



**Board of Riley County
Commissioners
Regular Meeting
Minutes
May 02, 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
Clancy Holeman	Counselor/Director of Administrative Services	Present	8:30 AM
Lisa McAdams	Administrative Assistant II	Present	8:30 AM
Darell Edie	Budget & Finance Officer	Present	8:30 AM
Evan McMillan	Assistant County Engineer	Present	8:30 AM
Elizabeth Ward	Human Resource Manager	Present	8:33 AM
Sam Hennigh	KMAN	Present	8:57 AM
Bob Isaac	Planner	Present	9:20 AM
Josh Kyle	RCPD	Present	9:21 AM
Greg Steere	RCPD	Present	9:21 AM
Amanda Webb	Planning/Special Projects Director	Present	9:21 AM
Craig Cox	Deputy County Counselor	Present	9:26 AM
Amy Manges	Register of Deeds	Present	9:43 AM
Russel Stukey	Emergency Management Director	Present	9:50 AM
John Ellermann	Public Works Director/County Engineer	Present	9:54 AM
Julie Gibbs	Health Department Director	Present	10:15 AM

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

McKinley's Comments:

Monday I attended the Intergovernmental Luncheon. It was good to catch up on what was going on in the community.

In the afternoon we interviewed candidates for the museum director.

I was not able to attend the Kansas County Commissioners Conference, because I had received an invitation by one of our judges to spend some time at the courthouse. Jury selection was on Tuesday and I was selected to serve on the jury for the trial on Wednesday and Thursday. I have never served on a jury before, so it was interesting to see how the process works.

The weekend was spent at home. The rain was welcomed, but not the storms that came with it.

Focke's Comments:

Monday I attended the Intergovernmental Luncheon at the Bluemont Hotel. In attendance and making comments and updates were representatives from Riley County, Manhattan City, RCPD, KSU, Fort Riley, NBAF, USD 383 School Board, and Pottawatomie County. Also in attendance, making comments, were representatives from the local offices of Senators Moran and Mann. The agenda topics included a discussion of Federal and State legislative issues of mutual concern. Susan Peterson of KSU made comments on Federal regulations concerning KSU and other higher education financing. Of major concern is the maintenance needs at KSU. After the meeting at the Bluemont, we returned to the Commission Chambers to hold interviews with two candidates for the museum director/curator.

Tuesday I had several medical appointments and met with the chair of the local Democratic Party.

Thursday I had some new tires put on my car, which took most of the morning, so I got a chance to work in the yard for a couple hours. Later I went to the Nature Center at Milford Lake to drop off a baby opossum that we found in the church parking lot the night before. I took some time to look around at the facility. They have some really interesting displays. They do rescue wild animals there and return them to nature when well enough.

Thursday night I attended an event at the Strecker-Nelson West Gallery for Governor Laura Kelly and State Treasurer Lynn Rogers. It was well attended and I saw a lot of people that I hadn't seen since the pandemic started.

Friday I reviewed the meeting packet for today, including applications for the museum director that we will be interviewing today. I also met with Julie Gibbs at the Health Department to get updated on events there. She has continued to interview for a Clinic Supervisor and has had several promising candidates recently. Walk-in traffic has continued to increase.

The weekend was pretty uneventful, except for the tornado watch Friday night. Went to Dover with my lunch group to have a meal at the restaurant there. It was super busy, and as always, a good menu and specials.

Ford's Comments:

Monday afternoon I attended the April Intergovernmental Luncheon hosted by the City of Manhattan at the Bluemont Hotel. It was nice as always to hear from everyone included an in depth update for Kansas State University, Senator Jerry Moran's staff, and Congressman Tracey Mann's office as well. With everything going on these days it is always insightful to take a moment to catch up with everyone.

Also Monday afternoon we started the interview process for the director/curator position at the Riley County Historical Museum. With all the recent interest we have had with this position I'm glad we are starting the process and I'm positive we will find the right candidate and bring them aboard soon.

Tuesday through Thursday I attended the 46th Annual Kansas County Commissioners Association spring conference in Salina. Tuesday night was an opening reception at the Garage (car museum downtown) and Hors d'oeuvres and food was catered by Martinelli's. Wednesday we started with a legislative update from Jay Hall, General Counsel KAC and Mike Taylor KCCA Lobbyist, later we heard from Phillip Hayes, VP Arnold Group on "Recruiting and Re-Recruiting Through the Great Re-Evaluation", followed up by a NACo membership update from Keith Becker, Commissioner McPherson County, after lunch we had a discussion on important cyber security programs and resources from Geoffrey Jenista CISSP, Chief of Cyber Security U.S Department of Homeland Security. Then we had a panel discussion on misinformation on public health, property taxes, elections, and media/general communications from Jason Tiller, Saline County

