



**Board of Riley County
Commissioners
Regular Meeting
Minutes
April 22, 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
John Ellermann	Public Works Director/County Engineer	Remote	8:30 AM
Alice Massimi	PIO	Present	8:32 AM
Elizabeth Ward	Human Resource Manager	Present	8:40 AM
Barry Wilkerson	County Attorney	Present	8:59 AM
Kevin Howser	IT/GIS Director	Present	9:35 AM
Amanda Smeller	Planning/Special Projects Director	Present	9:40 AM
Julie Gibbs	Health Department Director	Present	9:58 AM

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Ford's Comments:

Monday afternoon attended the monthly meeting of the RCPD Law Board. Had an updated discussion on the 2022 budget, two

proclamations were made, and several update on programs and services including completion of the new RCPD firing range were presented as well. All in all a very quick and efficient meeting for the month of April.

Tuesday afternoon I attended in person for the first time in a long while the monthly meeting of the Board of Directors for the Manhattan Area Chamber of Commerce. Among the topics of discussion were the recent audit and asset capitalization, “Made for Manhattan” update and request, a presentation on the business conditions report and a update on buildings/site and growth initiatives as well as reports from staff and Jason Smith.

Also today is the Greater Manhattan Community Foundations “Grow Green Match Day”. This year it is being done virtually and you can go to www.growgreenmanhattan.com to make a charitable contribution to a list of dedicated and worthy community partners. Keep in mind many of these partners had reduced or even had to cancel most of their fundraising this last year because of Covid, so these donations will be even more important this year.

McKinley's Comments:

For those who have had questions about the proposed National Heritage area, there is a great article in this week’s issues of Grass and Grain and in the Riley Countian. It covers a lot of the questions that are being brought up and I recommend it to everyone.

The last few days I have been kept busy trying to protect my garden, particularly my strawberries, from the freezing temperatures at night. It looks like everything has survived.

Focke's Comments:

Attended the Law Board meeting on Monday afternoon. Reviewed revenues and expenditures and went over budget requests for 2022

Several proclamations were made by Chairwoman Morse for the National Correctional Officers Week and the National Police Week.

Discussion on 30 year anniversary of CALEA re-accreditation. There will be a celebration at the Law Enforcement Facility on May 4th at 8:30 a.m. There are only eleven agencies that are accredited in Kansas.

The shooting range is almost complete. The waterline is going in currently, and after that, the fence will be installed. They have been

using the shooting range some. There are porta-potties there temporarily until the water is connected. A tour of the facility will be scheduled when complete.

Had a three hour dental appointment on Wednesday.

Spoke at length with Craig Cox on the Hunters Island issues. I suggested that we send a letter to all the property owners along the creeks giving them the regulations for floodplains and floodways. He is going to work on getting that done with Amanda Smeller, Planning/Special Projects Director for each of the commissioner's districts. I suggested it so that everyone is on the same page with the regulations going forward.

I accepted a position with the Food and Farm Council to their "Master Food Plan Leadership Team" which meets on the 3rd Tuesdays from 1-2 p.m. I've been involved in the community's food insecurity issues for many years and look forward to serving on this team.

Also, looking forward to the road and bridge tour on Thursday.

Business Meeting

3. Highway Use Permit, Twin Valley Telephone

Move to approve the Highway Use Permit granting Twin Valley Telephone permission to work in the right of way to bury a fiber optic line to 5515 Silver Creek Road.

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

4. Highway Use Permit, Larson Construction

Move to approve the Highway Use Permit granting Larson Construction permission to work in the right of way to install 2 -2 inch conduits for water and electric services for 3550 McDowell Creek Road.

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

5. Law Board Applicant questions

Move to approve the following questions for the Law Board applicants:

1. What is your prior experience/background with Law Enforcement?
2. What do you see as your biggest strengths in helping RCPD and the Law Board if you have the opportunity to serve?
3. What other boards/committees and community engagement experience do you have?
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 term 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?

