



**Board of Riley County
Commissioners
Regular Meeting
Minutes
January 28, 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
Amanda Smeller	Planning/Special Projects Director	Present	8:30 AM
John Ellermann	Public Works Director/County Engineer	Remote	8:30 AM
Alice Massimi	PIO	Present	8:39 AM
Elizabeth Ward	Human Resource Manager	Present	8:41 AM
Barry Wilkerson	County Attorney	Present	9:00 AM
Whitney Phebus	Office Manager	Present	9:00 AM
Kevin Howser	IT/GIS Director	Present	9:30 AM
Shelly Williams	Community Corrections Director	Remote	9:50 AM

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Ford's Comments:

Monday I moderated the first Intergovernmental Luncheon meeting

being hosted by Riley County for 2021. I thought it went very well. Appreciated the presentations by Julie Gibbs and Katie Pawlosky from NBAF and all the general updates from everybody else. It is good to hear what everybody is working on during these challenging times.

Also Monday afternoon I had my regular Community Leaders Zoom call with local officials to discuss the COVID-19 pandemic. We had a very detailed conversation on local and regional vaccination efforts and what we can do to refine and improve on moving forward.

Tuesday I had the opportunity to sit on the Leadership Manhattan local government elected officials panel hosted by the Manhattan Area Chamber of Commerce. Discussion and questions were excellent and I certainly appreciated the opportunity to represent Riley County.

Also Tuesday afternoon I zoomed in on the monthly meeting of the Board of Directors for Pawnee Mental Health. Got a standard update on financials and operations and got introduced to a new group of board members moving forward.

Tuesday I met with Gary Fike (Director of Riley County Extension) and John Matta (former Manhattan City Commissioner) on the idea and possible structure of a rural economic development advisory committee for Riley County. Good dialog and ideas for hopefully moving forward sometime in the future.

McKinley's Comments:

Had a different experience Tuesday evening. For the first time in 10 years, I attended a Riley City Council meeting as a visitor. I updated them on what we have been doing and gave them some information on what Senate Bill 13 will do to their budgeting requirements. Only received minor harassment from the council.

Ready to watch the Chiefs in the World Series.

Focke's Comments:

Attended the Intergovernmental Luncheon on January 25th.

I've finished the new commissioner training. I am going to revisit a couple of them, especially the ones on public health.

I had a good meeting with Ed Klimek at KS State Bank. He had some good ideas and input on various issues. He is going to have me come to

speak at a future Westloop Business Association meeting.

I've been receiving text and e-mail messages concerning the COVID vaccination distribution. Suggested that we get regular talking points and press releases so that we can answer questions from constituents.

Business Meeting

3. Approve Purchase Authorization for Planning & Development replacement vehicle

Move to approve the Purchase Authorization for a replacement vehicle and bed cover in the amount of \$25,000 for the Planning and Development Department to be funded by CIP.

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

4. Review and sign Appraiser's Real Estate Sales Data Search Service Agreement and Contractual Provisions for Kelsey Adams of Prestige Realty

Move to approve the Appraiser's Real Estate Sales Data Search Service Agreement and Contractual Provisions for Kelsey Adams of Prestige Realty.

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

5. Sign Riley County Personnel Action Forms

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

- Savannah Thaemert, a Sunflower Grant Intern, in the Health Department, for Separation from County Service, effective January 20, 2021.
- Dan Parcel, a COVID-19 Contact Tracer, in the Health Department, for Separation from County Service, effective January 20, 2021.
- Brooke Jader, a COVID-19 Contact Tracer, in the Health Department, for Separation from County Service, effective November 11, 2020.
- James House, a new hire, as a Public Works Operator I, in the Public

Works Department, at a grade I step 1, at \$17.01 per hour.

