

BOARD OF COUNTY COMMISSIONERS STUDY SESSION AGENDA

Wednesday, January 20, 2021 | 10:30 a.m.



-
1. General Discussion.
 2. Discuss the following notice to proceed projects with Matthew Oehlert.
 - 15-07-SB (637) Bridge 11-B.2 replacement, 319 Street 0.3 mile east of Pleasant Valley Road
 - 18-03-SB (653) Lone Star Culvert replacement, 0.5 mile north of 287th street
 - 18-13-SB (663) 299th Street Culvert replacement, 299th street 0.07 mile east of Victory road
 3. Discuss administration building improvements with Jim Starling.
 4. Discuss Rural Fire Coordinator job description with Shane Krull.
 5. Update on SPARK funding with Shane Krull.

MIAMI COUNTY

Print Form

STAFF REQUEST FOR COMMISSION ACTION

SUBMITTED BY: Matthew Oehlert	REQUESTED MEETING DATE: Wednesday, January 20, 2021
DEPARTMENT: Road and Bridge	REQUESTED MEETING: <input checked="" type="checkbox"/> STUDY SESSION <input checked="" type="checkbox"/> REGULAR MEETING
CONTACT INFORMATION: moehlert@miamicountyks.org	PROJECT / REFERENCE NUMBER: 15-07-SB (637)

AGENDA SUBJECT:
Project 15-07-SB (637) Notice to Proceed to Bryan-Ohlmeier Construction Co., Inc.

AGENDA SUBJECT BACKGROUND / DESCRIPTION:
Notice to Proceed for Project 15-07-SB (637) Bridge 11-B.2 Replacement, 319th Street 0.3 mile east of Pleasant Valley Road, is scheduled to begin February 22, 2021. Project duration is 120 working days. Estimated completion date is June 22, 2021.

REQUESTED ACTION / STAFF RECOMMENDATION:
Commission to authorize Commission Chair to execute the Notice to Proceed with Bryan-Ohlmeier Construction Co., Inc for Project 15-07-SB (637).

BUDGET IMPACT:

BUDGET AVAILABLE FOR THIS ITEM: \$	BUDGET REMAINING FOR THIS ITEM: \$	
FUND / LINE ITEM TO BE CHARGED: ###-###-####	ITEM BUDGETED?: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	CAPITAL PROJECT?: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO

Matthew Oehlert

Digitally signed by Matthew Oehlert

Date: 2021.01.13 14:57:19 -06'00'

1/13/2021

SUBMITTER'S SIGNATURE:

DATE:

FISCAL REVIEW

SIGNATURE: *Steve Lyman*

DATE: *1/14/2021*

Comments:

LEGAL REVIEW

SIGNATURE:

DATE:

Comments:

ADMINISTRATOR REVIEW

SIGNATURE: *Shane Knoll*

DATE: *1-14-21*

SIGNATURE:

DATE:

Comments:

COUNTY CLERK'S OFFICE USE

Commission Action Taken:

Accepted

Denied

Postponed

Acknowledged

Date Action Taken:

Required Follow-up Date:

Publication Required:

Submitted to Publication By:

Yes

No

NPG Account Number:

Mail Distribution Required:

Mailed By:

Yes

No

00420
NOTICE TO PROCEED

To: Bryan-Ohlmeier Construction Co., Inc

Date: January 20, 2021

911 N Pearl

Project: 319th St. Bridge Replacement,
Miami County, KS

Paola, KS 66071

Miami County Project No.

15-07-SB (637) RFB#:2020-012

You are hereby notified to commence WORK in accordance with the Agreement dated December 2, 20 20, on or before February 22, 20 21, and you are to complete the WORK within 120 working days thereafter.

