As I sit and write these reflections, I am just wrapping up the second full day of the 2020 National Association of Counties (NACo) Legislative Conference at the historic Washington Hilton in Washington DC. I am joined by 19 fellow Kansans representing Sedgwick, Ford, Johnson, Leavenworth, Riley, Butler, Jefferson and Linn counties, and Jay Hall, KAC Legislative Policy Director & General Counsel. We have come together with 1,500 other NACo member counties’ staffs: commissioners, department heads, and supervisors to help craft the National Legislative Policy and advocate to the federal government on behalf of the 3,142 nation’s counties and county-equivalents. Just as our KAC organization writes a message and advocates for your needs at the state capitol in Topeka, the 90-member NACo staff works hard day in and day out getting the message out to our nation’s leaders on Capitol Hill that counties matter.

The conference runs for five days and is full of learning, discussions, policy drafting and caucusing.

In just the first two days, I’ve participated in discussions about the United States – Mexico – Canada Trade Agreement (USMCA) which promises to open our boarders to more fair and equitable trading of goods and commodities. Members of the crowd expressed concern for the soybean farmers because of low prices, the cattle producers because of a lack of world markets for beef, and the lumber industry because there is illegal dumping of soft wood lumber from Canada and Mexico into US markets as a result of foreign government subsidies. I also learned about the Farm Workforce Modernization Act which promises to create a more efficient and effective path to citizenship for migrant workers. The current 10,000 sponsored immigrant-to-citizen workers limit will be raised to 60,000 with a 10-year path to citizenship as well as other changes in the seasonal workforce allowances. However, all agreed that the pathway to citizenship for migrant workers was completely broken and needed fixing. Fast. At the voting meeting following the discussions, delegates voted to overwhelmingly...
support the passing of federal legislation that allocates $2 million for mental health awareness programs for farmers. This on the heels of a gut-wrenching story told by a North Dakotan soybean farmer’s widow who lost her husband to suicide two years ago after suffering two devastating years of losses. And his is not a unique story. More needs to be done to protect the mental health of the American farmer.

Next, I attended the Rural Action Caucus or RAC and heard many great presentations about all that the federal government is doing in and for rural communities. Selfishly I paid special attention to several presentations that focused on Rural Broadband initiatives. First, we learned about the Rural Development Broadband ReConnect Program that furnishes loans and grants to provide funds for the costs of construction, improvement, or acquisition of facilities and equipment needed to provide broadband service in eligible rural areas. The application window is now open, and applications are due by 6 p.m. (Eastern) on March 16, 2020. Here’s the website for more information and to apply: https://www.usda.gov/reconnect

Then I heard about the next round of funding by the FCC. $16 billion (yes billion with a B) is being released from the Rural Development Opportunities Fund (R-DOF). This program is funded by the Universal Service Fees that we all pay on our telephone bills. This funding is for the next 10 years and aims at connecting as many of the 6 million rural properties identified as underserved across America as possible. Underserved means slower than 25mbs download speeds and 3mbs upload speeds. The program is entering the comment phase about how the program will run. So if you know of a local internet service provider that is not sure how to apply for some of these grant funds, or is mired down by a complex and complicated federal system, let me know and I will help investigate how we can weigh in to ensure that this desperately needed program will provide funding to as many Kansas homes and businesses as possible.

Then we had a presentation about Understanding the True State of Connectivity in America. NACo launched an app that measures download and upload speeds in real time by real people. Data collected by users of the TestIT app disproves the current FCC maps about internet access across America. It was truly eye opening to see just how “unconnected” the greatest country in the world is in 2020!

But the session didn’t end there. Speakers shared information about federal resources available for school safety, USDA Rural Re-development tools on the internet, and modeling data that can be used to look at a whole host of factors and indicators for your county compared to other counties across the US.

I finished the day with a panel discussion from Florida, North Carolina and Washington State talking about policies and issues facing their states and how the legislative bandwagon tends to spread from state to state. Issues such as opioid settlement money, broadband funding, tax lids, and inmate medical care tend to occupy state legislation these days and states look to follow one another.

