



**Board of Riley County
Commissioners
Regular Meeting
Agenda
April 04, 2022**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

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

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

[District 1 – John Ford, Member](#)

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Business Meeting

3. Purchase Authorization for 2008 GMC Top Kick 4x4 for EM
4. National Public Health Week 2022 Proclamation
5. Child Abuse Prevention Month 2022 Proclamation
6. Proclamation for National County Government Month Proclamation - April 2022 "Counties Thrive"
7. Sign a Tax Roll Correction
8. Appoint Misty Opat to the Riley County Public Health Council and approve Resolution
9. Action on a Plaza Reservation Request for Downtown Manhattan, Inc.
10. Sign Riley County Personnel Action Form(s)

Review Minutes

11. Board of Riley County Commissioners - Regular Meeting - Mar 31, 2022 8:30 AM

Review Tentative Agenda

12. Tentative Agenda

Press Conference Topics

13. Discuss Press Conference

9:00 AM

Clancy Holeman, Counselor/Director of Administrative Services

14. Administrative Work Session
15. Pending County Projects County Counselor

9:20 AM

Alvin Perez, PW Operations and Fleet Manager

16. Bid opening for 2022 asphalt seal oil
- 9:25 AM Alvin Perez, PW Operations and Fleet Manager**
17. Bid opening for 2022 crushed/washed limestone chip
- 9:30 AM Press Conference**
18. Downtown Manhattan update - Gina Synder (3-5 minutes)
19. RCPD update - Captain Josh Kyle (3-5 minutes)
20. Public Notice - Alvin Perez (1-2 minutes)
21. Presentation of National Public Health Week Proclamation - Greg McKinley and Julie Gibbs (3 minutes)
22. Presentation of Child Abuse Prevention Month 2022 Proclamation - Greg McKinley and Julie Gibbs (3 minutes)
23. Presentation of National County Government Month Proclamation - Greg McKinley and Vivienne Uccello (3 minutes)
24. Presentation of retirement plaque to Bruce Erikson - Greg McKinley (3 minutes)
- 10:00 AM Russel Stukey, Emergency Management Director**
25. EM/Fire/911 Staff Update
- 10:15 AM Amanda Webb, Planning/Special Projects Director**
26. Authorize Chairman to sign agreement creating restrictive covenants at 2956 Marlatt
- 10:30 AM John Ellermann, Public Works Director/County Engineer**
27. Request to fill position
- 10:35 AM Rich Vargo, County Clerk**
28. Request to Fill - Human Resources As-Needed Clerical
- 10:40 AM Elizabeth Ward, Human Resource Manager**
29. Request to Fill - As Needed Museum Assistants
- 10:45 AM Allen Todd, Appraisal Analyst**
30. Request to Fill As Needed Clerical Assistant
- 10:50 AM David Adams, EMS/Ambulance Director**
31. EMS Staffing
- 12:30 PM Executive session to discuss a performance matter involving non-elected personnel**
- 1:30 PM Executive session to discuss a performance matter involving non-elected personnel**
- 2:00 PM Executive session to discuss a performance matter involving non-elected**

personnel**3:00 PM****Executive session to discuss a performance matter involving non-elected personnel****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.



EMERGENCY MANAGEMENT
Purchase > \$10K

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

COMMISSION AGENDA REPORT

FROM: Russel Stukey, Emergency Management Director

MEETING: April 4, 2022

SUBJECT: Purchase Authorization for 2008 GMC Top Kick 4x4 for EM

PRESENTER: Russel Stukey, Emergency Management Director

POSSIBLE MOTION(S)

Move to approve a Purchase Authorization for a 2008 GMC Top Kick 4x4 for EM in the amount of \$24,500 to be funded by the RCFD #1.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- 04-04-22 RCFD 1 truck (PDF)

RILEY COUNTY
PURCHASE AUTHORIZATION NO. _____

3.a

Department _____ RCFD #1 _____ Date 4/4/2022
Estimated Cost \$24,500 Fund RCFD#1 183
Description 2008 GMC Top Kick 4x4
New _____ Replacement X _____

Procurement Type

_____ Competitive Scaled Bid, Board of County Commission opens
_____ Competitive Proposal submitted to Board of County Commission
_____ Sole Source (exempt) by Department Head
_____ Emergency By Department Head
___x___ Used Equipment (exempt) by Department. Head

DO NOT USE THESE FORMS FOR THESE PURCHASES.

2.204 Small Purchases.

Any procurement not exceeding \$2,000.00 may be made in accordance with small purchase procedures, provided, however, that procurement requirements shall not be artificially divided so as to constitute a small purchase under this Section. Small purchase procedures require the Department Head to approve any purchase ranging in size from no cost to \$2000.00. Competitive bidding is not required for small purchases.

4.40 Professional Services.

(1) Applicability. Professional services shall be procured as provided. in this Section except when the cost of such services is less than \$5000 or when a state of emergency exists.

Requested by:



Approved by:

Chairman, Board of County
Commissioners

ATTEST:

County Clerk

Member

Member

Date

Attachment: 04-04-22 RCFD 1 truck (12045 : Purchase Authorization)



HEALTH DEPARTMENT
Proclamation

Julie Gibbs
Health Department
Director
2030 Tecumseh Rd
Manhattan, KS 66502
Phone: 785-776-4779

COMMISSION AGENDA REPORT

FROM: Julie Gibbs

MEETING: April 4, 2022

SUBJECT: National Public Health Week 2022 Proclamation

PRESENTER: Julie Gibbs

National Public Health Week 2022 Proclamation

WHEREAS, the week of April 4-10, 2022, is National Public Health Week, and the theme is “Public Health is Where You Are”; and

WHEREAS, since 1995, the American Public Health Association, through its sponsorship of National Public Health Week, has educated the public, policymakers and public health professionals about issues important to improving the public’s health; and

WHEREAS, a person’s health status can differ drastically by zip code due to differences in the built environment, environmental quality, community context, access to healthy food, access to education and access to health care; and

WHEREAS, public health professionals help communities prevent, prepare for, withstand and recover from the impact of a full range of health threats; and

WHEREAS, preventable risk factors such as physical inactivity, poor nutrition, tobacco use and excessive alcohol use are leading causes of chronic disease; and 6 in 10 U.S adults have a chronic disease and chronic diseases cause 7 of every 10 deaths annually in the United States.

THEREFORE, we, the Board of County Commissioners of Riley County, Kansas do hereby proclaim the week of April 4-10, 2022, as National Public Health Week 2022 and call upon the people of Riley County to observe this week by helping our families, friends, neighbors, co-workers and leaders to better understand the value of public health.

IN WITNESS WHEREOF, we have here unto set our hands and caused the seal of the Riley County, Kansas, to be affixed to this 4th day of April, 2022.

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:

- NPHWProc2022 (PDF)



National Public Health Week 2022 Proclamation

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**The Board of County
Commissioners of Riley County,
Kansas**

CHAIR

MEMBER

MEMBER

ATTEST:

**RICH VARGO,
Riley County Clerk**

Health Department Clinics
2030 Tecumseh Road
Manhattan KS 66502
P: 785-776-4779
F: 785-565-6565

Family & Child Resource Center
2101 Claflin Road
Manhattan KS 66502
P: 785-776-4779
F: 785-587-2879

Attachment: NPHWProc2022 (12024 : National Public Health Week Proclamation)



HEALTH DEPARTMENT
Proclamation

Julie Gibbs
Health Department
Director
2030 Tecumseh Rd
Manhattan, KS 66502
Phone: 785-776-4779

COMMISSION AGENDA REPORT

FROM: Julie Gibbs
MEETING: April 4, 2022
SUBJECT: Child Abuse Prevention Month 2022 Proclamation
PRESENTER: Heather Ritchey

Child Abuse Prevention Month 2022 Proclamation

WHEREAS, we can build healthier, safer, and thriving communities if we take the same approach to raising families that we do to tending a community garden on a shared piece of land; and

WHEREAS, children are locally grown and have a right to be safe and to be provided an opportunity to thrive, learn and grow; and

WHEREAS, hope and commitment are powerful fertilizers that strengthen and support Kansas families thus preventing the far-reaching effects of maltreatment, providing the opportunity for children to develop healthy, trusting family bonds; and

WHEREAS, we must come together as partners to nurture, heal and grow together because prevention happens in partnership; and

WHEREAS, by growing a better tomorrow for all children, together, we can ensure that Kansas children will grow to their full potential as the next generation of leaders, helping to secure the future of this state and nation

THEREFORE, we, the Board of County Commissioners of Riley County, Kansas, do hereby proclaim April 2022 as

Child Abuse Prevention Month

In WITNESS WHEREOF, we have here unto set our hands and caused the seal of the Riley County, Kansas, to be affixed this 4th day of April, 2022.

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:

- CAPMProc2022(PDF)



Child Abuse Prevention Month 2022 Proclamation

WHEREAS, we can build healthier, safer, and thriving communities if we take the same approach to raising families that we do to tending a community garden on a shared piece of land; and

WHEREAS, children are locally grown and have a right to be safe and to be provided an opportunity to thrive, learn and grow; and

WHEREAS, hope and commitment are powerful fertilizers that strengthen and support Kansas families thus preventing the far-reaching effects of maltreatment, providing the opportunity for children to develop healthy, trusting family bonds; and

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Child Abuse Prevention Month

In WITNESS WHEREOF, we have here unto set our hands and caused the seal of the Riley County, Kansas, to be affixed this 4th day of April, 2022.

**The Board of County
Commissioners of Riley County,
Kansas**

CHAIR

MEMBER

MEMBER

ATTEST:

**RICH VARGO,
Riley County Clerk**

Health Department Clinics
2030 Tecumseh Road
Manhattan KS 66502
P: 785-776-4779
F: 785-565-6565

Family & Child Resource Center
2101 Claflin Road
Manhattan KS 66502
P: 785-776-4779
F: 785-587-2879



COUNTY CLERK & ELECTIONS
Proclamation

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

COMMISSION AGENDA REPORT

FROM: Cindy Kabriel, Administrative Assistant II

MEETING: April 4, 2022

SUBJECT: Proclamation for National County Government Month Proclamation - April 2022 "Counties Thrive"

PRESENTER: Vivienne Uccello, PIO

POSSIBLE MOTION(S)

Move to approve the Proclamation for National County Government Month Proclamation - April 2022 "Counties Thrive."