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

6. Sign Riley County Personnel Action Form(s)

The Board of County Commissioners signed a Riley County Personnel Action Form for Malanie R. Moretti, an Administrative Clerk II - Utilities, in the Public Works Department, for Separation from County Service, effective April 16, 2021.

7. Approve payroll/accounts payables (when completed)

Move to approve the payroll vouchers in the amount of \$539,102.84 and the following warrant vouchers for April 23, 2021:

2021 Budget

County General	\$1,105,940.25
Health Department	90,931.70
Register Deeds Tech Fund	1,649.36
County Auction	230.42

Motor Vehicle Operations	6,681.63
Community Corrections	33,080.25
Capital Improvements Fund	44,781.87
Emergency 911	10,228.08
Solid Waste	192,657.24
County Building	13,451.11
Road & Bridge Cap Project	3,298.41
RCPD Levy/Op	16,945.78
Landfill Closure	794.50
Riley Co Fire Dist #1	31,057.90
University Park W&S	6,485.53
Hunters Island Water Dist	2,483.21
Carson Sewer Benefit Dist	426.76
Deep Creek Sewer	238.05
Moehlman Bottoms	1,107.86
Valleywood Operations	62.23
Terra Heights Sewer	649.68
Konza Water Operations	5,775.96
Lakeside Heights Sewer	88.21
TOTAL.....	\$1,569,045.99

2020 Budget

Capital Improvements Fund	\$ 88,518.34
Road & Bridge Cap Project	81,770.48
Fairmont Heights Cap Proj	3,661.00
TOTAL.....	\$173,949.82

2019 Budget

Road & Bridge Cap Project	\$3,437.00
TOTAL.....	\$3,437.00

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

Review Minutes

8. Board of Riley County Commissioners - Regular Meeting - Apr 19, 2021
8:30 AM

Move to approve the minutes.

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

Review Tentative Agenda

9. Tentative Agenda

Press Conference Topics

10. Discuss Press Conference

9:00 AM

Barry Wilkerson, County Attorney

11. Staff update
12. Request to fill open position - Assistant County Attorney

Wilkerson presented the request to fill the Assistant County Attorney position.

Move to approve the request to fill the Assistant County Attorney 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 an Assistant County Attorney, in the Attorney's Department, at a grade GG.

Move to add an executive session to Holeman's Administrative time on the agenda.

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

9:15 AM Clancy Holeman, Counselor/Director of Administrative Services

9:15 AM 13. Administrative Work 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 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 9:35 a.m. Elizabeth Ward, Human Resource Manager, 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

9:35 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:	Greg McKinley, County Commissioner
AYES:	Ford, Focke, McKinley

Ford discussed the State veto session. Ford suggested a support letter from the Board on SB 87 regarding sales tax.

Holeman said he will draft a support letter on SB 87.

9:35 AM Kevin Howser, IT/GIS Director

14. IT/GIS Staff Update - April 2021

Howser presented the IT/GIS staff update.

9:50 AM Amanda Smeller, Planning/Special Projects Director

15. Request to fill future vacancy - Zoning Enforcement Officer

Smeller presented the request to replace the Zoning Enforcement Officer position.

The Board agreed by consensus to proceed with the classification review of the Zoning Enforcement Officer position.

10:05 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

16. Mask mandate

Gibbs discussed the local COVID-19 statistics.

Ford said he does not intend to extend the face mask requirement past the May 16, 2021 date.

17. Riley County Health Department Request for Approval to Apply for Covid Funds through CDC Foundation.

Gibbs presented the request for approval to apply for the CDC Foundation Grant.

Move to approve the request to apply for the funding through the CDC Foundation.

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

10:25 AM

Julie Gibbs, Health Department Director

18. Riley County Health Department Request for Approval to Extend 7.5 FTEs for Contact Tracers through December 2021.

Gibbs presented the RCHD request to extend 7.5 FTEs for COVID 19 contact tracing through December 2021.

Move to approve extending 7.5 FTEs for Covid 19 contact tracing through December 2021.

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

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 after the road and bridge tour.

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

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

19. County Commission Road Tour

The Board toured road and bridge projects.