Miami County

Owner

By: _____

Title: _____

ACCEPTANCE OF NOTICE

Receipt of the above NOTICE TO PROCEED is hereby

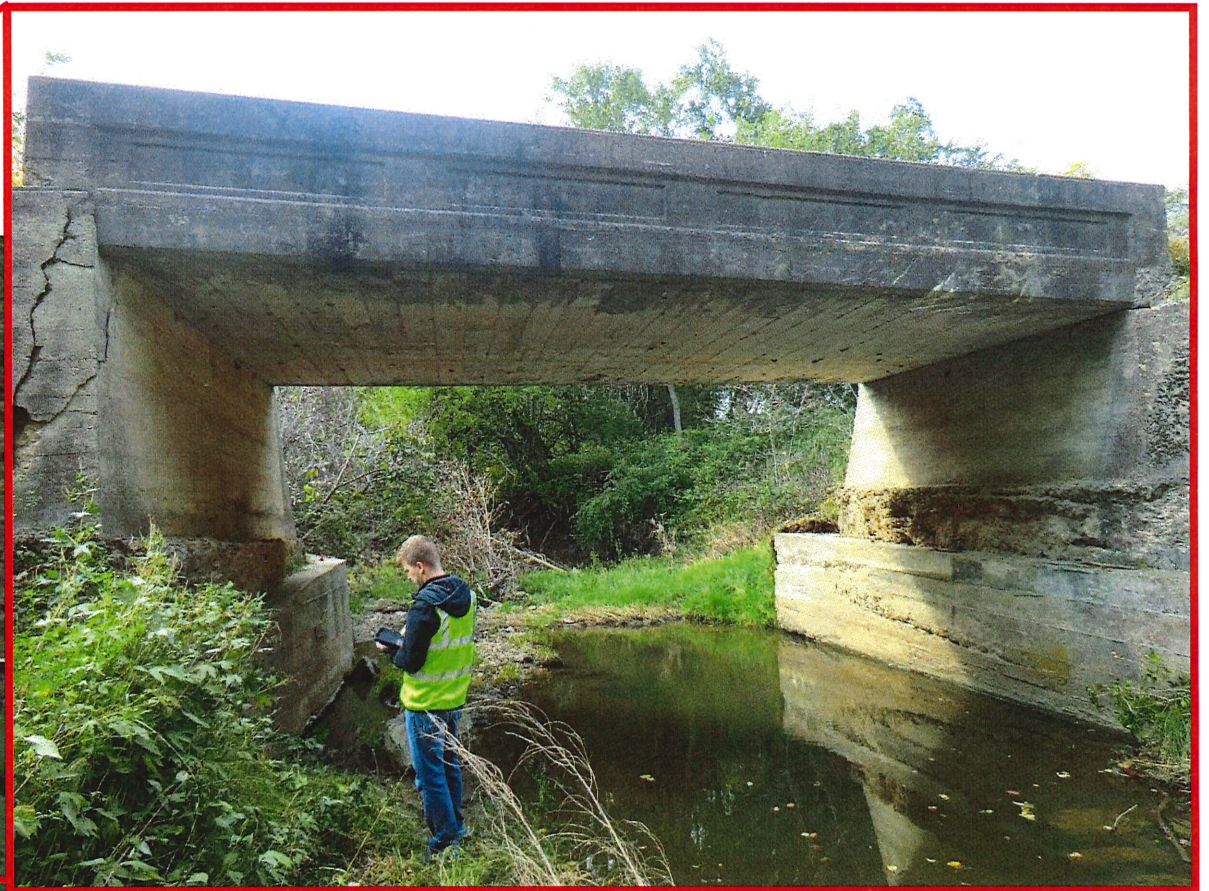
acknowledged by _____

this the _____ day of _____ 20 21

By _____

Title _____

END OF SECTION 00420



Bridge—11-B.2

NBI: 000611067405000

Sufficiency: 28.5%

Year Built: 1930

ADT: 12

Length: 33.1 ft.

