



**Board of Riley County
Commissioners
Regular Meeting
Minutes
March 04, 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
Duaine Sherwood		Present	8:30 AM
Stan Cook		Present	8:30 AM
Shilo Heger	Treasurer	Present	8:30 AM
DeAnn Breault	Administrative Analyst II - Levy	Present	8:30 AM
Tami Robison	Budget and Finance Officer	Present	8:30 AM
Paula Schwach		Remote	8:30 AM
John Ellermann	Public Works Director/County Engineer	Remote	8:30 AM
Anne Smith	ATA Bus Director	Present	9:06 AM
Russel Stukey	Emergency Management Director	Present	9:06 AM
Greg McHenry	County Appraiser	Present	9:29 AM
Alice Massimi	PIO	Present	8:30 AM
Shelly Williams	Community Corrections Director	Remote	9:50 AM
Amanda Smeller	Planning/Special Projects Director	Present	10:00 AM
Julie Gibbs	Health Department Director	Remote	10:35 AM

Pledge of Allegiance

Public Comment

1. Public Comments

Ford reported staff is working on the sound issues with the system and will continue until they are resolved.

Commission Comments

2. Commission Comments

Ford's Comment:

Monday afternoon I had my usual Community Leaders Zoom call with other local officials from the area. Discussion centered around the possible extension or recension of the city mask ordinance what all the entails and the counties plans moving forward with masking. Current cases and the new plan put forth to KDHE for the remaining part of Phase 2 was also discussed. K-State and others privately are having pretty good success in their vaccination efforts as well. We will be continuing with this Monday afternoon meeting through to the end of the semester in May at least.

Tuesday evening I did watch the Manhattan City Commission Meeting on Facebook Live. I wanted to catch not only their discussion on their facemask ordinance, but what they are discussing and planning in Aggieville on the south parking lot grounds.

Wednesday afternoon I did attend in person the Military Relations Committee Luncheon at the Four Points Sheraton. Had a really good time networking with some I have not seen for a while. The guest speaker was Command Sergeant major of the 1st Infantry Division Raymond S. Harris. He spoke of the many activities and event going on up on post and laid out some upcoming deployments coming from the 1st Infantry Division as well.

Also Wednesday afternoon I attended the monthly meeting of the Westloop Business Association. Among the topics of discussion there was a presentation from the Pottawatomie County Economic Development team. ATA gave a presentation on a new stop in the Westloop area and a new Blessing Box that has been established at that site as well. They also talked about several related initiatives going on in and around the business district itself.

Wednesday evening I attended the Ogden City Meeting for the first in a while. Always good to catch up with them. They are working on a new city comprehensive plan and planning and coordinating some new things in their park and they discussed some plan with some upcoming citywide events throughout 2021.

McKinley's Comments:

I have a public service announcement. We did not appoint ourselves as the Board of Health for Riley County. The State of Kansas has designated county commissioners as the Board of Health for all Kansas Counties.

On Tuesday evening I attended the Leonardville City Council Meeting. I had contacted Tami for the numbers that the cities in northern county have been receiving from the road & bridge sales tax. I informed the council that those amounts will be ending in 2022 and they need to start adjusting their budget for that.

I also want to thank John Ellermann for working with a neighbor to our yard in Leonardville. John adjusted the location of our new storage building to accommodate the resident's concerns.

On Wednesday my wife and I were signed up to help with the vaccinations in Leonardville. Since the State had slapped our hand and did not send vaccine this was cancelled. I had worked hard to spread the word about this vaccination opportunity. When it had to be cancelled Monday afternoon I also tried to let people know it was not going to happen. We still did have a testing station there. I went up toward the end of their session and had a good discussion with the ladies running the event. They still had more people coming through for vaccines than testing.

Wednesday afternoon I missed the Military Relations meeting, because of a conflict I could not attend. I thought it was going to be broadcasted, but I was wrong.

Focke's Comments:

Attended a Common Table board meeting, the group of organizations that provide weekly community meals. The attendance has been down, probably due to the amount of food that has been generously distributed throughout the community to help with food insecurity. The providers are looking forward to warmer weather, which normally brings out more people. Meals are still being provided on a to-go basis.

The group has been awarded another grant from the Community Foundation to continue help with funding the program, which has had added expenses for to-go distribution supplies. The grant has been allocated to each of the organizations according to their projected financial needs.

