 12/31/22. (11-15-22) Review material for BOCC presentation to be made by Budget and Planning during the next BOCC public meeting. (11-28-22) Attend and participate in Committee meeting. (11-29-22) Ask Shilo for her opinion on draft of agreement. (2-7-23)

Staff Riley County Employee Recognition Day Planning Committee: Attend and participate in committee work planning Employee Recognition Day. (6-20-23) Analyze proposed venue contract. Conversation with County's insurer. Voicemail left with PIO. (7-5-23) Attend and participate in Committee meeting (7-18-23) Communicate with sales representative for AMC Theatre. (8-2-23; 8-3-23) Communicate with AMC representative and our insurer regarding event. (8-13-23) Attend and participate in committee meeting. (8-15-23) Communicate with our insurer and attorney for venue regarding Recognition Day. (8-15-23) Communicate with attorney for venue regarding Recognition Day. (8-16-23; 8-17-23) Attend and participate in Employee Day. (10-9-23.) Work on future Employee Recognition Day issue. (10-18-23)

Staff Road Renaming Committee:



COUNTY CLERK & ELECTIONS
Personnel

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

COMMISSION AGENDA REPORT

FROM: Elizabeth Ward, Human Resources Director

MEETING: December 4, 2023

SUBJECT: 2023 Holiday Leave Request

PRESENTER: Elizabeth Ward

BACKGROUND

Riley County policy regarding annual holidays has specific guidance regarding the Christmas Holiday. For 2023, as Christmas Eve falls on a Sunday and Christmas Day falls on a Monday, the policy requires Monday the 25th as an observed holiday.

Equally, as New Year's Eve also falls on a Sunday, the policy requires Monday the 1st of January as an observed holiday.

The policy also gives the Board of County Commissioners the authority to designate other days as special holidays.

Historically, the Commissioners have granted 2 full days of holiday leave for both Christmas and New Year's Day.

I would like to request, on behalf of Riley County employees, the Commissioners grant holiday leave on Tuesday December 26th and Friday December 29th.

DISCUSSION

Commissioners may remember the results of the Employee Engagement Survey listed leave time and a balance of the work-life intersection, as one of the three major employee priorities. Based on this information, the Commissioners have asked the Compensation and Benefits Workgroup to investigate potential options for increased leave time.

Currently, 29 counties, as well as the City of Manhattan, have announced closure for 2 full days for Christmas. A handful of Counties are also going to be closed 1.5 to 2 days for New Year's.

K-State, and potentially the Extension Office, will be closed the entire week of Dec 25 through Jan 1.

Per their website, the State of Kansas will give December 25th off, but has also issued a Discretionary Day for 2022 which can be used between 12/25/22 and 12/23/23.

We have confirmed with the Treasurer's office that these closures will not affect the year-end closeout processes. We have also made plans to ensure payroll processing will not be affected.

Our Department Heads are aware of the slower pace expected on these days and have already approved 77 leave requests on the 26th of December. We also have 49 additional leave requests approved for Dec 27, 28 and 29. Many of these employees are traveling for the holiday, which means driving on the 26th.

The commissioners can make a significant impact on employee engagement by offering employees additional days of rest and relaxation with their families during at the end of the year, and during the holiday season, which the majority of employees celebrate.

Regarding customer impact, we have examined the numbers of customers served historically on these days and realized these are not days when the public is utilizing our services.

FISCAL IMPACT

The fiscal impact to Riley County will be minimal as we already have regular pay scheduled for both of these dates. EMS would receive worked holiday pay and if there were a weather emergency, Public Works would also receive worked holiday pay.

RECOMMENDATION(S)

Recommendation to grant two additional days of Holiday leave for 2023, on Tuesday, December 26th, and Friday December 29th.

POSSIBLE MOTION(S)

Move to grant two days of additional holiday leave on Tuesday, December 26th, and Tuesday January 2nd.

Move to grant one day of additional Holiday Leave on Tuesday, December 26th.

Move to remain open normal business hours on Tuesday, December 26th and Friday, December 29th.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:



COUNTY CLERK & ELECTIONS
Personnel

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

MEMORANDUM

FROM: Elizabeth Ward, Director of Human Resources

MEETING: December 4, 2023

SUBJECT: Human Resources November Update

PRESENTER: Elizabeth Ward

Enclosures:

- HR Monthly Report - December 2023 (PPTX)



Human Resources

December Update

Presented by Elizabeth Ward, HRD

HR Objective

Riley County Human Resources



We work to 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	288	390
Hires-current month	3	4
Hires – current year	53	56
Separations – current month	1	1
Separations - current year	40	27
Turnover Rate-annual	13.9%	
Average tenure	9.1 years	
Current openings	4	
- Appraiser, Public Works and Health Department(2)		

Succession Planning

Continued focus on:

- those eligible to retire
- those eligible to replace them
- the knowledge, skills and ability gap for training

37 employees eligible to retire (14%)

64 employees will be eligible within 5 years (24%)

Performance and Development-Upcoming

Leadership/Management Training

- Focus Group of employees
 - Kansas Leadership Center
 - Highly Effective Managers program
 - Researching most effective options for Riley County to support Mission/Values

Quarterly CPR training for employees

- Presentation to Dept Heads Dec 13

Comprehensive onboarding for new employees

- includes REACH welcome kits, IT, HR, software and more
- Start planning meetings in January

Supervisor training

- software, scheduling, difficult conversations, managing teams, compliance laws etc

Performance and Development-Current

Kansas Leadership Center Sessions

- 17 people attended small group training for When Everyone Leads
- This group collaborating on how to bring leadership concepts to culture

Tackling Toxicity & Promoting Positivity

- Jan 9 at MHK Library
- Conflict Resolution, Crucial Conversations, Positive Workplace

Individual Dept 'High Performance Team' building

Compliance

- Personnel Manual
 - Small workgroup revisions in process
 - Planned presentation to Dept Heads January
- FMLA management
 - Attended advanced FMLA training
 - Provided desk side FMLA training to 2 departments in November
- 2023 W2 preview audit complete
 - No issues with the Paylocity W2
- Michele testified in Topeka on the value of KPERS 3
 - Examining effectiveness on retention and recruitment

Budget Updates

Analyzing historic costs of benefits- budget 39.5% salary for benefits

- KPERS ER rates
 - 2024 rate decreased to 9.26% from 9.43%
- KP&F ER rates
 - 2024 rate increased to 23.1% from 22.86%
- Health Plans –EE rate remains the same
 - ER rate will increase 5% in 2024
- Starting to use 2024 pay scale rates for new hires
 - Rates published to shared drive for access