Wow – and that was just two days. Still to come are the Central Region Caucus Meeting, a meet and greet with Federal Agency Representatives, a session on cyber security, visits to the Hill to introduce myself and our organization to our Federal Legislators, and a primetime lunch presentation by President Donald J. Trump in the famed International Ballroom!

Now don’t you wish you had come?!
On behalf of the 2019 and 2020 Kansas Association of Counties Board of Directors, I want to take this opportunity to thank Dorrie Sullivan, our retiring Education & Communications Director.

As you recall, while our organization was going through the change of Executive Directors, she also served as the Interim Director along with her regular duties. During this time, the 2019 KAC Annual Convention had an attendance of 517 attendees and was the largest ever attended. Dorrie guided our day to day operations, oversaw the selection of our new Operations and Finance Director, put together a staff team to find new office space, coordinated the move and organized the selection process for a new Executive Director.

Thank you, Dorrie, for a job well done. March 16 is her last official day with the KAC. Please join me in wishing her a great retirement as she heads off to her pottery room to work on her many projects full time as well as travel. You can send well wishes to Dorrie at sullivan@kansascounties.org.

We held our first KAC in the Capitol rotunda on February 26. The House had recessed the day before and most members had headed home. The senate was in session and KAC members that volunteered for the morning were able to make contact with senators and some house members still working at the Capitol or sit in the senate session.

A visitor to our booth was Lieutenant Governor Lynn Rogers. There were other visits by other notable individuals involved in Kansas government affairs. Overall it was a great success and I appreciate the staff’s efforts in making this a success. If you would like to participate in the next KAC day at the Capitol, March 18, 8 to 11 a.m., please contact Kim Qualls, KAC Education & Communications Manager, at qualls@kansascounties.org.
GOODBYE AND BEST WISHES

By Dorrie Sullivan, Educations & Communications Director

I’m saying goodbye to the Kansas Association of Counties and starting a new chapter in my life. This is something I have had planned for quite some time, but as I step away from this role, I realize I will be taking the organization and the friends I’ve met with me. I want to thank everyone I have worked with, fellow employees, members and vendors and our Board for your support in the past years and most specifically over the past year as the KAC moved in a new direction.

You each play a role by leading by example, by nurturing and protecting what is good and right in local government. I hope you remember that our organization is here to help you connect with each other, with our legislators and with your colleagues around the state while we jointly make a positive impact in our communities.

I was humbled to be asked to serve as interim executive director last year and it was quite a journey. Our staff pulled together to make sure we maintained our service delivery to you. And now, I’m sure that you will find your new leadership will focus their attention on providing the same level of service you are used to having while looking for new ways to serve you with forward thinking and innovative offerings throughout the coming years. Watch for better ways to deliver educational programming and communications and broadening the scope of services and programming as it fits with our mission.

Our values in service to our communities and in leadership – no matter what role you have – is what makes our work worthwhile. These values have guided me and I know they will continue to guide you.

I thank the Board, the staff and, most of all, the many people I’ve worked with for the opportunity, and I wish the collective KAC the best.

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COUNTY COMMENT • March 2020
Kimberly Qualls Named KAC Education and Communications Manager

The Kansas Association of Counties is pleased to introduce our newest staff member, Kimberly K. Qualls, who will serve as the new Education and Communications Manager. Ms. Qualls began her new position on February 17. She is replacing Dorrie Sullivan who will be retiring in March.

Kimberly comes to KAC after most recently serving as the Education Coordinator at KAMMCO in Topeka. She has over 12 years of experience working in state government including her tenure from 2007-2017 as the Kansas Department of Transportation Public Affairs Manager for the northeast Kansas region.

“I look forward to providing quality educational programming to assist our county members in serving their residents,” shared Kimberly. “One of my top priorities is to share the success stories of how KAC and our county members help to positively benefit the citizens of Kansas.”

In her new role, Kimberly will plan and manage the educational programming and communications efforts for KAC’s county government members. Her diverse background in event planning, education, marketing, community outreach, and public relations, both in state government and non-profit organizations, lends itself to helping her further KAC’s mission to provide a quality education program for our Kansas counties.