MIAMI COUNTY

STAFF REQUEST FOR COMMISSION ACTION

Print Form

SUBMITTED BY: Matthew Oehlert	REQUESTED MEETING DATE: Wednesday, January 20, 2021
DEPARTMENT: Road and Bridge	REQUESTED MEETING: <input checked="" type="checkbox"/> STUDY SESSION <input checked="" type="checkbox"/> REGULAR MEETING
CONTACT INFORMATION: moehlert@miamicountyks.org	PROJECT / REFERENCE NUMBER: 18-03-SB (653)

AGENDA SUBJECT:
Project 18-03-SB (653) Notice to Proceed to Bryan-Ohlmeier Construction Co., Inc.

AGENDA SUBJECT BACKGROUND / DESCRIPTION:
Notice to Proceed for Project 18-03-SB (653) Lone Star Culvert Replacement, located on Lone Star Road 0.5 mile north of 287th Street, is scheduled to begin January 25, 2021. Project duration is 100 working days. Estimated completion date is May 5, 2021.

REQUESTED ACTION / STAFF RECOMMENDATION:
Commission to authorize Commission Chair to execute the Notice to Proceed with Bryan-Ohlmeier Construction Co., Inc for Project 18-03-SB (653).

BUDGET IMPACT:

BUDGET AVAILABLE FOR THIS ITEM: \$	BUDGET REMAINING FOR THIS ITEM: \$	
FUND / LINE ITEM TO BE CHARGED: ###-###-####	ITEM BUDGETED?: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	CAPITAL PROJECT?: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO

Matthew Oehlert Digitally signed by Matthew Oehlert
Date: 2021.01.13 14:58:08 -06'00'

1/13/2021

SUBMITTER'S SIGNATURE:

DATE:

FISCAL REVIEW

Steve Lyman
SIGNATURE:

1/14/2021
DATE:

Comments:

LEGAL REVIEW

SIGNATURE:

DATE:

Comments:

ADMINISTRATOR REVIEW

Steve Knoll
SIGNATURE:

1-14-21
DATE:

Comments:

COUNTY CLERK'S OFFICE USE

Commission Action Taken:

Accepted

Denied

Postponed

Acknowledged

Date Action Taken:

Required Follow-up Date:

Publication Required:

Submitted to Publication By:

Yes

No

NPG Account Number:

Mail Distribution Required:

Mailed By:

Yes

No

00420
NOTICE TO PROCEED

To: Bryan-Ohlmeier Construction Co., Inc

Date: January 20, 2021

911 N. Pearl

Project: Lone Star Culvert Replacement

Paola, KS 66071

(Lone Star Rd, South of K-68)

18-03-SB (653) RFB # 2020-015

You are hereby notified to commence WORK in accordance with the Agreement dated December 2, 2020, on or before January 25, 2021, and you are to complete the WORK within 100 working days thereafter. The date of completion of all WORK therefore is May 5, 2021.

Owner

By: _____

Title: _____

ACCEPTANCE OF NOTICE

Receipt of the above NOTICE TO PROCEED is hereby

acknowledged by _____

this the _____ day of _____, 20____

By _____

Title _____

END OF SECTION 00420

MIAMI COUNTY

STAFF REQUEST FOR COMMISSION ACTION

Print Form

SUBMITTED BY: Matthew Oehlert	REQUESTED MEETING DATE: Wednesday, January 20, 2021
DEPARTMENT: Road and Bridge	REQUESTED MEETING: <input checked="" type="checkbox"/> STUDY SESSION <input checked="" type="checkbox"/> REGULAR MEETING
CONTACT INFORMATION: moehlert@miamicountyks.org	PROJECT / REFERENCE NUMBER: 18-13-SB (663)

AGENDA SUBJECT:
Project 18-13-SB (663) Notice to Proceed to Bryan-Ohlmeier Construction Co., Inc.

AGENDA SUBJECT BACKGROUND / DESCRIPTION:
Notice to Proceed for Project 18-13-SB (663) 299th Street Culvert Replacement, located on 299th Street 0.07 mile east of Victory Road, is scheduled to begin February 22, 2021. Project duration is 120 working days. Estimated completion date is June 22, 2021.