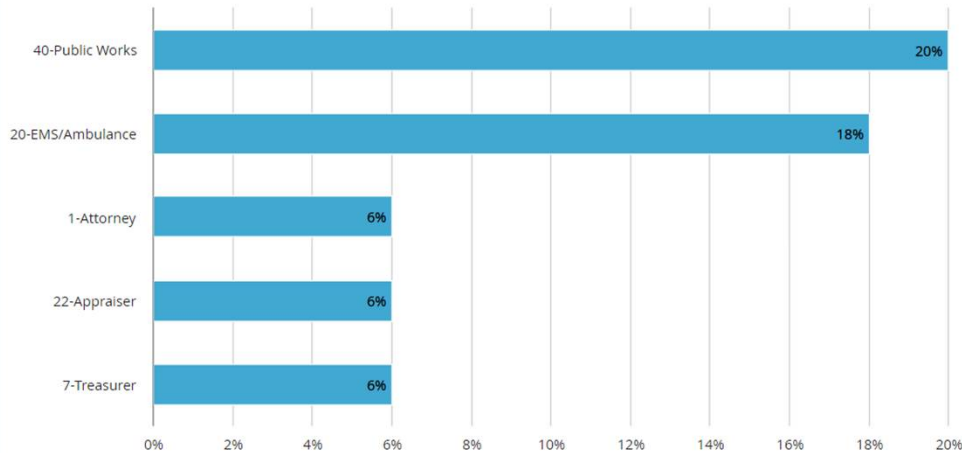
Budget Updates

- Significant changes affecting budget year 2023
 - Additional positions added to Health Department
 - Medical Reserve Corps Unit Leader \$17,277
 - Drug Endangered Children Coord \$4,898
 - Community Health Educator \$6,230
 - Outreach & Engagement Coord \$78,895
 - Additional hours for interpreter \$9,728
 - \$117,028**

Demographics

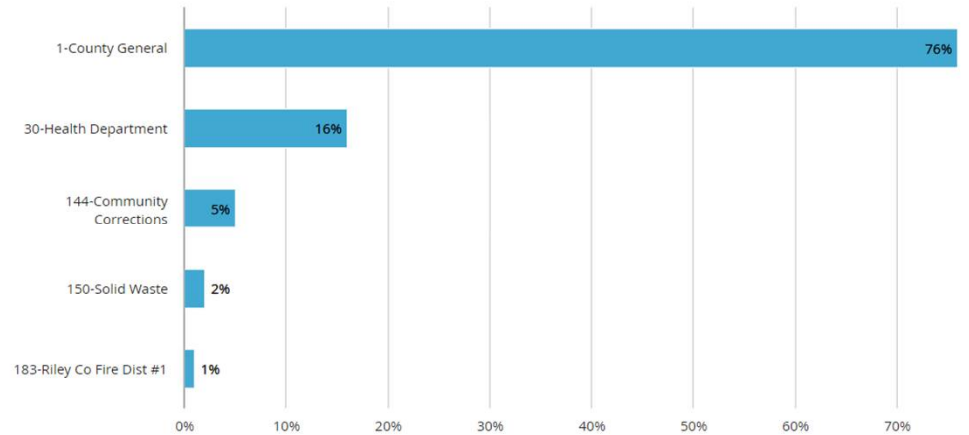
Active Employees

General Fund -
Depts



Active Employees

Funding Source



HUMAN RESOURCES

Current and upcoming month's focus

November is Performance Review month

- Completed Reviews Due Dec 8, 2023
- Currently have _____ complete and approved

Health Insurance Committee

- Reviewing proposals for health insurance analysis
- Will convene employee committee in January

Current and upcoming month's focus

December's focus is year end and new year set up

- Updating position descriptions and titles
- Filling new positions approved for 2024
- Review Performance Appraisals
- 2024 updated pay rates
 - Update individuals in Paylocity
 - Prepare and send End of Year and 2024 compensation letters



**COUNTY
COUNSELOR/ADMINISTRATIVE
SERVICES**
Resolution

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

RESOLUTION

FROM: Shelley Woodard, Deputy County Counselor

MEETING: December 4, 2023

SUBJECT: A Resolution Authorizing the Acquisition of Real Property by Eminent Domain for Wastewater Management Purposes

PRESENTER: Shelley Woodard, Deputy County Counselor

BACKGROUND

Riley County has been attempting to purchase property of a wastewater lagoon project for the Keats Sewer District. After numerous letters, phone calls, and meetings, Riley County has been unable to enter into a contract with any landowners for property suitable for this project.

DISCUSSION

Riley County is continuing to pursue a voluntary sale and purchase of property. Deadlines are approaching for USDA grant funding that require the County to have a plan for a project, soil testing, and environmental testing completed. To complete the required testing, Riley County needs to acquire property for the project. Because Riley County has so far been unable to acquire property via a voluntary transaction, eminent domain has become necessary to acquire needed property.

FISCAL IMPACT

Staff time for County Counselor's Office. Staff time for Planning and Development. Staff time for Public Works. Costs invoiced by BG Consultants.

RECOMMENDATION(S)

Counsel recommends the Board be aware of the upcoming deadlines for USDA funding and the requirements for qualifying for grant funding.

POSSIBLE MOTION(S)

- A. I move that the Board approves the resolution to direct the County Counselor's office to initiate eminent domain proceedings.
- B. I move that the Board approves the resolution to direct the County Counselor's office to initiate eminent domain proceedings with the following changes...
- C. I move that the Board does not approve the resolution to direct the County Counselor's office to initiate eminent domain proceedings.

Enclosures:

- Resolution Authorizing Eminent Domain with Exhibit A (PDF)

RESOLUTION NO. 120423-__**A RESOLUTION AUTHORIZING THE ACQUISITION OF REAL PROPERTY BY
EMINENT DOMAIN OR WASTEWATER MANAGEMENT PURPOSES**

WHEREAS, a public purpose would be served and it is found necessary, for wastewater management purposes to lay out and construct a wastewater lagoon and associated accessories, located in Riley County, Kansas, for the management of wastewater from the properties located in the Keats Sewer District. In order to accomplish such purpose it is necessary to acquire the real estate and land described and set forth on Exhibit "A", attached hereto and made apart hereof; and

WHEREAS, efforts to obtain the necessary real estate and land by donation or purchase have failed and therefore the necessary interests in the real estate described in Exhibit "A" must be acquired by eminent domain.

NOW THEREFORE, BE IT RESOLVED by the Board of Commissioners of Riley County, Kansas, that:

Section 1. In order to provide for the management of wastewater from the properties located in the Keats Sewer District, it is declared necessary to acquire for a public purpose the real property described in Exhibit "A", attached hereto and incorporated herein by reference.

Section 2. It is further declared necessary by the Board to acquire real property for the reason that the owners thereof have refused to sell at a reasonable price or donate the same to Riley County.

Section 3. The County Counselor is directed to proceed forthwith to initiate eminent domain proceedings in the District Court of Riley County, Kansas, to acquire the real property described in Exhibit "A" attached hereto and made a part hereof and take all steps necessary to complete the acquisition of said property for the public use.

Section 4. This resolution shall be effective upon its adoption.

Adopted this 4th day of December 2023.

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

Kathryn Focke, Chairwoman

John Ford, Vice Chair

Greg McKinley, Member

ATTEST:

Rich Vargo
Riley County Clerk



Sanitary Sewer System Improvements Keats Community		LAGOON OPTION 1		NO.		REVISIONS		DATE		INITIALS	
Engineer:											
Drafter:											
Check:											
Date: 11-30-2023											
BG Project No.											
20-1139M											
Sht. No.		Total Shts.									