Kimberly is a native Topeka Kansan, who also spent time in Texas and Oklahoma during her professional career journey. She holds a Bachelor of Business Administration degree from Washburn University. In her spare time, Kimberly enjoys gardening, spending time with her grandson, and volunteering in the Topeka community.

Everyday Advocacy

By Jay Hall, Legislative Policy Director & General Counsel

Advocacy is critical to getting our story as counties out, not only to state legislators and other policy makers, but also to the people right around the corner in our communities.

When we see advocacy, we think about impassioned speeches in front of large crowds, and while that is certainly one type of advocacy, that is not the only type of advocacy. Each person in your county is an advocate on an everyday basis.

Counties advocate through our service to our communities. When our front line employees in the Clerk’s office, Treasurer’s office and Registers of Deeds help a county resident register their vehicle, file a mortgage or tag a vehicle, they are advocating that county government serves a critical function within the community. When our Sheriff’s deputies go out on a call, they are advocating on behalf of the county in their interaction with the public.

This is why it is critically important that each communication be looked at not just as a means to an end, but as an opportunity to represent the county in the way that we see ourselves.

Last spring, I wrote about creating a county brand. The county brand is tied almost entirely to how people feel when they interact with our county officials and employees. How your residents feel about your county is going to be tied very closely to how your residents ultimately feel about you. As county residents yourself, that is both a great responsibility as well as a great privilege.

And that is where advocacy comes in. We advocate for local authority by being efficient and responsive to our residents. We advocate for less state oversight by being transparent and user friendly. We advocate for home rule authority by using the unique features and resources in each of our counties to benefit the lives of the residents in our counties.

We are all advocates. Each of us can advance the mission of county government, and advocate for good county government.
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County Survey Related Obligations

Seems like I get a lot of complaints from private surveyors about counties and county road departments. These complaints are usually related to poor survey records, not preserving cornerstones on county projects, and cost of digging cornerstone. I thought it might be of interest to review the history of the public land survey system in Kansas and how the counties got involved in preserving the cornerstones.

To understand the history of the land survey system in Kansas we have to start in 1854 when Kansas became a territory with the passage of the Kansas-Nebraska Act. Prior to Kansas becoming a territory there were squatters, mostly in eastern Kansas, but they had no title to the land. After the territory was created, Kansas was surveyed by government surveyors and then citizens could homestead and settle in the territory.

The government surveyors began surveying Kansas territory in 1855. They started in eastern Kansas and worked west, and completed the survey of Kansas in the 1870s. The land was subdivided into one-mile-square units called sections. Monuments (usually stones) were set at half mile intervals around the exterior of sections. The stones were set so one-third to one-half of each stone extended above ground level, and the surveyor made standard marks with a chisel to indicate the location within the township. These markings allowed homesteaders to determine the location of their claim by section, township, and range. Figures 1 through 3 show marking on stones, due to weathering and damage the marks are now seldom visible.

As an area of the state was settled, it became necessary to establish roads. Outside of cities, the county was responsible for opening roads. Usually area land owners would petition the county to open the road. The county commission would appoint road viewers and set the date and time for the viewing. The county surveyor would accompany the viewers and it was his job to stake the road at the location determined most feasible by the viewers, write the legal description for the road, and make a plat (drawing) showing the details of the alignment for the permanent record.

Most roads in Kansas were opened on the section line, which is where the government stones were located. The county surveyor was supposed to lower the stones so that they would not be destroyed by public travel. If he did not, the stone was likely lost when the road was opened. The stone could also be dislodged later if the road elevation lowered due to washing, erosion, or construction. It was the county surveyor’s responsibility to lower the stone and record reference.
measurements so the stone would be preserved or the original location easily located. Currently about 90 percent of the stones are under the road, so it is now necessary to dig up the road to find the stone. Surveyors started setting iron bars beside the stones during the 1920s, so the location is easy to find with a metal detector if it has been uncovered since 1920.

