



**Board of Riley County
Commissioners
Regular Meeting
Minutes
May 13, 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
Gary Rosewicz	Assistant County Engineer	Present	8:30 AM
Julie Gibbs	Health Department Director	Present	8:30 AM
Alice Massimi	PIO	Present	8:30 AM
Elizabeth Ward	Human Resource Manager	Present	8:45 AM
David Willis	Parks Manager	Present	9:20 AM
Shilo Heger	Treasurer	Present	9:30 AM
Daryn Soldan	Manhattan Area Chamber of Commerce	Present	9:45 AM
Amber Wilhelm	Manhattan Area Chamber of Commerce	Present	9:45 AM
Gary Fike	County Extension Director	Present	11:00 AM
Barry Wilkerson	County Attorney	Present	11:07 AM
Russel Stukey	Emergency Management Director	Present	11:16 AM
Michael Regal	Assistant Fire Chief	Present	11:16 AM
Gina Scroggs	Downtown Manhattan	Present	1:00 PM
Amy Manges	Register of Deeds	Present	1:10 PM
Shelly Williams	Community Corrections Director	Present	1:18 PM
Jazmyn Gaither		Present	1:21 PM
Jessie Hubbard	Administrative Assistant II	Present	1:25 PM
Ann Smith	aTa Bus	Present	1:35 PM

Pledge of Allegiance

Public Comment

1. Public Comments

Holeman said the executive session on the agenda says "pending" litigation and asked the Board to change it to "potential" litigation.

Move to change the executive session for today from "pending" litigation to "potential" litigation.

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:

Tuesday afternoon I joined in on NACo's national membership call. They provided an in-depth overview of the recently released U.S. Treasury guidance for the Coronavirus State and Local Fiscal Recovery Fund. Additionally, the U.S. Treasury opened a new portal that counties will have to complete to receive their specific recovery funds. These funds will also have a separate portal and set up for municipalities as well. 65.1 billion was the total set aside for over 3,000 counties in direct flexible aid to assist in crucial investments for local communities. Riley County's exact total allotment is 14,418,696 dollars. NACo will also be providing an in depth analysis of these new guidance in the coming days to help assist counties in the process as well.

Tuesday afternoon I spoke with Robbin Cole from Pawnee Mental Health on a couple of different items, including a discussion we started last February in term of what a new facility may possibly look like moving forward into the future. We may sometime soon get a presentation from her on this subject

Wednesday afternoon I had my monthly national teleconference call with NACo Community Economic Workforce Development Steering committee. Among the topics of discussion were a presentation from Mike Qualter, Division Chief, Office of Apprenticeships, U.S. Dept. of Labor on a new apprenticeship committee and initiative. Katie Sullivan, Program Manager, Resilient Economies & Communities on a report they put together called "Planning for the Future for Work Amidst a Global Pandemic". The full report is expected in June. Eryn Hurley, NACo Associate Legislative Director, Finance, Pension and Intergovernmental

Affairs, gave a presentation on the U.S. Treasury's new guidance on the State and Local Relief fund and the opening of that portal. Lastly, some information on the upcoming NACo Annual Conference and Exposition in July was discussed and the opening of policy resolutions for the event are now available to submit online.

McKinley's Comments:

Tuesday I was on In Focus on KMAN. Alice Massimi also was on to discuss a Facebook live event the Health Department had later Tuesday to discuss COVID and kids. She also promoted a vaccination event on May 20th at Pottorf Hall. It is primarily for youth 12 to 16, but all are welcome.

I discussed the church demolition, the upcoming deadline to register for local city and school board elections, and the road and bridge sales tax that will be on the ballot in November.

After KMAN, I went to the Flint Hills Veterans Coalition meeting. They are busy planning the Veterans Day Parade and ceremony. Previously the K-State ROTC has set up and taken down the barricades blocking the parade route, but have said they will not be doing it this year. They suggested I could get some county people to volunteer for this duty, because ROTC has always taken care of it no one knew how many or when this was done. When I get the details, I will be sending out a note looking for volunteers.

Tuesday evening I attended the Riley City Council meeting. I updated them on what we have been doing, including the fact that if passed, the sales tax will continue the distributions they have been receiving. I brought up the deadline for filing for city offices and the fact that no one has filed yet in Riley.

Wednesday evening I attended the Randolph City Council and basically gave them the same report I had given Riley. When I mentioned that they also had no one file for office, one of the council members said "Why would I pay the \$20 fee for a volunteer position I will probably be asked to fill anyway."

Focke's Comments:

Tuesday I caught up on messages and e-mails from Monday and worked on projects at the house. In the evening I went to the Personnel Support Committee meeting at my church. We reviewed staff job descriptions and made plans for saying goodbye to our pastor, who is leaving at the

end of May.

Wednesday morning I met at the Wareham events venue with the county attorney and his office staff, both judges, county IT staff, Clancy Holeman and the people who lease event space. It looks like it will work well for jury selections. Clancy Holeman is going to work on an agreement for the BOCC to review prior to their next court date.

Afterwards, I did grocery shopping for the common table meal on Thursday at my church. In the afternoon I had a doctor's appointment and worked in my yard, and reviewed documents for Thursday BOCC meeting.

Business Meeting

3. A Resolution Reappointing the County Appraiser

Move to approve "Resolution No. 051321-17, A Resolution reappointing the County Appraiser."

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

4. Retail Dealer's 2021 Cereal Malt Beverages License for Ryan Platt - Britts Farm for June 11, 2021 only

Move to sign a Retail Dealer's 2021 Cereal Malt Beverages License for Ryan Platt - Britts Farm 1000 S. Scenic Drive, Manhattan, Kansas 66503 for June 11, 2021 only.