Met with the developer of the old Community Building across the street on 4th Street. Did a tour of the facility, which should be

completed sometime next month. The project took approximately 2 years, one of which was spent in design, permits, coordination with the state and local historical societies, and the City of Manhattan. They obtained tax credits to help fund the project with a local financial institution.

The property includes mixed use with 6 apartments and office spaces on the lower level with a shared common area and conference room. The upper level has been leased to a company that does training sessions and other programs. They are leasing the various spaces at this time.

The developer is very supportive of restoring older properties in the area, while maintaining the character of the buildings.

I met with the ATA board Wednesday afternoon. They have completed a successful financial audit showing the board is doing well financially and in compliance with their budget and grants.

Mike Wilson had a presentation on the new Token Transit program that provides purchase of bus passes via smart phones. It interfaces with google maps. Passes can be purchased for another person(s) and forwarded to another user. Paper passes will still be available for purchase.

I have been in contact with various entities (teachers, churches, businesses, etc.) that have been impacted by COVID-19. All are doing well with restrictions, continue to require masks, sanitation practices, and social distancing for their participants/patrons.

I would continue to stress the importance of wearing masks, social distancing, and regular hand washing. Vaccinations are continuing through the Riley County Health Department and pharmacies.

Business Meeting

3. Riley County Firing Range Water Line Project

Move to approve the Contract Agreement with Larson Construction, Inc. for the Riley County firing range water line project in the amount of \$58,757.00.

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

4. Order to Credit Allowed Claim to Delinquent Taxes

Heger presented the Certification of Unpaid Taxes.

Move to approve the Certification of Unpaid Taxes and sign the Order to Credit Allowed Claim to Delinquent Personal Property and Real Estate Taxes, Penalties, and Interest for Jerry Haffener.

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

5. Appoint John Ball to the Manhattan Urban Area Planning Board and approve Resolution

Move to appoint John Ball to the Manhattan Urban Area Planning Board and approve "Resolution No. 030421-08, Resolution appointing a representative to the Manhattan Urban Area Planning Board."

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

6. Accept Neil Bruce's resignation and appoint Shaun Linenberger as Manhattan Township Trustee

Breault discussed the township officer board appointment process.

Move to accept Neil Bruce's resignation and appoint Shaun Linenberger as Manhattan Township Trustee.

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

Review Minutes

7. Board of Riley County Commissioners - Regular Meeting - Mar 1, 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

Craig Cox, Deputy County Counselor

10. aTa Bus Parking Lot Expansion Lease

Cox presented the aTa bus parking lot expansion.

Move to approve the Lease Agreement with Flint Hills Area Transportation Agency Board to expand the aTa Bus parking lot.

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

9:15 AM

Russel Stukey, Emergency Management Director

11. Request to fill open position

Stukey presented the request to fill the EM Planner position.

Move to fill the EM Planner position that is grant funded.

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 a Planner I, in the Emergency Management Department, at a grade H.

12. Out of State Travel Request for radio system training.

Stukey presented the Out of State Travel Request.

Move to approve an Out of State Travel Request for Russel Stukey to attend L3 Harris radio system training.

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

9:30 AM Greg McHenry, Appraiser

13. Appraiser's Office Report

McHenry presented the Appraiser's Office report.

9:50 AM Shelly Williams, Community Corrections Director (Zoom)

14. Contract w/ Clay County Sheriff's Depart

Williams presented the contract with Clay County Sheriff's Department.

Move to approve RCCC to engage in a Memorandum of Understanding (MOU) for random drug testing with the Clay County Sheriff's Department and sign the Contractual Provisions Attachment.

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

10:00 AM Amanda Smeller, Planning/Special Projects Director

15. Planning & Development - Staff Update

Smeller presented the Planning and Development staff report.

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

16. Administrative Work Session

Holeman discussed the aTa Bus contract.

Holeman stated there has been no further action on the "Dark Store" legislation.

Ford discussed SB 273 regarding Emergency Management.

10:35 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

17. RCHD request to fill Child Care Licensing Surveyor position

Gibbs presented the RCHD personnel request.

Move to fill the Child Care Licensing Surveyor I position.

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

The Board of County Commissioners signed a Riley County Position Action Form for a Child Care Licensing Surveyor I, in the Health Department, at a grade L.

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

Adjournment

Move to adjourn.

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