



**Board of Riley County
Commissioners
Regular Meeting
Minutes
May 17, 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
Grant Bannister	District Court Judge	Present	8:30 AM
Kim Zito		Present	8:32 AM
John Ellermann	Public Works Director/County Engineer	Present	8:32 AM
Elizabeth Ward	Human Resource Manager	Present	8:41 AM
Alice Massimi	PIO	Present	8:43 AM
Lee Crouch	Fort Riley	Present	8:43 AM
Vickie James	Food and Farm Council	Present	9:00 AM
Gary Rosewicz	Assistant County Engineer	Present	8:30 AM
Sam Hennigh	KMAN	Present	9:10 AM
Greg McClure	Extension Agent	Present	9:30 AM
Alvin Perez	Public Works Operations/Fleet Manager	Present	9:30 AM
Tami Robison	Budget and Finance Officer	Present	9:30 AM
David Adams	EMS/Ambulance Director	Present	9:15 AM
Amanda Smeller	Planning/Special Projects Director	Present	10:19 AM
Jessie Hubbard	Administrative Assistant II	Present	8:45 AM
Julie Gibbs	Health Department Director	Present	10:28 AM
Shilo Heger	Treasurer	Present	10:28 AM
Michael Boller	Noxious Weed Director	Present	10:28 AM
Andrew Kercado	Open.Gov	Remote	11:00 AM
Mark Welch	Open.Gov	Remote	11:00 AM
Laurie Harrison	Emergency Management Coordinator	Present	11:10 AM

Pledge of Allegiance

Public Comment**1. Public Comments**

Judge Bannister stated the Supreme Court Administrative Orders have had a significant impact on the Courts. Bannister stated due to the administrative orders they toured the Wareham Theater for additional space needs and expect for a period of time to use the facility for jury selection. Bannister said Mr. Holeman will present the agreement to the Board for approval.

Bannister said he will be attending a meeting with the Supreme Court Justice to discuss the impact of the administrative orders to local courts.

Focke asked if May 27th is the next date they would like to use the facility for jury selection.

Bannister said it is.

Zito implored the commission to "pump the brakes" and explore their options. Zito stated the previous commission did not do their homework. Zito said \$852,000 dollars is a lot of money to spend to demolish a building.

Commission Comments**2. Commission Comments**

Ford's Comments:

Thursday afternoon I zoomed in on the latest meeting of the Manhattan Area Recovery Task Force. Got updates from USD 383, K-State, Manhattan, Downtown Manhattan, Ft. Riley, and Alice Massimi provided one for Riley County as well. There was plenty of discussion on how to create incentives to encourage vaccines and a dialog was also had on developments from the U.S. Treasury on the Local Fiscal Recovery Fund. This task force will meet again in June (in person) and start discussing a plan to either closing out meeting or possibly having quarterly meeting or as needed if conditions warrant it.

Also Thursday afternoon listened in on the bi-weekly NACo national Teleconference call with White House Officials on the continued progress on COVID-19 recovery and vaccination efforts as well as a

review on the U.S. Treasury guidance for and implementation of the Fiscal Recovery Fund.

Thursday evening I listened in on the latest Council on Foreign Affairs presentation. Andy Berke, former Mayor of Chattanooga, Tennessee and Sasha Havlicek, co-founder and Chief Executive Officer of the Institute for Strategic Dialogue discussed and provided information and resources on how to equip local leaders and local units of governments to combat extremism in their communities. Plenty of data, tools, and capacities were provided in the conversation on this topic as well. It was a very interesting dialog and plenty of follow up questions came along with it as well.

Friday morning I had the monthly Zoom call with the Food and Farm Council's CAT Waste Team. Wasn't able to stay for the whole meeting, but a very good dialog was had on the direction they may want to take with the Restaurant Champion Program they are creating, a review of criteria, list of potential invitees and a timeline were all discussed. Also part of the agenda was the need for a new communication lead, and steps to start talking to local business districts about recycling and compost.

Saturday I was in Kansas City for a wedding. Congratulation to both of the newlyweds Zack and Ava wish both of them the very best moving forward.

Sunday I stayed in Kansas City. I had lunch downtown at a really neat live jazz club called the Phoenix and spent the afternoon at the Negro League Baseball Museum. If you're a fan of both baseball and history it's an amazing place to check out and see in person.

McKinley's Comments:

I heard on the radio this morning that today is the 67th anniversary of the Brown vs. Board of Education decision. My fourth grade teacher, Mrs. Todd was one of the other parents involved in the original case.

