



**Board of Riley County
Commissioners
Regular Meeting
Minutes
April 08, 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
Scott Sowell		Present	8:30 AM
Gary Rosewicz	Assistant County Engineer	Present	8:30 AM
Bruce McMillan	McMillan Architects	Present	8:30 AM
Craig Cox	Deputy County Counselor	Present	8:30 AM
Elizabeth Ward	Human Resource Manager	Present	8:30 AM
Amy Manges	Register of Deeds	Present	9:20 AM
Shilo Heger	Treasurer	Present	9:22 AM
George Kandt	Chamber of Commerce	Present	9:45 AM
Daryn Soldan	Chamber of Commerce	Present	9:45 AM
John Ellermann	Public Works Director/County Engineer	Present	9:46 AM
David Adams	EMS/Ambulance Director	Present	9:52 AM
Tami Robison	Budget and Finance Officer	Present	10:00 AM
Josh Kyle	RCPD	Present	10:00 AM
Julie Gibbs	Health Department Director	Present	10:30 AM
Breva Spencer	Family Connections Supervisor	Present	11:20 AM
Kendra Lewison	21st District Court Judge	Present	11:25 AM
Shelly Williams	Community Corrections Director	Present	11:30 AM
Brett Clark	Community Corrections	Present	11:30 AM

Pledge of Allegiance

Public Comment

1. Public Comments

Sowell said he owns land on Temple Lane and owns Built So Well welding. Sowell stated Richard Britt had bulldozed some trees on his property in a couple of locations. Sowell stated Britt continued to take everything out along Wildcat Creek. Sowell said the area is in the flood way, which is restricted in what you can do. Sowell stated Britt's workers have been moving dirt in the area, which is illegal. Sowell said he had contacted Steve Higgins on the matter. Sowell stated Britt called the police to the site. Higgins then showed up and told Britt's staff to stop hauling dirt. Higgins told him he was going to visit with Britt. Sowell stated on Monday they started working on the Hunter's Island side. Sowell said they were taking trees down to the creek. Sowell said then on Tuesday they continued working along Wildcat Creek pushing tires, hot water heaters, and other trash.

Ford stated he knows they are trying to get proper permitting.

Sowell stated now on both sides of his property he has dirt and tree piles 6' tall or higher. Sowell said the water during flooding will go on his property.

Sowell said there are many issues on Temple Lane previous commissions have failed to address violations. Sowell stated Riley County has been ineffective in controlling matters on Temple Lane. Sowell said it is a federal and state issue.

Cox said he has been in consultation with Higgins. Cox stated they are working on a way to address the matters.

Ford asked to find some solvency on the matter.

Commission Comments

2. Commission Comments

Ford's Comments:

Monday afternoon I had the usual Community Leader's Zoom call with local officials from Manhattan, K-State, Ascension Via Christi, and RCHD/EOC. Dialog on the continued vaccination process was the big topic, introduction of both the UK and South American variant in the area, and we will be moving these calls from weekly to now bi-weekly until the end of May. Numbers and efforts are continuing to be very promising at this point.

Tuesday morning I had a Zoom call with the Business Advocacy

Committee of the Manhattan Area Chamber of Commerce. Spent about 35 minutes roughly discussing a handful of topics pertaining to Riley County including comprehensive planning, the development of a possible sales tax question for roads/bridges, the “Dark Store Theory”, and infrastructural needs including facilities and broadband/wireless technologies. Had some good questions from the group and really enjoyed the conversation and dialog.

Tuesday afternoon I listened in on NACo’s American Jobs Plan proposal that includes a surface transportation reauthorization and other infrastructure legislation, including water, storm water, and broadband projects. Gene Sperling who will be coordinating the Federal implementation of this plan provided an outline of what this may ultimately look like moving forward.

Friendly reminder that this week is....NATIONAL COMMUNITY DEVELOPMENT WEEK. This is the time to show love and support for the U.S. Department of Housing and Urban Development’s, Community Development Block Grant (CDBG) and HOME Investment Partnerships (HOME) programs. As your aware we do have several CDBG funds in play here locally, including one that being administered by Riley County.

Last night attended the city council meeting over in Ogden. Fee structure of municipal water services, updating mowing equipment, and waving building fees for a Habitat for Humanity project were the items up for discussion.

McKinley's Comments:

Tuesday I met with Bob Isaac and Amanda Smeller to discuss a situation that a resident had questions about. Bob brought me up to date on several situations that the resident has had.

Wednesday I went to the Military Relations Committee luncheon. Senator Moran was there and spoke about some of the things going on in DC. The main speaker was retired General Perry Wiggins. He was a past commander at Fort Riley and has been Executive Director of Governor's Military Council for four years. I have heard about him, but this was the first time I have heard him speak and he is very impressive. He was discussing how important Fort Riley is to Manhattan, Junction City, and the entire area. Also the fact that this area supports Fort Riley so strongly is noted everywhere. He mentioned a bill that Kansas is passing this year that helps the military and others he would like to see. I also was able to meet some new people in the community.