Health Department; Sean Robertson, County Appraiser Saline County; Rick Piepho, County Clerk, Harvey County; and Mike Taylor, KCCA Lobbyist. After a short break we heard a presentation on tax foreclosure, what to do and what not to do from Richard Shodorf, Security 1st Title; and Keyta Kelly, Partner Kelly Law Office. Lastly, for the day we heard about wind and other renewable energy infrastructure from Trisha Voth, partner Foulston Siefkin LLP and Eric Sexton, Government Affairs Consultant, Foulston Siefkin LLP. Thursday morning we heard from David Harper Director of PVD, Kansas Department of Revenue and Zoe Gehr, Agricultural Use Valuation Coordinator, Kansas Department of Revenue on property values, levies, and taxes. We finished out the conference with a tabletop discussion amongst counties of like population on some of the issues and challenges we are facing.

Wednesday night I also listened in on a large part of Congressman Tracy Mann's Tele-Town Hall to get an update on what he and staff continue to work on in Washington, DC and he spent some time answering questions and concerns as well.

Thursday afternoon Riley County Budget and Finance Director Darell Edie and I worked on getting our compliance report done and submitted to the U.S. Treasury Department in accordance with the final rule of the American Rescue Plan funds we have in place for Riley County

Wanted to give my thoughts and condolences to our friends in Butler and Sedgwick Counties after this last Friday's storms that devastated the city of Andover. Lots and lots of damage, but thankfully no loss of life. Hopefully, they can recover and move forward quickly once again.

Business Meeting

3. Appraiser's Website Contract with Brady Lundeen, Branch Broker

Move to approve the Real Estate Sales Data Search Service Agreement and Contractual Provisions Attachment with Branch Broker, Brady Lundeen of Kansas Commercial Real Estate Services, Inc. with its principal offices located at 104 S. 4th Street, Suite 207, Manhattan, KS 66502 for the Appraiser's Office.

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

4. 2022 Asphalt Overlay Program Contract with Shilling Construction

Move to approve the Contract Agreement with Shilling Construction Co., Inc. for the 2022 Asphalt Overlay Program - Alternate No. 2, utilizing Option 3 for McDowell Creek Road, and Option 2 for Rannells Road, Diebler Road, and Messenger Road in the amount of \$1,185,740.50.

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

5. Action on Portable Communication Device Allowance Form(s)

Move to approve the Portable Communication Device Allowance Form.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	John Ford, 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 Riley County Personnel Action Forms for the following:

- Michael Blackburn, a new hire, as an Assistant County Attorney, in the County Attorney's office, at a grade GG, \$3,923.08 bi-weekly.
- Albert Lee, for a promotion, as an Utility Technician, in the Public Works/Engineering Department, at a grade N step 2, at \$23.14 per hour, effective May 2, 2022.
- Kayla Mathis, for a status change, as a Public Health Nurse, in the Health Department, at a grade S step 10, at \$3,015.83 bi-weekly, effective April 30, 2022.
- Mia Cooley, for a status change, as an EMT, in the EMS/Ambulance Department, at a grade EMT step 2, at \$14.44 per hour, effective May 27, 2022.
- Dillon Schmidt, for a status change, as an EMT, in the EMS/Ambulance Department, at a grade EMT step 2, at \$14.44 per hour, effective May 27, 2022.

- Alex Snyder, for a status change, as a Paramedic, in the EMS/Ambulance Department, at a grade Para step 3, at \$17.94 per hour, effective May 27, 2022.
- Heather Weir, a Custodian, in the Public Works Department, for Separation from County Service, effective April 28, 2022.

Review Minutes

7. Board of Riley County Commissioners - Regular Meeting - Apr 25, 2022
8:30 AM

Move to approve the minutes.

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

Review Tentative Agenda

8. Tentative Agenda

Press Conference Topics

9. Discuss Press Conference

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

10. Pending County Projects County Counselor

Holeman presented the Commission Project List.

Holeman said he has filed a brief to the courts on the First Christian Church "historic site" designation.

9:20 AM **Bob Isaac, Planner**

11. Amend Section 1.1-Title; Section 4.7 - Agricultural District- Residential Use Designator; Section 4.8 - Single Family Residential (SF-1) District; Section 4.9 - Single Family Residential (SF-2) District; Section 4.10 - Single Family Residential (SF-3) District; Section 4.11 - Two-Family Residential (TF) District; Section 4.12 - Multi-Family Residential (MF) District; Section 5.2 Use-Specific Standards; and Article 9 - Definitions, of the Land Development Regulations for Riley County, Kansas.

