



**Board of Riley County
Commissioners
Regular Meeting
Minutes
March 24, 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
Craig Cox	Deputy County Counselor	Present	8:30 AM
John Ellermann	Public Works Director/County Engineer	Present	8:30 AM
Christian Bright	Manhattan Mercury	Present	8:30 AM
Elizabeth Ward	Human Resource Manager	Present	8:35 AM
Cory Meyer	IT/GIS Director	Present	9:35 AM
Shelly Williams	Community Corrections Director	Present	9:48 AM
Jessie Hubbard	Administrative Assistant II	Present	9:48 AM
Vivienne Uccello	PIO	Present	9:56 AM
Michele Reid	Payroll & Benefits Spec & HR Associate	Present	10:03 AM
Eddie Eastes	Manhattan City Director of Parks and Recreation	Present	10:30 AM
Bryce Caulk	Manhattan City Director of Animal Services	Present	10:30 AM
Amanda Webb	Planning/Special Projects Director	Present	10:41 AM
Lori Hanson	Administrative Assistant II	Present	11:23 AM
David Adams	EMS/Ambulance Director	Present	11:45 AM

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

McKinley's Comments:

Over the last couple of days I have been reviewing resumes for our department head vacancies.

Yesterday afternoon I attended the arrival of Coach Tang at the Manhattan airport. A small part of band and the cheerleaders were there. Going in I had a chance to talk with Gene Taylor a little while and then later I had a longer discussion with President Linton. It was a nice welcoming group for coach and his family. If we can speed up the meeting today, I will be going to the press conference.

Later this afternoon I will be watching on Facebook my son-in-law's retirement from the army after 21 years of service.

Focke's Comments:

Monday I attended the regularly scheduled Law Board Meeting. The meeting included minutes from several previous meetings; approval of expenditures & credits; crime & jail reports; a report from the Fraternal Order of Police Lodge #17; an update from the Law Board's Community Advisory Board; and a proclamation made by the Chairwoman Morse on "National Public Safety Telecommunications Week".

A presentation was made by Phil Hayes of the Tabor Group on the RCPD Salary Survey. No action was taken at this meeting, but the Law Board is to consider the salary changes and updates presented. A report was made by Christine Robinson, Human Resource Director, on recruitment and retention efforts. Also discussed was an update on the American Rescue Plan and how it could pay for salary increases and recruitment efforts.

Tuesday I had an MRI for an upcoming knee replacement scheduled in April, worked at my home office, checked e-mails, answered phone messages, and finished taxes.

Wednesday I met with my accountant on my taxes to be filed. In the evening I had bell choir practice and attended Lenten services.

Ford's Comments:

Monday afternoon I attended the March meeting of the RCPD Law

Board at the Manhattan City Hall. Some of the items of discussion were updates from the Fraternal Order of Police Lodge #17 and the Community Advisory Board. We also had a proclamation for National Public Safety Telecommunications Week for April. Most of the meeting centered around a presentation from Phil Hayes, VP of the Arnold Group on a comprehensive salary survey for RCPD. Christine Robinson, HR Director for RCPD presented some information on recruitment and retention efforts within the organization, and lastly Captain Brad Jager discussed some focuses and needs that ARPA funding would be able to take care of. This board will meet again in April.

Also Monday afternoon I met with Neil Horton and Kelly Briggs out at Bayer Construction to discuss some possibilities and a path forward that includes a small county owned property out near the airport. Looks like they will need to get with the Planning Department for some initial discussion and then it could be on our radar sometime down the road shortly after that.

Tuesday afternoon I had my Board of Directors meeting with Pawnee Mental Health via Zoom. Some of the items of discussion were an executive session to discuss confidential data and an update on the financial report from the finance committee. Robbin Cole gave an Executive Director's report, which included discussion on a medical service report, a report from the diversity inclusion committee, and an insurance risk report. Discussion was also had on the 2022 strategic plan, insurance limits for the director and agency officers, and efforts for the 2022 Mental Health Month that is upcoming.

Looks like the K-State women's team came up really short vs N.C. State 89-57 on Monday afternoon. Thought they had a really good season and their future is certainly bright as well.

So very happy to finally see the first measurable rainfall here in 2022, it's been desperately needed at this point and I hope more is on the way.