**BG CONSULTANTS**
ENGINEERS · ARCHITECTS · SURVEYORS



**EMERGENCY
MANAGEMENT/FIRE**
Staff Update

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

STAFF REPORT

FROM: Russel Stukey EM/Fire

MEETING: December 4, 2023

SUBJECT: Staff Update for month November 2023 & CIP project #16-16-EM002

PRESENTER: Russel Stukey

Present activity for Emergency Management and Fire District #1 during the month of November 2023

Also need to discuss approved CIP project #16-16-EM002 Pottorf Hall generator replacement.

Enclosures:

- 11, 2023 November staff time (DOCX)



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

911

- Constantly working on radio system management, analyzing opportunities to lower the annual operating costs of the 911 system.
- Working with Ka-Com and the counselor's office to negotiate an agreement with a potential tower space tenant.

•

Emergency Management-Russel

- Attended department head meetings
- Attended several commission meetings
- Employee training committee meetings
- Monitored severe weather events
- Chaired North East KS Homeland Sec. Council meeting in Topeka
- KSU football parking meetings
- Worked KSU home football games
- Worked on performance evaluations on Paylocity
- Provided light towers for KSU night football games
- Riley County Emergency Services Director meeting was held at NBAF
- Laurie received the KEMA Presidents Choice award
- Had Michelle Ried provide staff with FMLA training
- Had a booth at the farm show for Fire and EM worth a try but don't plan to do it again
- Planning for Firefighter appreciation banquet in January
- Participating in the comprehensive plan review
- Loaned radios to MHK for Christmas Parade
- Working on performance evals

Items awaiting legal review:

Mobile Command Post upgrade RFP documents

Drake tower lease addendum (this one is potentially costing the CIP fund lost income)

Assistant Director Laurie Harrison activity EM/911

Kansas Emergency Management Association (KEMA):

Serve as Treasurer

Attend NEKEMA meeting

Attend Board meeting

Public Notification, Everbridge, Integrated Public Alert and Warning System (IPAWS):

Conduct monthly siren test, Everbridge test, IPAWS test

Facilitate Everbridge NE regional working group meeting

Update contacts

Serve as NE regional account administrator

Comprehensive Resource Management and Credentialing System (CRMCS):


Riley County Emergency Management
Riley County Fire District #1

115 N. 4th Street
 Manhattan, Kansas 66501
 Phone: 785-537-6331
 Fax: 785-537-6331
www.rileycountyks.gov

Update resource list

Serve as account administrator

Northeast Regional Homeland Security Council:

Serve as a project manager for Everbridge and CRMCS

Serve as KEMA representative

Attend meeting

Emergency Management fund:

Oversee invoice payment process

911 fund:

Pay invoices

Track expenses and income

Plans:

Exercises:

Evaluate Health Dept Tabletop

Volunteer Management:

Facilitate CERT monthly meeting

Facilitate WARN monthly meeting

Community Outreach:

Staff a booth at Grass & Grain Farm Show

Training:

Attend training on exercise reporting system

Misc:

Prepare items for auction

EM Planner Baldwin Fisher

Planning:

Working on County Disaster Recovery Plan

Exercises:

Assisted PHEP in facilitating ESF 8 TTX

Misc:

NEKEMA meeting in Emporia

WARN meeting

Fire-Russel

- Attended county fire trainings
- Attended department head meetings
- Continue to accept and process applications for volunteer firefighters
- Covered emergency calls
- Working with Planning and Zoning staff on several different projects
- Assisted with vehicle maintenance
- Reviewed SOG's with 1501 and 1502



- Attended a webinar with HR and Counselor office staff about the legalities of paying volunteers a stipend or “Nominal fee” per call. It was interesting and we are doing things correctly but may need to change some of our terminology
- Attended the KS Assoc. of Fire Chiefs conf. that was held here in Manhattan
- Met with the new KS Fire Marshal Mark Engholm. He will be good for both the fire service and Emergency Management
- Discussed Trauma counseling through current EAP program with HR staff. Not sure that is robust enough service for first responders so exploring other options
- Met with some north county volunteers and potential recruits
- Working on performance evals

Items awaiting legal review:

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

Admin. Asst. M. Horstmeier

Maintained the Volunteer Firefighter hiring process by reviewing applications, scheduling interviews, sending pre-hiring courses, maintaining contact with all candidates through the process, and assisting hired candidates with their onboarding and acquiring gear. This month there were 4 new hires, with 4 others in the process of completing their background check and drug screening.

Assisted with completing incident reports as needed, and adding any training hours to our ER software that was required.

Processed, recorded, and completed invoices and receipts for the AP and Purchase cards submittals.

Processed and completed Payroll stipends for our Volunteer Firefighters.

Assisted in completing the required documentation for the continuation of the LSSE grant.

Created and sent the November Prescribed Burn Report to Kansas Forest Service.

Continued to process burn permits and maintain the burn permit database.

Sent Riley County Dispatch updated Burn Permit spreadsheet for their records.

Attended the MFD Administrative Assistant Form earlier this month and learned more information on HIPPA and KORA, as well as networked with other Fire Department Administrative Assistants in the region.

Attended the FLSA training through our HR department.

Attended and passed the CPR class held by the Health Department for county employees.

Attended the MFD Demonstrative of EPR software for its possible use to the department.



Started planning and preparing for the RCFD annual Banquet by getting decorations, securing the location, and catering. Formal invitation will be sent out in early December for RSVPing. Requests are being made to vendors for donations to the banquet, including give-away prizes. The December issue of the Extinguisher Newsletter will be sent out by December 4th. In current communication with the 10-33 foundation to assist our Firefighters with critical incidents and counseling. We are in the beginning stages of the conversation- more information to come.

Deputy Chief Doug Russell

- Responding to multiple incidents.
- Dealing with personnel issues.
- Working through new applications for FFs.
- Working on and prioritizing truck repairs.
- Working on the remaining Monthly Truck and Equipment checks.
- Station 102 building contract signed. Building ordered.
- Held equipment committee meeting.
- Scheduling December and January County trainings.
- Preparing for annual Fire Banquet.
- Assisted with weather at KSU game.
- Getting items in for station 102 building.
- Preparing station and trucks for winter.
- Decal update on B116.
- Lighting update on P120.
- Started Skid unit replacement on Brush 110.
- Waiting on County Counselors office on University Park to start dirt work.