Move to deny

Move to modify

Move to table

Enclosures:

- 2022 Proclamation National County Government Month (DOCX)

NATIONAL COUNTY GOVERNMENT MONTH PROCLAMATION - APRIL 2022

"COUNTIES THRIVE"

WHEREAS, the nation's 3,069 counties serving more than 315 million Americans provide essential services to create healthy, safe and vibrant communities; and

WHEREAS, counties provide health services, administer justice, keep communities safe, foster economic opportunities and much more; and

WHEREAS, *Riley County* and all counties take pride in our responsibility to protect and enhance the health, wellbeing and safety of our residents in efficient and cost-effective ways; and

WHEREAS, under National Association of Counties President Mary Ann Borgeson's leadership, NACo is demonstrating how "Counties Thrive," especially in supporting residents and businesses during the coronavirus pandemic; and

WHEREAS, each year since 1991 the National Association of Counties has encouraged counties across the country to elevate awareness of county responsibilities, programs and services; and

WHEREAS, the 582 Riley County Employees provide services to residents of Riley County ranging from emergency services to planning and development to a county-wide response to the COVID-19 pandemic. Employees and elected officials perform these duties in a manner that demonstrates a commitment to strong ethics, integrity, fiscal responsibility, and equality.

NOW, THEREFORE, BE IT RESOLVED THAT WE, Board of County Commission, do hereby proclaim April 2022 as National County Government Month and encourage all county officials, employees, schools, and residents to learn more about their local government and participate in county engagement activities.

BOARD OF COUNTY COMMISSIONERS
OF RILEY COUNTY KANSAS

Chairman

Member

Member

ATTEST:

Rich Vargo, Riley County Clerk



COUNTY CLERK & ELECTIONS
Tax Roll Correction

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

COMMISSION AGENDA REPORT

FROM: Lori Muir, Real Estate Specialist
MEETING: April 4, 2022
SUBJECT: Sign a Tax Roll Correction
PRESENTER: Rich Vargo, County Clerk

POSSIBLE MOTION(S)

Move to approve the Tax Roll Correction.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- image21611 (PDF)

TAX ROLL CORRECTION
REAL ESTATE

Printed by LMUIR

2022/03/31

7.a

Taxpayer ID OREO0001
Owner ID OREO0001

Control # 2022000226

Tax Year 2021
Tract # 405015

OREO LLC

CAMA # 216-24-0-40-04-007-00-0-01

SKY VUE ADDN
LOT 15

1015 KAW VALLEY PARK CIR

TU 2 Manhattan City
Parcel 87180

WAMEGO, KS 66547-9763

USD 383

Property Address 700 ROSENCUTTER RD

APPRAISER SECTION (Value)

2022/03/31 LMUIR

APPROVED

Appraised Prior to Correction:

CL	Land	Imp	Total
CU	90200	355440	445640

—	—	—	—
—	—	—	—

—	—	—	—
—	—	—	—

Total	90200	355440	445640
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Assessed Prior to Correction:

CU	22550	88860	111410
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—	—	—	—
—	—	—	—

—	—	—	—
—	—	—	—

Total	22550	88860	111410
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SB41	—	—	—
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Appraised After Correction:

CL	Land	Imp	Total
CU	89211	351545	440756

EO	989	3895	4884
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—	—	—	—
—	—	—	—

Total	90200	355440	445640
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Assessed After Correction:

CU	22303	87886	110189
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EO	989	3895	4884
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—	—	—	—
—	—	—	—

Total	23292	91781	110189
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SB41	—	—	—
------	---	---	---

Net Change

4884-

4884

—

—

—

Net Change

1221-

4884

—

—

Total

1221-

CLERK SECTION (Tax)

2022/03/31 LMUIR

ORDER PRINTED

Tax Prior to Correction:

Levy 157.46100	Gen Tax	17542.74
—	SB41 \$	—

SB41 Tax Dollars		17542.74
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Tax After Correction:

Levy 157.46100	Gen Tax	17350.48
—	SB41 \$	—

SB41 Tax Dollars		17350.48
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Net Change

192.26-

—

192.26-

TREASURER SECTION (Summary)

Net Change in Assessed Value
(no SB41 influence)

1221-

Applicable Mill Levy

157.46100

Net Change in Levied Tax Dollars

192.26-

Type of Correction DECREASE

Correction Code CO C.O.T.A./OTHER Rate 2.00%

Tax Statement # 23737

Comments Exempt per BOTA 2022-108-TX

Beginning 12-28-2021

Net Change in SB41 Exemption

Net Change in Total Tax Dollars

192.26-

Owner OREO0001
OREO LLCBy order of the Board of County Commissioners of RILEY COUNTY, Kansas.
(Per K.S.A. 1475, 1701, 1701a, and 1702)

(Date)

Approved by Commission:

Attest by County Clerk:

Attachment: image21611 (12041 : Tax Roll Corrections)



COUNTY CLERK & ELECTIONS
Boards

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

COMMISSION AGENDA REPORT

FROM: Cindy Kabriel, Administrative Assistant II

MEETING: April 4, 2022

SUBJECT: Appoint Misty Opat to the Riley County Public Health Council and approve Resolution

PRESENTER: Cindy Kabriel, Administrative Assistant II

POSSIBLE MOTION(S)

Move to sign an appointment letter for Misty Opat to the Riley County Public Health Council and approve "Resolution No. 040422- , A Resolution appointing a representative to the Riley County Public Health Council".

Move to deny

Move to modify

Move to table

Enclosures:

- 04-04-22 Health Council (PDF)



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

April 4, 2022

Misty Opat
308 Highland Pointe Drive
Manhattan, KS 66503

Dear Misty:

This is to confirm your appointment to the Riley County Public Health Council. We greatly appreciate your willingness to serve on this Council/Board and know that the Riley County Public Health Council will benefit from your contribution. Your term appointment is through December 31, 2024.

Sincerely,

Riley County Board of County Commissioners

Chairman

Member

Member

Attachment: 04-04-22 Health Council (12032 : Riley County Public Health Council)

RESOLUTION NO. 040422-**A RESOLUTION APPOINTING A REPRESENTATIVE TO THE RILEY
COUNTY PUBLIC HEALTH COUNCIL**

WHEREAS, Riley County has ten positions on the Riley County Public Health Council, and

WHEREAS, one position is open and Misty Opat is eligible to be appointed and has indicated her willingness to serve a first term; and

WHEREAS, the Board of Commissioners of Riley County, Kansas, desire to appoint her to a three year term.

NOW THEREFORE BE IT RESOLVED by the Board of Commissioners of Riley County, Kansas, that Misty Opat is hereby appointed to the Riley County Public Health Council for the period from April 4, 2022 through December 31, 2024.

ADOPTED this 4th day of April, 2022.

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

CHAIR

MEMBER

MEMBER

ATTEST:

RICH VARGO
Riley County Clerk

Attachment: 04-04-22 Health Council (12032 : Riley County Public Health Council)



FILED
2022 MAR 17 PM 1:46
COUNTY CLERK
RILEY COUNTY, KANSAS

RILEY COUNTY
APPLICATION FOR SERVING
ON A COUNTY ADVISORY COUNCIL/BOARD

Name Misty A. Opat Date 03/04/2022

Address 308 Highland Pointe Dr. Manhattan, KS 66503

Telephone 785-313-5382 (Home) N/A (Work) Occupation Freelance Marketing Consultant

e-mail address: MistyAnnOpat@gmail.com

Following is a list of current County Advisory Council/Boards. Please use a separate application for each council/board for which you would like to be considered. If you have any questions or need additional information about the specific group(s) you are interested in, please contact the County Clerk's Office (565-6202).

- | | |
|---|--|
| ☐ Armed Forces Memorial Committee Board | ☐ Museum Board of Trustees |
| ☐ Big Lakes Developmental Center Board | ☐ North Central-Flint Hills Area Agency on Aging Advisory Board |
| ☐ Fair Board | ☐ Pawnee Mental Health Services Board |
| ☐ Food and Farm Council | ☐ Riley County Council on Aging Advisory Board |
| ☐ Hunters Island Water District Advisory Board | ☐ Riley County Parks Board |
| ☐ Joint Corrections Advisory Board | ☐ Riley County Planning Board/Board of Zoning Appeals |
| ☐ Judicial Nominating Commission—21st | ☒ Riley County Public Health Council |
| ☐ Law Enforcement Agency Board | ☐ Road and Bridge Advisory Board |
| ☐ Manhattan Urban Area Planning Board | ☐ Rural Economic Development Advisory Board |
| | ☐ Solid Waste Management Committee |

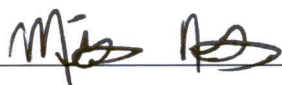
Please state why you are interested in serving on this council/board and indicate what training and expertise you would bring to this council/board (please use additional pages as needed).

I am a sixth-generation Riley County resident, with my ancestors having homesteaded near Randolph in the 1850s. I care deeply about this community, and have decided to remain here to raise my family because I simply cannot imagine living anywhere else. I am committed to giving of my time and resources to better my community in any way I can. One way in which I feel I am uniquely qualified to contribute is in the area of public health. I have spent the majority of my life battling a rare genetic condition, being mostly disabled for the past decade. I have navigated the health system in Manhattan and Riley County, and have seen both the strengths and weaknesses. Additionally, I have worked in long term care in this community, as well as at the hospital and in emergency dispatch. My parents are both nurses in the area, and my grandfather resides in a long term care facility. I am very well-versed in what services exist in the area, and consider myself to be in a unique position to help contribute to making these services stronger.

I have a solid record of civic engagement, having served my community in a number of ways throughout my life. This began in high school when I founded a support group for students, and has continued to the present day. Most recently, I was a member of the City of Manhattan Aggieville Business Improvement District Advisory Board, with my term beginning in 2019 and ending in 2021.

Please provide references: (Name, address and phone number)

Deb Nuss - 2404 Sumac Drive, Manhattan KS 66502 – 785-341-1143

Signature 

When an opening on a council/board occurs, the Riley County Commissioners will review the applications on file. If your application is selected, you will be contacted to confirm that you are still interested in serving on this council/board before an appointment is made. All applications will remain on file for three years.

Please return this application (interested or not) to:

Packet Pg. 19

Attachment: 04-04-22 Health Council (12032 : Riley County Public Health Council)

Cindy Kabriel

Subject: FW: Health Council application

Cindy Kabriel
 Administrative Assistant II
 Riley County Clerk's Office
 110 Courthouse Plaza, B118
 Manhattan, KS 66502
 phone: (785) 565-6202
 fax: (785) 537-6394
 e-mail: [REDACTED]

From: Tasha R. Young
Sent: Monday, March 28, 2022 10:50 AM
To: Cindy Kabriel <[REDACTED]>; Julie Gibbs <[REDACTED]>
Subject: RE: Health Council application

Good Morning Ms. Cindy,

Misty Opat's Application was approved and she will be replacing Daniel Winslow.

Julia Miller's Application is put on hold and we will be discuss her application again in April's Meeting when all members are in attendance.