Business Meeting

3. Riley County Trash Services Extension of Contract - Howie's Trash Service

Move to approve the Riley County Extension of Contract with Howie's Enterprises for trash services for one year.

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 Riley County Personnel Action Forms for the following:

- Annaliese Trout, for a transfer/promotion, as an Account Clerk-License/Election, in the Clerk Department, at a grade H step 4, at \$18.45 per hour.
- Lacey Borthwick, a new hire, as a Customer Representative I, in the Treasurer's Department, at a grade F step 2, at \$15.66 per hour.
- Jean Slocum, an On Call Juvenile Intake, in the Community Corrections Department, for Separation from County Service, effective March 4, 2022.
- Hanna Correa, a new hire, as a Customer Representative I, in the Treasurer's Department, at a grade F step 3, at \$16.22 per hour.
- Paul Tosh, a new hire, as a Mechanic Technician II, in the Public Works/Operations & Fleet Department, at a grade L step 3, at \$21.73 per hour.
- Brady Henderson, a new hire, as a Public Works Operator II, in the Public Works/Operations & Fleet Department, at a grade I step 3, at \$18.77 per hour.
- Gunnar Jackson, a new hire, as a Mechanic Technician II, in the Public Works/Operations & Fleet Department, at a grade L step 3, at \$21.73 per hour.

5. Approve payroll/accounts payables (when completed)

Move to approve the payroll vouchers in the amount of \$560,307.74 and the following warrant vouchers for March 25, 2022:

2020 Budget

Road & Bridge Cap Project	\$10,699.00
TOTAL.	\$10,699.00

2021 Budget

County General	\$10,126.44
Road & Bridge Cap Project	31,320.94

Exp Lakesd Sew/UP Water	272.00
TOTAL.	\$41,719.38

2022 Budget

County General	\$745,885.44
Health Department	80,796.26
EMS Grants	52.99
Register of Deeds Tech Fund	8,855.16
Motor Vehicle Operations	4,515.91
Community Corrections	18,073.58
Emergency 911	6,969.05
Solid Waste	150,487.60
County Building	12,679.96
Road & Bridge Cap Project	6,139.19
Landfill Closure	589.32
Riley Co. Fire Dist. #1	15,570.83
University Park W&S	5,464.91
Hunters Island Water Dist	3,501.98
Carson Sewer Benefit Dist	986.55
Deep Creek Sewer	717.79
Moehlman Bottoms	838.55
Valleywood Operations	312.54
Terra Heights Sewer	1,120.01
Terra Heights Sinking	1,809.00
Konza Water Operations	5,240.98
Lakeside Heights Sewer	50.16
TOTAL.	\$1,070,657.76

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

Review Minutes

6. Board of Riley County Commissioners - Regular Meeting - Mar 21, 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

7. Tentative Agenda

Press Conference Topics

8. Discuss Press Conference

9:00 AM Craig Cox, Deputy County Counselor

9. Administrative Work Session

- 9:00 AM 10. Executive session to discuss a performance matter involving non-elected personnel

Move the County Commission, including Chairman McKinley, Commissioner Focke, and Commissioner Ford, recess into executive session on a performance matter for non-elected personnel, to protect the privacy of the employee, an exception to the Kansas Open Meetings Act, with Craig Cox, Deputy County Counselor, attorney for the Commission, Elizabeth Ward, Human Resource Manager, and Rich Vargo, Riley County Clerk, the open meeting to resume in the County Commission Chambers at 9:35 a.m.

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

- 9:35 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

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

11. IT/GIS Staff Update - March 2022

Meyer presented the IT/GIS staff update.

12. Dell PC Purchase for Annual Replacement

Meyer presented the request to purchase Dell PCs.

Move to approve the purchase of 52 desktop as part of our annual desktop replacement rotation.

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

9:50 AM Shelly Williams, Community Corrections Director

13. CY22 County Appropriations for Riley County Community Corrections

Williams presented the CY22 County Appropriations.

Move to approve to re-purpose \$2,352.00 out of the \$7,081.00 for client incentives.

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

14. Carole Peine Charitable Foundation Letter of Intent

Williams presented the Carole Peine Foundation Grant letter of intent.