Deputy Chief John Martens

- Processing new firefighter applications, interviewing, and onboarding staff
- Responding to emergency calls
- Handling personnel issues and mentoring members
- Performing annual fire and life safety inspections at businesses and follow-ups where necessary
- Reviewing code footprints with Planning and development
- Coordinated and co-led Training evening on 11/28/23 on car fires and vehicle extrication
- Attended RCEMS Credentialing Refresher courses for RCFD#1 EMS Personnel
- Attended Kansas Association of Fire Chiefs Conference in MHK
- Attended FMLA Training about firefighters and the volunteer fire service with HR
- Attended and helped staff a booth at the Farm and Ag show to build awareness for RCFD#1 recruitment, prescribed burning best practices, and Emergency Preparedness



- Attended webinar on new software options as our current software will be no longer supported in 2025-2026
- In progress- Completing the remaining work with the Recruitment & Retention Committee to finish the 2024 R&R Plan & project work by year-end
- In progress- Coordinating training and logistics for training 5 members to be part of the RCFD#1 Drone Team and obtain proper training
- Completed the FF1/ Wildland Red Card Training programs offered this fall.
- Preparing Standard Operating Guideline (SOG) Updates for 2024
- Beginning planning stages for Volunteer Fire Assistance (VFA) grant for acquiring wildland equipment, helmets, PPE.
- Chief Stukey and I met with legal to clarify updates for the City of Ogden/RCFD#1 interlocal agreement. Awaiting final draft.
- Preparing Standard Operating Guideline (SOG) Updates for 2024
- Awaiting legal to draft land agreement with University Park for new University Park Fire Station.

Month End	Nov. 2023
New Applications	10
Rejected / Withdrawn Candidates	1
Interviews Conducted	4
Hired Candidates	2
Probationary Firefighters	11
Trained Firefighters	108
Total Active Members	124
Terminations	0
Resignations	2
Retirements	0

Submitted by:
Russel Stukey, EM



COUNTY CLERK & ELECTIONS
Staff Update

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

STAFF REPORT

FROM: Vivienne Leyva, Public Information Officer

MEETING: December 4, 2023

SUBJECT: Communications Update

PRESENTER: Vivienne Leyva, Public Information Officer

Communications efforts in 2023 have built upon Riley County's strong foundation and I am excited to continue finding new methods and platforms to share information with the public. Thankfully, Riley County is known as a go-to agency where media professionals have quick and reliable access to information. I coordinate all media requests, and staff are always quick to respond. Only people who are authorized to represent Riley County to the media, typically Department Heads, Department Assistants, and Elected Officials, or those who have had specific training and authorization from both the PIO and the relevant Department Head, can participate in media interviews and appearances. These people have very full schedules, yet they continue to offer their time and expertise because they recognize the importance of sharing information. Several staff members also go above and beyond to send photos of activities and events, knowing images will increase the reach of the information.

In addition, social media followers have increased steadily. While the quality of the interactions on social media is inconsistent, it's still an effective tool for sharing information quickly. Trends indicate more people are using private groups to share information on Facebook, and Riley County participates in several local groups which allows us to reach a wider audience.

The Riley County website is still the most valuable digital communication tool, and an extension of our customer service abilities. Managing the website and wrangling the more than 2,000 pages of content is a monumental task. We made some progress in 2023, training new people, updating pages, and optimizing content. I will continue chipping away at the task and hope to try a few new tactics in 2024.

On the horizon are the next steps of the comprehensive planning process, presidential election, OpenGov platform, content optimization, and an ever-evolving landscape of communications tools. I appreciate the opportunity to help represent Riley County and will work to connect people to information and services.

Enclosures:

- 12-4-2023 Communications Update (PDF)



COMMUNICATIONS UPDATE

December 4, 2023

Vivienne Leyva, Public Information Officer

Riley County Social Media

Facebook
Followers

RCEMS: 3,838

RCEM: 3,998

RC: 3095

RCHD: 12,691

RCFD#1: 3,998

Go-To Agency for Media

“I always say, you folks in Riley County are doing it right over there.”

“We appreciate everything you do.”

“It’s well known in our newsroom that Riley County and Manhattan is where we have some of our strongest relationships. We know you will be available, open, and honest when we need information.”





In an average week,
YouTube reaches
more 18 – 49 y.o.
users than all cable
TV networks
combined.



November 2023 Website Information

- 21,811 engaged sessions
- Popular Pages
 1. Election results
 2. Elections
 3. Drivers Licenses
 4. Alerts
 5. District Court

Website Advice



A SOLID WEBSITE IS AN
ORGANIZATION'S MOST IMPORTANT
DIGITAL COMMUNICATION TOOL



REFRESH CONTENT AT LEAST ONCE A
YEAR, MORE OFTEN FOR THE MOST
POPULAR PAGES



NEW GOOGLE AI TOOL WILL
CHANGE THE WAY PEOPLE FIND
INFORMATION IN 2024

Did you mean: how to renew **driver's** license in riley county kansas

Turn on

Please **bring your current driver's license and a proof of address to the Treasurer's Office for renewal.** Acceptable forms of proof of address: These documents establish your Kansas residency and residential address. You must present a document that shows your current name and Kansas residential address.

 Riley County, KS (.gov)
<https://www.rileycountyks.gov> › [Faq](#) › [Feedback](#)

Driver's License - Riley County

[About featured snippets](#) • [Feedback](#)

People also ask

- What documents do I need to renew my driver's license in Kansas? ▾
- Do I need an appointment to renew my driver's license in Kansas? ▾
- Can I renew my Kansas driver's license online? ▾
- How long after drivers license expires Can I renew Kansas? ▾

Did you mean: how to renew **driver's** license in riley county kansas

 Generative AI is experimental. Info quality may vary.

To renew a driver's license in Kansas, you can: ▾

- Visit any driver's license station in the state.
- Bring your current driver's license and proof of address to the Treasurer's Office.
- Present documents including proof of identity, Social Security number, and proof of Kansas residency.
- Pay the applicable fees.
- Pass a vision and written exam.
- Bring two documents proving Kansas residency, such as a W-2/1099 form, a lease, or a utility bill.

You can also renew your driver's license using iKan, the official online and mobile application for driver's license renewals. Kansas drivers 21-64 years of age may renew their credential by visiting [iKan.ks.gov](#). ▾

You can walk in to a DMV office for the renewal process, but they give preference to customers with prior appointments. ▾

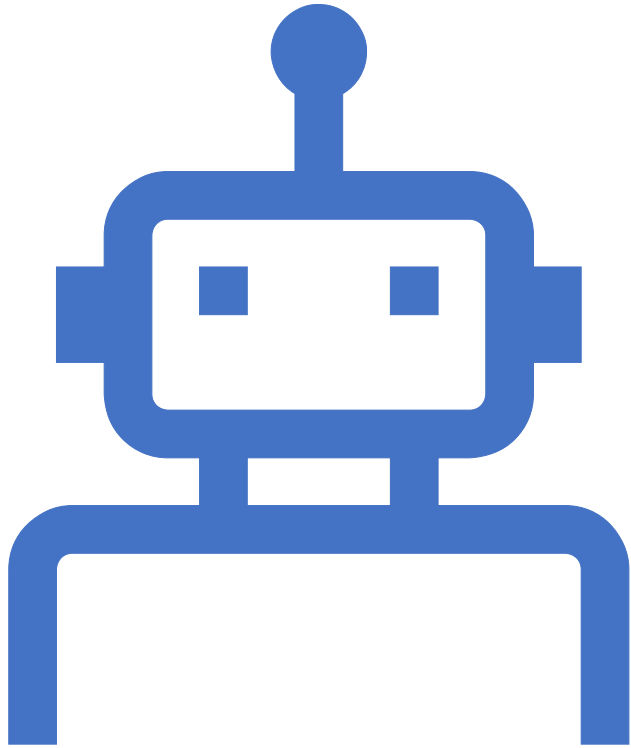
Ask a follow up

How long after my drivers license expires can I renew in Kansas? ▾

H

Please **bring your current driver's license and a proof of address to the Treasurer's Office for renewal.** Acceptable forms of proof of address: These documents establish your Kansas residency and residential address. You must present a document that shows your current name and Kansas residential address.