6. Approve payroll/accounts payables (when completed)

Move to approve the payroll vouchers in the amount of \$569,410.94 and the following warrant vouchers for January 29, 2021:

2021 Budget

County General	\$1,407,194.16
Health Department	87,554.66
Motor Vehicle Operations	3,989.63
Community Corrections	12,706.64
Capital Improvements Fund	325.00
Economic Development	36,097.50
Emergency 911	1,108.92
Solid Waste	9,307.85
County Building	3,341.06
RCPD Levy/Op	1,100,992.27
Riley Co Fire Dist #1	15,249.63
Exp Lakesd Sew/UP Water	1,250.00
Carson Sewer Benefit Dist	919.17
TOTAL.	\$2,680,036.49

2020 Budget

County General	\$156,169.86
Health Department	34,200.11
Court Technology	2,099.04
Court Services	300.00
County Auction	619.22
Motor Vehicle Operations	3,557.31
Community Corrections	1,115.09
Capital Improvements Fund	5,810.91
Emergency 911	5,429.06
Solid Waste	160,533.90
County Building	4,156.65
Road & Bridge Cap Project	132,581.28
Landfill Closure	676.88
Riley Co Fire Dist #1	10,521.04
University Park W&S	6,660.34
Fairmont Heights Cap Proj	146,222.33
Hunters Island Water Dist	2,316.02

Carson Sewer Benefit Dist	42.19
Deep Creek Sewer	342.73
Moehlman Bottoms	1,023.27
Valleywood Operations	169.18
Terra Heights Sewer	1,161.42
Konza Water Operations	6,070.25
Konza Water Cap Reserve	1,442.84
Lakeside Heights Sewer	61.38

TOTAL. \$683,282.30

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

Review Minutes

7. Board of Riley County Commissioners - Regular Meeting - Jan 25, 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

8. Tentative Agenda

Press Conference Topics

9. Discuss Press Conference

9:00 AM

Barry Wilkerson, County Attorney

10. Staff update

Wilkerson introduced Whitney Phebus as the County Attorney's Office Manager.

Wilkerson presented the County Attorney's Office update.

9:15 AM

Clancy Holeman, Counselor/Director of Administrative Services

11. Administrative Work Session

Holeman discussed SB 13 "Transparency Bill" to require counties to provide new notices to taxpayers. Holeman stated the bill is set for hearing on February 2, 2021.

Discussion followed on SB 13.

Holeman discussed SB 72, which dramatically alters the educational requirements of county appraisers, which does not fit their mission. Holeman said there is a hearing on SB 72 next Thursday at 9:30. Holeman stated KAC would like testimony from a Riley County Commissioner.

Discussion followed on SB 72.

Ford suggested Holeman submit the written and verbal testimony for SB 72.

9:35 AM

Kevin Howser, IT/GIS Director

12. IT/GIS Staff Update - January 2021

Howser presented an IT/GIS staff update.

9:50 AM

Shelly Williams, Community Corrections Director (Zoom)

13. Staff Update + Electronic Monitoring Contract

Williams presented the electronic monitoring contract.

Move to approve the Product and Service Schedule to Master Agency

Agreement with AMS.

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

14. Staff Update + ImageQUEST Contract

Williams presented the ImageQUEST contract for a copy machine lease.

Move for staff to proceed with the ImageQUEST contract for a copy machine lease.

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

15. Staff Update + Drug Testing Contract

Williams presented the Memorandum of Agreement with the Clay County Sheriff's Department.

No action taken.

10:05 AM John Ellermann, Public Works Director/County Engineer

16. Request to fill vacant Administrative Clerk II-Utilities position

Ellermann presented the request to fill the Administrative Clerk II-Utilities position.

Move to approve filling of the Public Works Administrative Clerk II - Utilities position.

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

The Board of County Commissioners signed a Riley County Position Action Form for an Administrative Clerk II - Utilities, in the Public Works Department, at a grade J.

17. First Christian Church Asbestos Removal

Ellermann presented the estimate of a little over \$65,000 for asbestos removal in the First Christian Church.

Adjournment

Move to adjourn.

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