From: Cindy Kabriel
Sent: Friday, March 18, 2022 11:07 AM
To: Tasha R. Young <[REDACTED]>; Julie Gibbs <[REDACTED]>
Subject: Health Council application

Attached is an application for Misty Opat.
 Thanks
 Cindy

Cindy Kabriel
 Administrative Assistant II
 Riley County Clerk's Office
 110 Courthouse Plaza, B118
 Manhattan, KS 66502
 phone: (785) 565-6202
 fax: (785) 537-6394
 e-mail: [REDACTED]

Attachment: 04-04-22 Health Council (12032 : Riley County Public Health Council)

Cindy Kabriel

From: Michelle Markvicka
Sent: Tuesday, May 19, 2020 12:13 PM
To: Daniel Winslow
Cc: Julie Gibbs; Cindy Kabriel; Jenny Yuen
Subject: RE: PHAC Resignation

I will notify the others of your resignation. Thank you so much for serving on the Public Health Advisory Council and best of luck on your new adventure.

From: Daniel Winslow [mailto:danielwinslow@ksu.edu]
Sent: Monday, May 18, 2020 12:53 PM
To: Michelle Markvicka <markvicka@rileycountyks.gov>
Subject: PHAC Resignation

Hi Michelle,

I am hereby resigning my appointment as PHAC chair, and my seat on the council. I am moving to the great state of Texas, and will by extension no longer reside in Riley County.

Thank you for the wonderful opportunity to help with community health and advocacy in Manhattan.

Wishing everyone good health,

Daniel Winslow
 Graduate Teaching Assistant
 Department of Kinesiology
 Kansas State University

Attachment: 04-04-22 Health Council (12032 : Riley County Public Health Council)



OUTSIDE AGENCY
Plaza Reservation Request

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

COMMISSION AGENDA REPORT

FROM: Cindy Kabriel, Administrative Assistant II

MEETING: April 4, 2022

SUBJECT: Action on a Plaza Reservation Request for Downtown Manhattan, Inc.

PRESENTER: Gina Snyder, Downtown Manhattan

Move to approve a Plaza Reservation Request for Downtown Manhattan, Inc. for the Kansas Science Fest on Saturday, April 30, 2022 from 1:00 p.m. - 5:00 p.m.

Move to deny a Plaza Reservation Request for Downtown Manhattan, Inc. for the Kansas Science Fest on Saturday, April 30, 2022 from 1:00 p.m. - 5:00 p.m.

Move to modify

Enclosures:

- 2022 Plaza Reservation Request_ (DOC)

PLAZA RESERVATION REQUEST

DATE OF REQUEST: March 25th, 2022

DATE OF EVENT: April 30th, 2022

REQUESTING ORGANIZATION NAME: Downtown Manhattan, Inc

PURPOSE OF EVENT: Kansas Science Fest

AREA OF PLAZA TO BE USED: southwest corner of plaza near the 5th and Poyntz crosswalk. We will also be using the City sidewalk directly adjacent to the plaza edge.

PROGRAM OF ACTIVITIES: Kansas Science Fest is a STEM themed family event. Local researchers and science professionals will use table tops to demonstrate activities. Only 5 tables will be located on the plaza edge.

EXPECTED ATTENDANCE: 500 **HOURS REQUESTED:** 1pm to 5pm

CONTACT PERSON:

NAME: Gina Snyder

ADDRESS: 323 Poyntz Ave suite 101

TELEPHONE NUMBER: (785) 537-9683

Are Loudspeakers at this Event Approved by County Commission?: _____Yes No____
NA _x__

RESERVATION APPROVED:

DATE: _____

**CHAIRMAN, BOARD OF
RILEY COUNTY COMMISSIONERS**

NOTE TO APPLICANT: PLEASE BE AWARE OF THE FOLLOWING CONDITIONS FOR RESERVATION OF PLAZA:

1. No loudspeakers are allowed at this event unless approved above by the County Commission. Be aware excessive noise during the event may disturb customers and owners of nearby businesses, so work to keep the volume level of the event at a reasonable level, whether approved loudspeakers are used or not.
2. Encourage event participants to not litter the area during the event, and clean the area at the end of your event.
3. No alcohol may be served or consumed in the Plaza.
4. The two sets of west outside steps of the Courthouse and the single set of outside steps east of the Carnegie Building must remain open for public and staff access during the event. No participants

shall stand on these steps during the event. Each building's outside steps must remain open and accessible to the public and staff during the event.

cc: Public Works Director



COUNTY CLERK & ELECTIONS
Personnel

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

COMMISSION AGENDA REPORT

FROM: Elizabeth Ward, Human Resource Manager

MEETING: April 4, 2022

SUBJECT: Sign Riley County Personnel Action Form(s)

PRESENTER: Elizabeth Ward, Human Resource Manager

Enclosures:

- 2022-03 Clerk A Oberle(green) (PDF)
- 2022-03 Attorney J Snyder(green) (PDF)
- 2022-03 Attorney S Sutton(Green) (PDF)

RILEY COUNTY PERSONNEL ACTION FORM

☐ Add	Supervisor: Elizabeth Ward	Fill Request Date: 3/30/2022
☒ Change	Dept Head: Rich Vargo	Employee #

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

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

Oberle	Allison		
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Name: Last First Middle Home Phone

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Address: Street City State Zip

As Needed Clerical Assistant	Clerk	0001-000019
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Position Title Department Fund

until filled	☐	☒		☒ Yes	☐ No
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Effective Date Exempt Non-Exempt Ending Date For Temporary Is this a budgeted position?

D	01	\$13.73	☒ Hour	\$	☐ Bi-weekly	☐ 40	☒ up to 20 hrs
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Grade/Step Pay Rate Hours Per Workweek

Approvals:

Department:

Date:

Personnel:

BOCC

Chairman:

Member:

Member:

RILEY COUNTY PERSONNEL ACTION FORM

☒ Add ☐ Change	Supervisor: Kim Lenhart Dept Head: Barry Wilkerson	Fill Request Date: 3/30/2022 Employee #
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☒ New Hire ☐ Step Change	☐ Rehire ☐ Status Change	☐ Transfer ☐ Demotion	☐ Promotion ☐ Other	☐ Separation from County Service
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☒ Full Time ☐ Part Time	☐ Regular ☐ Grant Funded	☐ As-Needed ☐ Intern	☐ Seasonal ☐ Temporary
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Snyder	Julianne		
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Name: Last First Middle Home Phone

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Address: Street City State Zip

Office Assistant II	Attorney	00001-000001
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Position Title Department Fund

4/4/2022	☐ Exempt ☒ Non-Exempt		☒ Yes ☐ No
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Effective Date Exempt Non-Exempt Ending Date For Temporary Is this a budgeted position?

E	3	\$15.44	☒ Hour ☐ Bi-weekly	40	☐
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Grade/Step Pay Rate Hours Per Workweek

Approvals:

Department: [Signature] Date: 3-31-2022

Personnel: [Signature] 3/31/2022

BOCC

Chairman: _____

Member: _____

Member: _____

RILEY COUNTY PERSONNEL ACTION FORM

☒ Add ☐ Change	Supervisor: Kim Lenhart Dept Head: Barry Wilkerson	Fill Request Date: 3/30/2022 Employee #
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☒ New Hire ☐ Step Change	☐ Rehire ☐ Status Change	☐ Transfer ☐ Demotion	☐ Promotion ☐ Other	☐ Separation from County Service
--	---	--	--	--

☒ Full Time ☐ Part Time	☐ Regular ☐ Grant Funded	☐ As-Needed ☐ Intern	☐ Seasonal ☐ Temporary
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Sutton	Shelby		
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Name: Last First Middle Home Phone

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Address: Street City State Zip

Victim/Witness Coordinator	Attorney	00001-000001
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Position Title Department Fund

4/25/22	☐ Exempt ☒ Non-Exempt		☒ Yes ☐ No
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Effective Date Exempt Non-Exempt Ending Date For Temporary Is this a budgeted position?

M	3	\$22.81	☒ Hour ☐ Bi-weekly	\$	☒ 40 ☐
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Grade/Step Pay Rate Hours Per Workweek

Approvals:

Department: [Signature] Date: 3-31-2022

Personnel: [Signature] 3/31/2022

BOCC

Chairman: _____

Member: _____

Member: _____



**Board of Riley County
Commissioners
Regular Meeting
Minutes
March 31, 2022**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

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

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

[District 1 – John Ford, Member](#)

8:30 AM

Call to Order

Attendee Name	Title	Status	Arrived
John Ford	County Commissioner	Present	8:30 AM
Kathryn Focke	County Commissioner	Present	8:30 AM
Greg McKinley	County Commissioner	Present	8:30 AM
Rich Vargo	County Clerk	Present	8:30 AM
Clancy Holeman	Counselor/Director of Administrative Services	Present	8:30 AM
Amanda Webb	Planning/Special Projects Director	Present	8:03 AM
David Adams	EMS/Ambulance Director	Remote	8:31 AM
Elizabeth Ward	Human Resource Manager	Present	8:36 AM
John Ellermann	Public Works Director/County Engineer	Present	8:37 AM
Cory Meyer	IT/GIS Director	Present	9:16 AM
Kurt Moldrup	RCPD	Present	9:20 AM
Josh Kyle	RCPD	Present	9:20 AM
Sam Hennigh	KMAN	Present	9:20 AM
Russel Stukey	Emergency Management Director	Present	9:39 AM

Pledge of Allegiance

Public Comment

1. Public Comments

Adams reported on the way to Kansas City a truck broke down. Adams stated the part is in and it will be getting fixed today.

Commission Comments

2. Commission Comments

McKinley's Comments:

Minutes Acceptance: Minutes of Mar 31, 2022 8:30 AM (Review Minutes)

Monday after our meeting, I attended the Intergovernmental Luncheon. We heard updates on legislative issues affecting the different entities. There were also general updates from each of the groups.

Tuesday I went by the museum to get information on some old family pictures that my wife had received. They told me what we needed to do to preserve them.

Later I met with Danny Williams in the Appraiser's office. Just had a general discussion about how things are going in the office.

I also stopped by the Extension office to talk to Gary Fike. We discussed some of the future items they will be looking at.

Focke's Comments:

Monday I attended the Intergovernmental Luncheon held at the Bluemont Hotel. It was the first time to meet in person for over a year. Reports on legislative issues for each entity were made. Those making remarks were representatives from the City Commission, KSU, Fort Riley, RCPD, Manhattan Chamber of Commerce, Senator Moran and Marshall's offices, County Commissioners, County Counselor, and others.

After the legislative discussion, all the entities did updates on their activities.

Later that afternoon I attended the meeting of the city Historic Resources Board. Presentations were made on the proposed Art and Light Museum, a proposal for demolition of a home on Hunting Avenue that is in a historic district, and a presentation on the Riverfront Development Plan. It was an interesting meeting, with slide and other visual presentations and a lot of discussion, especially on the Art and Light Museum, which was denied due to design and scope of the project within the downtown historic district. It was suggested that the architectural firm revise the building height and materials to be more in accordance with the rest of the downtown historical area.

Wednesday, I worked on some wood stains and colors for a project, went over materials for today's meeting and answered some e-mails and questions pertaining to the Keats water treatment project, a paving district, and new rules for air b&bs. In the evening, I attended bell choir practice and Lenten services at my church.