 Riley County, KS (.gov)
<https://www.rileycountyks.gov> › [Faq](#) › [Feedback](#)



“I’ve stopped trying to predict the future. All I know is, it’s going to get weird.”

What questions do people living in Riley County, KS have about local government?



The questions that people living in Riley County, Kansas, have about local government can vary widely depending on their interests and concerns. However, here are some common questions that residents in many communities might have about their local government:

1. **How is my tax money being used by the local government?**
 - Residents often want to know how their tax dollars are allocated and whether they are being used efficiently and effectively.
2. **What is the local government doing to address infrastructure and transportation issues?**
 - Questions about road maintenance, public transportation, and infrastructure development are common, especially in growing communities.
3. **What measures is the local government taking to ensure public safety?**
 - Residents may inquire about crime rates, police services, and emergency response efforts.
4. **How can I get involved in local government or community decision-making?**
 - Many people want to know how they can participate in local governance, attend meetings, and voice their concerns.
5. **What initiatives are in place to support economic development and job creation in the area?**
 - Questions related to job opportunities, business incentives, and economic growth are often of interest.

To explore in 2024

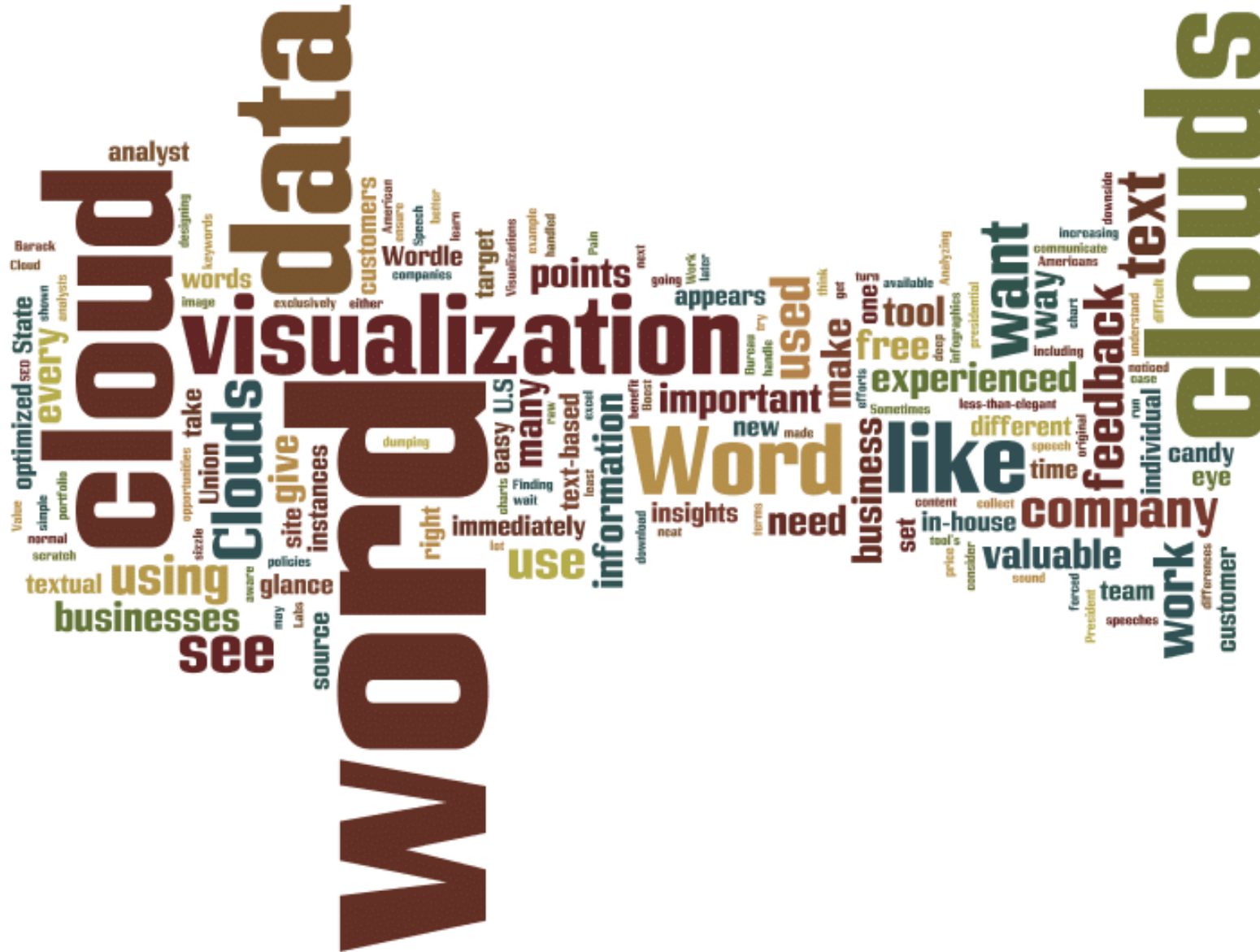
- Direct mail
- Video creation
- Using AI to optimize content

- Focus on the Fundamentals
 - Services
 - Actions
 - Awareness

Comprehensive Plan Survey

Some of the positive comments received

- Feeling of a small town with the convenience of a larger community
- Riley County is a thriving community with amenities and development that keep our area desirable and relevant. It is safe, friendly, and has a lot of opportunities.
- Community, have built our lives here. Raised family, we love it here!
- Love the natural beauty of the place and the atmosphere of Manhattan.
- Good employment opportunities after graduating from K-State. Good schools.





COUNTY TREASURER'S OFFICE
Personnel

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

COMMISSION AGENDA REPORT

FROM: Shilo Heger
MEETING: December 4, 2023
SUBJECT: Request to fill Tax Supervisor Position - Treasurer
PRESENTER: Shilo Heger

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:

- Treasurer Tax Supervisor position description (PDF)
- Treasure Tax Supervisor PAF (DOCX)

RILEY COUNTY, KANSAS JOB DESCRIPTION

Job Title:	TAX SUPERVISOR	
Department:	Treasurer	Division:
Reports To:	County Treasurer	
Pay Grade:	15	
FLSA Status:	Exempt	Status: Full Time

PURPOSE: for the Tax Supervisor trains, supervises and operates the tax department, including collection of taxes, adjustments to the tax roll, and preparation of tax statements and delinquent notices. Responsible for making decisions on unusual tax situations. Must have an extensive knowledge of the tax collection process. Good customer service skills, accuracy and efficiency are essential.

