



**Board of Riley County
Commissioners
Regular Meeting
Minutes
January 27, 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
Shilo Heger	Treasurer	Present	8:30 AM
Christian Bright	Manhattan Mercury	Present	8:30 AM
Tami Robison	Budget and Finance Officer	Present	8:32 AM
Amanda Webb	Planning/Special Projects Director	Present	8:56 AM
Bob Isaac	Planner	Present	8:56 AM
John Ellermann	Public Works Director/County Engineer	Present	9:06 AM
Russel Stukey	Emergency Management Director	Present	9:19 AM
Cory Meyer	IT/GIS Director	Present	9:23 AM
Julie Gibbs	Health Department Director	Present	10:00 AM

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

McKinley's Comments:

After our meeting Monday I met with someone in the Appraiser's office about concerns I had received by some residents. I received some more education on how appraisals are done and relayed the information back to the residents.

I also met with Megan Dougherty in the Extension office to discuss some Medicare questions I had.

Later I met with David Adams about the education requirements for EMT's and paramedics. We also had a discussion about the new ambulance/emergency management facility and a new station in north county. He showed me some of the proposals we received from architects for the proposed facility. It was interesting to see the different ways they looked at our needs.

Tuesday evening I attended the opening of Leap. I wanted to take the grandkids with me. They could not make it, but they would have loved it and I am sure we will be back. They have a large area of wall to wall trampolines, a bowling alley, arcade games, and more to be added. There is also a bar area with big screen TVs for the parents and will be adding some food items in the future.

Wednesday I attended Local Government Day in Topeka. The Kansas Association of Counties and the League of Kansas Municipalities had separate meetings from 1:00 p.m. until 3:30 p.m. and then a joint meeting until 5:00 p.m. Governor Kelly gave a brief speech during the joint meeting. After that there was a reception for everyone to discuss items with the legislature and other attendees. I was able to talk to Representative Sydney Carlin, but did not see any of our other representatives. Senator Moran attended and I had a brief discussion with him about some changes in military healthcare I have been asked about. I also ran into someone who I knew from Leavenworth that is now the communication director for LKM and her video assistant is someone that graduated from Riley County High School.

Focke's Comments:

Monday after our meeting I attended the Intergovernmental Luncheon via zoom. The meetings are being hosted by the City of Manhattan with Mayor Linda Morse as chair. All government entities were present and gave updates and comments to the group.

Monday evening a special Law Board meeting was held here at the BOCC Chamber. The main discussion was to appoint an Interim Director after the retirement of RCPD Director Butler on January 31st. Three executive sessions ensued to discuss the non-elected personnel

matter, followed by a public session to offer the position to Kurt Moldrup, currently serving as the Assistant Director, which he accepted. A contract is being prepared by the Law Board Attorney. There will be a retirement reception for Director Butler on Friday.

Tuesday I measured a kitchen and adjoining rooms for preparation of a kitchen plan. Worked on the floor plan in the afternoon. I'm also getting quotes on home and auto insurance, as my existing ones have gone up dramatically in prices. I'm also working on a different Medicare supplement plan for the same reason.

Attended the puppy kindergarten class at the Manhattan Kennel Club on Tuesday evening.

Wednesday I spoke to several potential applicants for the Rural Economic Development Advisory Committee. Hopefully, they will get applications submitted ASAP. I also spent time going over today's meeting packet.

Ford's Comments:

Monday afternoon we had the first Intergovernmental Luncheon meeting of the year via Zoom. Kind of nice not to have to run these this year so I can actually pay closer attention to what is being discussed. Always glad to get updates to see what everyone is working on.

Monday afternoon I met with a constituent who is having some wastewater issues and challenges with their rural property. Hopefully, we will be able to figure out something soon that will work for them and keep them solvent moving forward.

Monday evening we had a Special Session of the RCPD Law Board here in the BOCC Chambers. We had several executive sessions to talk and alleviate several issues we have been faced with recently and finalized negotiations with Assistant Director Kurt Moldrup to become the Interim Director for RCPD while we work on seeking out and finding a permanent replacement. I'm thrilled we have him on board and look forward to working with him here in the short term. It was long, but productive evening for all of us.