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

5. EMS Kitchen Remodel- Change Order #1

Move to approve Change Order #1 for the EMS Kitchen Remodel Project.

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

6. Action on a Plaza Reservation Request

Move to approve a Plaza Reservation Request for the Health Department for May 25, 2021 from 9:15 a.m. - 3:30 p.m. for a vaccine clinic.

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

7. Sign a Tax Roll Correction

Move to approve the Tax Roll Correction.

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

8. Appraiser's Website contract with Sunflower Appraisals

Move to approve Appraiser's Website contract with Chenin Wilson of Sunflower Appraisals.

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

9. Sign Riley County Personnel Action Form(s)

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

- Micheal Huffman, for a transfer from PW Asphalt Crew to PW Traffic Control Crew, as a Traffic Control Technician, in the Public Works/Operations Division, at a grade I step 5, at \$19.39 per hour.
- Lindsey Dayton, an EMT-Paramedic, in the EMS/Ambulance Department, for Separation from County Service, effective May 3, 2021.

10. Discuss Joint City/County/County Meeting Agenda

Review Minutes

11. Board of Riley County Commissioners - Regular Meeting - May 10, 2021 8:30 AM

Move to approve the minutes.

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

Review Tentative Agenda

12. Tentative Agenda

Press Conference Topics

13. Discuss Press Conference
- Rich Vargo-City/School Elections

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

14. Administrative Work Session

9:03 AM 15. Executive session to discuss confidential legal advice regarding potential litigation issues

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

9:20 AM

David Willis, Parks Manager

16. Transfer of CIP funds to Community Park

Willis presented the transfer of CIP fund to Community Parks.

Move to approve to fund transfer.

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

9:30 AM

Shilo Heger, Treasurer

17. April 2021 Revenue Reporting - Riley County Treasurer

Heger presented the April Treasurer's report.

9:45 AM Daryn Soldan, Manhattan Area Chamber of Commerce

18. Economic development update

Soldan discussed the Greater Manhattan Economic Partnership marketing efforts.

Wilhelm reported on the talent and retention efforts.

10:00 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

19. Riley County Health Department Monthly Update

Gibbs presented the Health Department update.

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

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

20. Fairmont Heights Sanitary Sewer Benefit District Improvements Change Order #2

Ellermann presented the Fairmont Heights Sewer project change order

#2.

Move to approve Fairmont Heights Sanitary Sewer Benefit District Improvements Change Order #2.

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

21. Request to fill an open Equipment Operator II Position

Ellermann presented the request to refill the Equipment Operator II position.

Move to approve the Public Works Department advertise to hire the open Equipment Operator II position.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Greg McKinley, 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, at a grade I.

10:50 AM Alice Massimi, PIO

22. Social Media Moderation Policy

Massimi presented the Social Media Moderation Policy.

The Board discussed the Social Media Moderation Policy.

Move to approve the Social Media Moderation Policy.

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

11:00 AM Gary Fike, County Extension Director

23. 2022 Riley County Extension Appropriation and Fair Budget Requests

Fike presented the proposed 2022 Extension appropriation request and Fair budget request.

11:10 AM Barry Wilkerson, County Attorney

24. 2022 Riley County Attorney Budget Request

Wilkerson presented the 2022 County Attorney budget request.

11:20 AM Russel Stukey, Emergency Management Director

25. 2022 Emergency Management, 911, Rural Fire District, Rural Fire Capital Outlay Budget Requests

Stukey presented the 2022 Emergency Management, 911, Fire District #1 and Capital Outlay budget requests.

11:30 AM John Ellermann, Public Works Director/County Engineer and Gary Rosewicz, Assistant County Engineer

26. 2022 Public Works, 1/2 Cent Sales Tax and Auction Budget Requests

Ellermann presented the 2022 Public Works, 1/2 cent Sales Tax and Auction budgets.

27. 2022 Solid Waste and County Building Budget Request

Rosewicz presented the 2022 Solid Waste and County Building budget requests.

11:40 AM Julie Winter, Public Works Office Manager

28. 2022 Benefit Districts, Landfill Budget Requests

Winter presented the 2022 benefit districts, landfill closure, and Mertz levee budget requests.

1:00 PM Gina Scroggs, Downtown Manhattan Executive Director

29. 2022 Downtown Manhattan Appropriation Request

Scroggs presented the 2022 Downtown Manhattan Appropriation request.

1:10 PM Amy Manges, Register of Deeds

30. 2022 Register of Deeds & Tech Fund Budget Requests

Manges presented the 2022 Register of Deeds & Tech fund budget requests.

1:15 PM Clancy Holeman, Counselor/Director of Administrative Services

31. 2022 Riley County Counselor Budget Request

Holeman presented the County Counselor budget request.

1:20 PM Jazmyn Gaither, Riley County Conservation District Director

32. 2022 Riley County Conservation District Appropriation Request

Gaither presented the 2022 Conservation District appropriation request.

1:25 PM Shelly Williams, Community Corrections Director

33. 2022 Community Corrections and Juv Supervision Budget Requests and Appropriation Request

Williams presented the Community Corrections & Juvenile Supervision budget request & appropriations.

1:35 PM Anne Smith, aTa Bus Director

34. 2022 ATA Bus Appropriation Request

Smith presented the 2022 ATA Bus appropriation request.

1:45 PM Rich Vargo, County Clerk

35. 2022 Riley County Clerk, Election and Tech Budget Requests

Vargo presented the County Clerk, Election and Tech budget requests.

Adjournment

Move to adjourn.

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