The county surveyor was one of the original county officials established by the territorial legislature and later the state legislature. The county surveyor was required to keep records and preserve cornerstones, and although few counties now have county surveyors, those duties are still there. This history somewhat explains how the county was responsible for maintaining the cornerstones and why the stones are usually buried in the roads. It is also apparent that most of the stones that have been lost are probably due to actions or inaction of the township or county road departments.

These cornerstones are the basis for all the property lines in the state. Both state and federal law say the cornerstones mark the true location and cannot be changed, even if not set accurately. These laws provide permanency in land boundaries. The problem is once a cornerstone is lost, it is difficult if not impossible to determine the original location and boundary disputes can occur. Many times those boundary disputes involve road right-of-way lines, and that is one reason we need to preserve the cornerstones.

With that historical background in mind there are a number of items currently required of the counties if the cornerstone is on county road right-of-way.

- KSA 58-2001 to 2005 requires a review by the county surveyor prior to surveys being recorded at the register of deeds. (See my article in the December 2019 County Comment.)
- KSA 21-5816 requires that we protect the cornerstone from damage by our activities.
- KSA 19-1430 requires that a road agency will have a licensed surveyor make reference measurements and file reports when a corner monument located in a street or road:
  a) Is at risk of being displaced or destroyed (reconstruction);
  b) projects above the usual grade of a roadbed;
  c) is at risk of coverage by concrete, asphalt or other permanent type surfacing (overlays); or
  d) is at risk that fill will cover the corner monument more than two feet.

Those are the counties basic responsibilities, and this is how we can meet those requirements.

- **Cornerstone Protection**: Each county should have a surveyor that the road supervisor can contact if he thinks a cornerstone may be dislodged either from maintenance or a construction project.
- **Overlay or paving**: Paving will not damage a stone, but it covers the stone and makes it difficult to locate. Keep in mind that it is better to dig for the corners before paving than after. If you have an upcoming project you should have a surveyor check the project to make sure all the corners are properly referenced before the work, then reset at the surface when completed.
- **Reconstruction projects**: Scarifying and tilling can dislodge corner stones and bars. On reconstruction projects you should have a surveyor check the project to make sure all the corners are...
properly referenced before the work and reset after the project.

- **Construction Projects:** All construction projects usually start with setting a centerline and control points for future reference and to write legal descriptions. On county and township roads the centerline is usually the section line, and the control points are the section corners. The consultant hired to design the project will have a surveyor on staff that can establish the section corners to be used for control. In most of rural Kansas the consulting engineer that designs the project is not a local company, in that situation I would suggest hiring a local surveyor to recover the corners and furnish the information to the consultant. The engineering consultants should not use the center of the road as a control point. That might save a little money but is not good practice, you could buy some right-of-way and find out that the new fence was set in the wrong place. You have one time to do it right, and that is before the project.

Sample agreement forms are available in the Survey folder in the Resources section of the KCHA website. These agreements include:

- **Agreement for Digging Cornerstones**
  Draft agreement with private surveyor that would like county to dig for cornerstones. Includes responsibilities of each party.

- **Agreement for corner ties on overlays and reconstruction**
  Draft agreement with private surveyor to preserve corners and file reports on an overlay or reconstruction project.

- **Resolution for appointment of review surveyor**
  Draft resolution to appoint a surveyor as an independent contractor to review surveys.

- **Resolution to waive review of surveys**
  Draft resolution to waive the requirement that surveys are to be reviewed prior to recording at the register of deeds.

- **Resolution for additional survey requirements**
  Draft resolution to add county requirements for surveys to be recorded at register of deeds.

There are less than 400 private surveyors in Kansas. Most of these surveyors work in urban areas and are involved in platting and staking of new developments and construction projects. In the more rural areas of Kansas a surveyor may have to cover 10 or more counties to have enough work to stay busy. The cost of a property survey is directly related to how good the county records are and if the county cooperates with private surveyors in digging for corners. The fee for a survey is also affected by the difficulty in obtaining section corner information close to the property being surveyed. The farther the surveyor has to search for cornerstones the more expensive the survey, and the more likely there will be boundary disputes. Any help the county can provide in locating section corners will save land owners money. In fact, in some cases it is almost impractical to do a private survey without the cooperation from the county.