I had email and phone contact with Senator Hawk and Riley Mayor Sharp regarding a project in Riley. The city is applying for state funds for a sidewalk and drainage project. This is a project the city has tried and just missed on funding before. An important part of the project is a sidewalk and pedestrian bridge for students going to the grade school.

If anyone saw a smoky haze over Manhattan this morning don't be alarmed. It is just a lot of people having mask burning parties this morning.

Focke's Comments:

Thursday afternoon, I copied and went over the agenda items for the Law Board meeting on Monday then went home and did some heavy yard work.

Friday, I worked with a small bathroom remodel, getting tile picked and lining up a plumber and tile setter. Also worked on a kitchen design that I've been consulting on.

Saturday, I went with some friends to lunch out of town, as most of the restaurants in Manhattan were packed due to graduation at KSU and Manhattan High. It's great to see so many people in town this year.

Went over presentations slated for Monday's meeting.

Business Meeting

3. Proclamation - National Public Works Week - May 16-22, 2021

Move to approve a Proclamation for National Public Works Week - May 16-22, 2021.

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

4. 2021 Asphalt Overlay Program Contract with Shilling Construction

Move to approve the contract for the 2021 Asphalt Overlay Program - Alternate No. 3 with Shilling Construction Co., Inc. in the amount of \$1,440,925.70.

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

5. Review and sign Real Estate Sales Data Search Service Agreement and Contractual Provisions Appraiser's Website contract with Steven Colandrea of Keller Williams One Legacy Partners LLC.

Move to approve the Real Estate Sales Data Search Service Agreement and Contractual Provisions Appraiser's Website contract with Steven Colandrea of Keller Williams One Legacy Partners LLC.

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 Riley County Personnel Action Forms for the following:

- Nicholas Taylor, a new hire, as an On Call Juvenile Intake, in the Community Corrections Department, at a grade B step 9, at \$15.49 per hour.
- Jenny Steele-Resser, a new hire, as an On Call Juvenile Intake, in the Community Corrections Department, at a grade B step 9, at \$15.49 per hour.
- Alyssa Graben, a new hire, as an On Call Juvenile Intake, in the Community Corrections Department, at a grade B step 9, at \$15.49 per hour.
- Baldwin Fisher, a new hire, as an Emergency Management Planner, in the Emergency Management Department, at a grade H step 3, at \$17.35 per hour.
- John Martens, for a promotion (from volunteer to Deputy Fire Chief), as a Deputy Fire Chief, in the Riley County Fire District #1, at a grade P step 8.
- Evelyn M. Clark, a new hire, as an Administrative Clerk II-Utilities, in the Public Works/Administrative Services Division, at a grade J step 3, at \$19.14 per hour.
- Jason Anderson, for a promotion transferred from PW Traffic Control Tech - PW/Engineering, as an Engineering Technician, in the Public Works/Engineering Division, at a grade N step 2, at \$22.46 per hour.
- Maribeth Davis, a new hire, as an On Call Juvenile Intake, in the Community Corrections Department, at a grade B step 9, at \$15.49 per hour.
- Kathy Ostrom, a new hire, as an On Call Juvenile Intake, in the Community Corrections Department, at a grade B step 9, at \$15.49 per hour.

Review Minutes

7. Board of Riley County Commissioners - Regular Meeting - May 13, 2021 8:30 AM

Focke asked the Board to make a request from a citizen to correct the minutes of May 10, 2021.

The Board agreed by consensus to approve the request to amend the minutes of May 10, 2021.

Move to approve the minutes.

RESULT:	ACCEPTED [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

Rich Vargo-City/School Elections.

9:00 AM Vickie James, Food and Farm Council and Lee Crouch, CSM, Soldier Recovery Unit

10. Soldier Recovery Unit (SRU) Hoop House

James and Crouch presented the Soldier Recovery Unit Hoop House request for compost.

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

9:15 AM David Adams, EMS/Ambulance Director

11. EMS/Ambulance Staff Update

Adams presented the EMS/Ambulance staff update.

Adams said Pottawatomie County has asked to borrow one of our UTV's for the Wamego July 4th Celebration.

The Board agreed by consensus to allow Pottawatomie County to borrow a UTV for the Wamego July 4th Celebration.

9:30 AM**Press Conference**

12. Presentation of the National Public Works Week Proclamation - John Ford and John Ellermann (3-5 minutes)

Ford presented the National Public Works Week Proclamation.

Ellermann reported this is the 61st awareness week. Ellermann stated they seek to make the public aware of the Public Works Safety Week.

