



**Board of Riley County
Commissioners
Regular Meeting
Minutes
January 14, 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, Chair](#)

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

[District 3 – Kathryn Focke, 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
Alice Massimi	PIO	Present	8:30 AM
Michele Reid	Records Assistant II	Present	8:30 AM
Mary Hobbs	IT	Present	8:30 AM
John Ellermann	Public Works Director/County Engineer	Remote	8:35 AM
Shilo Heger	Treasurer	Present	9:24 AM
Janet Nichols	Manhattan Area Chamber of Commerce	Present	9:37 AM
Jason Smith	Manhattan Area Chamber of Commerce	Present	9:37 AM
Julie Gibbs	Health Department Director	Present	10:00 AM
Tami Robison	Budget and Finance Officer	Present	10:25 AM
Amanda Smeller	Planning/Special Projects Director	Present	10:51 AM
Gary Rosewicz	Assistant County Engineer	Present	11:16 AM

Pledge of Allegiance

Public Comment

1. Public Comments

Vargo introduced Alice Massimi the new Public Information Officer. Vargo stated Massimi has already begun meeting and working with the EOC on the pandemic. Vargo said he gave Massimi a tour of the Riley County facilities and introduced her to most of the department heads yesterday. Vargo stated the reception from the department heads is overwhelmingly positive and they look forward to the new position to

help Riley County enhance our social media presence and overall community education on Riley County Government.

Vargo discussed the inclement weather process during bad storms.

Move to add an executive session to the County Counselor's administrative time.

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

Commission Comments

2. Commission Comments

Ford's Comments:

Monday afternoon we had our weekly Community Leaders Zoom call with K-State, Manhattan, RCHD/EOC, and other local officials to discuss the local response to the Covid-19 Pandemic. The discussion centered around severity and increased numbers of hospitalizations and the rollout of the vaccine process here locally.

Monday afternoon I also met with Riley County IT, Rich Vargo, and Cindy Kabriel to discuss the upcoming Intergovernmental Meetings that will be hosted by Riley County for 2021.

Tuesday morning I did KMAN's In Focus for a second straight month. I brought along Riley County Emergency Management Director Russel Stukey and Riley County Fire Chief Michael Regal. As usual it was very a productive hour and went well.

Wednesday afternoon we had our NACo National Community Economic and Workforce Development meeting. A couple of topics of discussion were the latest COVID-19 relief package, final Federal appropriations, legislative update, and information on this year's 2021 Policy and Legislative Conference that's usually in person in Washington DC, but will be held virtually this year. Lastly a presentation on the Emergency Rental Assistance Program from Mr. Brad Gair, Principal Witt O'Brien's.

McKinley's Comments:

I have been attending the New Commissioner Orientation meetings online. A lot of good information in just the first four sessions. One yesterday was about how to deal with legal disputes between the commissioners and other elected county offices. From what I have seen in the meetings over the last year and with talking with department heads, we are fortunate to not have those kinds of problems. It looks like everyone plays well together.

Tuesday night I attended the RFD#1 Advisory Board meeting. The policy manual is at HR for review. The next stations to be replaced are Ashland and University Park. After those, the only one needing replaced will be Peach Grove.

Wednesday night I attended the Randolph City Council meeting.

Focke's Comments:

Business Meeting

3. Appoint Gary Olds and Larry McGillivray to the Parks Advisory Board and approve Resolution

Move to sign the appointment letters for Gary Olds and Larry McGillivray to the Parks Advisory Board and approve "Resolution No. 011421-04, A Resolution appointing representatives to the Riley County Park Advisory Board".

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Greg McKinley, 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 Jim Cook, for a promotion (completed all courses and 3 years experience), as an Appraiser III, in the County Appraiser's Department, at a grade L step 2, at \$20.37 per hour, effective December 26, 2020.

5. Sign Riley County Position Action Form(s)

The Board of County Commissioners signed a Riley County Position Action Form for an IRIS Community Coordinator - Riley and Pottawatomie Counties, in the Health Department, at a grade M.

