



**Board of Riley County  
Commissioners  
Regular Meeting  
Minutes  
April 19, 2021**

115 North 4th Street  
Manhattan, KS 66502  
[www.rileycountyks.gov](http://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 |
| Megan Hartford  |                                               | Present | 8:30 AM |
| Lorenza Lockett |                                               | Present | 8:30 AM |
| John Ellermann  | Public Works Director/County Engineer         | Present | 8:30 AM |
| Elizabeth Ward  | Human Resource Manager                        | Present | 8:42 AM |
| Amy Manges      | Register of Deeds                             | Present | 8:47 AM |
| Sam Hennigh     | KMAN                                          | Present | 9:03 AM |
| David Adams     | EMS/Ambulance Director                        | Present | 9:04 AM |
| Alice Massimi   | PIO                                           | Present | 9:17 AM |
| Julie Gibbs     | Health Department Director                    | Present | 9:26 AM |
| Cindy Kabriel   | Administrative Assistant II                   | Present | 9:50 AM |

**Pledge of Allegiance**

**Public Comment**

1. Public Comments

Lockett, representing the Coalition for Equal Justice, said he wishes to establish discussion on individual appointments to the Law Board. Lockett said they would ask for a joint meeting with the City of Manhattan and the County. Lockett stated they would like for transparency in the process.

Hartford, representing the Coalition for Equal Justice, stated the Coalition would ask for any decision on Law Board appointment

processes be tabled until further discussion. Hartford discussed the requirements of the Law Board as established by State Statute.

### **Commission Comments**

#### **2. Commission Comments**

Ford's Comments:

Thursday afternoon I listened in the biweekly NACo National Membership call with officials from both the White House and from the National Association of Counties leadership team. This 30 minutes discussed this last week disruption and stoppage of the Johnson & Johnson one shot vaccine due to concerns and both the production and confidence of the entire COVID-19 vaccination process. There are no issues or concerns with either the Pfizer or Moderna vaccines, State and Local entities can and still should keep incorporating them into the process of local vaccination efforts moving forward. The process of what will happen with the Johnson & Johnson shot is being worked on and discussed with both the proper scientific and federal officials at this time.

Also Thursday afternoon I spoke briefly with State Senator Tom Hawk on a couple of possible projects that may be coming into the area in the future including a KDHE lab and facility. Conversation is still very primitive and a lot of work and planning will still have to be had, but some dialog does exist and I appreciate his heads up on the matter.

Thursday evening I attended the first Little Apple Brigade Social of the year at the Strecker Nelson West Gallery. It was a nice blend of community leaders, personnel from Ft. Riley, and other key members from the community. They had over 100 people RSVP for this event so they had to break it up into a couple of sessions to follow proper protocols, had a lot of fun, and met quite a few new people as well.

Friday afternoon I came down and donated some blood for the latest Riley County Blood Drive done with the American Red Cross. These types of donations are much needed and the Red Cross has made it extremely easy and efficient to do with an App on your phone, online, and even the process in person.

Saturday morning I attended the monthly Coffee Talk of the Riley County Republicans at Vista. I gave an update on all that is going on with the county and answered a few question along the way.

Saturday afternoon I attended the Home Show out at the National Guard Armory. Just extremely amazed by the all the new technologies and concepts available on the market and how local companies and people are integrating them into the local landscape.

Lastly on Saturday I did make it out to Ogden and attended their Gun and Knife expo they had at the Community Center. There were a lot of different things on display includes coins, military memorabilia, and many other thing as well. I always enjoy getting the opportunity to catch up with everyone in the community.

#### McKinley's Comments:

Thursday afternoon I attended the Flint Hills-Fort Riley Community Partnership Workshop. The purpose was to create more cooperating agreements between Fort Riley and local government entities. The reason is that in evaluating each Forts effectiveness, they used to only look at the internal workings of the location. The new criteria now also includes the ties between the fort and the local communities. The final goal from these workshops will be to create what they call IGSA's, which are intergovernmental support agreements.

