



**Board of Riley County
Commissioners
Regular Meeting
Minutes
January 07, 2021**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

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

[District 2 – Marvin Rodriguez, Chair](#)

[District 3 – Ronald Wells, Member](#)

8:30 AM

Call to Order

Attendee Name	Title	Status	Arrived
Ronald Wells	County Commissioner	Present	8:30 AM
Marvin Rodriguez	County Commissioner	Present	8:30 AM
John Ford	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
Mary Hobbs	IT	Present	8:30 AM
Bruce McMillan	Bruce McMillan Architects	Present	8:30 AM
Elizabeth Ward	Human Resource Manager	Present	8:30 AM
Greg McHenry	County Appraiser	Present	8:30 AM
Kathryn Focke		Present	8:30 AM
Greg McKinley		Present	8:30 AM
Tami Robison	Budget and Finance Officer	Remote	8:40 AM
John Ellermann	Public Works Director/County Engineer	Present	8:56 AM
Michael Boller	Noxious Weed Director	Present	9:01 AM
Lynn Blecha		Present	9:41 AM
Amanda Smeller	Planning/Special Projects Director	Present	9:47 AM

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Ford's Comments:

Monday I meet with Amanda Smeller, Riley County Director of Planning and Development to discuss some thoughts and ideas on a new comprehensive plan moving forward.

Also Monday afternoon I had our Community Leaders Zoom call with entities from K-State, Manhattan, RCHD/EOC, and other local officials to discuss the ongoing local response to the COVID-19 Pandemics. Planning, reporting, and challenges with the vaccination process and distribution were the main topics of discussion.

Wednesday afternoon I listened in on the White House Office of Intergovernmental Affairs National tele-conference call with State/Local and Tribal leaders. The update on this call included a COVID-19 Response and Coordination update, the COVID-19 relief package, implementation on new hospital pricing rules, expanding educational opportunity through school choice, an update from the President's Commission on Law Enforcement and Administration of Justice, and a partial update of Operation Legend as well.

Rodriguez's Comments:**Wells' Comments:**

Wells said he has been working on the house project.

Wells stated his son Don should be out of the COVID ward today and moved to the wound section.

Business Meeting**3. Courtroom COVID Modification Project-Substantial Completion**

Move to approve the Certificate of Substantial Completion with Bruce McMillan and Riley Construction, Company for the Riley County Courtroom COVID Modifications Project.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	John Ford, County Commissioner
SECONDER:	Ronald Wells, County Commissioner
AYES:	Wells, Rodriguez, Ford

4. Out of State Travel Requests for Allen Todd, Melanie Berry, Steve Schurle, Greg McHenry

McHenry presented the out of state travel request.

Move to approve Out of State Travel Requests for Allen Todd, Melanie Berry, Steve Schurle, and Greg McHenry to attend the 2021 International Association of Assessing Officers (IAAO) Conference & Workshops. Total cost for all four conference attendees is \$6,897. This has been budgeted in the Appraiser's Office 2021 budget.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	John Ford, County Commissioner
SECONDER:	Ronald Wells, County Commissioner
AYES:	Wells, Rodriguez, Ford

5. Twin Valley request for Letter of Support for Broadband Acceleration Grant

Move to approve the Letter of Support for the Broadband Acceleration Grant for Twin Valley Telephone.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	John Ford, County Commissioner
SECONDER:	Ronald Wells, County Commissioner
AYES:	Wells, Rodriguez, Ford

6. Proclamation recognizing the leadership, supervisors and employees of the Riley County Health Department during the pandemic

Move to approve the Proclamation recognizing the leadership, supervisors and employees of the Riley County Health Department during the pandemic.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	John Ford, County Commissioner
SECONDER:	Ronald Wells, County Commissioner
AYES:	Wells, Rodriguez, Ford

7. Appointing Riley County representatives to the Law Enforcement Agency Board

Move to appoint John Ford (County Commissioner), Kathryn Focke (City/County Alternate) and Robert Ward, Jr. (County Resident) and approve "Resolution No. 010721-02, A Resolution appointing Riley County representatives to the Law Enforcement Agency Board."