REQUESTED ACTION / STAFF RECOMMENDATION:
Commission to authorize Commission Chair to execute the Notice to Proceed with Bryan-Ohlmeier Construction Co., Inc for Project 18-13-SB (663).

BUDGET IMPACT:

BUDGET AVAILABLE FOR THIS ITEM: \$	BUDGET REMAINING FOR THIS ITEM: \$	
FUND / LINE ITEM TO BE CHARGED: ###-###-####	ITEM BUDGETED?: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	CAPITAL PROJECT?: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO

Matthew Oehlert Digitally signed by Matthew Oehlert
Date: 2021.01.13 14:58:50 -06'00'

1/13/2021

SUBMITTER'S SIGNATURE:

DATE:

FISCAL REVIEW

SIGNATURE:

Steve Johnson

DATE:

1/14/2021

Comments:

LEGAL REVIEW

SIGNATURE:

DATE:

Comments:

ADMINISTRATOR REVIEW

SIGNATURE:

Shane Kull

DATE:

1-14-21

Comments:

COUNTY CLERK'S OFFICE USE

Commission Action Taken:

Accepted

Denied

Postponed

Acknowledged

Date Action Taken:

Required Follow-up Date:

Publication Required:

Submitted to Publication By:

Yes

No

NPG Account Number:

Mail Distribution Required:

Mailed By:

Yes

No

00420
NOTICE TO PROCEED

To: Bryan-Ohlmeier Construction Co., Inc

Date: January 20, 2021

911 N Pearl

Project: 299th Street Culvert
Replacement

Paola, KS 66071

(299th Street Rd, 0.7 miles east of Victory Rd)

Project 18-13-SB (663) RFB 2020-013

You are hereby notified to commence WORK in accordance with the Agreement dated December 2, 2020, on or before February 22, 2021, and you are to complete the WORK within 120 working days thereafter. The date of completion of all WORK therefore is June 22, 2021.

Owner

By: _____

Title: _____

ACCEPTANCE OF NOTICE

Receipt of the above NOTICE TO PROCEED is hereby

acknowledged by _____

this the _____ day of _____ 20____

By _____

Title _____

END OF SECTION 00420

MIAMI COUNTY

STAFF REQUEST FOR STUDY SESSION ONLY

SUBMITTED BY: Jim Starling	REQUESTED MEETING DATE: January 20, 2021
DEPARTMENT: Building Grounds	REQUESTED MEETING: <input checked="" type="checkbox"/> STUDY SESSION
CONTACT INFORMATION: jstarling@miamicountyks.org	PROJECT / REFERENCE NUMBER:

STUDY AGENDA SUBJECT: Administration Building Improvements
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STUDY AGENDA SUBJECT BACKGROUND / DESCRIPTION: The administration building is needing to have the interior walls painted and carpet replaced as they are still the original and are showing much wear and tear.

REQUESTED ACTION / STAFF RECOMMENDATION:

BUDGET IMPACT:

BUDGET AUTHORITY: \$	REMAINING BUDGET ALLOCATION: \$	
FUND / LINE ITEM: ###-###-####	FUNDS BUDGETED: <input type="checkbox"/> YES <input type="checkbox"/> NO	CAPITAL PROJECT: <input type="checkbox"/> YES <input type="checkbox"/> NO

 SUBMITTER'S SIGNATURE:

 DATE:

MIAMI COUNTY

STAFF REQUEST FOR STUDY SESSION ONLY

SUBMITTED BY: Shane Krull	REQUESTED MEETING DATE: January 20, 2021
DEPARTMENT: Administration	REQUESTED MEETING: <input checked="" type="checkbox"/> STUDY SESSION
CONTACT INFORMATION: skrull@miamicountyks.org	PROJECT / REFERENCE NUMBER:

STUDY AGENDA SUBJECT: Rural Fire Coordinator Job Description
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STUDY AGENDA SUBJECT BACKGROUND / DESCRIPTION: Review the Rural Fire Coordinator job description
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REQUESTED ACTION / STAFF RECOMMENDATION:

BUDGET IMPACT:

