



**Board of Riley County
Commissioners
Regular Meeting
Minutes
March 03, 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
Christian Bright	Manhattan Mercury	Present	8:30 AM
Elizabeth Ward	Human Resource Manager	Present	8:32 AM
John Ellermann	Public Works Director/County Engineer	Present	8:37 AM
David Willis	Parks Manager	Present	9:00 AM
Craig Cox	Deputy County Counselor	Present	9:15 AM
David Adams	EMS/Ambulance Director	Present	10:34 AM
Joshua Gering	EMS/Ambulance Assistant Director	Present	10:34 AM
Tami Robison	Budget and Finance Officer	Present	10:59 AM

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

McKinley's Comments:

Monday I attended the Intergovernmental Luncheon. No KSU

president included.

In the afternoon I stopped by the museum to see how things are going. They have had an increase in attendance lately and Allana Saenger, Museum Director should be back soon.

I also talked to Jim Genandt at Manhattan Tech to discuss the EMT program.

Tuesday I had my ears lowered. If you do not know what that means, ask a boomer.

Wednesday I attended the Flint Hills ATA board meeting. The auditor reviewed his year-end report. Budget work for next year will be starting soon. The ridership is up slightly from last year, but still down 50% from pre pandemic numbers. This is consistent with national trends.

Two new bus shelters are out for bid. They are at Flint Hills Gardens and Westloop. They are also working with the City of Manhattan on three more shelters. Hiring bus drivers is an ongoing concern and increase costs, particularly fuel, are stretching the budget.

Focke's Comments:

Monday, I attended the Intergovernmental Luncheon held by Zoom, conducted by the Manhattan City Commission. Reports were made by the various governmental agencies: Fort Riley, City of Manhattan, NBAF, #383 School Board, and several others. NBAF staff will be moving into their facility, transitioning to in-person offices on March 28th.

Tuesday I attended and chaired the Common Table Board Meeting held via zoom. All meal providers are working toward serving meals in-person with the Methodist Church doing a dine-in alternative. To-go boxes are provided for those that don't want to stay. Other locations are doing hybrid dine-in and take-out and some are totally take-out. It just varies with the different locations.

Wednesday I attended the Military Relations Committee Luncheon at the Holiday Inn across from KSU. It was a well-attended event and the program presented by Fort Riley was on the process of relocating Afghanistan refugees to the US and how they were located in various towns and cities across the country. The local group that has been working with thirty-one families that have come to Manhattan reported that thirty of the families are in their own homes. Many people and

groups have helped with the transition to their new lives here.

Later that afternoon I attended the Westloop Business Association meeting. The main presentation was made by Jeff Morris of KSU who discussed how the university is adapting practices to attract more students as enrollment is down about 12.7% this year. (Jeff has two more weeks before he retires).

The business of the month is The Trust Company and Mark Knackendoffel talked about how their business has grown in the past 30 years. Their history is very impressive. As usual, all the attendees at the meeting talked about what their business or group is involved with. Leap will have a “ribbon cutting” and grand opening on March 10th.

In the evening I went to hand bell practice and Ash Wednesday services at the Lutheran Church.

Ford's Comments:

Monday morning post BOCC meeting I did spend a little time meeting with staff in the appraiser's office to send them my thoughts and condolences with last week's passing of Greg McHenry and to reassure them that we will help and provide the necessary resources to assist them moving forward during this difficult time.

Monday afternoon we had the February Intergovernmental Luncheon via Zoom, As usual it was nice to hear updates from many local and regional entities and listen to the challenges they face in some cases with the Kansas Legislature. It seemed as if there were several other agencies that usually aren't on the call that joined in here in February, which is good. I'm also really looking forward to meeting in person for this luncheon next month for the first time since February 2020, in all honesty that is been long overdue.

Tuesday evening I enjoyed some pancakes for Fat Tuesday from Early Edition as part of Pancakes for Pawnee as a yearly fundraiser to help support services at Pawnee Mental Health. Food was delicious as usual and this year because of COVID challenges it was a drive thru event only, hopefully next year in 2023 it can return to its normal in person function. They were very prepared and organized this year in this mode however. Look forward to seeing how much they raised from the event.

Want to give a big shout out to the Riley County Fire District #1 and the fifteen volunteer firefighters who spent from Sunday morning to 7 p.m. Monday evening putting out a 700+ acre wildfire up in the north county, part up by Swede Creek. Although the cause of the fire has yet

to be determined it is important to understand the current weather conditions, fire dangers, heed burning restrictions/notices and use common sense until mother nature can provide us with some adequate moisture sometime here soon. Luckily no one was harmed and no structures were damaged in this fire.

K-State dropped another game in Lubbock on Monday, looking as if the postseason is all but done at this point. K-State women lost one to West Virginia and the K-State baseball dropped one to Cal. St. Fullerton on Tuesday as well.