ESSENTIAL FUNCTIONS:

- Prepares the annual tax statements, mailing the tax statements and collecting the taxes.
- Balances the tax collection for the 5 annual distributions.
- Corresponds with loan companies requesting tax statements for payments.
- Assists customers and employees filing protests and homestead applications.
- Prints, mails and receives, delinquent tax notices, sheriff notices, etc. Prepares records for the periodic tax sale for legal counsel.
- Publishes delinquent real estate and personal property notices in newspaper.
- Receives, researches, and responds to taxpayer concerns, and facilitates a resolution.
- Interprets, clarifies, explains and applies State Federal and County policies, procedures and regulations. Including directing taxpayers to the appropriate offices or individual.
- Receives advance taxes payments, and maintains tracking of payments.
- Process adds, abates, and escaped taxes.
- Balances the tax roll.
- Calculates and collects personal property and real estate tax,
- Assists taxpayers, escrow agents, appraisers and real estate agencies regarding real estate, personal property taxes, special assessments and delinquent taxes.
- Assists with motor vehicle transactions

SECONDARY FUNCTIONS:

- Backup Accountant position.
- Track State Board of Tax Appeal resolutions.
- Assists with other duties as assigned.

POSITION REQUIREMENTS:

Education: High school diploma or equivalent required. 2-year associate's degree preferred with 5 years general office experience,

License(s)/Certification(s): Successful completion of MOVRS training for the motor vehicle titling and registration process through the Motor Vehicle Department.

Experience: 5 years of experience with Kansas taxation laws and procedures. Thorough knowledge of personal property and real estate tax laws is required. Knowledge and skill using various digital tax programs. Thorough understanding of tax billing and collection procedures. Comprehensive knowledge of the computer and its use related to tax collections and reports generated to be used in the distribution

of taxes. Working knowledge of motor vehicle laws related to renewals. General knowledge of County government and the related departments and their functions. Bookkeeping knowledge to backup Accountant.

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

Skills: Must use independent judgment, initiative and discretion to make determinations and analyze whether documents are complete and accurate. Ability to maintain effective working relationship with co-workers and the public. Tools used are AS400, PC, calculator, cash register, computer printers, copier, scanner, fax machine and other general office machines required.

Physical Demands/Effort: The employee is required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; talk or hear. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception, and ability to adjust focus.

Work Environment/Conditions: The employee is exposed to normal noise level. However, working conditions can become hostile with customers who are unhappy with the laws and procedures required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if work is similar, related or a logical assignment of the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

RILEY COUNTY POSITION ACTION FORM

Requisition Approval Process

Submitted by Ashley Martinek on 11/30/2023 at 03:52 PM

Internal Position Details (not displayed on job posting)

Company Riley County, KS	Position Template Tax Supervisor [Tax Super]	Work Location Office Building
Job ID 2097130	Salary \$2,459.20-\$2,779.20	Supervisor Position Yes
Pay Grade RANGE 15 [RANGE 15]	EEO Class Administrative Support Workers [5]	Workers Compensation 8810 [8810]
Cost Center 1 County General [1]	Cost Center 2 Treasurer [7]	Cost Center 3 --
1 Job Slot TAX SUP-1		

Supervisor: Shilo Heger

Department Head: Shilo Heger

☒ 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: \$72,259.20

Budget for Benefits: \$28,542.40

Total proposed annual budget: \$100,801.60

Additional Position Comments: _____

BoCC Chairwoman _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: Treasure Tax Supervisor PAF (14322 : Request to Fill Tax Supervisor Position)



PUBLIC WORKS
Personnel

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

COMMISSION AGENDA REPORT

FROM: John Ellermann, P.E., Public Works Director

MEETING: December 4, 2023

SUBJECT: Fill an open Traffic Control Technician Position

PRESENTER: John Ellermann

BACKGROUND

We currently have an open Traffic Control Technician position due to an employee resignation. Therefore, I am here to request approval to fill this budgeted open position in the Public Works Department/Operations Division. This position is supervised by the Operations Manager and Traffic Control Supervisor.

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

DISCUSSION

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

FISCAL IMPACT

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

RECOMMENDATION(S)

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

POSSIBLE MOTION(S)

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

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- Traffic Control Technician Position Descripton (PDF)
- Traffic Control Tech PAF 2(DOCX)
- Traffic Control Technician Position Descripton (PDF)

RILEY COUNTY, KANSAS JOB DESCRIPTION

Job Title:	TRAFFIC CONTROL TECHNICIAN	
Department:	Public Works	Division: Road and Bridge
Reports To:	Traffic Control Supervisor and/or the Operations Manager	
Pay Grade:	5	Status: Full time
FLSA Status:	Non-Exempt	

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

Essential Functions:

- Repairs traffic control devices damaged from vandalism and traffic accidents.
- Locates and initiates sign replacement and reinstallation on county roads and bridges.
- Identifies area and requests location for underground utilities prior to sign installation.
- Maintains a daily logbook and labor, equipment, and material use records.
- Reports time worked and equipment used.
- Charges out material used on projects and commodities used on equipment.
- Records sign repairs, changes, and replacements in a logbook to document traffic control work.
- Fabricates and installs new signs.
- Designs and lays out signs, applies reflective sheeting to aluminum blanks, applies borders and lettering to sheeting, finishes and installs signs in accordance with the Manual on Uniform Traffic Control Devices (MUTCD) and the Standard Highway Signs Manual.
- Installs and maintains traffic control devices and performs traffic control in work zones.
- Assists with traffic flagging.
- Takes annual traffic counts. Performs recounts to check errant data and improve accuracy.
- Assures that traffic control devices are maintained and constructed as specified.
- Maintains traffic division material inventory.
- Reports sign inventory usage and low stocks to initiate sign fabrication and reorders.
- Ensures duties are performed following County and Departmental policies and guidelines.
- Ensures time management on projects is sufficient.
- Provides for regular and punctual attendance and fosters a cooperative work environment.

Secondary Functions:

- Operates equipment including utility and boom trucks, and sign production/installation equipment.
- Plans and schedules short term projects and allocates materials and equipment daily.
- Maintains project lists to organize work by priority and location for economy and efficiency.
- Responds to emergencies, complaints and requests to control or repair traffic control devices.
- Responds to requests for dead animal removal on county roads.
- Assists with the inspection of county traffic control devices and pavement marking systems.
- Performs annual sign and traffic striping retro-reflectivity inspections.
- Utilizes reflectometers and night-time inspections to rate condition and reports defective signs found on Riley County roads and bridges.
- Prepares road surfaces for traffic striping.
- Assists with layout and marking for passing / no passing zones.
- Provides support vehicle to assist contractor with striping operations.