Isaac presented the amended Land Development Regulations for Riley County, Kansas.

The Board agreed by consensus to not take action on this resolution as presented until the one year grace period is included and to place both on Thursday's business meeting for approval at the same time.

9:30 AM Press Conference

12. RCPD update - Captain Greg Steere (3-5 minutes)

Steere discussed RCPD recognition of corrections officers.

Steere presented an update on RCPD activities.

9:50 AM Amy Manges, Register of Deeds

13. Property Fraud Alert Service Agreement

Manges presented the Property Fraud Alert Service Agreement.

Move to approve the Property Fraud Alert Service Agreement with Fidlal Technologies.

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

10:00 AM Russel Stukey, Emergency Management Director

14. Present April EM/Fire/911 Staff Time report for the month of April 2022

Stukey presented the April EM/Fire/911 report.

Stukey discussed working with HR and the PIO on recruiting volunteer firefighters. Stukey said staff will bring recommendations to the Board on recruiting strategies.

10:15 AM

Julie Gibbs, Health Department Administrator

Move to recess as the Board of County Commissioners and convene as Board of Health.

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

15. Request for travel to Public Health National Center for Innovation Networking Conference - June 2022

Gibbs presented the Out Of State Travel Request.

Move to approve the Out of State Travel Request for Julie Gibbs to attend the Public Health National Center for Innovation (PHNCI) networking conference in Alexandria, Virginia from June 14-16, 2022. There will be no fiscal impact to the county as PHNCI will be covering all travel expenses.

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

10:20 AM

John Ellermann, Public Works Director

16. Request to fill an open Custodial Worker I Position

Ellermann presented the request to fill Custodial Worker I position.

Move to approve the Public Works Department to advertise to hire the open Custodian I position.

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

The Board of County Commissioners signed a Riley County Position Action Form for a Custodian I, in the Public Works Department, at a grade D.

10:30 AM Executive session

10:30 AM Executive session to discuss a performance matter involving non-elected personnel.

Move the County Commissioners, including Chairman McKinley, Vice Chair Focke, and Commissioner Ford, along with Elizabeth Ward, Human Resource Manager; Rich Vargo, Riley County Clerk; and Clancy Holeman, County Counselor, attorney for the Commission, recess into executive session pursuant to the non-elected personnel matters exception to the Kansas Open Meetings Act to conduct an interview with an applicant for the position of Museum Director/Curator, and to protect the privacy of the applicant, the open meeting to resume in the County Commission Chambers at 11:30 a.m.

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

11:30 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 no binding action was taken during the executive session.

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

11:30 AM Executive session

11:30 AM Executive session to discuss a performance matter involving non-elected personnel.

Move the County Commissioners, including Chairman McKinley, Vice Chair Focke, and Commissioner Ford, along with Elizabeth Ward, Human Resource Manager; Rich Vargo, Riley County Clerk; and Clancy Holeman, County Counselor, attorney for the Commission, recess into executive session pursuant to the non-elected personnel matters exception to the Kansas Open Meetings Act to discuss their interview with an applicant for the position of Museum Director/Curator, and to protect the privacy of the applicant, the open meeting to resume in the County Commission Chambers at 12:00 p.m.

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

12:00 PM 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 no binding action was taken during the executive session.

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

12:00 PM Lunch

12:30 PM Executive session

12:30 PM Executive session to discuss a performance matter involving non-elected personnel.

Move the County Commissioners, including Chairman McKinley, Vice Chair Focke, and Commissioner Ford, along with Elizabeth Ward, Human Resource Manager; Rich Vargo, Riley County Clerk; and Clancy Holeman, County Counselor, attorney for the Commission, recess into executive session pursuant to the non-elected personnel matters exception to the Kansas Open Meetings Act to conduct an interview with an applicant for the position of Museum Director/Curator, and to protect the privacy of the applicant, the open meeting to resume in the County Commission Chambers at 1:30 p.m.

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

1:30 PM 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 no binding action was taken during the executive session.

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

1:30 PM Executive session

1:30 PM Executive session to discuss a performance matter involving non-elected personnel

Move the County Commissioners, including Chairman McKinley, Vice Chair Focke, and Commissioner Ford, along with Elizabeth Ward, Human Resource Manager; Rich Vargo, Riley County Clerk; and Clancy Holeman, County Counselor, attorney for the Commission, recess into executive session pursuant to the non-elected personnel matters exception to the Kansas Open Meetings Act to discuss applicants for the position of Museum Director/Curator, and possibly to schedule additional interviews or make a conditional offer of employment and to protect the privacy of the applicants, the open meeting to resume in the County Commission Chambers at 2:00 p.m.

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

2:00 PM 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 the executive session.

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