BUDGET AUTHORITY: \$	REMAINING BUDGET ALLOCATION: \$	
FUND / LINE ITEM: ###-###-####	FUNDS BUDGETED: <input type="checkbox"/> YES <input type="checkbox"/> NO	CAPITAL PROJECT: <input type="checkbox"/> YES <input type="checkbox"/> NO

SUBMITTER'S SIGNATURE:

DATE:

Job Title:	Rural Fire Coordinator	Reports To:	Fire District
Classification:	Part time 8 – 20 hours per week	Job Number:	
Department:	Fire District	Job Grade:	
Division:		FLSA Status:	Non exempt

Job Purpose and Objectives:

The Operations Support is responsible to support Fire District 1 and Fire District 2

Cultural Competencies – Personal-Interpersonal (EQ): Applicable to all County employees and are essential to all jobs:

- Job Ownership, Accountability & Reliability:** Follows-up on and meets commitments; can be depended upon to be willing to work, do it properly, and complete it on time. Takes pride in the job and ownership for work and possesses a strong ability to stay focused on individual, department, and County results. Faithfulness in coming to work daily and conforming to scheduled work hours.
- Communication:** Clearly and effectively expresses ideas, instructions and thoughts (verbally and in writing) so they are clearly understood. Demonstrates a level of listening skill such that customer and co-worker needs are understood and resolved. Communicates respect for and recognition of the contributions of individuals at all levels of the organization.
- Customer Focus & Public Relations:** Builds positive internal and external customer relationships; is committed to customer satisfaction; assumes responsibility for solving customer problems and ensures commitments to customers are met.
- Initiative:** Independently acts to resolve problems and provide solutions; seeks out new responsibilities; generates new ideas; practices self-development. Able to follow through on assignments and take appropriate action with the appropriate amount of supervision for this position.
- Organizational Compliance & Safety:** Complies with external regulations and internal policies, rules and procedures to help protect the organization from fraud, waste, abuse, discrimination and other practices that disrupt operations and/or put the County at risk. Understands, supports and follows safety standards as required by the job; keeps the workplace clean and safe. Demonstrates appropriate use of and respect for County property and equipment.
- Teamwork:** Encourages and facilitates cooperation, pride, and trust among the team; fosters commitment and team spirit; works cooperatively with others to achieve overall goals. Readiness to respond positively to instructions/ procedures.
- Confidentiality, Discretion & Judgement:** Maintains confidentiality regarding personal information, medical/health information, customer/contact data, etc. when necessary. Makes timely, sound decisions by careful study of available facts/options. Exhibits appropriate levels of autonomy in judgment and decision making. Exercises good judgment under conditions of uncertainty and limited information.

Supervisory/Leadership Responsibilities:

Yes No This position is responsible for the supervision/leadership of employees, which includes making employment-related decisions and/or recommendations, and formally evaluating performance.

Job Competencies: Essential Functions include the following. Duties and responsibilities, as required by business necessity may be added, deleted or changed at any time at the discretion of management, formally or informally, either verbally or in writing. Schedule and shift assignments and work location may be changed at any time, as required by business necessity.

Daily Duties:

A. Fire District No. 1

1. Improve communication between fire personnel, cities, and the fire board.
2. Implement a monthly activity report outlining fire calls, training events, maintenance of equipment.
3. Report roster vacancies for each department monthly.
4. Assist with budget preparation.
5. Assist with developing capital improvement plan, i.e. equipment replacement cycle.
6. Identify steps necessary to improve ISO ratings in rural areas.
7. Establish service area with Linn Valley FD, drop Drexel FD, and determine if Fontana can do more in the southern region of the county.

B. Fire District No. 2

8. Transition from JOCO No. 2 to JOCO No. 1 to contractually service Fire District No. 2.
9. Identify how to service NE corner of MICO.
10. Feasibility of JOCO No. 1 serving more of NW MICO in lieu of Wellsville.

Periodic and/or Irregular Duties:

- a. Other Items
- 11. Monitor Property and Liability insurance for district.
- 12. Fireman’s Relief Fund – periodic updates about the program.