Move to approve to allow Community Corrections to submit a Letter of Intent to the Caroline Peine Charitable Foundation grant.

15. CY23 Adult Services City Alcohol Grant Application

Williams presented the Adult Services City Alcohol Grant application.

Move to approve the CY23 Adult Services City Alcohol Grant Application to be submitted to the City of Manhattan for funding consideration.

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

16. CY23 Juvenile Services City Alcohol Grant Application

Williams presented the Juvenile Services City Alcohol Grant application.

Move to approve the CY23 Juvenile Services City Alcohol Grant Application to be submitted to the City of Manhattan for funding consideration.

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

10:05 AM Vivienne Uccello, PIO

17. March 2022 Monthly Communications Update

Uccello presented the PIO March Communication report.

10:20 AM **Michele Reid, Payroll & Benefits Specialist/HR Associate & Vivienne Uccello, PIO**

18. Welcome Letter for New Riley County Employees

Reid and Uccello presented the request to draft a Welcome letter for new employees from the commissioners.

The Board discussed the Welcome letter.

The Board agreed by consensus to proceed with drafting a Welcome letter from the Board of County Commissioners.

10:30 AM **Eddie Eastes, Director of Parks and Recreation and Bryce Caulk, Director of Animal Services**

19. Animal Shelter update

Eastes presented the Animal Shelter update.

Eastes and Caulk discussed the services provided by the Animal Shelter.

The Board discussed drafting an agreement for Animal Shelter services with the City of Manhattan.

10:45 AM **Craig Cox, Deputy County Counselor**

20. Appointment of Sanitary Code Hearing Officer and Contract

Cox presented the Sanitary Code Hearing Officer contract.

Move to approve the Hearing Officer Contract for Riley County Sanitary Code with Tom Taul.

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

10:55 AM Craig Cox, Deputy County Counselor

10:55 AM 21. Executive session to discuss a performance matter involving non-elected personnel

Move the County Commission, including Chairman McKinley, Commissioner Focke, and Commissioner Ford, recess into executive session on a performance matter for non-elected personnel, to protect the privacy of the employee, an exception to the Kansas Open Meetings Act, with Craig Cox, Deputy County Counselor, attorney for the Commission, Elizabeth Ward, Human Resource Manager, and Rich Vargo, Riley County Clerk, the open meeting to resume in the County Commission Chambers at 11:20 a.m.

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

11:20 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

11:20 AM Darrin Hobbs, REACH Chair

22. TicketsatWork Employee Discount Program

Hobbs reported Ward presented to the REACH Committee the TicketsatWork Employee Discount Program to consider.

Hobbs stated it is a free service to Riley County and employees. Hobbs said it allows employees to get discounted products and services.

Hanson stated the public entities contacted about the service all had good reviews.

Move to approve to offer TicketsatWork Employee Discount Program to the employees of Riley County.

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

11:35 AM John Ellermann, Public Works Director/County Engineer

23. KDOT Reimbursements

Ellermann presented the KDOT reimbursement.

Move to approve depositing two checks from KDOT (\$148,874 and \$20,962.57) totaling \$169, 836.57 into CIP fund for transportation projects.

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

11:45 AM David Adams, EMS/Ambulance Director

24. Purchase Authorization for Ambulance Equipment

Adams presented the purchase authorization for ambulance equipment.

Move to approve purchasing the following equipment:

Stryker Power Load System; \$21,738.35
Stryker Power Cot: \$20,663.70
Stryker Stair Chair: \$3,511.38

Total cost: \$45,913.43 and will be purchased utilizing ARPA fund reimbursement.

This estimate does not include the ongoing costs as they haven't been finalized as of yet but are similar to costs associated with the equipment that we currently utilize.

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

25. Purchase Authorization

Adams presented the purchase authorization for station supplies.

Move to approve the request to purchase all of the small equipment for the ambulance (splints, disposable supplies, ventilator, disposable equipment, iPads, pagers) as well as IT for the station (computers, desk, internet, etc.) and the station supplies such as (washer and dryer, beds, refrigerator, lockers, TV etc.) as well as staff clothing and other small items. Total cost is \$106,200 and will be purchased utilizing ARPA funds reimbursement.

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