



**Board of Riley County
Commissioners
Regular Meeting
Minutes
March 18, 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](#)

9:00 AM

Call to Order

Attendee Name	Title	Status	Arrived
John Ford	County Commissioner	Present	9:00 AM
Kathryn Focke	County Commissioner	Present	9:00 AM
Greg McKinley	County Commissioner	Present	9:00 AM
Rich Vargo	County Clerk	Present	9:00 AM
Clancy Holeman	Counselor/Director of Administrative Services	Present	9:00 AM
John Ellermann	Public Works Director/County Engineer	Present	9:00 AM
Julie Winter	PW Administrative Services Manager	Remote	9:00 AM
Elizabeth Ward	Human Resource Manager	Present	9:04 AM
Alice Massimi	PIO	Present	9:00 AM
David Willis	Parks Manager	Present	10:06 AM
Bob Isaac	Planner	Present	9:50 AM
Dennis Butler	RCPD	Present	10:06 AM
Gary Fike	County Extension Director	Present	10:06 AM
Brandy Bruna	County Extension Agent	Present	10:21 AM
Gary Rosewicz	Assistant County Engineer	Present	10:30 AM
Amanda Smeller	Planning/Special Projects Director	Present	10:36 AM
Perry Piper	Environmental Health Specialist	Present	10:36 AM
Steve Higgins	Zoning Enforcement Officer	Present	10:46 AM
Lori Muir	Real Estate Specialist	Present	10:46 AM
Lori Hanson	Administrative Assistant II	Present	10:46 AM
Wynn Butler	City Commissioner	Present	4:00 PM
Linda Morse	City Commissioner	Present	4:00 PM
Rob Ott	City Public Works Director	Present	4:00 PM
Chad Bunker	City Assistant Director Community Development	Present	4:00 PM
Usha Reddi	City Commissioner	Present	4:00 PM
Chad Kinsley	Pottawatomie County Administrator	Present	4:00 PM
Samantha Estabrook		Present	4:00 PM
Dennis Marstall	Assistant City Manager	Present	4:00 PM
Keith Westervelt		Present	4:00 PM
Aaron Estabrook	City Commissioner	Present	4:00 PM
Mark Hatesohl	City Commissioner	Present	4:00 PM

Pledge of Allegiance**Public Comment****1. Public Comments**

Ellermann reported Stockdale Park Road is closed from Blue River Hills Road east.

Commission Comments**2. Commission Comments**

Ford's Comments:

Monday afternoon I attended the March meeting of the Riley County Law Board. A presentation on the 2022 RCPD fiscal budget was given, several new general orders were passed, several awards, and a proclamation for National Public Safety Telecommunications Week was accepted. I also want to congratulate Brad Jager on his promotion to Captain as well. I know he will excel in this new role.

Tuesday afternoon I zoomed in on the monthly meeting of the Manhattan Area Chamber of Commerce. Got a membership account update, discussed pretty thoroughly the city/county mask ordinance, the area housing boards, growth task force and the sites, and buildings task force. I did have the opportunity to give everyone an Ex-Officio report on behalf of Riley County as well. Also got an update from Chamber staff and upcoming events being hosted by the organization.

Tuesday evening I did tune into the Manhattan City Commission meeting. Of course like just about everybody at this point I was curious to see their discussion on their municipal mask ordinance and the direction they were planning on going with it. As expected they voted 4-1 to extend their ordinance to May 16th as we will be doing now that we know what path the City is taking we should be able to finalize our health order to match. The second item of interest to me was their discussion on the Bluemont and North Manhattan Hotel Commercial PUD to allow first floor alcohol sales and to update the PUD signage plan, that amendment passed 5-0.

Wednesday afternoon both Rich Vargo and I had a Zoom call with several people about the Aggieville Innovation District and what that

may or may not look like for several entities moving forward including Riley County. The conversation is still quite primitive and there will certainly be more to follow in the future.

Over the week I have had dialog with both Stephanie Peterson (Metropolitan Planning Organization) as well as James Kelly (District Director, Senator Jerry Moran) on the possible proposed changes a new Census count (due in September) would define the Metropolitan Statistical Area (MSA) and the Urbanized Area Boundary if the City of Manhattan is to drop below a 50,000 person population when the actual counts come out. Stephanie mentioned that she spoke with the Federal Highway Administration and there is no reason to believe that the MPO would be removed if the number indeed drop below that 50,000 count. James mentioned that Senator Moran and staff will be watching these developments closely from the Federal level as well.

This morning attended via zoom the Manhattan Area Chamber of Commerce Good Morning Manhattan. Enjoyed the two presentations before my own and particularly on "Hype". It was very well done and thought out and glad to see the good things happening at the Manhattan Christian College as well. Thank you to Networks Plus for sponsoring this event as well.

McKinley's Comments:

Monday afternoon I met with Robbin Cole. She gave me a tour of all the Pawnee Mental Health facilities in Manhattan. Also received a brief overview of all the services they provide.

Wednesday I attended the North Central Juvenile Detention Facility board meeting. We reviewed the monthly financials and elected the executive board. The director gave us an overview of what has been going on. He also briefed us on a bill he proposed that has made it out of Senate committee and has been sent to the House. It makes a minor change on how "no run" orders are placed on CINC youth.

Focke's Comments:

Monday:

Attended the Law Board Meeting at City Hall. Some of the highlights of the 3½ hour meeting was to review the RCPD expenditures, the jail average daily inmate population, and the monthly crime report. Other items included a promotion and a safety award. Included also was a PowerPoint presentation outlining the budget requests for 2022. It would be a 2.55% increase over 2021.