Position Requirements and Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Position Requirements:

- High School Diploma or equivalent required; associate’s degree or equivalent from a two year college or technical school; plus 2-5 years firefighting and/or emergency management related experience generally preferred.
- Valid driver’s license required.

Knowledge:

- Computer software programs and applications such as MS Office, Google Maps, Constant Contacts, and Social Media.
- County and/or city government administration.

Skills:

- Excellent customer service skills with the ability to interact in a positive and professional manner to develop and maintain strong working relationships with co-workers, management and general public.
- Excellent written and verbal communication skills with the ability to clearly communicate goals, interests, and positions during discussions.
- Strong attention to detail, organizational skills, and ability to prioritize.

Abilities:

- Ability to read, analyze, and interpret general business documents and/or governmental regulations. Ability to write reports, business correspondence, and procedures.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and/or the general public.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Must be able to analyze many variables and choose the most effective course of action for the organization at any given point in time.
- Ability to operate computer programs/software/platforms, to include:
 - a. Microsoft Office (Word, Excel, Publisher, Outlook, PowerPoint)
 - b. Adobe Acrobat Pro
 - c. Internet browsers
 - d. Social Media
- Ability to use basic office equipment.
- Ability to maintain confidentiality.

Work Environment and Physical Demands:

The work environment characteristics and 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.

- **Work location(s) of the job:**
 - Indoors – Frequently. Usually well lit, heated and/or air-conditioned indoor office setting with adequate ventilation.
 - Outdoors - Occasionally
- **Objectionable condition(s) found on the job:**
 - Computer Use – Constantly
 - Driving/Travel – Occasional local travel, which may involve exposure to extreme weather conditions.

- Stressful situations may occur when dealing with the public.
- **Undesirable health and safety condition(s) under which employee must perform:**
 - None
 - Occasionally exposed to highly contagious and communicable diseases and viruses
- **Machines, Tools and/or Equipment Used:**
 - Basic office equipment to include computer, copy machine, fax machine, printer, telephone system.
- **Physical characteristics/requirements of the job:**
 - Sit/Stand/Walk - Regularly
 - Kneeling – Occasionally
 - Crouching – Occasionally
 - Using Fingers/hands – Frequently required to use hands to finger, handle, or feel; reach with hands and arms.
 - Talking - Frequently
 - Hearing – Frequently; noise level is usually moderate.
 - Seeing – Constantly
 - Vision Abilities – close and distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
 - Lifting/Moving – Occasionally; seldom lifting/moving a maximum weight of 20 pounds.
- **Personal contacts:**
 - Departmental – Regularly
 - Other departments – Provides information and data to employees in other departments and to elected officials
 - Outside the organization – Business owners, chamber directors, school superintendents and regional partners

Veterans Preference Eligible (VPE):

Former military personnel or their spouse verified as a “veteran” under K.S.A. 73-201 will receive an interview if they meet the minimum requirements of the position. The veterans’ preference laws do not guarantee the veteran a job. Positions are filled with the best qualified candidate as determined by the hiring manager. Additional VPE information can be found at <https://admin.ks.gov/services/state-employment-center/sec-home/vp/>

Acknowledgement:

This job description was reviewed with me and I understand that nothing in this job description restricts The County's right to assign, reassign or eliminate duties and responsibilities to this job at any time. This job description reflects The County's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This job description is not intended as a contract of employment, nor to be construed as a guarantee of employment for any specific period of time or any specific type of work. I agree and acknowledge that my employment is “at will” and can be terminated, with or without cause or notice, at any time by The County or myself.

_____ Employee Name (Print)	_____ Signature	_____ Date
_____ Department Head (Print)	_____ Signature	_____ Date
_____ Human Resources (Print)	_____ Signature	_____ Date

Revision History			
Revision #	Revision Author	Date	Description of Revision(s)
		11/18/2020	Created initial job description
.01			
.02			
.03			
.04			
.05			