6. Discuss Joint City/County/County Meeting Agenda Topics
 - Overview of Hwy 13 and Seth Child Corridor - City & County Public Works to discuss
7. Discuss Intergovernmental Luncheon
 - Julie Gibbs-Vaccine Update
8. Approve payroll/accounts payables (when completed)

Move to approve the payroll vouchers in the amount of \$558,958.71 and the following warrant vouchers for January 15, 2021:

2021 Budget

County General	\$301,313.20
Health Department	64,871.54
Motor Vehicle Operations	3,878.63
Community Corrections	15,284.51
Economic Development	11,947.47
Emergency 911	142,744.00
Solid Waste	4,134.78
RCPD Levy/Op	22,011.12
Riley Co Fire Dist #1	5,280.95
Terra Heights Sewer	75.00
Konza Water Operations	75.00
TOTAL	\$571,616.20

2020 Budget

County General	\$135,562.36
Health Department	18,876.00
Community Corrections	658.69
Capital Improvements Fund	61,332.43
Emergency 911	2,335.35
Solid Waste	837.48

County Building	16,777.73
Riley Co Fire Dist #1	2,011.49
University Park W&S	2,467.20
Fairmont Heights Cap Proj	208,058.36
Terra Heights Sinking	882.18
Konza Water Operations	32.73

TOTAL. \$449,832.00

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

Review Minutes

9. Board of Riley County Commissioners - Regular Meeting - Jan 11, 2021
8:30 AM

Move to approve the minutes.

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

Review Tentative Agenda

10. Tentative Agenda

Press Conference Topics

11. Discuss Press Conference

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

- 9:00 AM 12. Administrative Work Session

Move the County Commission, including Chairman Ford, Commissioner McKinley, and Commissioner Focke recess into executive session on potential litigation for the purpose of consultation with Clancy Holeman, Riley County Counselor, attorney for the commission, which would be deemed privileged in the attorney-client relationship, an exception to the Kansas Open Meetings Act, the open meeting to resume in the County Commission Chambers at 9:20 a.m.

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

9:20 AM

Move the Board of County Commissioners come out of executive session.

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

Move the record to reflect no binding action was taken during the executive session.

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

9:20 AM

Bob Isaac, Planner

13. Public Hearing to plat a tract of land into one (1) residential lot.

Ford opened the public hearing.

Isaac presented the Sherwood Addition plat.

The commissioners discussed concerns with the property flooding in 2018 and future flooding of the property.

Ford closed the public hearing.

Move to approve "Resolution No. 011421-05, A Resolution approving the Sherwood Addition and accepting the street rights of way,

easements and licenses as shown to be dedicated on said plat”.

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

9:30 AM Shilo Heger, Treasurer

14. December 2020 Revenue Reporting - Riley County Treasurer

Heger presented the December Treasurer's report.

9:45 AM Jason Smith, Manhattan Area Chamber of Commerce

15. Economic development update

Nichols presented an update on her position as the Military Liaison.

Smith presented the "Kansas Punching Above Our Weight" magazine.

Smith discussed the Manhattan Area Chamber of Commerce's roll with the county.

10:00 AM Julie Gibbs, Health Department Director

Move to recess as the Board of County Commissioners and convene as the Board of Health.

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

16. RCHD January Report

Gibbs presented the RCHD monthly reports.

Move to recess as the Board of Health and reconvene as the Board of County Commissioners.

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

10:30 AM Budget and Planning Committee - Tami Robison, Budget and Finance Officer

17. Monthly Cash Flow Reports for December 2020

Robison presented the monthly cash flow reports.

10:50 AM Amanda Smeller, Planning/Special Projects Director

18. CDBG-CV Determination of Level of Review

Smeller presented the CDBG-CV Determination of Level Review.

Move to approve the Chairman to sign the Determination of Level of Review for Kozy Kids Daycare.

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

19. Request for CIP funding for replacement vehicle through state contract

Smeller presented the request to replace the 2005 Chevrolet Colorado.

Move to approve the use of CIP funding in the approximate amount of \$25,000 to purchase a new vehicle and associated bed cover for Planning & Development.

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

11:05 AM John Ellermann, Public Works Director/County Engineer

20. Lakeside Heights Enlargement Project

Ellermann requested to borrow \$5,000 from the general fund for the Lakeside Heights Sewer/Water Enlargement project.

Move to approve the loan for \$5,000 from the general fund to Fund 235 Lakeside Heights Sewer/Water Enlargement project.

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

11:20 AM Carson Kober, CASA Director (Zoom)

21. CPE 4th Floor Renovation

Kober presented the request for a CPE 4th Floor Renovation in the amount of \$104,823 through grant funds.

Kober stated CASA has been able to identify grant funding for the project.

Kober said they would like to add two more of their organizations to the space.

Kober asked for the Board's approval for the project.

Rosewicz said he is not sure if we have a written agreement with CASA on the space. Rosewicz discussed their wish to add two more organizations to the space.

Move that county staff begin working with CASA to develop a written lease agreement for the space CASA occupies on the 4th floor of Courthouse Plaza East.

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

Adjournment

Move to adjourn.

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