



**Board of Riley County
Commissioners
Regular Meeting
Minutes
May 09, 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
Amanda Webb	Planning/Special Projects Director	Present	8:30 AM
Darell Edie	Budget & Finance Officer	Present	8:30 AM
Elizabeth Ward	Human Resource Manager	Remote	8:30 AM
John Ellermann	Public Works Director/County Engineer	Present	9:10 AM
Sam Hennigh	KMAN	Present	9:15 AM
Dick Bachelder	Presby Advance Enviro-Septic	Remote	9:17 AM
Shilo Heger	Treasurer	Present	9:30 AM
Allana Saenger	Museum Director	Present	9:40 AM
Dawn Munger	Museum	Present	9:40 AM
Craig Cox	Deputy County Counselor	Present	9:52 AM
Evan McMillan	Assistant County Engineer	Present	9:54 AM
John Martens	Deputy Fire Chief	Present	10:01 AM
Richard Soash	University Park Improvement District Board	Present	10:00 AM

Pledge of Allegiance

Public Comment

1. Public Comments

Webb announced Perry Piper is out on medical leave for an unknown period of time. Webb stated Environmental Health Services will be postponed until they determine a way to provide the service.

Commission Comments

2. Commission Comments

McKinley's Comments:

Friday I came into the office for a short stay and ended up here almost four hours. Had a good discussion with Russel Stuke about some Emergency Management and Fire concerns that we will have to deal with in the future. Caught up on a lot of things that I had let stack up on my desk. I also talked to Gary Fike about the consolidation of county extensions and continued it on the way in this morning. I learned more about how it would be set up and what the plans might be going forward.

Enjoyed the weekend temperatures, but not the wind. Was able to plant some more things in the garden.

Focke's Comments:

Thursday afternoon, I had a short medical appointment. Visited with the County Attorney on Law Board and other issues.

Friday, I had an appointment with my attorney to get my power of attorneys' and will updated. Afterwards, I came to the BOCC office to get my computer back from IT and catch up on some paperwork. I visited briefly with Elizabeth Ward and met the new HR employee, Priscilla Silva. I also turned in some paperwork and obtained a temporary handicap sticker at the Treasurer's office for after my surgery. Met some friends at the "Pool" pub that evening.

Saturday, I went to the Farmer's Market downtown. There were more vendors there than I had seen previously. The market has almost doubled from last year. I stopped by the Methodist Church to pick up some supplies for this week's Common Table meal.

Sunday, I played in the Bell Choir at church and had Mother's Day lunch at the Globe restaurant in Aggieville. Spent the afternoon relaxing, getting some needed yard work done, and taking several walks in the park with my puppy.

Ford's Comments:

Thursday afternoon while I was getting my laptop updated, I spoke with Cory Meyer, Riley County IT Director on a couple of rural

broadband and wireless questions including an opinion and summary from last month's presentation we heard, some possible changes internally, and just his overall thoughts on need. I thought our dialog was productive and as always, I was grateful he took the time to chat with me.

Also Thursday afternoon I zoomed in on the May meeting of the Flint Hills Mental Health Task Force. Amongst the items of discussion were a CSU report and January KDADS update from Brynne Haverkamp. She also provided a RCPD/PMHS Co-Responder report as well. Maggie Rasette from Ascension Via Christi gave a quarterly report on mental health activities from the hospital. Robbin Cole, Executive Director Pawnee Mental Health gave us a legislative update and report. We all collectively spoke on the challenges and issues we are all facing with mental health in the post pandemic area. We will meet again in July.

Friday night I attended the 2022 Air Guitar Championships at the Wareham Theatre. It was a lot of fun to watch and it was very well attended. There were nine contestants, two rounds, and one Champion who for the first time will represent Manhattan at nationals. I think this is an event we really need to keep in Manhattan on a yearly basis and all the of contestants were extremely energetic and talented. Congratulations to all who participated and to everyone who helped put this event on.

Saturday morning, I attended the annual Car Show in the Manhattan City Park. It was an extremely beautiful morning to be out and about, the ground was a little soggy yet, but the row of cars, trucks, military equipment, and other machinery was cool to see in person once again. Everybody did an outstanding job putting this together and mother nature did her part this year as well.

Looked like K-State took two of three from KU over the weekend in baseball, and it looked like over the weekend all the games were sell outs as well, which is good.