Many counties help surveyors by digging for corners. You might ask why the county would need to help dig, and the reason is that the county hid the corners when they built the road. Also, we need those corners for our projects. If the county does the digging, we should expect the surveyor to do the research and determine where to dig, have the utilities flagged, observe the digging, set a bar beside the stone, document the process and file all the required reports. Then the corner is on record and it will not be necessary to dig for this corner again. Digging cornerstones for an occasional property survey is usually not a big expense. Now if there is a big project like a wind farm or pipeline a lot of...
corners need to be located in a short amount of time. The county just may not have the available resources to dig for the cornerstones, and these companies may need to contract this work. They should still obtain permission to dig, and file the required reports. If the county digs corners for the local surveyors it is not out of line to expect a little help in return. The surveyor may be willing to keep the survey records organized, assist in researching road records, or helping out on a right-of-way issue.

I have been asked how big of a hole is reasonable. I guess each surveyor has an opinion and my opinion is that on a gravel or dirt road a 10 ft. square hole in the middle of the road is an adequate search area. The depth is past the surfacing material and disturbed area in cut sections and in fill sections down to the natural ground elevation. A blacktop doesn’t move around and has usually been surveyed in the past and a 2 ft. x 2 ft. hole is reasonable. If the surveyor wants to dig a bigger hole, just offer to loan him a pick and shovel, and let him do the digging. If there is an established monument at the corner or the corner has been dug for before, you don’t need to dig. If the surveyor insists, again offer to loan him a pick and shovel.

Survey records are very important to both the private surveyor and the counties. Each county road department, or perhaps the mapping department, should keep a file of surveys and corner references sent to them. In rural counties file folders for each city and township may be all that is needed. The Road Supervisor and office staff should know the location of all survey records.

In summary, recognize that cornerstones are located below your roads and that they can be easily destroyed. On projects, contact a local surveyor to reference the corners and ensure the locations are not lost. Cooperate with local surveyors in locating cornerstones below your roads. Maintain a filing system for surveys and corner references sent to the county. Just these few items will help preserve the survey control in your county and help keep the costs of private surveys within reason, and reduce boundary disputes and road right-of-way line issues.
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ATTORNEY I – Unified Government of Wyandotte County/KCK

The Unified Government of Wyandotte County/KCK is seeking an Attorney in the Legal Department. Incumbent will be responsible for providing legal representation, counseling and defense of the Unified Government’s interests; reviewing, investigating, researching, responding, and litigating claims for loss, compensation, police civil liability, road defects and bankruptcies filed against the Unified Government. Juris Doctorate in Law and three years of civil litigation or related work experience; License to practice law in the State of Kansas is required. For a complete job description, minimum qualifications and application instructions please visit www.wycokck.org. Salary: $4,787.47 - $9,094.80/mo. Deadline: March 4, 2020. EOE

COUNTY COMMENT • March 2020

Road & Bridge Division Manager – Harper County

Harper County Public Works Department is hiring for a Full Time Road & Bridge Division Manager, who will work in conjunction with the Public Works Director to help administer the Department, including all Road & Bridge operations, planning, budgeting, and personnel management.

Requirements include High School Diploma or equivalent; Bachelor’s in Civil Engineering or APWA PWS, PWM, or PWE Certification preferred. At least seven (7) years of related Road and Bridge experience, including four (4) years at a supervisory level preferred. Applicants possessing an equivalent combination of education and experience that would provide the required knowledge and skills to perform the job may be considered.

Pre-employment drug screen and criminal background check required. Current CDL is preferred.

This is a full time exempt position. Actual salary will be determined based on experience and skill level.

Full Time positions offer paid health and dental insurance options, employer funded Health Reimbursement Account, KPERS retirement plan, Life Insurance and a generous Paid Time Off (PTO) benefit.

Applications are available in the Human Resources Office of the Harper County Courthouse and online at www.harpercountyks.gov.

Harper County is an Equal Opportunity Employer.