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Ronald Wells, County Commissioner
SECONDER:	John Ford, County Commissioner
AYES:	Wells, Rodriguez, Ford

8. Amend CIP Projects for RCPD Firing Range

Move to approve the CIP Amendment Form for the RCPD Firing Range.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Ronald Wells, County Commissioner
SECONDER:	John Ford, County Commissioner
AYES:	Wells, Rodriguez, Ford

9. Action on Portable Communication Device Allowance Form(s)

Move to approve the Portable Communication Device Allowance Form.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Ronald Wells, County Commissioner
SECONDER:	John Ford, County Commissioner
AYES:	Wells, Rodriguez, Ford

10. Sign Riley County Personnel Action Form(s)

The Board of County Commissioners signed Riley County Personnel Action Forms for the following:

- Kristen Bittel, a Customer Service Representative I, in the Treasurer's Department, for Separation from County Service, effective January 15, 2021.
- Michele Reid, for a promotion, as a Payroll/Benefits & HR Associate, in the Clerk's Department, at a grade M step 1, at \$20.67 per hour, effective January 11, 2021.

11. Sign Riley County Position Action Form(s)

Vargo presented the job description and discussed the need to rehire the Administrative Analyst-AP position.

The Board agreed by consensus to rehire the Administrative Analyst-AP position in the Clerk's Office.

The Board of County Commissioners signed Riley County Position Action Forms for the following:

- a Customer Service Representative I, in the Treasurer's Department, at a grade F.
- an Administrative Analyst - AP, in the County Clerk's Department, at a grade K.

Review Minutes

12. Board of Riley County Commissioners - Regular Meeting - Jan 4, 2021
8:30 AM

Move to approve the minutes.

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Ronald Wells, County Commissioner
SECONDER:	John Ford, County Commissioner
AYES:	Wells, Rodriguez, Ford

Review Tentative Agenda

13. Tentative Agenda

Press Conference Topics

14. Discuss Press Conference

9:00 AM

John Ellermann, Public Works Director/County Engineer

15. Revised Purchase Authorization for One Ton Truck with Utility Bed

Ellermann presented a revised purchase order. Ellermann asked the Board to allow sole source through the State Contract.

Move to approve the revised Purchase Authorization.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	John Ford, County Commissioner
SECONDER:	Ronald Wells, County Commissioner
AYES:	Wells, Rodriguez, Ford

9:15 AM Michael Boller, Noxious Weed Director

16. Staff Update

Boller presented the Noxious Weed/HHW staff update.

Boller thanked Commissioner Rodriguez and Commissioner Wells for their support.

9:30 AM Greg McHenry, Appraiser

17. Appraiser's Office Report

McHenry presented the Appraiser's Office Staff report.

McHenry thanked Commissioner Rodriguez and Commissioner Wells for their support.

9:50 AM Craig Cox, Deputy County Counselor

18. Riley County 50/50 Cost Share Agreement to Pave Thomas Wiard Road

Cox presented the 50/50 Cost Share Agreement with Lynn Blecha.

Blecha asked the Board for their signatures on the contract to move forward on the project.

Blecha thanked Rodriguez and Wells for their service to the County.

Move to approve the Agreement with Lynn Blecha a 50/50 cost share agreement to pave Thomas Wiard Road.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	John Ford, County Commissioner
SECONDER:	Ronald Wells, County Commissioner
AYES:	Wells, Rodriguez, Ford

10:00 AM Amanda Smeller, Planning/Special Projects Director**19. Planning & Development - Staff Update**

Smeller presented the Planning and Development staff update.

Smeller thanked Commissioner Wells and Commissioner Rodriguez for their service.

10:15 AM Clancy Holeman, Counselor/Director of Administrative Services**20. Administrative Work Session**

Holeman asked if the Board wants a County Officials Luncheon on Monday.

The Board agreed the next County Officials Luncheon will be in February.

10:35 AM Craig Cox, Deputy County Counselor**21. Resolution Authorizing Real Estate Tax Foreclosure Sale**

Cox presented the Resolution Authorizing Real Estate Tax Foreclosure Sale.

Move to approve "Resolution No. 010721-03, A Resolution authorizing real estate tax foreclosure sale."

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Ronald Wells, County Commissioner
SECONDER:	John Ford, County Commissioner
AYES:	Wells, Rodriguez, Ford

Vargo thanked Commissioner Rodriguez and Commissioner Wells for their leadership and support for the County Clerk's Office and all the County Departments.

Ford stated it has been an honor and a pleasure to serve with Commissioner Rodriguez and Commissioner Wells. Ford said he appreciated the civil and professional manner in which the commission has worked. Ford wished them both the best in the future.

Wells and Rodriguez thanked Commissioner Ford for the way he has worked as a county commissioner.

Adjournment

Move to adjourn.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	John Ford, County Commissioner
SECONDER:	Ronald Wells, County Commissioner
AYES:	Wells, Rodriguez, Ford