They broke us up into five groups including recreation, education, public works, emergency services, and medical. We were tasked with coming up with different ideas for cooperation with Fort Riley. The coordinators are to review these suggestions and decide which areas show the most promise. There are to be later meetings of the group to continue this process.

Saturday evening I attended the Aggieville Showdown. Although it had been called a cattle drive in some places, it was actually a cattle show. The Aggieville merchants had to be pleased with the turnout because there were a large number of people there. For a first time event, it looked like it really worked well. I was not in 4-H, so I don't know anything about showing and how it is judged, but I enjoyed the process.

Sunday we went to the Topeka Zoo with my youngest daughter and her son. We enjoyed the beautiful weather.

#### Focke's Comments:

Friday, I attended the Flint Hills Regional Planning Board meeting via Zoom.

Christy Rodriguez presented a report on grants and on-going work in the region. The web site is very useful to all and the board is following

the plan closely.

There was a presentation on the new strip plaza in the Alma area. The board will do a site visit on May 21<sup>st</sup> for the May monthly meeting.

Tom Phillips presented a lengthy report on the Dark Store valuation. There were a lot of questions and information given on the ramifications of this legislation if passed. It was not presented in the current session, but it may come up in May when legislators return to Topeka. He strongly suggested that the cities and counties join together to fight this battle. Time and resources are greatly needed to make the citizens aware of how this can affect services and property taxes. The legislation is being supported greatly by the Kansas Chamber and other groups.

Discussion was held on posting the meeting recordings on the web site. The idea was passed by motion.

Spent some time in the office going over the upcoming Law Board meeting on Monday.

Saturday I went to Wamego to the Tulip Festival in the afternoon. There were a lot of vendors and people in attendance.

### Business Meeting

#### 3. W. 32nd Ave. Bridge Replacement Project- Easements

Move to approve the Temporary Construction Easement Agreements for West 32nd Avenue for Raleigh Eggers and authorize the Chairman to sign.

|                  |                                    |
|------------------|------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>         |
| <b>MOVER:</b>    | Greg McKinley, County Commissioner |
| <b>SECONDER:</b> | Kathryn Focke, County Commissioner |
| <b>AYES:</b>     | Ford, Focke, McKinley              |

#### 4. Proclamation for Volunteer Appreciation Week (April 18-24)

Move to approve the Proclamation for Volunteer Appreciation Week.

|                  |                                    |
|------------------|------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>         |
| <b>MOVER:</b>    | Kathryn Focke, County Commissioner |
| <b>SECONDER:</b> | Greg McKinley, County Commissioner |
| <b>AYES:</b>     | Ford, Focke, McKinley              |

5. Proclamation for National County Government Month Proclamation - April 2021 "Counties Matter"

Move to approve the Proclamation for National County Government Month Proclamation - April 2021 "Counties Matter".

|                  |                                    |
|------------------|------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>         |
| <b>MOVER:</b>    | Greg McKinley, County Commissioner |
| <b>SECONDER:</b> | Kathryn Focke, County Commissioner |
| <b>AYES:</b>     | Ford, Focke, McKinley              |

6. Sign Riley County Personnel Action Form(s)

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

- Ashley Iverson, an Assistant County Attorney, in the Attorney's Office, for Separation from County Service, effective April 13, 2021.
- Erine J. Porter, a COVID-19 Contact Tracer, in the Health Department, for Separation from County Service, effective April 22, 2021.

### Review Minutes

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

Move to approve the minutes.

|                  |                                        |
|------------------|----------------------------------------|
| <b>RESULT:</b>   | <b>ACCEPTED AS AMENDED [UNANIMOUS]</b> |
| <b>MOVER:</b>    | Greg McKinley, County Commissioner     |
| <b>SECONDER:</b> | Kathryn Focke, County Commissioner     |
| <b>AYES:</b>     | Ford, Focke, McKinley                  |

### Review Tentative Agenda

8. Tentative Agenda

### Press Conference Topics

9. Discuss Press Conference

**9:00 AM      Amy Manges, Register of Deeds**

## 10.      2021 Year-To-Date Revenue

Manges presented the Register of Deeds year to date revenue.