Public Works Director – Jefferson County

Jefferson County Is seeking applicants for the position of Public Works Director. Under the Jefferson County Board of Commissioners, the Public Works Director is responsible for administration, supervisory oversight, and other related tasks in the planning, construction, and maintenance of Jefferson County road and bridges, and County facilities and grounds. Fleet acquisition and maintenance, solid waste management, and the administration of the Kansas Noxious Weed law are also the responsibility of this position.

A bachelor’s degree from a 4-year college or university is preferred, along with three to five years related experience and/or training; or an equivalent combination of certified education and experience. Applicants must have the ability to supervise employees and carry out

continued next page
supervisory responsibilities including interviewing, hiring and training employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees, addressing complaints and resolving problems.

Applicants must have knowledge of applicable County, State and Federal laws, rules and regulations pertaining to department operations. Applicants must have experience in budget preparation, monitoring and management as it relates to the department. Applicants must have organization, leadership and planning abilities as well as strong oral and written communication skills.

Applicants must have knowledge of the principles and practices of road construction and maintenance; road, asphalt and construction materials', knowledge of asphalt and oil emulsions and application rates, knowledge of safe and proper operation of heavy equipment for training new personnel.

Jefferson County offers a robust benefits package including health and dental insurance, KPERS retirement, vacation, sick leave, discretionary leave and more. Applicant must have a valid driver’s license. Salary will be negotiated based on education and experience. Jefferson County is an equal opportunity employer and complies with the Americans with Disabilities Act. Pre-employment drug screen, vision and hearing tests are required. Applications are available from the County Clerk’s office or online at http://www.jfcountyks.com/619/Employment. Position will be open until filled.

County Appraiser – Pottawatomie

Pottawatomie County, Kansas - seated in Westmoreland - is one of the fastest growing Kansas’ counties.

The County Appraiser’s Office is required by law to annually appraise all tangible, taxable property. In Pottawatomie County there are 15,880 residential, agricultural, multifamily, commercial and industrial parcels as well as 3,591 personal property accounts. The County Appraiser leads, manages, plans, organizes, administers and directs the activities and operations of the Pottawatomie County Appraiser’s Office in compliance with County policies and applicable Kansas statutes. In conformance with the Kansas State Property Valuation Department, a division of the Department of Revenue, the County Appraiser Office serves and assists the property assessment needs of the citizens and the community.

The County Appraiser advises the County Administrator and Board of County Commissioners on matters pertaining to property appraisals and attends meetings of the BOCC, responds to inquiries made by the Commissioners and other County officials and makes presentations on a regular basis. For more information about Pottawatomie County and the County Appraisers Office visit www.Pottcounty.org.

Minimum qualifications include a diploma, GED, or equivalent. Employee is required to be listed as an eligible Kansas Appraiser by the Property Valuation Department, a Division of the Department of Revenue and either certified as a General Real Property Appraiser pursuant to Article 41 of Chapter 58 of the Kansas Statutes Annotated and amendments OR possession of one of the required appraisal designations which includes: a Registered Mass Appraiser pursuant to rules and regulations adopted by the Secretary of Revenue or having obtained a valid certified Residential Evaluation Specialist or Certified Assessment Evaluation designation from the International Association of Assessing Officers, as required by K.S.A. 19-430. Must have a minimum of three (3) years’ CAMA experience and property appraisal experience and also direct supervision experience. Must have superior written and verbal communication skills.

Preferred qualifications include any Degree in Finance, Accounting, Economics, Business Administration, Regional/Urban Planning or a related field combined with additional CAMA assessment administration or other local government education and training or (3) years of experience in assessing properties. Combination of education and experience accepted. Commercial experience a bonus.

Compensation: The compensation package includes a competitive base salary and benefits that will ultimately depend upon the qualifications of the selected candidate. The beginning salary will be commensurate with experience. The County offers excellent benefits which include: KPERS retirement, paid time-off, medical/prescription insurance, dental, vision, and other benefits.

To Apply: The position will remain open until filled. For consideration, please visit www.HRePartners.com to complete an application. Contact Human Resources at: Pottawatomie County, KS; PO Box 348; Westmoreland, KS 66549, or humanresources@pottcounty.org or 785-457-3455 for more information.