Ford's Comments:

Monday afternoon I attended the first in-person Intergovernmental Luncheon since February 2020 at the Bluemont Hotel. It was great to get both a legislative update and concerns from vested regional partners and to hear once again what each agency or group is working on. I also appreciated having members from the Congressional offices available and lunch from Coco Bolo's was delicious as well.

Also Monday I met with Interim RCPD Director Kurt Moldrup and Captain Brad Jager at the Law Enforcement Center on some questions and concerns they have with the plans of the new Riley County Safety Headquarters moving forward.

Later Monday afternoon I did speak with Kristin Little in Senator Moran's office on some funding potentials for an Aggieville Substation and some other questions associated with it. Appreciated the fact she was able to get back as quickly with answers as she did.

Lastly on Monday I spoke with Stephanie Peterson at the MPO on a few items including April's monthly meeting and some changes that will be coming to the organization here in 2022. I think we will be in good shape moving forward without a doubt. I also had a separate Zoom with Stephanie and Matt Messina our KDOT rep and Vice Chair on the MPO to discuss some things in more depth too.

Tuesday evening I listened in on a Community Input Meeting via Zoom with the Riley County Health Department as they as well as the community and region continue to work on improving the area's local health system, services and resources to better understand the needs as well as the challenges we face with all types of health. The overall conversation was both thoughtful and full of insight.

Also Tuesday I finished my 2021 State and Federal taxes. All I'm going to say on this is OUCH!!

Wednesday afternoon I joined Julie Gibbs at the Hilton Garden Inn for a panel discussion at the Kansas Governor's Public Health Conference titled "Local Health Departments working with elected officials to achieve public health goals". Also part of the panel were Janee Hanzlick, 4th District County Commissioner in Johnson County, and Dr. Sami Areola, Director of the Johnson County Health Department.

Wednesday I also spoke with Jeff Underhill, Mayor of Junction City to discuss a couple of related items of concerns that's affecting the area and region.

Wanted to make a quick mention of the passing of a K-State basketball legend and Wamego native Dick Knoston who apparently passed away

March 16th over the weekend at age 90.

Business Meeting

3. Authorize Chairman to Sign CDBG-CV Grantee's Release Form for Close-out

Move to authorize Chairman to sign CDBG-CV Grantee's Release Form.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	John Ford, County Commissioner
SECONDER:	Kathryn Focke, County Commissioner
AYES:	Ford, Focke, McKinley

4. Sign Riley County Personnel Action Form(s)

The Board of County Commissioners signed a Riley County Personnel Action Form for Bruce Erikson, a Mechanic Technician II, in the Public Works/Operations Department, for Separation from County Service, effective March 31, 2022.

Review Minutes

5. Board of Riley County Commissioners - Regular Meeting - Mar 28, 2022 8:30 AM

Move to approve the minutes.

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	John Ford, County Commissioner
SECONDER:	Kathryn Focke, County Commissioner
AYES:	Ford, Focke, McKinley

Review Tentative Agenda

6. Tentative Agenda

Press Conference Topics

7. Discuss Press Conference

9:00 AM Clancy Holeman, Counselor/Director of Administrative Services

8. Administrative Work Session

Holeman discussed the Follow Up 2022 Legislative Conference on April 7, 2022.

9:20 AM John Ellermann, Public Works Director

9. Public Safety Headquarters

Ellermann presented the Riley County Public Safety Headquarters agreement.

The Board discussed the agreement.

Move to approve the chairman sign the agreement for planning services with Archimages for the Public Services Headquarters.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	John Ford, County Commissioner
SECONDER:	Kathryn Focke, County Commissioner
AYES:	Ford, Focke, McKinley

9:35 AM Cory Meyer, IT/GIS Director

10. Microsoft Office 365 Licensing Renewal

Meyer presented the Microsoft Office 365 Licensing Renewal.

Move to approve the Purchase Authorization for the Microsoft Office 365 Licensing Renewal through ConvergeOne in the amount of \$76,765.40 for the IT/GIS Department.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Kathryn Focke, County Commissioner
SECONDER:	John Ford, County Commissioner
AYES:	Ford, Focke, McKinley

11. Microsoft Server Licensing Purchase, True-Up

Meyer presented the Microsoft Server License Purchase.

Move to approve the Purchase Authorization for the Microsoft Server Licenses through ConvergeOne in the amount of \$23,271.04 for the IT/GIS Department.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Kathryn Focke, County Commissioner
SECONDER:	John Ford, County Commissioner
AYES:	Ford, Focke, McKinley

9:50 AM

John Ellermann, Public Works Director

12. Request to fill an open Mechanic Technician II Position

Ellermann requested to fill the Mechanic Technician II position.

Move to approve the Public Works Department to refill the open Mechanic Technician II position.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Kathryn Focke, County Commissioner
SECONDER:	John Ford, County Commissioner
AYES:	Ford, Focke, McKinley

The Board of County Commissioners signed a Riley County Position Action Form for a Mechanic Technician II, in the Public Works/Operations/Fleet Department, at a grade L.

10:00 AM

Russel Stukey, Emergency Management Director

13. Authorization to make offer on used equipment / truck.

Stukey presented the used truck purchase.

Move to authorize staff to make offer on used equipment/truck. The funding will be from the Riley County Fire District #1.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	John Ford, County Commissioner
SECONDER:	Kathryn Focke, County Commissioner

AYES: Ford, Focke, McKinley

Adjournment

Move to adjourn.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	John Ford, County Commissioner
SECONDER:	Kathryn Focke, County Commissioner
AYES:	Ford, Focke, McKinley

Minutes Acceptance: Minutes of Mar 31, 2022 8:30 AM (Review Minutes)



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
April 07, 2022**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

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

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

[District 1 – John Ford, Member](#)

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

1. Approve payroll/accounts payables (when completed)

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Evan McMillan, Assistant County Engineer

2. Bid opening for 2022 asphalt overlays

9:15 AM

Michael Boller, Noxious Weed Director

3. Staff update

9:30 AM

Elizabeth Ward, Human Resource Manager

4. Form work group to look at employee benefits

9:45 AM

Clancy Holeman, Counselor/Director of Administrative Services

5. Administrative Work Session

10:00 AM

Amanda Webb, Planning/Special Projects Director

6. Staff update

10:15 AM

Craig Cox, Deputy County Counselor

7. Nehls septic system variance application

10:35 AM

Scott Carmichael, Riley County Conservation District Director and

Attachment: 04-07-22 tentative agenda (11648 : Tentative Agenda)

Michael Bartmess, the Acting District Conservationist for Riley and Geary Counties

8. Riley County Conservation District update

10:45 AM**Clancy Holeman, Counselor/Director of Administrative Services**

9. Riley County Zoom 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: 04-07-22 tentative agenda (11648 : Tentative Agenda)



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
April 11, 2022**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

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

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

[District 1 – John Ford, Member](#)

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Rich Vargo, County Clerk

1. Year to date budget and expenditure reports

9:30 AM

Press Conference

10:00 AM

Break

10:10 AM

John Ellermann, Public Works Director/County Engineer

2. Project update

10:40 AM

Clancy Holeman, Counselor/Director of Administrative Services

3. Administrative Work Session

11:00 AM

Allana Saenger, Museum Director

4. Staff update

12:30 PM

Executive session to discuss a performance matter involving non-elected personnel

1:30 PM

Executive session to discuss a performance matter involving non-elected

Attachment: 04-11-22 tentative agenda (11648 : Tentative Agenda)

personnel**Adjournment****Announcements**

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

A commissioner will be on In Focus live at 9:05 a.m. Tuesday, April 12, 2022 (JF).

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: 04-11-22 tentative agenda (11648 : 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: April 4, 2022

SUBJECT: Pending County Projects County Counselor

PRESENTER: Clancy Holeman

Enclosures:

- FINAL Commission List 04.04.2022 (DOC)

PENDING COUNTY PROJECTS • Beginning March 25, 2022 and through March 30, 2022

Submitted by Clancy Holeman, Riley County Counselor

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

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

COMMISSION LIST

Board of Riley County Commissioners Public Meetings: Attend BOCC regular public meetings 2-21-22; 2-24-22. Attend BOCC public Meeting & Intergovernmental Meeting. (2-28-22) Prepare for BOCC public meeting scheduled for 3-3-22. (3-2-22)

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

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

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

Attachment: FINAL Commission List 04.04.2022 (12038 : Clancy’s Commission List)

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

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

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

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

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

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

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

infrastructure. (8-31-21) Discussions with staff and potential consultant. (9-17-21) Attend and participate in KAC webinar on ARPA and potential Health Department fund uses. (9-24-21) Communicate with consultant on agreed terms of service. (9-26-21) Finalize Professional Services Agreement with Consultant; draw Commission Agenda Report and submit for BOCC review and possible approval 9-30-21. (9-28-21) Obtain BOCC approval of Professional Services Agreement. (9-30-21) Staff meets with Consultant for first time regarding ARPA distribution rules. (9-30-21) Draft letter to congressional office (for discussion by BOCC in public meeting on 10-28-21) in support of S 3011—giving more flexibility to counties nationwide in their use of ARPA funds. (10-27-21)

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

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

Human Resources: Finalize contract with East Coast Risk Management and place on 10-4-21 agenda for BOCC review and approval. Company will consolidate current Personnel Policies and Guidelines with separate resolutions amending those policies over the past years. (10-1-21) Contract with East Coast Risk Management approved by BOCC. (10-4-21) Assist HR with personnel issues involving different departments. (11-22; 11-23)

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

Department Head Committee: Attend meeting regarding possible “Code of Conduct” required for state grant supporting businesses. (9-29-21) Obtain BOCC approval of “Code of Conduct.”

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

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

Federal Rules on Vaccination Mandate: Research applicability/non-applicability of CMS and OSHA vaccination mandates to be published this week. (11-4-21; 11-5-21) Discuss issues with BOCC during administrative time at public meeting. (11-8-21). Research legal issues. (11-10-21) Staff discussion of foregoing issues. (11-10-21) Legal research, attend webinars and discuss with staff possible employee vaccination policy if required by foregoing federal rules. (11-8; 11-12; 11-15; 11-16; 11-17; 11-18) Presented proposed draft vaccination policy to BOCC during public meeting November 22, 2021. BOCC decision is to not adopt. (11-22-21).