Business Meeting

3. Highway Use Permit, City of Manhattan

Move to approve the Highway Use Permit granting the City of Manhattan permission to work in the right of way to install a temporary "Speed Limit" radar sign on Marlatt Avenue, near College Avenue and Browning Avenue.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	John Ford, 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 Tami Robison, a Budget and Finance Officer, in the Clerk's Department, for Separation from County Service, effective March 18, 2022.

Review Minutes

5. Board of Riley County Commissioners - Regular Meeting - Feb 28, 2022
8:30 AM

Move to approve the minutes.

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

Review Tentative Agenda

6. Tentative Agenda

Press Conference Topics

7. Discuss Press Conference

9:00 AM

John Ellermann, Public Works Director/County Engineer

8. Bid opening for grounds maintenance

The Board of County Commissioners opened the following bids for grounds maintenance:

<u>Company</u>	<u>Total Bid</u>
Garibay Siteworks LLC 1286 Garibay Lane Manhattan KS 66502	\$33,795.08
Rothwell Landscape Inc 1607 Fair Lane Manhattan KS 66502-4220	\$19,602.00

Move to refer the bids to staff for evaluation and recommendation.

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

9:15 AM

Craig Cox, Deputy County Counselor

- 9:15 AM 9. Executive session to discuss confidential legal advice regarding pending litigation issues

Move the County Commission, including Chairman McKinley, Commissioner Focke, and Commissioner Ford, recess into executive session on pending litigation for the purpose of consultation with Craig Cox, Deputy Riley County Counselor, attorney for the commission, a matter which is 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 9:30 a.m.

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

- 9:30 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 reflect action shall be taken consistent with the consensus reached in executive session.

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

9:30 AM Craig Cox, Deputy County Counselor

- 9:30 AM 10. Executive session to discuss confidential legal advice regarding potential litigation issues

Move the County Commission, including Chairman McKinley, Commissioner Focke, and Commissioner Ford, recess into executive session on potential litigation for the purpose of consultation with Clancy Holeman, Riley County Counselor, and Craig Cox, Deputy County Counselor, attorneys for the commission, on a matter 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 10:00 a.m. Amanda Webb, Planning & Development Director, Bob Isaac, Planner, and Darrin Hobbs, Planning Compliance Specialist, will be present during a portion of the executive session, to provide factual information.

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

10:00 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 reflect action shall be taken consistent with the consensus reached in executive session.

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

10:00 AM

Amanda Webb, Planning/Special Projects Director

11. Planning & Development - Staff Update

Webb discussed the Land Development Regulations revisions.

Webb discussed Planning and Development projects.

Move to approve the Application to amend certain portions of the Land Development Regulations, modifying language in the SF, TF, and MF zoning districts, use specific standards for short-term rentals, and Article 9-Definitions.

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

12. CDBG-CV grant performance public hearing

McKinley opened the public hearing.

Webb presented the CDBG-CV grant performance closeout.

McKinley closed the public hearing.

10:15 AM Clancy Holeman, Counselor/Director of Administrative Services

13. Administrative Work Session

Holeman reported on April 7th from 10:45 a.m. - 11:45 a.m. a follow up legislative meeting will be held via Zoom with the Board.

Holeman asked if the Board would like the next County Officials Luncheon to be in person or Zoom.

The Board agreed by consensus the meeting will be held in person in the BOCC Chambers.

10:30 AM Ron Fehr, Manhattan City Manager

14. City of Manhattan general update

Fehr presented the City of Manhattan general update.

Fehr suggested a working group on the Animal Shelter agreement between the City and County.

11:00 AM John Ellermann, Public Works Director/County Engineer

15. EMS - North County Station RFQ

Ellermann presented the RFQ for a North County EMS/Ambulance Station.

Focke discussed having enough space for a classroom for the Health Department for Health Outreach. Focke stated it could be for educational classes.

The Board agreed to include multi-use space for Health Department Outreach.

Move to approve to advertise for RFQ's for the North Riley County EMS Station.

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

11:15 AM Rich Vargo, County Clerk

16. Request to Fill Budget & Finance Officer position

Vargo presented the request to fill the Budget & Finance Officer position.

Move to approve recruiting to fill the position of Budget & Finance Officer.

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 Budget & Finance Officer, in the Clerk's Office, at a grade CC.

11:25 AM David Adams, EMS/Ambulance Director

17. North County Station Discussion

Adams presented the North County Station location at either the City of Leonardville or City of Randolph.

Ford said he is in favor of Option 2 Leonardville with growth in Leonardville.

McKinley agreed.

Focke stated she likes the Leonardville option as well. Focke said she does believe with increased development up north there will be come a need farther north.

Move to use and adapt Map #2 with the station located in City of Leonardville.

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

18. Purchase of Equipment for North County Operations

Adams presented the purchase of equipment for a first responder and the north county operations.

Move to approve EMS/Ambulance purchase the following additional equipment:

New Ambulance- 2024 Dodge 5500 4WD Type 1 : \$302,720
Zoll 'X' Series Cardiac Monitor: \$40,978.14
Stryker 'LUCAS' CPR device: \$ 15,846.86
800 Mhz Radios for ambulance: \$5,961.92.

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

Adjournment

Move to adjourn.

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