Pottawatomie County is an Equal Opportunity Employer
2020 Course Schedule

Below are the classes currently scheduled for 2020. We will add workshops/classes as we have further confirmation of instructor availability or strong interest from you. We must have at least eight people signed up 10 days prior to the scheduled session to hold a class or webinar. If we do not have sufficient enrollment, we will cancel the class and you will be notified via email.

Pricing

All full day workshops include morning coffee and lunch. Fees are $65, $75 or $100 depending on instructor, location costs and other costs KAC incurs.

2020 Classroom Session Schedule

<table>
<thead>
<tr>
<th>Certificate(s) Requirement</th>
<th>Workshop</th>
<th>Location</th>
<th>Date/Time/Fee</th>
<th>Presenter(s)</th>
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</thead>
<tbody>
<tr>
<td><strong>Foundations in County Government / Roads Scholar Level III</strong></td>
<td>308 Overview of Human Resource Management</td>
<td>Saline County Hwy. Dept. training facility 3424 Airport Road Salina, KS</td>
<td>Friday, March 6 9 am – 3 pm $100</td>
<td>Lisa Eickholt, Sr. Consultant, McGrath Human Resources Group</td>
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<tr>
<td></td>
<td>304 Budgeting and Finance</td>
<td>Ellis County Fire Dept. 1105 East 22nd St. Hays, KS</td>
<td>Friday, March 20 9 am – 3 pm $100</td>
<td>Ryan Adkison Butler County Assistant Administrator/ Finance Director</td>
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<tr>
<td><strong>Foundations in County Government / Roads Scholar Level II</strong></td>
<td>203 Legal Aspects of Management</td>
<td>DeSoto</td>
<td>Friday, March 27 10 am - 5 pm</td>
<td>Tara Eberline, Folston Siefkin LLP; Nathan Eberline, VP Operations, Accreditation Council for Business Schools and Programs</td>
</tr>
<tr>
<td><strong>Foundations in County Government</strong></td>
<td>Becoming a Servant Leader</td>
<td>Liberal, KS</td>
<td>Tuesday, April 28 11 am – 4:30 pm</td>
<td>KU Public Management Center staff</td>
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<tr>
<td>Certificate(s) Requirement</td>
<td>Workshop</td>
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<tr>
<td><strong>Foundations in County Government / Roads Scholar Level I</strong></td>
<td>County Government 101</td>
<td>KAC Office 715 SW 10th St. Topeka</td>
<td>Thursday, July 23 9 am – 12 pm $65</td>
<td>Bruce Chladny, KAC Executive Director</td>
</tr>
<tr>
<td><strong>Foundations in County Government / Roads Scholar Level I</strong></td>
<td>City Government 101</td>
<td>KAC Office 715 SW 10th St. Topeka</td>
<td>Thursday, July 23 1 am – 4 pm $65</td>
<td>Trey Cocking, Deputy Director, League of Kansas Municipalities</td>
</tr>
<tr>
<td><strong>Foundations in County Government</strong></td>
<td>Ethical Considerations</td>
<td>KAC Office 715 SW 10th St. Topeka</td>
<td>Friday, July 31 9 am – 12 pm $65</td>
<td>Jay Hall, Legislative Policy Director &amp; Legal Counsel, KAC</td>
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304 Budgeting and Finance

Budgeting and Finance is a required role of the county commission as well as other elected officials and staff. The number and scope of county services have expanded in response to intergovernmental mandates and long devolution trends. The dizzying pace of technology innovations promises long-term efficiencies for county operations, but in the short run, requires a significant financial investment. This course defines the role of the county commission as financial policy makers and related roles of citizens, other elected officials and staff. In addition, *this class will address current tips on how to manage the Tax Lid in your county.*

