



**Board of Riley County
Commissioners
Regular Meeting
Minutes
May 03, 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
Alice Massimi	PIO	Present	8:30 AM
Shelly Williams	Community Corrections Director	Present	8:30 AM
Elizabeth Ward	Human Resource Manager	Present	8:34 AM
John Ellermann	Public Works Director/County Engineer	Present	8:34 AM
Tami Robison	Budget and Finance Officer	Present	8:40 AM
Michael Boller	Noxious Weed Director	Present	9:00 AM
Sam Hennigh	KMAN	Present	9:20 AM
Shilo Heger	Treasurer	Present	9:20 AM
Greg Steere	RCPD	Present	9:30 AM
Julie Gibbs	Health Department Director	Present	9:50 AM
David Willis	Parks Manager	Present	9:50 AM
Vickie James		Present	10:00 AM
Amanda Smeller	Planning/Special Projects Director	Present	10:25 AM
Bob Isaac	Planner	Present	10:25 AM
Lori Feldkamp	Big Lakes Developmental Center	Present	1:07 PM
Emily Wagner	Manhattan Emergency Shelter	Present	2:00 PM
Mike Kearns	Flint Hills Veterans Coalition	Present	2:07 PM
Chuck Sexton	Flint Hills Veteran's Coalition	Present	2:07 PM
Melanie Sexton	Flint Hills Veteran's Coalition	Present	2:07 PM
Sharon Pollman	Riley County Council on Aging	Present	2:35 PM
Kevin Larson	Riley County Council on Aging	Present	2:35 PM
Sherry Store	Riley County Council on Aging	Present	2:35 PM

Pledge of Allegiance

Public Comment

1. Public Comments

Holeman asked the Board to add an executive session to his administrative time.

Move to add an executive session to Holeman's administrative time.

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

Commission Comments

2. Commission Comments

Ford's Comments:

Thursday afternoon I listened to NACo's National Membership call with White House officials on updates, clarification on the American Rescue Plan and what that continues to mean for counties moving forward. The thirty minute call also discussed guidance on the flexible 65.1 billion dollars set aside for the nation's counties and the process and deadlines that are being put in place through the US Treasury.

Spent some time Saturday going through the first part of the 2022 budget hearings that are starting today.

Great weekend for K-State baseball, maybe not so much for the Royals.

Other than that it was a pretty quiet and uneventful weekend for the most part.

McKinley's Comments:

Thursday I met with Tami Robison to go over some questions I had on the budget. She clarified what some of the items were that I did not understand.

I had several people thank me for ending the mask mandate.

Had some email exchanges regarding the church property.

Mostly did some yard work at home enjoying the great weather.

Focke's Comments:

Thursday afternoon and Friday I answered a lot of phone calls and e-mails concerning our actions on Thursday morning (mask mandate, church building).

Met with the chair of the county Democrat Party to discuss party activities.

Saturday, I went to the downtown Farmers Market and then spent some time in my office going over upcoming BOCC meetings. Met a constituent at the office concerning some issues and problems they were having.

Sunday, I played in my bell choir at our church service and worked on landscaping projects in the afternoon.

Business Meeting

3. FY22 KDOC Budgets

Williams presented the FY22 KDOC Budgets.

The FY22 Adult Services Budget = \$355,835.43

The FY22 Behavioral Health Budget = \$95,990.00

The FY22 Juvenile Services Budget = \$315,779.30

The FY22 Reinvestment Budget = \$67,230.00

The FY22 JCAB EBP Budget = \$26,170.00

FY22 AS/JS Carryover Reimbursement Dollars = \$10,248.00

Move to approve the following FY22 KDOC (Grant) Budgets along with the grant narrative applications.

The FY22 Adult Services Budget = \$355,835.43

The FY22 Behavioral Health Budget = \$95,990.00

The FY22 Juvenile Services Budget = \$315,779.30

The FY22 Reinvestment Budget = \$67,230.00

The FY22 JCAB EBP Budget = \$26,170.00

FY22 AS/JS Carryover Reimbursement Dollars = \$10,248.00

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

4. Senn Rd Bridge Replacement Project No. I.1-10.8

Move to approve the contract with Ebert Construction Co., Inc. for the Senn Road bridge replacement project in the amount of \$380,699.77.

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

5. Sign Riley County Personnel Action Form(s)

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

- Ruth Ott, for a promotion (from a Contact Tracer), as a Medical Clerk, in the Health Department, at a grade G step 2, at \$15.96 per hour.
- Ethan Eastes, for a promotion (to full time), as a Paramedic, in the EMS/Ambulance Department, at a grade L step 4, at \$21.76 per hour.

6. Discuss the impact of the changes to the mask mandate on Riley County Employees inside and outside of the city limits

Ward asked the Board to reaffirm with the county employees on the county face mask mandate.

The Board agreed by consensus the employees in the City of Manhattan would be required to follow the City Ordinance and county employees outside the City of Manhattan limits are not required to wear a mask, but can if they chose to do so.

Holeman also stated department heads would not have the authority to mandate face masks for those employees outside the city limits of Manhattan.

Move to approve "Resolution No. 050321-16, A Resolution revoking Local Health Officer Order No. 21 issues March 25, 2021."

RESULT:	ADOPTED [2 TO 1]
MOVER:	Greg McKinley, County Commissioner
SECONDER:	John Ford, County Commissioner
AYES:	Ford, McKinley
NAYS:	Focke

Review Minutes

7. Board of Riley County Commissioners - Regular Meeting - Apr 29, 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

8. Tentative Agenda

Press Conference Topics

9. Discuss Press Conference

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

- 9:02 AM** 10. 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 9:20 a.m.