Wednesday afternoon I met with Craig Cox, John Ellermann, Gary Rosewicz, and Alvin Perez. We discussed Main Road in White Canyon, which has been a problem since the original developer did not build proper roads. They gave me an update on the recent work and problems on that road. Enough residents have submitted a petition to create a benefit district to start the process. The next step will be to set up a public meeting, which Craig will be working on.

We also discussed 59th Avenue in Harbour Hills. John had brought that to the commission a couple of weeks ago and I have received a couple of emails about it this week. John is going to bring this back to us for discussion next Monday and I expect some of the residents will be here.

Focke's Comments:

Attended the Westloop Business Association meeting on Wednesday. Mark Bachamp represented the Manhattan Chamber and discussed the need to develop industrial sites that would accommodate a 100,000 sq. ft. building that could hire approximately 700 employees. They need about 40 acres for shovel ready projects. The population base has decreased in Manhattan in the past several years and there is a need in the area for economic development and more jobs.

Under discussion was the impact of internet purchasing, the “dark store” and other property tax issues. The members present had a lot of discussion questions of Mark.

Westloop shopping center developments:

There is only one store front available in the center.

Demolition has started on the old Commerce Bank building at the Claflin corner of the shopping center. There will be a “Tommy’s” Car Wash constructed in that space.

The Pizza Hut building has been razed and a “Scooters Coffee” business will be in its place.

Traffic congestion is going to be a challenge in that area, especially with Dillons gas station in the middle of those two businesses.

United Way made a presentation on activities planned for the community, including a local “restaurant week” from June 11th to June 20th. The community is urged to patronize local restaurants during that week.

Attended a Zoom meeting of the Flint Hills Area Transportation Agency. Normal bus operations will resume on June 1st. They have three new drivers and three new buses that are ready for service. Staff presented the YTD financial report and discussed their work on the KDOT grant application, which is due this month. There is a position opening for a Dispatcher Supervisor.

I attended the monthly meeting of Common Table, which has received another grant from the Community Foundation for providing nightly meals. We discussed how attendance is going and how to re-integrate people into social settings when the different locations open up for in-person dining. Breakfast meals have resumed on a to-go basis.

As a meal team leader this week at First Lutheran Church, I planned the menu, purchased food items, and organized the meal for other volunteers. I also spent time cooking part of the meal for Thursday night. We have been cooking and preparing for 80 people. Numbers continue to fluctuate.

Business Meeting

3. Highway Use Permit, Evergy

Move to approve the Highway Use Permit granting Evergy permission to work in the right of way to rebuild an existing overhead Primary Line on the south side of road by removing and installing poles between 1083 Wildcat Creek Road and 1443 Wildcat Creek Road, roughly 2100 ft. stretch of road.

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

4. Highway Use Permit, Evergy

Move to approve the Highway Use Permit granting Evergy permission to work in the right of way to replace broken pole along Tuttle Cove Road.

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

5. Highway Use Permit, AT&T

Move to approve the Highway Use Permit granting AT&T permission to work in the right of way to bore new copper cable under McDowell Creek Road around W. 32nd Avenue.

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

6. RCPD Firing Range Control Building- change Order #1 (Final)

Move to approve Change Order Number 1 for the RCPD Firing Range Control Building with Schultz Construction in the amount of a reduction of \$5,540.13. This will reduce the final contract cost to \$409,459.87.

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

7. Bid Recommendation - 2021 Asphalt Seal Oil

Move to approve the staff recommendation for the bid submitted by Ergon Asphalt & Emulsions, Inc. of Overland Park, Kansas to supply CHFRS-2P asphalt seal oil for the low bid amount of \$2.15 per gallon and CQS-1F for the low bid amount of \$1.79 per gallon.

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

8. Bid Recommendation - 2021 Crushed Limestone Chips

Move to approve the staff recommendation for the bid submitted by Bayer Construction Co. of Manhattan, Kansas to supply crushed limestone chips for the low bid of \$25.40 per ton.

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

9. Sign Riley County Personnel Action Form(s)

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

- Malanie R. Moretti, a new hire, as an Administrative Clerk II - Utilities, in the Public Works Department, at a grade J step 3, at \$19.14 per hour.
- Derick Schroller, for a promotion/transfer, as an Information Technology Technician, in the IT Department, at a grade K step 1, \$18.75 per hour.
- Keirsten Cragg, for a transfer, as an Administrative Assistant I, in the Elections Department, at a grade H step 10, at \$21.39 per hour.
- Joshua Spencer, a UA Technician, in the Community Corrections Department, for Separation from County Service, effective March 31, 2021.
- Lindsey Curtis-Baker, a Juvenile Intake On-Call, in the Community Corrections Department, for Separation from County Service, effective March 31, 2021.
- Heather Heigert, a Juvenile Intake On-Call, in the Community Corrections Department, for Separation from County Service, effective January 8, 2021.