Tuesday:

Worked on developing a flyer to go out to various identified e-mail recipients for the upcoming recorded Zoom town hall. The format will be for constituents to submit questions by e-mail to my county e-mail and I will do a recorded 15 minute session to answer those questions. The recording will be broadcast on our U-tube channel and Facebook on approximately March 30th.

Wednesday:

Spent most of the day in the office organizing all the papers that need to be filed and reviewed. Caught up on e-mails and messages and prepared for this meeting, including all the presentations.

Business Meeting

3. Riley County Trash Services 2021 - Staff Recommendation

Move to accept the low bid submitted by Howie's Trash Services in the amount of \$18,314.16 per year with the option to renew the contract annually for four (4) additional years.

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

4. Sign Riley County Personnel Action Form(s)

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

- Ivy Fink, an Office Assistant II, in the Attorney's Office, for Separation from County Service, effective March 26, 2021.
- Sean Marshall, a Temporary Election Worker, in the Election Department, for Separation from County Service, effective December 30, 2020.
- Kenneth Wadick, a Temporary Election Worker, in the Election Department, for Separation from County Service, effective August 21, 2020.
- Pamela Kallhof, a Temporary Election Worker, in the Election Department, for Separation from County Service, effective August 21, 2020.

Review Minutes

5. Board of Riley County Commissioners - Regular Meeting - Mar 15, 2021 8:30 AM

Move to approve the minutes.

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

Review Tentative Agenda

6. Tentative Agenda

Press Conference Topics

7. Discuss Press Conference

9:30 AM Clancy Holeman, Counselor/Director of Administrative Services

8. Administrative Work Session

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

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 County 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 9:50 a.m. Elizabeth Ward, Human Resource Manager; Rich Vargo, Riley County Clerk; and Barry Wilkerson, Riley County Attorney, will

be present during a portion of the executive session to provide factual information.

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

9:50 AM

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

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

9:50 AM

Bob Isaac, Planner

10. Public Hearing to Final Plat Peterson Ranch Addition Unit One.

Isaac presented the Peterson Ranch Unit One rights-of-ways, easements, and licenses.

Move to approve “Resolution No. 031821-09, A Resolution approving the Peterson Ranch Unit One 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

10:00 AM

David Willis, Parks Manager

11. Memorandum of Understanding/Lease Agreement with USD 383

Willis presented the Memorandum of Understanding with USD 383.

Move to approve the use of the field and the construction of the two concrete practice areas at the District's expense and sign the Memorandum of Understanding and Lease Agreement with Unified School District 383.

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

10:10 AM Brandy Bruna, County Extension Agent

12. Extension Staff Report - Bread in a Bag Extension School Enrichment Program

Bruna discussed the Bread in a Bag Extension School Enrichment Program.

10:15 AM Dennis Butler, RCPD Director

13. RCPD update

Butler presented a Riley County Police Department update.

10:30 AM John Ellermann, Public Works Director/County Engineer

14. Harbour Hills Neighborhood Request to improve County Road 402 (W. 59th Ave)

Ellermann presented the Harbour Hills neighborhood request.

Rosewicz stated this road was never intended to be an asphalt surface. Rosewicz believes the asphalt millings were put on the road as dust control.

Move to table until further recommendations from staff.

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

10:45 AM Amanda Smeller, Planning/Special Projects Director

15. Bid opening for half ton 4x4 pickup

The Board of County Commissioners opened the following bids for a half ton 4x4 pickup:

<u>Company</u>	<u>Base Bid</u>
Shawnee Mission Ford 11501 Shawnee Mission Parkway Shawnee, KS 66203	\$28,933.00

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

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

Holeman asked the Board to add an executive session to the end of today's agenda.

Move to add an executive session to the end of today's agenda.

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

11:00 AM Steve Higgins, REACH Committee

16. History of the REACH Committee

Higgins presented the history of the REACH Committee.

Higgins presented the Employee of the Month Award to Lori Muir in the Clerk's Office.

11:17 AM

Executive 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 County 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 11:37 a.m. Elizabeth Ward, Human Resource Manager; Rich Vargo, Riley County Clerk; and Barry Wilkerson, Riley County Attorney, will be present during a portion of the executive session to provide factual information.

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

11:37 AM

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

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

11:37 AM

Executive 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 County 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 11:53 a.m. will be present during a portion of the executive session to provide factual information.

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

11:53 AM

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

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

Adjournment

Move to adjourn after the Joint City/County/County Meeting at 4:00 p.m. at City Offices.

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

4:00 PM

Joint City/County/County Meeting (at City Offices)

17. City/County/County Meeting Agenda

Bunger presented the Floodplain Management Plan update.

S. Estabrook discussed the Resiliency Plan update Action Plan.

Bunger stated a final plan should be available next week.

Ford asked if there is a timeline of the Action Plan.

S. Estabrook said half of them have been evaluated and the next time they will bring action items.

Bunger stated they are working quickly on some and others will take more time.

Morse said the modeling works for the east side of town as well.

Reddi discussed signage for landlords' properties so the public knows where flooding occurs.

Bunger stated Higgins with Riley County has received a grant to post some flood signs. Bunger said they are working on the sign placement.

Ford asked if the 2D Model works with GIS.

Bunger reported it does.

Reddi asked if Fort Riley has a role in the study.

Bunger said it is limited other than the potential detention basins.

Bunger stated Fort Riley and landowners said probably not on the basins.

Bunger said the Corps of Engineers has been involved as well.

Bunger discussed an early warning system for the Keats area.

McKinley asked about raising the railroad bridge.

Butler stated the Corps of Engineers will try to help with the railroad bridge.