Tuesday morning I joined in with Mayor Linda Morse and Pottawatomie County Commissioner Dee McKee on a moderated panel to discuss local government and functions with the Leadership Manhattan Class of 2022. I did this panel last year as well and enjoyed the opportunity and had some very good questions and dialog. Another impressive class has been put together for this year as well. Hopefully,

I was able to provide something insightful and meaningful to the group.

Tuesday afternoon I had my monthly Board of Directors Zoom meeting with Pawnee Mental Health. Business discussed was an update on both November and December finances. I wasn't able to make the Finance Committee meeting this time. Pancakes for Pawnee is March 1st this year, put that on your calendar. Robbin Cole gave an Executive Director's report. We appointed both new legal counsel and several new board appointments and reappointments. Had an election of new board officers and committee chairs as well.

Wednesday afternoon I had a special conference call with NACo's Community Economic and Workforce Development Committee to discuss four interim policy resolutions that we as a committee will work with the U.S. Congress to get passed at the federal level. Those resolutions will be discussed further and voted on during February's Policy and Legislative Conference in Washington, D.C. I will be attending this meeting virtually at that time. Two of the four resolutions deal with affordable housing, one deals with arts and economic development, and the last one deals with CDBG funding at the federal level.

Holeman asked the Board to add a lease agreement to Julie Gibbs' time today.

The Board agreed by consensus to add the agreement to Julie Gibbs' time.

Business Meeting

3. 2022 Official Depositories

Move to approve the following official depositories eligible to receive Riley County funds:

Capitol Federal Savings and Loan, Manhattan
Central National Bank, Manhattan
Commerce Bank, Manhattan
Community 1st Bank, Manhattan
Intrust Bank, Manhattan
KS State Bank, Manhattan
Landmark National Bank, Manhattan
Peoples State Bank, Leonardville
Riley State Bank, Riley

Sunflower Bank, Manhattan
UMB Bank, Manhattan
United Bank & Trust, Manhattan
Kansas Municipal Investment Pool

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

4. Change Order #1 for the Senn Road Bridge Replacement Project

Move to approve Change Order #1 with Ebert Construction for Senn Road Bridge Replacement Project.

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

5. Amend CIP Projects for EMS SUV Replacements

Move to approve the CIP Project Amendment Form for the EMS SUV Replacement project to include the cost for radios and lights in the vehicles as presented and approved by the Commission on January 24, 2022.

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

6. Sign Riley County Personnel Action Form(s)

The Board of County Commissioners signed a Riley County Personnel Action Form for Dominic Morot, a Traffic Control Technician I, in the Public Works/Operations Department, for Separation from County Service, effective February 2, 2022.

7. Approve payroll/accounts payables (when completed)

Move to approve the payroll vouchers in the amount of \$563,631.95 and the following warrant vouchers for January 28, 2022:

2021 Budget

County General	\$127,990.79
Health Department	40,628.06
Court Services	450.00
County Auction	618.82
Motor Vehicle Operations	5,967.57
Community Corrections	1,254.79
Capital Improvements Fund	21,290.84
Economic Development	7,676.00
Emergency 911	6,765.01
Solid Waste	10,386.00
County Building	3,941.32
Road & Bridge Cap Project	4,915.66
RCPD Levy/Op	867.56
Riley Co Fire Dist #1	8,492.58
University Park W&S	4,253.22
Hunters Island Water District	2,377.18
Carson Sewer Benefit Dist	575.67
Deep Creek Sewer	867.67
Moehlman Bottoms	1,289.79
Terra Heights Sewer	646.59
Konza Water Operations	6,510.71
Lakeside Heights Sewer	55.42

TOTAL. \$257,821.25

2022 Budget

County General	\$609,790.35
Health Department	49,672.26
Motor Vehicle Operations	4,026.23
Community Corrections	20,132.68
Capital Improvements Fund	73,987.00
Emergency 911	140,975.12
Solid Waste	6,999.77
County Building	4,919.77
Riley Co Fire Dist #1	8,930.80
University Park W&S	222.05
Hunters Island Water District	15.31
Carson Sewer Benefit Dist	32.68
Deep Creek Sewer	5.43
Moehlman Bottoms	7.41
Valleywood Operations	95.26
Terra Heights Sewer	10.37
Konza Water Operations	74.88
Lakeside Heights Sewer	.99

TOTAL. \$919,898.36

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

Review Minutes

8. Board of Riley County Commissioners - Regular Meeting - Jan 24, 2022
8:30 AM

Move to approve the minutes.