National Opioid Litigation Settlement: Successfully register on behalf of Riley County at national website. Will ensure we receive settlement documents when they are available, for review and possible signature. (11-24-21) All appropriate documents were signed and filed with Kansas Attorney General and National Settlement Administrator; and courtesy copies provided KAC before the January 1, 2022 deadline. Kansas Attorney General requires multiple counties (including Riley County) to alter their participation resolution by adding averment of at least \$500 in costs incurred due to the national opioid epidemic. (1-21-22) Revise resolution and prepare CAR for BOCC meeting of 1-31, 2022. (1-27-22) Present CAR and obtain BOCC approval of revised national opioid settlement participation

resolution. (1-31-22); Provide revised pdf of signed resolution to A.G. and KAC. (2-7-22) Confirm with A.G.'s office revised pdf filed was acceptable. Advised by Assistant A.G. in next couple of months information should be available on grant program for applications for funds from counties across the state. (2-22-22)

Legislation: Work on HCR 5022; prepare for legislative hearing scheduled for 1-20-22. (1-16-22; 1-17-22; 1-18-22). Prepare CAR for BOCC meeting 1-20-22. (1-18-22) Legal research regarding law board. (1-18-21) Testify before House Federal and State Affairs Committee on HCR 5022. (1-20-22) Evaluate possible ROW legislation. (1-21-22) Evaluate different possible legislation affecting two county departments. (1-21-22) Present BOCC work session on SB 325 regarding solar and wind energy facilities only on parcels zoned for industrial uses. (1-27-22) Submit neutral written testimony to House Agriculture Secretary on HB 2531 for hearing scheduled for February 9, 2022.(February 8, 2022) Contract lobbyist advises hearing has been continued to Monday, 2-14-22. (February 9, 2022) Review, analyze and discuss SB 119 pending in House; with member of legislative delegation; contract lobbyist; Riley County Appraiser. (2-7-22; 2-8-22; 2-9-22; 2-10-22). Watch portion of House floor debate on HCR 5022. Discussion with contract lobbyist. (2-22-22) Discuss with contract lobbyist potential in-session annual legislative conference update. (2-25-22) Discuss with member of delegation SB 119 as it stands in House. (2-25-22) Determine if members of delegation are available for follow up zoom legislative conference April 4 or April 7, 2022. (2-28-22) Review SB 538 at request of contract lobbyist. (3-2-22) Schedule follow up zoom only legislative conference for April 7, 2022. (3-2-22)

DEPARTMENTAL LIST

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

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

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

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

Riley County Public Works: Provide legal advice on project. Review and approve "as to form" KDOT Local Road Safety Plan Agreement. (9-24-21) Answer question on project. (10-21-21) Review and approve as to form Transfer Station scales repair contract. (10-25-21) Review "Force Account Construction Engineering Inspection Services Agreement" for replacement of Bridge over Swede Creek. (11-2-21) Discuss with USDA final documents for Fairmont Heights closing and construction. (11-2-21) Complete review of "Force Account Construction Engineering Inspection Services Agreement" for replacement of Bridge over Swede Creek. (11-7-21) Calendar March 9, 2022 Township Officials meeting. (1-31-22) *Assist with benefit district project staff discussion.* (3-29-22)

Riley County Planning & Development: Provide legal advice on 2 projects. Advise P & D Director on development of "Code of Conduct" necessary for grant close-out. (9-29-21) Discuss with P & D and H.R. departments "Code of Conduct" Commission Agenda Report to be presented by P & D 10-7-21. (10-4-21; 10-5-21) Discuss separate regulatory issue with P& D. (10-5-21) Advise department on development of contract. (1-14-22). Advise P& D staff on licensed day care issue. (1-14-22). Work on sanitary system inspection issue. (1-21-22; 1-23-22; 1-25-22) Complete contract between Gov.Built and County; submit to P & D; sign off on presentation of contract documents to BOCC for 2-14-22 public meeting. (2-9-22;2-10-22) Discuss with P & D Director proposed

separate contract for online payment of fees; and county proposed requirements for any such contract. (2-18-22;2-22-22) Conversation with Deputy County Counselor about private wastewater system issue. (2-22-22; 2-23-22)

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

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

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

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

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

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

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

Riley County Community Corrections: Discuss with Director Shelly Williams potential contract with Clay County Sheriff’s Office for testing of Community Corrections’ clients. (10-26-21) Work with Director Shelly Williams on Drug Court structure. (2-24-22)

Riley County Public Information Officer: Finalize contract for Archive Social. Will present to BOCC for review and possible approval at public meeting on 11-29. Contract approved by BOCC.



EMERGENCY MANAGEMENT
Staff Update

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

STAFF REPORT

FROM: Russel Stukey Emergency Services Director
MEETING: April 4, 2022
SUBJECT: EM/Fire/911 Staff Update
PRESENTER: Russel Stukey

See Attached file for March EM/Fire/911 Staff Update

Enclosures:

- March Staff Time EM.Fire.911 (PDF)



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

Monthly staff time report to BOCC,

During March department staff have been involved in the following items:

911

- 911 Working group monthly meeting
- Nex-Gen 911 integration meetings with KSU PD, KSU Tel-com, KS 911 coordinating council and contractors proceeding

Emergency Management

- Monitored severe weather moving through the area
- Constantly working on radio system management, signing agreements with neighboring agencies to share talk groups, updating older radios with new software so that they can operate on the new system, analyzing opportunities to lower the annual operating costs of the 911 system
- Working with Public Works to figure out best way to maintain access roads to radio towers. Waiting on legal counsel to review lease agreements with landowners
- Working with David Adams and committee members on proposed Riley County Public Safety Headquarters
- Attended ESD meeting at MFD
- Participating in a winter weather shelter planning group which consists of RCEM, RCEMS, MFD, RCPD, United Way, BeAble, MESI, RCPIO, Community Corrections and Regional COAD. As part of this process I attended a mental health task force meeting to see if there are resources either in place or already being looked at that would assist in the sheltering needs we are trying to address
- I attended State Capitol Area Fire Fighters Assoc. fire school training in Topeka
- Attended KS Forest Service Incident Command training for Large Wildfire Incidents
- Working with Ka-Comm to update department radio programming
- Hosted NWS storm spotter presentation at MFD headquarters
- Working with EM staff, RCPD and department heads to plan for series Active Violence trainings for county staff to prepare for exercises this fall. These exercises will be tailored to each complex (courthouse, health, PW). With a potential lessons learned session as part of county training day
- Working with Director Meyers in IT in regards to our "in house" notifications systems and panic buttons, he has researched several options and we may have identified one that stands out, we will take it to the dept. head meeting and hopefully have a recommendation for you in a couple of weeks or less

EM Coordinator Laurie Harrison activity EM/911:

- Conducted monthly siren test, Everbridge test, IPAWS test
- Participated in statewide tornado drill for Severe Weather Awareness week
- Participated in 911 working group



Riley County Emergency Management
 Riley County Fire District #
 115 N. 4th Street
 Manhattan, Kansas 6650
 Phone: 785-537-633
 Fax: 785-537-633
 www.rileycountyks.go

- Attended NE regional KEMA meeting
- Attended KEMA conference planning meeting
- Working on shelter operations training with American Red Cross and other volunteer agencies in the community
- Continue to review & update Emergency Operations Plan
- Conducted Everbridge training with new users
- Reviewing and updating data in Everbridge
- Continue to work with intern
- Evaluated full scale exercise in Geary County
- Working on equipment inventory for Northeast Region Homeland Security Council
- Participated in quarterly accountability software test

EM Planner Baldwin Fisher:

- Working with Ascension Via Christi for their summer “utility disruption” exercise
- Began coordination with RCPD for Active Violence training for Riley Co employees
- Began formulating Family Reunification Plan
- Participated in quarterly accountability software test
- Evaluated full scale exercise in Geary County
- Continue to work with intern
- Attended KEMA conference planning meeting
- Updated Tier II database

Fire

Staffing info:

Month End	March
New Applications	5
Hiring In Process	3
Rejected Candidates	1
Interviews Conducted	3
Hired Candidates	2
Probationary Members	15
Fully Trained Members	106
Active Staff	121
Resignations	1
Retirements	0



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- Attended several department head meetings
- Participated in several evening sessions of county fire training
- Continue to accept and process applications for volunteer firefighters
- Working with HR to update policy manual
- Working with HR on several personnel issues
- We will continue to keep looking for good used apparatus, a pumper/tanker is high on our list of needs. Found one that we presented to the commission last Thursday.
- Revamping departmental Standard Operating Guidelines
- It is the time of year that we decide each morning with great scrutiny on whether to allow burning that day. We take into consideration the current weather conditions and what is forecast for the following day(s) ie: wind, humidity etc.
- Attended ISO class in Iola, we will try to host a more detailed one here this summer
- Working with Director Adams in EMS to help facilitate north county EMS enhancements
- Worked with MFD on two different fire calls one at Flint Hills Job Core and another on and around Colbert Hills golf course

Deputy Chief Doug Russell

- Responding to multiple calls
- Station repairs
- Updating station door lock sets
- Looking at some truck Replacement options.
- Scheduled and arranging County fire trainings.
- Assisted PD with a few calls.
- Participated in equipment committee meeting
- Assisted stations with station cleanup maintenance
- Wildland fire prep and trainings
- Assisted with Radio reprogramming
- New Deputy Chief's trucks are in service.
- Finished radio reprogramming
- Reprogramed pagers
- Getting ready to outfit new Truck/ Trucks
- Finished SCBA bottle hydro testing
- Getting old 1502 truck to body shop and bed shop
- Working with County shops on truck work and service
- Responded to help MFD with call on Colbert hills.

Attachment: March Staff Time EM.Fire.911 (12040 : EM/Fire/911 Staff Report)



Riley County Emergency Management
 Riley County Fire District #
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Deputy Chief John Martens

- Normal response duties and assisting with training staff
- Processing new firefighter applications in coordination with HR
- Performing Fire inspections, safety & code recommendations to Planning and Development for future county occupancies and businesses
- Managing revisions and drafting new SOG's with coordination from other District Chief staff and SOG Committee members. Approaching 75% completion of first drafts.
- Researching NFPA standards and ensuring our SOG's are aligned with modernized best practices applicable to RCFD#1.
- Getting new Deputy Chief response vehicle setup and and prepared for response
- Preparing training topics for spring/summer months
- Evaluating OpsCentral tool as it is now operational and setup to respond with
- Researching cost effective alternative options for certain portable radios that have recently been discontinued by manufacturer
- *****ALL STAFF**** Researching methods to improve awareness and communication of Controlled Burns to our staff, neighboring agencies, and eventually provide a tool to the public visually showing a burn map.

Russel Stukey, Emergency Services Director



PLANNING & DEVELOPMENT
Agreement

Amanda Webb
Planning/Special Projects
Director
110 Courthouse Plaza
Manhattan, KS 66502
Phone: 785-537-6332

COMMISSION AGENDA REPORT

FROM: Amanda Webb, Planning Director

MEETING: April 4, 2022

SUBJECT: Authorize Chairman to sign agreement creating restrictive covenants at 2956 Marlatt

PRESENTER: Perry Piper, Environmental Health Specialist & Craig Cox, Deputy County Counselor

BACKGROUND

The home at 2956 Marlatt, owned by Henry and Laci Doering, was constructed in 1987 and added onto in 2014. The existing septic tank, replaced in 2013, is approximately 35' from the house, and located on a property owned by the Doerings to the south of the home (R5827). The lateral field, which has recently failed, is also located on the southern property approximately 140' from the house.