10. Discuss Joint City/County/County Meeting Agenda

11. Approve payroll/accounts payables (when completed)

Move to approve the payroll vouchers in the amount of \$556,502.70 and the following warrant vouchers for April 9, 2021:

2021 Budget

County General	\$ 336,466.08
Health Department	93,122.32
County Auction	216.00
Motor Vehicle Operations	3,878.63
Community Corrections	8,203.76
Emergency 911	36.18
Solid Waste	5,538.54

County Building	12,167.68
Road & Bridge Cap Project	400.00
RCPD Levy/Op	1,104,120.88
Riley Co Fire Dist #1	71,411.06
University Park W&S	2,321.47
Deep Creek Sewer	100.00
Valleywood Operations	130.00
Terra Heights Sewer	350.00
Konza Water Operations	31.90

TOTAL \$1,638,494.50

2020 Budget

Capital Improvements Fund	\$ 192.50
Road & Bridge Cap Project	11,100.95

TOTAL \$11,293.45

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

Review Minutes

12. Board of Riley County Commissioners - Regular Meeting - Apr 5, 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

13. Tentative Agenda

Press Conference Topics

14. Discuss Press Conference

9:00 AM Clancy Holeman, Counselor/Director of Administrative Services

15. Administrative Work Session

Holeman said the legislature is still in session until Friday.

9:20 AM Amy Manges, Register of Deeds

16. Upgrade to iDoc Market

Manges presented the amendment to the existing Tyler Technologies, Inc. contract.

Move to approve the Amendment to the existing contract with Tyler Technologies, Inc.

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

9:30 AM Shilo Heger, Treasurer

17. March 2021 Revenue Reporting - Riley County Treasurer

Heger presented the Treasurer's Report.

9:45 AM Daryn Soldan, Manhattan Area Chamber of Commerce

18. Economic development update

Soldan presented an economic development update.

Kandt presented the Greater Manhattan Business Retentions Report.

10:00 AM Budget and Planning Committee - Tami Robison, Budget and Finance Officer

19. Monthly Cash Flow Reports for EOY 2020 and March 2021

Robison presented the monthly cash flow reports.

20. CIP Work Session - April 8, 2021

Robison presented the first quarter 2021 CIP work session.

The Board agreed by consensus to remove the Junietta Bridge from the list of future projects.

The Board and department heads discussed the CIP request.

The Board agreed by consensus

EM	EQUIP	Mobile Command Post upgrade/equipment refresh	\$ 125,000
EM	FACILITY	Storage Building	\$ 125,000
EMS	EQUIP	Ambulance Replacement	\$ 70,000
EMS	EQUIP	LUCAS CPR Device	\$ 14,000
PK	EQUIP	3/4 Ton 4X4 Ext. Cab Pickup	\$ 40,000
PK	EQUIP	Zero turn mower w/ 72" deck	\$ 20,000
PK	EQUIP	1/2 Ton Pickup	\$ 30,000
PK	EQUIP	72" Grasshopper mower w/cab, broom, plow	\$ 31,000
LEC	FACILITY	Replace 2 roof top HVAC Units	\$ 32,000
BOCC	FACILITY	Repair to CPE Boiler	\$ 40,000
PW	EQUIP	Tandem Axle Truck w/ Plow & Spreader	\$ 205,000
PW	EQUIP	Semi with Automatic Transmission	\$ 85,000
PW	EQUIP	Pneumatic Roller	\$ 125,000
PW	EQUIP	Low Boy Trailer - hydraulic detach	\$ 150,000
			\$1,292,000

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

21. Riley County Health Department April Report

Gibbs presented the Health Department monthly report.

11:05 AM Julie Gibbs, Health Department Director

22. Update on mask mandate

Gibbs reported 8,573 Riley County residents have been fully vaccinated and 15,972 have received at least one dose.

Gibbs stated there are 28 active COVID cases in Riley County.

Vargo asked the Board if they are comfortable with offices taking down customer service partitions.

The Board said they are comfortable with department heads making the decision for their offices.

11:25 AM Brevia Spencer, Maternal and Child Health Supervisor

23. Request to proceed with new position through the OPEI grant

Spencer requested to proceed with a new position through the OPEI grant.

Spencer stated there are currently fifteen families on a wait list for the services.

Ford suggested budgeting for the position for 2022.

The Board agreed by consensus to not proceed with the new position under the OPEI grant.

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

11:35 AM Shelly Williams, Community Corrections Director

24. 21st Judicial District to Implement New Specialty Court

Lewison discussed the success of the Adult Drug Court.

Williams presented a PowerPoint on the new specialty court system.

Adjournment

Move to adjourn.

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