Lastly, just wanted to send a Happy Mother's Day out to all the moms out there, hope you all had a wonderful weekend.

Business Meeting

3. Proclamation - National Public Works Week - May 15-21, 2022

Move to approve the Proclamation for National Public Works Week - May 15-21, 2022.

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

4. Highway Use Permit, Miller Pipeline, LLC

Move to approve the Highway Use Permit granting Miller Pipeline, LLC permission to work in the right of way to perform maintenance on gas lines for Kansas Gas Services. Work has already been completed along Rannells Road, Deibler Road, and Messenger Road. Additional work outlined in the application will take place along Pride Drive, Crestline Drive, K Lane, and McDowell Creek Road.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	John Ford, 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:

- Jacob Clarke, a new hire, as a Clinic Supervisor, in the Health Department, at a grade V step 4, at \$2,921.13 biweekly.
- Anna Burson, a new hire, as a County Appraiser, in the Appraiser's Department, at a grade HH at \$4,423.08 biweekly.

6. Discuss Joint City/County/County Meeting

Review Minutes

7. Board of Riley County Commissioners - Regular Meeting - May 5, 2022
8:30 AM

Move to approve the minutes.

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

Review Tentative Agenda

8. Tentative Agenda

Press Conference Topics

9. Discuss Press Conference

Holeman asked the Board to table the second executive session on the agenda today.

9:00 AM Rich Vargo, County Clerk

10. Year to date budget and expenditure reports

Vargo presented the year to date budget and expenditure reports.

9:15 AM Amanda Webb, Planning/Special Projects Director

11. Approve the Presby Advanced Enviro-Septic (AES) Wastewater System for use in Riley County

Webb presented the Presby AES Wastewater System.

Move to approve the Presby Advanced Enviro-Septic (AES) wastewater system for use in Riley County.

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

9:30 AM**Press Conference**

12. National Public Works Week Proclamation - Greg McKinley and John Ellermann (3-5 minutes)

McKinley presented the National Public Works Week Proclamation to John Ellermann, Public Works Director/County Engineer.

Ellermann acknowledged the good work the Public Works staff does in providing services for the public.

13. 2021 Second Half Real Estate/Personal Property Taxes Due - Shilo Heger (2 minutes)

Heger presented the following information on the 2021 real estate and personal property tax 2nd half payments.

- Due Date: May 10, 2022
 - 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:
 - In person at 110 Courthouse Plaza until 5:00 pm
 - 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, 2022
- Call our office at 785-537-6321 if you have any questions or if you need any additional information

9:45 AM**Allana Parker, Museum Director and Dawn Munger, Curator of Collections**

14. Riley County Historical Museum Staff Update

Parker and Munger presented the Museum update.

10:00 AM John Ellermann, Public Works Director/County Engineer

15. Public Works Project Update

Ellermann presented the Public Works Projects update.

16. Request to fill an open Equipment Operator II Position

Ellermann presented the request to fill the Equipment Operator II position on the gravel crew.

Move to approve the Public Works Department advertise to hire the open Equipment Operator II 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 Public Works Operator II, in the Public Works/Operations Division Department, at a grade I.

17. University Park - Consultant Agreement

Ellermann presented the University Park Water Treatment Facility Consultant Agreement.

Soash discussed the cost associated with the improvements.

Soash asked about the appropriate testing being done.

Ellermann said some of the equipment was out of date and needing calibrated.

Move to approve the agreement with SMH. The cost of the agreement will be paid from the University Park Benefit District Capital fund.

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

10:40 AM **Craig Cox, Deputy County Counselor**

18. Administrative Work Session

19. Pending County Projects County Counselor

10:40 AM 20. Executive session to discuss a performance matter involving non-elected personnel

Move that the County Commissioners, including Chairman McKinley, Vice Chair Focke, and Commissioner Ford, along with Elizabeth Ward, Human Resource Manager; Rich Vargo, County Clerk; and Craig Cox, Deputy 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 10:55 a.m.

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

10:55 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:	Kathryn Focke, County Commissioner
AYES:	Ford, Focke, McKinley

11:00 AM Clancy Holeman, Counselor/Director of Administrative Services

21. Executive session to discuss confidential legal advice regarding potential litigation issues

Move to table the executive session to discuss confidential legal advice regarding potential litigation issues.

RESULT:	TABLED [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