DISCUSSION

The Riley County Sanitary Code states that "no private wastewater disposal system shall be constructed, repaired, or modified within 400 feet of an existing public sewer, unless the Administrative Agency finds that connection to such a sewer is not reasonably feasible..." After discussions with the City, we have determined that connection to City services is not feasible for this property so the property owners will have a new lateral field constructed on the property to the south. A restrictive covenant is necessary for this as it ties the parcel containing the home with the parcel containing the wastewater system so they can only be conveyed together. The Doerings also own the property to the north (R5822), which contains an existing garage, that will be tied into the covenant as well.

The County has utilized this method before in similar situations. Please see the attached proposed agreement for full terms.

FISCAL IMPACT

There is no fiscal impact to the County.

RECOMMENDATION(S)

Staff recommends the Chair sign the agreement creating restrictive covenants at 2956 Marlatt.

POSSIBLE MOTION(S)

Move to approve the Chair signing the agreement creating restrictive covenants at 2956 Marlatt.

Enclosures:

- Agreement Creating Restrictive Covenants - Doering with Exhibits A & B (PDF)

AGREEMENT CREATING RESTRICTIVE COVENANTS

This agreement is entered into on the _____ day of _____, 2022, by and between Henry B. Doering and Laci D. Doering, husband and wife, of 2956 Marlatt Avenue, Manhattan, Kansas, referred to as Owners, and the Board of County Commissioners of Riley County, Kansas, referred to as County.

THE UNDERSIGNED PARTIES TO THIS AGREEMENT RECITE AND DECLARE:

SECTION ONE - DESCRIPTION

The following is a description of the property of the Owners which is embraced within the terms and provisions of this covenant: See Exhibit B.

The legal description consists of three parcels identified as R5822, R5828 and R5827. See Exhibit A.

SECTION TWO - CONSIDERATION

- A. Owners desires and intends to use the property described in SECTION ONE to repair the current septic system by installing a new lateral field that crosses a parcel line and uses the area of the parcels described in identified as R5828 and R5827 in Exhibit A.
- B. County agrees and ensures: it will waive the requirements of the Sanitary Code, Chapter 2, Table I, to allow the owners new lateral field to cross a parcel line.

SECTION THREE - COVENANTS AND RESTRICTIONS

The parties agree that the property described in SECTION ONE above is held and shall be conveyed subject to covenants and restrictions set forth as follows:

- A. The parcels described in SECTION ONE shall be sold and conveyed as a single unit addressed as 2956 Marlatt Avenue, Manhattan, Kansas; and
- B. Shall be prohibited from being sold or conveyed as separate parcels.

SECTION FOUR – DURATION

Each and all of the covenants and restrictions contained in this agreement shall be perpetual.

SECTION FIVE - COVENANTS RUN WITH LAND

All covenants and restrictions contained in this agreement shall run with the land and shall extend to and be binding on the heirs, assigns, legal representatives and successors of each party.

SECTION SIX - RELEASE OR MODIFICATION

Any release or modification of this agreement or additional obligation assumed by any party in connection with the agreement shall be binding only if in writing signed by each party or an authorized representative of each party.

SECTION SEVEN - ASSIGNMENT OF RIGHTS

The rights of each party under this agreement are personal to that party and may not be assigned or transferred to any other person, firm, corporation, or other entity without the prior, express, and written consent of the other party.

SECTION EIGHT - ENFORCEMENT OF COVENANTS

If the parties to this agreement, or their heirs, assigns, legal representatives or successors shall violate or attempt to violate any of the covenants or restrictions set forth in this agreement, it shall be lawful for any party, their heirs, assigns, legal representatives or successors to prosecute any proceedings at law or in equity against such person, persons or party to prevent them from so doing or to recover damages or other relief for the violation.

SECTION NINE - GOVERNING LAW

This agreement shall be governed by, construed, and enforced in accordance with the laws of Kansas.

SECTION TEN - PARTIAL INVALIDITY

The invalidity of any portion of this agreement will not and shall not be deemed to affect the validity of any other provision. In the event any provision of this agreement is held to be invalid, the parties agree that the remaining provisions shall be deemed to be in full force and effect as if they had been executed by the parties subsequent to the expungement of the invalid provision.

SECTION ELEVEN - ENTIRE AGREEMENT

This agreement shall constitute the entire agreement between the parties and any prior understanding or representation of any kind preceding the date of this agreement shall not be binding on either party except to the extent incorporated in this agreement.

[Remainder of page intentionally left blank. Signature page to follow.]

In witness whereof, the Owners and County, respectively, have caused this agreement to be duly executed, the day and year first herein written; all copies of which, to all intents and purposes, shall be considered the original.

ENTERED INTO this agreement on the ____ day of _____, 2022.

GRANTOR:

BOARD OF COMMISSIONERS
OF RILEY COUNTY, KANSAS

Greg McKinley, Chair

ATTEST:

(seal)

Rich Vargo, Riley County Clerk

GRANTEE ACKNOWLEDGEMENT

Henry B. Doering

Laci D. Doering

STATE OF KANSAS
COUNTY OF RILEY, ss

The foregoing instrument was acknowledged before me on the ____ day of _____, 2022 by Henry B. Doering and Laci D. Doering.

Signature of Notary

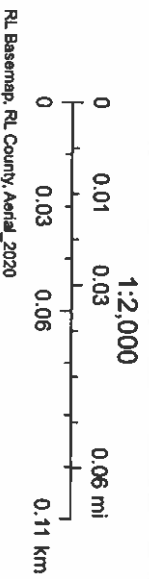
My appointment Expires:

Doering Properties



3/29/2022

EXHIBIT A



Part of the Southwest Quarter {SW¼} of the Southeast Quarter {SE¼} of Section Thirty-five (35), Township Nine (9) South, Range Seven (7) East of the 6th P.M., in Riley County, Kansas, more particularly described as follows: Beginning at a point 32 rods East of the Southwest Corner of the Southwest Quarter of the Southeast Quarter of said Section 35; thence North 30 rods, thence West 16 rods; thence North 20 rods; thence East 32 rods; thence South 50 rods; thence West 16 rods to the point of beginning;

LESS a tract of land in the Southwest Quarter of the Southeast Quarter of Section 35, Township 9 South, Range 7 East of the 6th P.M., in Riley County, Kansas, more particularly described as follows: From a point which is 528 feet East of the Southwest Corner of the Southwest Quarter of the Southeast Quarter of Section 35; thence North 495 feet and West 124.05 feet to the Point of Beginning; thence proceed West 139.95 feet to a point; thence proceed North 330 feet to a point on the South line of Lot 50, Tatarax Hills, Unit One, Riley County, Kansas; thence proceed East 124.05 feet along the South line of said Lot 50 and Lot 49, Tatarax Hills, Unit One, Riley County, Kansas, to a point; thence proceed in a southerly direction a distance of 330.1 feet to the point of beginning, as recorded in General Warranty Deed dated July 30, 1982, from John R. Kelley, Jr., and Carolyn F. Kelley, husband and wife, to Tom Hawk University Photography, Inc., filed September 2,

1982, and recorded in Book 450 at Page 162, in the office of the Register of Deeds of Riley County, Kansas; AND

LESS a tract of land in the Southwest Quarter of the Southeast Quarter of Section 35, Township 9 South, Range 7 East of the 6th P.M., in Riley County, Kansas, more particularly described as follows: From a point which is 528 feet East of the Southwest corner of the Southwest Quarter of the Southeast Quarter of said Section 35; thence North 495 feet to the point of beginning; thence proceed North 330 feet to a point on the South line of Lot 49, Tatarax Hills, Unit One, Riley County, Kansas; thence proceed West along the South line of said Lot 49 a distance of 139.95 feet to a point; thence proceed in a southerly direction a distance of 330.1 feet more or less, to a point which is 124.05 feet West of the point of beginning; thence proceed East a distance of 124.05 feet to the point of beginning, as recorded in General Warranty Deed, from John R. Kelley, Jr., and Carolyn F. Kelley, husband and wife, to Kenton L. Glasscock, filed September 2, 1982, and recorded in Book 450 at Page 164, in the office of the Register of Deeds of Riley County, Kansas;

TOGETHER WITH AND SUBJECT TO all easements and rights of way of record, whether benefitting or encumbering the subject property.

EXHIBIT B



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: Mary Graham

MEETING: April 4, 2022

SUBJECT: Request to fill position

PRESENTER: John Ellermann, Director/County Engineer

BACKGROUND

We are requesting to fill the parks seasonal laborer positions for 2022. These laborers assist in maintaining weeding and mowing activities in all county parks and properties.

DISCUSSION

These positions assists our park crew with the Riley County Fair.

FISCAL IMPACT

budgeted positions

RECOMMENDATION(S)

Recommend board approve filling these positions.

POSSIBLE MOTION(S)

Move to approve

Enclosures:

- Parks Seasonal position description (PDF)
- 2022-03 PW Seasonal(gold) (PDF)

RILEY COUNTY, KANSAS JOB DESCRIPTION

Job Title:	SEASONAL - PARKS	
Department:	Public Works & Parks	Division:
Reports To:	Parks Supervisor, Parks Manager, or Director	
Pay Grade:	A	Status: Temp-Seasonal
FLSA Status:	Non-Exempt	

Position Summary: Position assists Park crew members in various capacities on a seasonal basis.

ESSENTIAL FUNCTIONS:

- Cuts weeds and trims trees along county roads and in county parks.
- Assists in maintaining related county buildings and grounds.
- Operates air tools or light equipment.
- Assists with work in county shop.

MARGINAL FUNCTIONS:

- Performs related work as directed.

POSITION REQUIREMENTS:

Knowledge/Skills:

- Ability to understand and follow oral or written instructions.
- Ability to establish and maintain effective working relations with employees and general public.
- Willingness to work in unpleasant weather conditions.
- Ability to lift 25 lbs.
- Ability to operate equipment as directed in an efficient and safe manner.
- Experience in turf maintenance and mowing is desired.
- Valid Class C driver's license.

Supervisory Control:

The employee is generally assigned recurring routine tasks, but refers deviations, problems, and unfamiliar situations to the supervisor. The supervisor assigns new work, defines procedures, priorities and deadlines. Work is checked daily for appropriateness and completeness by the Supervisor, Manager, or Director.

Supervisory Responsibility:

None

Guidelines:

"Work Zone Traffic Control Standards and Guidelines", a variety of equipment operator's manuals, and established methods and procedures. Other guidance is provided by the county personnel regulations and instruction from supervisors. Application of these guides may require some judgment when applying them to the job.

Complexity:

The work involves performing routine related tasks that may require special knowledge or instruction. It also may involve special skills applied to the safe and efficient operation of equipment.

Updated 2019

Attachment: Parks Seasonal position description (12034 : Request to fill seasonal laborer positions)

Scope & Effect of Work:

The main purpose of the work is to perform activities needed to assist in the maintenance structures and other public works and park facilities. The actions of a person in this position effects the ability of the Public Works and Parks Departments to provide a safe and functional county park facilities.