Reviewed June 2023

- Removes weeds, trees and brush from area around signs, guardrail and delineators.
- Makes recommendations regarding equipment purchase, replacement or modification.
- Maintains a clean work area.
- Inspects equipment to ensure units are clean and maintenance is performed adequately.
- Occasionally operates equipment including GPS units, , calculators, FAX machines, distance measuring equipment, printers, plotters and computers. Performs related work as required during and after regular hours, any day of the week, including holidays.
- Position may require occasional overtime outside normal work hours including weekends.
- Perform related work as required during and after hours, any day of the week, including holidays.
- Perform other duties as assigned.

Position Requirements:

Any satisfactory equivalent combination of experience, education and training which provides the required knowledge, skills and abilities listed below will be accepted.

- This position requires the employee to provide and carry a personal cell phone and will be reimbursed per the County's Cell Phone Policy. The cell phone is to be utilized to carry out county related functions in accordance with Departmental Policies and Procedures.

Education: High school diploma or equivalent required. Vo-Tech training is preferred. Valid Class A Commercial Driver's License with tanker endorsement shall be obtained within the first 90 days of hire

Experience:

- Knowledge in sign construction or maintenance required.
- Experience maintaining traffic control devices preferred.
- Knowledge of the materials, equipment, methods, and practices essential to the maintenance and installation of county traffic control devices.
- Knowledge of the "Manual on Uniform Traffic Control Devices for Streets and Highways", the "Standard Highway Signs Manual", and other technical manuals on traffic control.
- Knowledge of the equipment, materials, methods and practices essential for the maintenance and construction of traffic signs.
- Knowledge of the applicable work safety rules and procedures.

Skills:

- Good organizational, interpersonal and communication skills required.
- Ability to communicate clearly and concisely, both orally and written.
- Ability to work independently with little or no supervision.
- Ability to deal tactfully with people.
- Ability to analyze and solve problems.
- Ability to establish and maintain effective working relations with employees, supervisors, other government agency officials, and the general public.
- Ability to make mathematical computations.
- Ability to plan, organize, and schedule daily work activities.

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

The work encompasses primarily field work. This work requires occasional to moderate physical exertion. While performing the duties of this job, the employee is required to stand; walk; sit; use hands

to finger; handle; feel; reach with hands and arms; climb or balance; stoop; kneel; crouch; crawl; talk to hear. The employee may occasionally be required to lift and/or move up to 70 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and peripheral vision. The work requires sufficient body flexibility and strength to access construction projects. Exposure to machinery, heights, excessive noise, corrosive solvents, hot materials, flammable liquids and work in extremes of heat, humidity, wind and cold are expected.

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

A portion of the work involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meeting or training rooms. The work performed in the field exposes an employee to a variety of different conditions. Work is mostly performed in the field where conditions can be very hot or cold, rainy, cold, or snowy. A person in this position is exposed to many safety hazards while working in and around work zones immediately adjacent to high volume traffic, at heights 10 feet or more above the ground, near power tools, large moving equipment, high voltage lines, high pressure gas lines, etc., corrosive solvents, petroleum fluids and other flammable liquids. This employee may be required to use protective clothing such as a hard hat, safety vest, boots, goggles, gloves, safety glasses, Nomex coveralls, face mask or shield.

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 Julie Winter on 11/29/2023 at 04:27 PM

Internal Position Details (not displayed on job posting)

Company Riley County, KS	Position Template Traffic Control Tech [TRFCTECH]	Work Location Public Works Building
Job ID 2094386	Salary Salary Range \$19.98 - \$21.72	Supervisor Position No
Pay Grade RANGE 5 [RANGE 5]	EEO Class Technicians [3]	Workers Compensation 5506 [5506]
Cost Center 1 County General [1]	Cost Center 2 Public Works [40]	Cost Center 3 --
1 Job Slot TRAFFIC-1		

Supervisor: Alvin Perez

Department Head: Julie Winter

☒ 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: \$45,177.60

Budget for Benefits: \$17,845.15

Total proposed annual budget: \$63,022.75

Additional Position Comments: _____

BoCC Chairwoman _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: Traffic Control Tech PAF 2 (14326 : Request to fill Traffic Control Technician Position)

RILEY COUNTY, KANSAS JOB DESCRIPTION

Job Title:	TRAFFIC CONTROL TECHNICIAN	
Department:	Public Works	Division: Road and Bridge
Reports To:	Traffic Control Supervisor and/or the Operations Manager	
Pay Grade:	5	Status: Full time
FLSA Status:	Non-Exempt	

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

Essential Functions:

- Repairs traffic control devices damaged from vandalism and traffic accidents.
- Locates and initiates sign replacement and reinstallation on county roads and bridges.
- Identifies area and requests location for underground utilities prior to sign installation.
- Maintains a daily logbook and labor, equipment, and material use records.
- Reports time worked and equipment used.
- Charges out material used on projects and commodities used on equipment.
- Records sign repairs, changes, and replacements in a logbook to document traffic control work.
- Fabricates and installs new signs.
- Designs and lays out signs, applies reflective sheeting to aluminum blanks, applies borders and lettering to sheeting, finishes and installs signs in accordance with the Manual on Uniform Traffic Control Devices (MUTCD) and the Standard Highway Signs Manual.
- Installs and maintains traffic control devices and performs traffic control in work zones.
- Assists with traffic flagging.
- Takes annual traffic counts. Performs recounts to check errant data and improve accuracy.
- Assures that traffic control devices are maintained and constructed as specified.
- Maintains traffic division material inventory.
- Reports sign inventory usage and low stocks to initiate sign fabrication and reorders.
- Ensures duties are performed following County and Departmental policies and guidelines.
- Ensures time management on projects is sufficient.
- Provides for regular and punctual attendance and fosters a cooperative work environment.

Secondary Functions:

- Operates equipment including utility and boom trucks, and sign production/installation equipment.
- Plans and schedules short term projects and allocates materials and equipment daily.
- Maintains project lists to organize work by priority and location for economy and efficiency.
- Responds to emergencies, complaints and requests to control or repair traffic control devices.
- Responds to requests for dead animal removal on county roads.
- Assists with the inspection of county traffic control devices and pavement marking systems.
- Performs annual sign and traffic striping retro-reflectivity inspections.
- Utilizes reflectometers and night-time inspections to rate condition and reports defective signs found on Riley County roads and bridges.
- Prepares road surfaces for traffic striping.
- Assists with layout and marking for passing / no passing zones.
- Provides support vehicle to assist contractor with striping operations.

Reviewed June 2023

- Removes weeds, trees and brush from area around signs, guardrail and delineators.
- Makes recommendations regarding equipment purchase, replacement or modification.
- Maintains a clean work area.
- Inspects equipment to ensure units are clean and maintenance is performed adequately.
- Occasionally operates equipment including GPS units, , calculators, FAX machines, distance measuring equipment, printers, plotters and computers. Performs related work as required during and after regular hours, any day of the week, including holidays.
- Position may require occasional overtime outside normal work hours including weekends.
- Perform related work as required during and after hours, any day of the week, including holidays.
- Perform other duties as assigned.

Position Requirements:

Any satisfactory equivalent combination of experience, education and training which provides the required knowledge, skills and abilities listed below will be accepted.