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

9:20 AM

Move the Board of County Commissioners come out of executive session.

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

Move to add an executive session to the end of the morning agenda.

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

11. Pending County Projects County Counselor

9:20 AM

Michael Boller, Noxious Weed Director

12. Bid opening for herbicide

The Board of County Commissioners opened the following bids for herbicide:

<u>Company</u>	<u>2,4-D Amine</u> (180 gal in 2.5 gal containers)	<u>2,4-D LV</u> <u>Ester</u> (180 gal in 2.5 gal containers)	<u>Glyphosate</u> (180 gal in 2.5 gal containers)	<u>Total</u>

Berne and Amanda Devlin 2375 Shout Iron Court Castle Rock, CO 80109	\$8.99 \$1,618.20	\$18.00 \$3,240	\$12.49 \$2,248.20	\$7,106.40
Van Diest Supply Co. 630 W. Lindsborg Street Lindsborg, KS 67456	\$9.70 \$1,746.00	\$13.23 \$2,381.40	\$12.74 \$2,293.20	\$6,420.60
SiteOne Landscape Supply 1385 East 36 th Street Cleveland, Ohio 44114	\$34.59 \$2,490.48	\$193.33 \$13,919.76	\$36.30 \$2,613.60	\$19,023.84

Move to refer the bids to staff for evaluation and recommendation.

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

9:30 AM

Press Conference

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

Steere presented an RCPD update.

14. Second Half Real Estate/Personal Property Taxes Due - Shilo Heger (3 minutes)

Heger presented the following regarding Real Estate and Personal Property Tax 2nd Half Payments:

- ❖ Due Date: May 10, 2021
 - Tax payments must be postmarked by this date
 - Interest will start accruing on May 11th
- ❖ No motor vehicle transactions may be processed if personal property taxes, intangible taxes, watercraft taxes, 16/20m truck taxes, or oil/gas taxes are delinquent after May 10th
- ❖ We offer several ways to pay:
 - Drop box on the front of the building
 - Online - credit/debit card or E-Check: www.rileycountyks.gov
 - Credit/Debit card payments will incur 2.5% + \$2.00 convenience fee on the amount charged
 - E-Check will incur a \$2.00 processing fee per transaction
 - Pay through the telephone by credit/debit card - 1-800-272-9829 - convenience fee will be added
 - By mail if postmarked by May 10th, 2021

9:50 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

15. Riley County Health Department Request for Approval to Apply for Impact Grant through the Kansas Health Foundation

Gibbs presented the RCHD request to apply for KHF Grant.

Focke asked if it could also cover personal hygiene items.

Gibbs said it could.

Move to approve the request to apply for \$25,000 from KHF.

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

10:00 AM

David Willis, Parks Manager

16. City of Manhattan Park 2020 Receivables Account Write-Off and 2021 Community Park Fund Allocation Request

Willis presented the City of Manhattan Park receivables account write-off and 2021 Community Park Fund Allocation request.

Move to write-off the Park Fund accounts receivable charges assessed to the City of Manhattan for CiCo Park maintenance as presented in the amount of \$3,042.05 for 2020.

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

Move to approve the 2021 Community Park purchases as presented and recommended by the Riley County Park Advisory Board.

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

10:10 AM Alice Massimi, PIO

17. Public Information Officer Project Update

Massimi presented a power point on the PIO projects.

10:25 AM Vickie James, Co-Coordinator of the FHWC BCBSKS Pathways to a Healthy Kansas and Riley County and City of Manhattan Food and Farm Council Coordinator

18. Updating the 2017 food system assessment and development of the Master Food Plan

James presented an update on the food system assessment & development of Master Food Plan.

Move to approve updating the 2017 food system assessment and development of the Master Food Plan and sign a letter of support.

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

10:35 AM **Amanda Smeller, Planning/Special Projects Director and Bob Isaac, Planner**

19. Land Development Regulations project update

Smeller presented the Land Development Regulations project update.

Isaac reviewed the driveway/entrance standards.

11:07 AM Executive 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 11:25 a.m.

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

11:25 AM Move the Board of County Commissioners come out of executive session.

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

1:15 PM **Lori Feldkamp, Big Lakes Developmental Center Director**

20. 2022 Big Lakes Developmental Center Appropriation Request

Feldkamp presented the 2022 Big Lakes Developmental Center appropriation request.

2:05 PM Shilo Heger, Treasurer

21. 2022 Treasurer, Motor Vehicle & Tech Fund Budget Requests

Heger presented the 2022 Treasurer, Motor Vehicle & Tech Fund budget request.

2:15 PM Mike Kearns, Flint Hills Veterans Coalition

22. 2022 Flint Hills Veterans Coalition Appropriation Request

Kearns presented the 2022 Flint Hills Veteran's Coalition appropriation request.

2:25 PM Emily Wagner, Manhattan Emergency Shelter

23. 2022 Manhattan Emergency Shelter Appropriation Request

Wagner presented the 2022 Manhattan Emergency Shelter appropriation request.

2:35 PM Kevin Larson/Sharon Pollman, Riley County Council on Aging

24. 2022 Riley County Council on Aging Appropriation Request

Larson presented the 2022 Riley County Council on Aging appropriation request.

Stukey reported the Deputy Fire Chief accepted the position.

Adjournment

Move to adjourn.

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