Personal Contacts:

Supervisors, employees, and the general public.

Purpose of Contacts:

Receives instructions and work scheduling from supervisors. Reports complaints received from the general public. Must have the ability to establish and maintain effective working relations with supervisors, co-workers, and the general public.

Physical Demands/Effort:

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

While performing the duties of this job, the employee is required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and smell. The employee must regularly lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision.

Work Environment/Conditions:

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

While performing the duties of this job, the employee is regularly exposed to wet and/or humid conditions; moving mechanical parts; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; extreme cold; extreme heat; explosives; risk of vibration. A person in this position is exposed to many safety hazards while working in and around work zones immediately adjacent to high volume traffic, near power tools, large moving equipment. The noise level in the work environment is usually loud.

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.

Approved: Date:
(Supervisor)

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

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

Updated 2019

Attachment: Parks Seasonal position description (12034 : Request to fill seasonal laborer positions)

Department Public Works / Parks Division Date 04/04/2022 Job Title Seasonal Laborer

☐ Full Time	☐ Regular	☒ Seasonal	☐ Grant Funded	Pay Grade <u>40</u> A	☒ Week	☐ Month	Start Date <u>04/11/2022</u>	☒ Non-Exempt
☐ Part Time	☐ As Needed	☐ Intern	☐ Temporary	<u>40</u> Hours per	☐ Week	☐ Month	End Date <u>11/25/2022</u>	☐ Exempt

TYPE OF REQUEST

(Check one box and follow instructions in box – attach new job description if applicable)

Budgeted Position Request		Non-Budgeted Position Request	
☒ Request to hire replacement-same duties	☐ Request to change budgeted hours	☐ Request to create a new position for current fiscal year only	☐ Request to create a new position which will be included in future annual budgets
☐ Request to hire replacement-new duties	☐ Request to change position status	☐ Request for current non-budgeted position to be included in future annual budgets	
1. Name of former incumbent or current employee: <u>Summer</u>	2. Effective date of promotion, transfer, termination, or change:	1. Are there current budgeted funds available to pay for this position? ☒ Yes ☐ No ☐ Grant Funded	2. Requested hours per year: 3 at 1560 or less
3. If requesting a change in budgeted hours, estimated change in cost per year:	4. Would the position require re-evaluation for classification and pay grade purposes? ☐ Yes ☒ No	3. Estimated cost per year (financial impact):	4. Would the position require evaluation for classification and pay grade purposes? ☐ Yes ☒ No
5. Has this position been "On Hold"? ☐ Yes ☒ No If yes, date placed "On Hold":	6. Any special conditions regarding this position: <u>total 4,272 hrs by multiple of employees.</u>	5. If applicable, what is the ending date for the position?: <u>11/25/2022</u>	6. Any special conditions regarding this position:

1. Why is it necessary to fill this position or change its status? Seasonal Position - up to 3 FTE for 2022 Season (less than 1560 hours per season per employee)
2. Is it possible to fill this position internally? If no, why not? NA
- For hiring purposes, briefly state necessary and/or desirable education, training, and/or certification required as well as desirable experience and/or skills:
High School Graduate or equivalent required.

Additional comments:

Date:

Approval by:

Department Head:

Personnel:

BOCC Chairman:

BOCC Member:

BOCC Member:

3-30-2022



COUNTY CLERK & ELECTIONS
Personnel

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

COMMISSION AGENDA REPORT

FROM: Elizabeth Ward, HR Manager

MEETING: April 4, 2022

SUBJECT: Request to Fill - Human Resources As-Needed Clerical

PRESENTER: Rich Vargo, County Clerk

BACKGROUND

Our current as-needed HR Assistant is no longer able to work the hours needed for this position as she is focusing on her academic career. She has agreed to stay in the position until filled and is willing to assist in training the next person.

The as-needed clerical assistant is a necessary position which aids in the ability of Human Resources, to meet the daily requirements of managing records, filing, and recruiting efforts.

DISCUSSION

As described in the attached position description, the as-needed position will assist human resources with spreadsheets, records maintenance, and recruiting efforts. This position will also assist, as needed, with answering the telephone and customer service for the clerk's office, as well as any other coverage needed throughout the clerk's office.

FISCAL IMPACT

No fiscal impact. This position is already included in the 2022 Budget.

ALTERNATIVES

- . Move to approve
- . Move to deny
- . Move to modify or develop alternative if other concerns or factor arise

Enclosures:

- 2022-03 Clerk As-Needed HR(Gold) (PDF)
- As Needed Clerical Assistant-HR position description (PDF)

Department Clerk Date 3/29/2022 Job Title As Needed Clerical Assistant-HR

☐ Full Time	☐ Regular	☐ Seasonal	☐ Grant Funded	Pay Grade	D	Start Date	ASAP	☒ Non-Exempt
☐ Part Time	☒ As Needed	☐ Intern	☐ Temporary	15-20	Hours per	☒ Week	☐ Month	End Date

TYPE OF REQUEST

(Check one box and follow instructions in box - attach new job description if applicable)

Budgeted Position Request		Non-Budgeted Position Request	
☒ Request to hire replacement-same duties	☐ Request to change budgeted hours	☐ Request to create a new position for current fiscal year only	☐ Request to create a new position which will be included in future annual budgets
☐ Request to hire replacement-new duties	☐ Request to change position status	☐ Request for current non-budgeted position to be included in future annual budgets	
1. Name of former incumbent or current employee: Allison Oberle	2. Effective date of promotion, transfer, termination, or change: 5/4/2022	1. Are there current budgeted funds available to pay for this position? ☐ Yes ☐ No ☐ Grant Funded	2. Requested hours per year:
3. If requesting a change in budgeted hours, estimated change in cost per year:	4. Would the position require re-evaluation for classification and pay grade purposes? ☐ Yes ☒ No	3. Estimated cost per year (financial impact): \$	4. Would the position require evaluation for classification and pay grade purposes? ☐ Yes ☐ No
5. Has this position been "On Hold"? ☐ Yes ☒ No If yes, date placed "On Hold":	6. Any special conditions regarding this position:	5. If applicable, what is the ending date for the position?:	6. Any special conditions regarding this position:

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

2. Is it possible to fill this position internally? If no, why not? Entry Level Position

For hiring purposes, briefly state necessary and/or desirable education, training, and/or certification required as well as desirable experience and/or skills:

Graduation from a standard high school or G.E.D possession. Human Resource/clerical experience preferred. Ability to learn assigned tasks readily and to adhere to prescribed routines. Valid driver's license required.

Additional comments:

Approval by:

Department Head:

Personnel:

BOCC Chairman:

BOCC Member:

BOCC Member:

Date:

3-29-22
3/30/2022

RILEY COUNTY, KANSAS JOB DESCRIPTION

Job Title:	AS Needed CLERICAL ASSISTANT		
Department:	Clerk Department	Division:	Clerk's Office
Reports To:	Human Resource Manager		
Pay Grade:	D	Status:	Part-Time (As Needed-1000hrs)
FLSA Status:	Non-Exempt		

Position Summary: To provide clerical assistance to Clerk's Department and to assist in Human Resources and any other function in the Clerk's office that needs assistance.

ESSENTIAL FUNCTIONS:

- Assist Human Resources with complex spreadsheets, records maintenance/retention, compliance tracking, onboarding new hires, and benefit administration.
- Answer telephone and relay accurate messages to facilitate communications within the office, the department, and with the general public.
- Operate office equipment to fulfill duties of computer data entry, document scanning & indexing, filing, photocopying, and facsimile communications as required.
- Greet and disseminate information to the public as instructed.
- Assist taxpayers in completing various forms.
- Assist with licenses as needed
- Assist in maintenance of employee files and form management.
- Ensure confidentiality and comply with personally identifiable information protection standards.
- Assist other areas in the office when needed.

SECONDARY FUNCTIONS:

- As assigned by supervisor.

POSITION REQUIREMENTS:

Education: High school diploma/G.E.D possession

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

Experience: Knowledge of modern office practices, business English, spelling, and math. Experience working in an office and with public, proficient in excel, Human Resource/clerical experience preferred.

Skills: Competent organizational skills and the ability to work effectively with the public, advisory boards, other agencies, and other county staff. Accurately create records and maintain records management requirements. Required to maintain confidentiality with personnel matters.

Supervisory Control:

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

Supervisory Responsibility:

None

Guidelines:

Created 2021

Attachment: As Needed Clerical Assistant-HR position description (12035 : Request to Fill - HR As-needed)

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

Complexity:

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

Scope & Effect of Work:

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

Personal Contacts:

Considerable contact with department staff and staff from other county departments. Contact with taxpayers, voters and poll workers.

Purpose of Contacts:

Most public, departmental, and interdepartmental contact involves receiving and disseminating information.

Physical Demands:

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

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

Work Environment:

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

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

Approved: _____ Date: _____
(Supervisor)

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

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

Attachment: As Needed Clerical Assistant-HR position description (12035 : Request to Fill - HR As-needed)



COUNTY CLERK & ELECTIONS
Personnel

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

COMMISSION AGENDA REPORT

FROM: Elizabeth Ward, Human Resource Manager

MEETING: April 4, 2022

SUBJECT: Request to Fill - As Needed Museum Assistants

PRESENTER: Elizabeth Ward

BACKGROUND

The Riley County Historical Museum budget allows for a pool of As Needed Museum Assistants to work at the Riley County Historical Museum when help is needed and funding is available. The As Needed Museum Assistant position is hourly, and is not benefits eligible. No As Needed Museum Assistant works more than 1,000 hours per year. A pool of As Needed Museum Assistants is maintained so that we have trained employees available when needed.

DISCUSSION

With current full-time staffing situation in the Museum, the staff is unable to maintain a level of service and complete the daily tasks without additional assistance.

FISCAL IMPACT

The Riley County Historical Museum County personnel budget has approved funding for staff that is not going to be utilized this year because of open positions and has more than enough funds available for these positions.

RECOMMENDATION(S)

I recommend that The Riley County Historical Museum be approved to hire up to 5 As Needed Museum Assistants.

POSSIBLE MOTION(S)

I move that the Riley County Historical Museum be approved to hire up to 5 As Needed Museum Assistants.

I move that the Riley County Commission decline to approve the Riley County Historical Museum request to hire As Needed Museum Assistants.