- This position requires the employee to provide and carry a personal cell phone and will be reimbursed per the County's Cell Phone Policy. The cell phone is to be utilized to carry out county related functions in accordance with Departmental Policies and Procedures.

Education: High school diploma or equivalent required. Vo-Tech training is preferred. Valid Class A Commercial Driver's License with tanker endorsement shall be obtained within the first 90 days of hire

Experience:

- Knowledge in sign construction or maintenance required.
- Experience maintaining traffic control devices preferred.
- Knowledge of the materials, equipment, methods, and practices essential to the maintenance and installation of county traffic control devices.
- Knowledge of the "Manual on Uniform Traffic Control Devices for Streets and Highways", the "Standard Highway Signs Manual", and other technical manuals on traffic control.
- Knowledge of the equipment, materials, methods and practices essential for the maintenance and construction of traffic signs.
- Knowledge of the applicable work safety rules and procedures.

Skills:

- Good organizational, interpersonal and communication skills required.
- Ability to communicate clearly and concisely, both orally and written.
- Ability to work independently with little or no supervision.
- Ability to deal tactfully with people.
- Ability to analyze and solve problems.
- Ability to establish and maintain effective working relations with employees, supervisors, other government agency officials, and the general public.
- Ability to make mathematical computations.
- Ability to plan, organize, and schedule daily work activities.

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

The work encompasses primarily field work. This work requires occasional to moderate physical exertion. While performing the duties of this job, the employee is required to stand; walk; sit; use hands

to finger; handle; feel; reach with hands and arms; climb or balance; stoop; kneel; crouch; crawl; talk to hear. The employee may occasionally be required to lift and/or move up to 70 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and peripheral vision. The work requires sufficient body flexibility and strength to access construction projects. Exposure to machinery, heights, excessive noise, corrosive solvents, hot materials, flammable liquids and work in extremes of heat, humidity, wind and cold are expected.

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

A portion of the work involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meeting or training rooms. The work performed in the field exposes an employee to a variety of different conditions. Work is mostly performed in the field where conditions can be very hot or cold, rainy, cold, or snowy. A person in this position is exposed to many safety hazards while working in and around work zones immediately adjacent to high volume traffic, at heights 10 feet or more above the ground, near power tools, large moving equipment, high voltage lines, high pressure gas lines, etc., corrosive solvents, petroleum fluids and other flammable liquids. This employee may be required to use protective clothing such as a hard hat, safety vest, boots, goggles, gloves, safety glasses, Nomex coveralls, face mask or shield.

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.



MUSEUM
Personnel

Katharine Hensler
Museum Director
2309 Claflin Rd
Manhattan, KS 66502
Phone: 785-565-6490

COMMISSION AGENDA REPORT

FROM: Katharine Hensler, Museum Director

MEETING: December 4, 2023

SUBJECT: Request to Fill Open As-Needed Museum Assistant Positions

PRESENTER: Katharine Hensler, Museum Director

BACKGROUND

The part-time, As-Needed Museum Assistant positions are an essential role in the day to day operations of the Riley County Historical Museum. There are currently five (5) of these positions approved and assigned to the Museum, however, at this time, there are two (2) vacancies which leaves the Museum somewhat short-staffed.

These positions (as noted in the attached position description) assist with the opening and closing procedures, greeting visitors, providing tours, assisting with various clerical and administrative tasks, working on select curatorial projects, and supporting the salaried staff with a variety of tasks as needed.

DISCUSSION

Today's request asks to open up the two (2) positions for recruitment of candidates. Neither of these openings are for new positions. Both have been budgeted through the Museum's personnel budget for the remainder of the 2023 budget cycle and they have been included in the 2024 budget proposal.

As mentioned above, the As-Needed Museum Assistant positions are essential to the operations and public relations of the Museum. They alleviate the salaried staff members' workloads by assisting and completing standard, day to day tasks that would otherwise take away from the more technical hours our Curators are required to work, thus allowing the Museum to work more efficiently for the community and our visitors.

FISCAL IMPACT

This request should not require any significant fiscal impact to the Museum's approved 2023 budget or the proposed 2024 budget. Since these are not new positions, this request pertains only to filling the openings left by two (2) recent resignations. The rate of pay will not increase from the current \$15/hour. These are not benefit eligible positions. The position can generally expect approximately 12-16 hours of work on a weekly basis.

RECOMMENDATION(S)

The positions for which we are requesting to fill, the As-Needed Museum Assistant, are essential positions in the day to day operations of the Riley County Historical Museum. By being able to fill these two (2) positions, the Museum and its staff will be provided with the necessary level of staff support.

The recommendation is to approve the request to open the two (2) As-Needed Museum Assistant positions for the recruitment of candidates, interviews, with the intent to identify appropriate candidates for hire.

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:

- As Needed Museum Assistant Position Description (PDF)
- Museum As-Needed Museum Assist PAF 2 (DOCX)

RILEY COUNTY, KANSAS JOB DESCRIPTION

Job Title:	AS NEEDED MUSEUM ASSISTANT	
Department:	Museum	Division:
Reports to:	Museum Director/Curator	
Pay Range:	TASND	Status: As Needed
FLSA Status:	Non-Exempt	

Position Summary: To assist with attendant and clerical duties of the Museum

Essential Functions:

- Greet, supervise, and provide information as needed to visitors.
- Assist in maintaining the appearance and contents of the Museum, and other Museum educational program locations.
- Accession objects as needed.
- Complete clerical and miscellaneous work as assigned.
- Open and close the Museum and supervise its operation as needed.

Secondary Functions: Assist with the disaster preparedness/security/emergency plan for the Museum.

Position Requirements:

Education: High school diploma required. College degree in history, museum studies, or related field is desirable.

Experience: Knowledge of a body of standardized rules, procedures or operations requiring considerable training and experience to perform the full range of standard clerical assignments and resolve reoccurring problems. Knowledge of Riley County history or a background in museums/library is preferred.

Skills: Must have computer knowledge. Must be able to communicate effectively and speak publicly.

RILEY COUNTY POSITION ACTION FORM

Requisition Approval Process

 Submitted by Ashley Martinek on 11/29/2023 at 01:49 PM

Internal Position Details (not displayed on job posting)

Company Riley County, KS	Position Template As Needed Museum Asst [MSMASST]	Work Location Historical Museum
Job ID 2094041	Salary \$15.00	Supervisor Position No
Pay Grade Temporary and As-Needed pay range [TASND]	EEO Class Administrative Support Workers [5]	Workers Compensation 8810-M [8810-M]
Cost Center 1 County General [1]	Cost Center 2 Museum [17]	Cost Center 3 --
1 Job Slot AS NEED-1		

Supervisor: Katharine Hensler

Department Head: Katharine Hensler

☒ No changes to Position or Budget

☒ Position Description attached

Total annual hours: 1,000

☒ Budgeted

☐ New or updated position description

☐ New request for budget (details attached)

Salary: \$15.00

Budget for Benefits: N/A

Total proposed annual budget: \$15,000

Additional Position Comments: For 2 positions

BoCC Chairwoman _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____