- Establish the legal parameters for the county budget and identify the functions of a capital and annual operating budget;
- Propose processes for preparing, adopting and managing the budget;
- Explain how county government is financed and suggest techniques for estimating county revenues;
- Identify leadership strategies that contribute to wise, effective and responsible financial decisions;
- Identify how to challenge county department heads and staff, and outside agencies to the county to use the budget process to think more strategically, more seriously, and more collaboratively about how goals can be accomplished in more creative and cost-effective ways;
- Consider the adequacy of cash balances or reserves, i.e. how much is enough, not enough, or too much, and how cash balances can be managed;
- Evaluate revenue sources other than the property tax to finance county programs and services;
- Consider how the county’s fund structure enables or detracts from the ability of the board of county commissioners to effectively manage the county budget; and
- Learn of ways to effectively communicate county budget information to citizens, groups, and the news media.
Instructor: **Ryan Adkison** is the Assistant County Administrator/Finance Director for Butler County. One of his primary duties is crafting the organization’s annual CIP/operating budget, which has won the Government Finance Officers Association’s (GFOA) Distinguished Budget Presentation Award the past seven years. Mr. Adkison received his undergraduate degree from Emporia State University in Political Science, where he played basketball and married his beautiful bride. He received a Master’s of Public Administration from the Hugo Wall School at Wichita State University. Mr. Adkison then worked in the Budget Office and Pension Office at the City of Wichita before moving to Butler County. He can be reached at (316) 322-4326 or radkison@bucoks.com.

**308 Overview of Human Resource Management**

**NOTE:** This workshop applies toward *Level III Roads Scholar* program or can be applied to the Foundations in County Government certificate.

Human resource management covers more ground than people might initially imagine. Some may define it as interactions between employer and employee in the period between which an employee is hired until they are terminated. While this is true, human resources management begins even before this, with the policies that are created by the institution and the laws that govern workplace relations.

Human Resource Management is the process of working with people so that they and their organizations reach full potential even when change precipitates the need to acquire new skills, assume new responsibilities and form new relationships. This course is designed to give you an overview of the key elements of human resource management.

Lisa Eickholt, Sr. Consultant, McGrath Human Resource Group, will teach this session.

**203 Legal Aspects of Management**

The government’s dedication to assuring a fair workplace has meant greater legal complexity in all aspects of supervision. This workshop will help supervisors navigate the most current legal provisions associated with the public-sector workplace and translate them into plain-English guidelines. This class will:

- Review the concept of equal employment opportunity and its application in interviewing, supervision, promotion and termination;
- Understand the most current definitions of sexual harassment, and what to do if it is reported or suspected;
- Learn how to conduct a legally-compliant performance appraisal;
- Expand knowledge of how to prevent legal problems when responding to poor performers;
- Increase awareness of legal issues associated with electronic communication; and
- Learn when to seek assistance from legal or human resource management specialists.
Instructors are Tara Eberline, Partner with Folston Siefkin LLP; Nathan Eberline, Vice President of Operations for the Accreditation Council for Business Schools and Programs.

The class will be held from 10 a.m. to 5 p.m. Cost to attend this course is $75 for members, $100 for nonmembers. Lunch and materials provided. Register online.

**Becoming a Servant Leader**

This workshop will explore the five key principles and practices of servant leadership. Servant Leadership is a philosophy of leadership where the leader shares power, puts the needs of the employees first and helps people develop and perform as highly as possible. Servant leadership is used in business and in public organizations. Although Servant leadership should not be considered the only style of leadership, it offers guidance for building a shared vision and an organizational culture where success and accomplishment thrive.

The class will be held from 11 a.m. to 4:30 p.m. Cost to attend this course is $100. Lunch and materials provided. Register online.

**303 Ethical Considerations**

This workshop is intended to raise awareness of the myriad of the ethical considerations which face county leaders. An extensive use of case studies is used to provide real world examples of challenging ethical situations that confront county leaders daily.

**105 County Government 101**

**106 City Government 101**

NOTE: These courses apply toward completion of Level 1 Roads Scholar program. You will take either County Government 101 OR City Government 101.

These workshops offers front-line employees a practical primer on county/city government to enhance understanding of what influences and shapes their day-to-day jobs. The workshop will also enhance participants’ skills in educating citizens about government services. Because the information is valuable to anyone serving in local government, persons with other levels and types of responsibilities are welcome to attend.