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- 2022-03 Museum - As-needed(gold) (PDF)
- As Needed Museum Asst job description (PDF)

Department Museum Date 3/31/2022 Job Title As Needed Museum Assistant-

☐ Full Time	☐ Regular	☐ Seasonal	☐ Grant Funded	Pay Grade	Temp	Start Date	ASAP	☒ Non-Exempt
☒ Part Time	☒ As Needed	☐ Intern	☐ Temporary	Varies	Hours per ☒ Week ☐ Month	End Date		☐ Exempt

TYPE OF REQUEST

(Check one box and follow instructions in box - attach new job description if applicable)

Budgeted Position Request		Non-Budgeted Position Request	
☐ Request to hire replacement-same duties	☐ Request to change budgeted hours	☐ Request to create a new position for current fiscal year only	☒ Request to create a new position which will be included in future annual budgets
☐ Request to hire replacement-new duties	☐ Request to change position status	☐ Request for current non-budgeted position to be included in future annual budgets	
1. Name of former incumbent or current employee:	2. Effective date of promotion, transfer, termination, or change:	1. Are there current budgeted funds available to pay for this position? ☒ Yes ☐ No ☐ Grant Funded	2. Requested hours per year:
3. If requesting a change in budgeted hours, estimated change in cost per year:	4 Would the position require re-evaluation for classification and pay grade purposes? ☐ Yes ☐ No	3. Estimated cost per year (financial impact): \$	4 Would the position require evaluation for classification and pay grade purposes? ☐ Yes ☒ No
5. Has this position been "On Hold"? ☐ Yes ☐ No If yes, date placed "On Hold":	6. Any special conditions regarding this position:	5. If applicable, what is the ending date for the position?:	6. Any special conditions regarding this position: up to 5 positions

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

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

For hiring purposes, briefly state necessary and/or desirable education, training, and/or certification required as well as desirable experience and/or skills:
High School Diploma/GED. Must have computer knowledge; ability to perform some physical labor

Additional comments:

Approval by: _____ Date: _____

Department Head:

Personnel:

BOCC Chairman:

BOCC Member:

BOCC Member:

RILEY COUNTY, KANSAS JOB DESCRIPTION

Job Title:	AS NEEDED MUSEUM ASSISTANT		
Department:	Museum	Division:	
Reports to:	Museum Director/Curator		
Pay Grade:	As Needed/Temp (Step 3)	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.
- Assist with educational programs or tours 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.

Supervisory Control: The employee uses initiative in carrying out recurring assignments independently without specific instructions, but refers deviations, problems, and unfamiliar situations not covered by instructions to the supervisor for decision or help.

Supervisory Responsibility: None

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

Complexity: The decision regarding what needs to be done involves various choices requiring the employee to recognize the existence of and differences among a few easily recognizable situations.

Scope & Effect of Work: The work involves the execution of specific rules, regulations, or procedures and typically comprises a complete segment of an assignment or project or broader scope.

Attachment: As Needed Museum Asst job description (12039 : Request to Fill - Museum)

Personal Contacts: The contacts are with members of the general public, as individuals or groups, and one or more of the parties may be uninformed concerning the role and authority of other participants.

Purpose of Contacts: The purpose is to obtain, clarify, or give facts or information regardless of the nature of those facts, i.e., the facts or information may range from easily understood to highly technical.

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

While performing the duties of this job, the employee is required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, talk or hear. The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, color vision, and depth perception.

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

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

Must be able to work Holidays and weekends through the year.

Approved: _____ Date:
(Supervisor)

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

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

Attachment: As Needed Museum Asst job description (12039 : Request to Fill - Museum)



COUNTY CLERK & ELECTIONS
Personnel

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

COMMISSION AGENDA REPORT

FROM: Elizabeth Ward, Human Resource Manager
MEETING: April 4, 2022
SUBJECT: Request to Fill As Needed Clerical Assistant
PRESENTER: Allen Todd, Appraisal Analyst

BACKGROUND

The Riley County Appraiser budget allows for an As Needed clerical assistant to work when help is needed. This position will scan, file and do data entry for the various divisions of the Appraisers office.

DISCUSSION

Previously this position was a shared position with the County Clerk position. The Clerk will continue to support this need, but the Appraiser team is evaluating whether there is more work that may need to be assigned to this position currently

FISCAL IMPACT

No fiscal impact. This position is already included in the 2022 Budget for Appraiser and Clerk.

RECOMMENDATION(S)

Recommendation is to approve the hiring process to fill the position of as-needed clerical assistant.

POSSIBLE MOTION(S)

- . I move the board approve the position of As-needed Clerical Assistant for the Riley County Appraiser's office.
- . Move to deny
- . Move to modify or develop alternative if other concerns or factor arise
- . Schedule work session to discuss issue further

Enclosures:

- 2022-03 Appraiser As-Needed(gold) (PDF)

Department Appraiser/Clerk Date 3/31/2022 Job Title As Needed Clerical Assistant- will be shared between Clerk/Election

☐ Full Time	☐ Regular	☐ Seasonal	☐ Grant Funded	Pay Grade	D	Start Date	ASAP	☒ Non-Exempt
☐ Part Time	☒ As Needed	☐ Intern	☐ Temporary	15-20	Hours per ☒ Week ☐ Month	End Date		☐ Exempt

TYPE OF REQUEST

(Check one box and follow instructions in box – attach new job description if applicable)

Budgeted Position Request		Non-Budgeted Position Request	
☒ Request to hire replacement-same duties	☐ Request to change budgeted hours	☐ Request to create a new position for current fiscal year only	☐ Request to create a new position which will be included in future annual budgets
☐ Request to hire replacement-new duties	☐ Request to change position status	☐ Request for current non-budgeted position to be included in future annual budgets	
1. Name of former incumbent or current employee: Joe Godown	2. Effective date of promotion, transfer, termination, or change: 12/16/2021	1. Are there current budgeted funds available to pay for this position? ☐ Yes ☐ No ☐ Grant Funded	2. Requested hours per year:
3. If requesting a change in budgeted hours, estimated change in cost per year:	4 Would the position require re-evaluation for classification and pay grade purposes? ☐ Yes ☒ No	3. Estimated cost per year (financial impact): \$	4 Would the position require evaluation for classification and pay grade purposes? ☐ Yes ☐ No
5. Has this position been "On Hold"? ☐ Yes ☒ No If yes, date placed "On Hold":	6. Any special conditions regarding this position:	5. If applicable, what is the ending date for the position?:	6. Any special conditions regarding this position:

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

2. Is it possible to fill this position internally? If no, why not? Entry Level Position

For hiring purposes, briefly state necessary and/or desirable education, training, and/or certification required as well as desirable experience and/or skills:

Graduation from a standard high school or G.E.D possession. Enrolled in college within Business-related program. Accounting/clerical experience. Ability to learn assigned tasks readily and to adhere to prescribed routines.

Additional comments: Valid Driver's License required

Approval by:

Department Head:

Date: 3/31/2022

Personnel:

BOCC Chairman:

BOCC Member:

BOCC Member:



EMS/AMBULANCE
Personnel

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

COMMISSION AGENDA REPORT

FROM: David Adams, EMS/Ambulance Director

MEETING: April 4, 2022

SUBJECT: EMS Staffing

PRESENTER: David Adams, EMS/Ambulance Director

BACKGROUND

Riley County EMS employs 9 persons per each 24 hour shift (27 people total comprising of 3 shifts). 8 are assigned to 4 on duty ambulances and the 9th person is a supervisor and is not assigned to an ambulance but does administrative work and responds on calls to assist the on duty crews. RCEMS also employs up to 24 PRN or 'as needed' persons to cover open time when one or more of the 9 employees (per day) is off of work due to illness, vacation or training. These PRN employees also assist with covering event standbys which must be filled by off duty staff. The use of PRN staff significantly reduces overtime costs as well as burnout from our full time employees.

DISCUSSION

EMS Administration and county staff have been working on operational changes to supplement our on duty staffing while also filling the open 12 hour 'First Responder' positions. We propose adding 3 additional staff (1 per shift) permanently to the EMS operations. This change will allow RCEMS to provide a 12 hour 'First Responder' position to North Riley County while concurrently reducing overtime and staff burnout.

The additional staff will allow EMS to be more flexible to employee time off requests now and in the future. RCEMS will continue employ some PRN staff to assist for the times when more than one person is needed to fill open time as well as event standbys. These positions will also give us the ability to afford our shift supervisors the necessary flexibility to focus on their assignments.

FISCAL IMPACT

The total cost including benefits for these 3 positions is \$251,000 annually.

This is the required salary needs to staff the new First Responder positions at Leonaardville.

By folding these positions into our current staffing structure, we will also enhance EMS operations by:

1. Decreasing the amount of staff working unscheduled overtime to fill open shifts and event standbys.
2. Eliminating the need for an administrative assistant for the EMS Department.
3. Increasing department efficiency by decreasing operational costs through allowing leaders to better track supplies, work on equipment, and better procurement methods.

RECOMMENDATION(S)

Staff recommend that the Board of County Commissioners approve this proposal for the reasons outlined and discussed previously.

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:

- 2022-03 EMS - Para_AEMT_EMT(gold) (PDF)

Department EMS/Ambulance Date 3/31/2022 Job Title PARAMEDIC-AEMT-EMT

☒ Full Time	☐ Regular	☐ Seasonal	☐ Grant Funded	Pay Grade	Para/EMT	Start Date	ASAP	☒ Non-Exempt
☐ Part Time	☐ As Needed	☐ Intern	☐ Temporary	63	Hours per ☒ Week ☐ Month	End Date		☐ Exempt

TYPE OF REQUEST

(Check one box and follow instructions in box - attach new job description if applicable)

Budgeted Position Request		Non-Budgeted Position Request	
☐ Request to hire replacement-same duties	☐ Request to change budgeted hours	☐ Request to create a new position for current fiscal year only	☒ Request to create a new position which will be included in future annual budgets
☐ Request to hire replacement-new duties	☐ Request to change position status	☐ Request for current non-budgeted position to be included in future annual budgets	
1. Name of former incumbent or current employee:	2. Effective date of promotion, transfer, termination, or change:	1. Are there current budgeted funds available to pay for this position? ☐ Yes ☒ No ☐ Grant Funded	2. Requested hours per year:
3. If requesting a change in budgeted hours, estimated change in cost per year:	4. Would the position require re-evaluation for classification and pay grade purposes? ☐ Yes ☐ No	3. Estimated cost per year (financial impact): \$251,000.00	4. Would the position require evaluation for classification and pay grade purposes? ☐ Yes ☒ No
5. Has this position been "On Hold?" ☐ Yes ☐ No If yes, date placed "On Hold":	6. Any special conditions regarding this position:	5. If applicable, what is the ending date for the position?:	6. Any special conditions regarding this position: Hire 3 positions

1. Why is it necessary to fill this position or change its status? Meet staffing for additional location
2. Is it possible to fill this position internally? If no, why not? Yes

For hiring purposes, briefly state necessary and/or desirable education, training, and/or certification required as well as desirable experience and/or skills:
High School diploma or equivalent; Valid Drivers License, Kansas certified KSBEMS as EMT; BLS provider credentialed from within 45 days of hire date.

Additional comments:

Approval by:

Date:

Department Head:

Personnel:

BOCC Chairman:

BOCC Member:

BOCC Member:

3-31-2022

3/31/2022