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

Review Tentative Agenda

9. Tentative Agenda

Press Conference Topics

10. Discuss Press Conference

9:00 AM Vivienne Uccello, PIO

11. PIO Monthly Update

Uccello presented the PIO monthly update.

9:15 AM Clancy Holeman, Counselor/Director of Administrative Services

12. Administrative Work Session

13. Review of SB 325 – Work Session

Holeman discussed SB 325 allowing the construction of wind or solar energy facilities.

Webb stated any piece of property would have to be zoned industrial for these types of facilities.

The Board agreed by consensus they are concerned with zoning agricultural property to industrial for wind or solar energy facilities.

14. Rural Economic Development Advisory Board Resolution - Clarification of Member Terms

Holeman discussed the rural economic development board resolution.

Move to approve "Resolution No. 012722-04, A Resolution of Riley County, Kansas establishing a Rural Economic Development Advisory Board for Riley County stating the membership, purpose, functions, and powers."

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

9:35 AM**Cory Meyer, IT/GIS Director**

15. IT/GIS Staff Update - January 2022

Meyer presented an IT/GIS staff update.

16. Request to Fill position - Network/System Administrator

Meyer presented the request to fill the Network/Systems Administrator position.

Move to allow the IT/GIS department to move forward with interviews and the re-hire of this vacant position.

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

The Board of County Commissioners signed a Riley County Position Action Form for a Network/Systems Administrator, in the IT/GIS Department, at a grade T.

17. Dell PC Purchase for Annual Replacement

Meyer presented the purchase authorizations for the Dell personal computers.

Move to proceed with the purchase and approve two Purchase Authorizations for twenty Dell personal computers in the amount of \$17,999.80 for each Purchase Authorization 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/County Engineer

18. Fill an open Traffic Control Technician Position

Ellermann presented the request to fill the Traffic Control Technician position.

Move to approve the Public Works Department advertise to hire the open Traffic Control Technician 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 Traffic Control Technician, in the Public Works/Traffic Division, at a grade I.

10:05 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:	Kathryn Focke, County Commissioner
AYES:	Ford, Focke, McKinley

19. RCHD Request to Fill Medical Interpreter Position

Gibbs presented the request to fill the Medical Interpreter position.

Move to approve filling the permanent, full-time Medical Interpreter position for the health department.

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

The Board of County Commissioners signed a Riley County Position Action Form for a Medical Interpreter, in the Health Department, at a grade N.

20. MCH OPEI Letter of Intent for 2022

Gibbs presented the OPEI Letter of Intent.

Move to approve the OPEI Letter of Intent for the grant contract.

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

Gibbs presented the lease agreement with ICON Investments for KDHE to have a facility at 3019 Anderson for testing during inclement weather. Gibbs stated there will be a monthly rent paid for by the Health Department and reimbursed by the State.

Move to approve the lease agreement with ICON Investments, LLC for a KDHE testing site at 3019 Anderson Avenue.

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

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:	Kathryn Focke, County Commissioner
AYES:	Ford, Focke, McKinley

10:20 AM

Bob Isaac, Planner

21. Special Use for a rural fire station

Isaac presented the Special Use Authorization for a rural fire station in Ashland Township.

Move to approve "Resolution No. 012722-05, Resolution amending the zoning map of Riley County concerning the use of certain real estate located in Ashland Township, Special Use Authorization" to allow the construction and use of a rural fire station, as it has been determined that it meets the minimum requirements of the Zoning Regulations of Riley County, Kansas, and the Riley County Sanitary Code.

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