## 11.      Request to Fill Positions

Manges presented the request to fill the Records Assistant I position and to temporarily hire Deb Register until those positions are filled and trained.

Ward stated the request is to open one full-time positions and hire the part-time position, which may be requested to go to full-time in six months.

Ward stated she calculated having Deb Register on payroll for five months.

Move the Board approve to open both positions of Records Assistant I in the Register of Deeds Office, and to temporarily hire Deb Register until those positions are filled and trained.

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|------------------|------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>         |
| <b>MOVER:</b>    | Greg McKinley, County Commissioner |
| <b>SECONDER:</b> | Kathryn Focke, County Commissioner |
| <b>AYES:</b>     | Ford, Focke, McKinley              |

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

- a Records Assistant I, in the Register of Deeds Department, at a grade F.
- a Records Assistant I, in the Register of Deeds Department, at a grade F.

**9:15 AM      David Adams, EMS/Ambulance Director**

## 12.      EMS/Ambulance Staff Update

Adams presented the EMS/Ambulance staff update.

**9:30 AM****Press Conference**

13. Proclamation for Volunteer Appreciation Week - John Ford and Julie Gibbs (3-5 minutes)

Gibbs stated there have been many volunteers for the testing and vaccination clinics. Gibbs said the pandemic has shown how our community can come together. Gibbs thanked all the volunteers for their participation.

Ford read the Proclamation for Volunteer Appreciation Week.

14. National County Government Month Proclamation - April 2021 "Counties Matter" - John Ford (3-5 minutes)

Ford read the National County Government Month Proclamation.

**9:50 AM****Riley County Commissioners**

15. Law Board appointments

Vargo presented the changes in the Law Board appointment process the BOCC requested.

Vargo asked the Board to select the questions they would like Law Board Member Applicants to answer.

The Board discussed the Law Board applicant questions.

The Board agreed by consensus to the following questions for Law Board Applicants.

1. What is your prior experience/background with Law Enforcement, your biggest strengths in helping RCPD and the Law Board if you have the opportunity to serve?
2. What other boards/committees and community engagement experience do you have?
3. Why should you get involved with our organization?
4. In your opinion, what are the core responsibilities of board members and the Law Board itself?
5. What do you hope to bring to our board, in terms of your personal skills and abilities?

6. What are your expectations of yourself and other board members in serving on this board?
7. How can you help our organization make connections and build relationships in the community?

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

16.    Administrative Work Session

Holeman closing out final acceptance of the document on the Emergency Communication Document.

Holeman discussed the Home Depot BOTA tax decision.

Holeman stated there has been not further action on the Hunters Island property concern.

17.    Pending County Projects County Counselor

**10:30 AM      Greg McHenry, Appraiser**

18.    Request to refill Appraiser I position

McHenry presented the request to fill the Appraiser I-Personal Property position.

Move to approve the request to fill the Appraiser I-Personal Property position.

|                  |                                    |
|------------------|------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>         |
| <b>MOVER:</b>    | Greg McKinley, County Commissioner |
| <b>SECONDER:</b> | Kathryn Focke, County Commissioner |
| <b>AYES:</b>     | Ford, Focke, McKinley              |

The Board of County Commissioners signed a Riley County Position Action Form for an Appraiser I-Personal Property, in the Appraiser's Office, at a grade F.

McKinley asked if the Board is going to decide pretty quickly on to proceed on the sales tax question.

Ford said yes as the Board will be touring roads and bridges this Thursday.

### **Adjournment**

Move to adjourn.

|                  |                                    |
|------------------|------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>         |
| <b>MOVER:</b>    | Kathryn Focke, County Commissioner |
| <b>SECONDER:</b> | Greg McKinley, County Commissioner |
| <b>AYES:</b>     | Ford, Focke, McKinley              |

### **12:00 PM      Law Enforcement Agency Meeting**

19.    Law Board Meeting Agenda