13. Wheat plot tour and upcoming tractor safety course - Greg McClure (5 minutes)

McClure said a tour of the Riley County Extension wheat variety plot will be held at 6:30 p.m. on Wednesday, May 26th at the plot site located four miles west of Randolph on the Green-Randolph Road, then eleven miles north on County Road 875, and 1/2 mile east on Bodaville Road.

McClure said a Tractor Safety Course will be held June 8th from 9:00 a.m. - 4:00 p.m. and June 9th from 9:00 a.m. to 3:00 p.m. at KanEquip Wamego, Kansas.

14. City/School Elections - Rich Vargo (2 minutes)

Vargo reported the filing deadline is June 1, 2021 for the City/School Elections. Vargo stated positions are open in all local public school districts and cities.

Vargo said filing information is available on the Riley County website and in the County Clerk's Office.

9:50 AM Alvin Perez, PW Operations and Fleet Manager

15. Bid opening for one tandem axle dump truck

The Board of County Commissioners opened the following bids for one tandem axle dump truck:

<u>Company</u>	<u>Truck</u>	<u>Snowplow</u>	<u>Salt Spreader</u>	<u>Total Bid</u>
Diamond International 7700 N. E. 38 th St Kansas City, MO 64161	\$157,366	\$12,786	\$24,668	\$195,120
Westfall O'Dell Truck Sales 4001 NE Randolph Rd Kansas City MO 64161	\$174,882	\$12,786	\$24,968	\$212,636

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

10:00 AM Alvin Perez, PW Operations and Fleet Manager

16. Bid opening for one 55 ton paver ready hydraulic detach drop deck trailer

The Board of County Commissioners opened the following bids for one 55 ton paver ready hydraulic detach drop deck trailer:

<u>Company</u>	<u>Total Bid</u>
Kaufman Trailers 702 North Silver Street Lexington NC 27292	\$62,325.00
Larson 22052 W 66 th St Shawnee, KS 66226	\$82,912.11
Holden Industries Inc. 5624 S State Highway 43 Southwest City, MO 64863	\$92,305.00

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

10:10 AM Clancy Holeman, Counselor/Director of Administrative Services

17. Administrative Work Session

18. Pending County Projects County Counselor

19. Review and Sign Federal Commitments under the "American Rescue Plan."

Holeman presented the Application for Federal Funds for the American Rescue Plan. Holeman reviewed the requirements of the application.

Move to approve the application for U.S. Department of the Treasury Coronavirus Local Fiscal Recovery Fund under the "American Rescue Plan."

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

10:30 AM Tami Robison, Budget and Finance Officer and Elizabeth Ward, Human Resource Manager

20. 2022 COLA and Merit Increases

Ward and Robison presented the 2022 COLA and merit increases for county employees.

Move the Board approve the COLA and Step increases as proposed, for Riley County personnel for the 2022 budget.

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

21. Mid-Year Salary Adjustment

Robison presented the mid-year salary adjustment.

Ward requested the Board award Premium Hazard pay of \$5,000 each for both the Health Department Director and the EMS/Ambulance Director.

The Board discussed the pay request.

The Board agreed by consensus to approve the proposed \$5,000 premium pay as a net amount, on a one-time basis, for both the Health Department and EMS Directors.

Hubbard stated long term the Community Corrections, a State funded agency, would not be able to maintain the 2% adjustment.

Ward said historically the County pay adjustments have been a struggle for Community Corrections.

The Department Heads, along with the Budget & Planning Committee, recommend the Board of County Commissioners approve the proposed 2% mid-year pay adjustment to each active employee's pay rate, effective July 1, 2021.

Move to approve the proposed 2% mid-year pay adjustment to each active employee's pay rate, effective July 1, 2021.

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

11:00 AM

Tami Robison, Budget and Finance Officer

22. Open.Gov Platform Presentation

Robison introduced the background on the Open.Gov platform presentation.

Kercado presented a PowerPoint on the Open.Gov platform financial

suite.

Move to approve the contract with Open.Gov for software services surrounding Budgeting and Planning and public transparency.

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

11:15 AM Elizabeth Ward, Human Resource Manager

23. Mask mandate

Ward asked if the Commission has any update or direction for county employees and departments regarding mask and office dividers.

The Board discussed the mask requirements and office dividers.

Ward stated she would like to send out a communication to employees saying employees can make their individual decision regarding mask and individual departments determine the need for barriers.

The Board agreed by consensus for Ward to send out a communication to employees saying employees can make their individual decision regarding mask and individual departments determine the need for barriers.

11:20 AM Elizabeth Ward, Human Resource Manager

24. New and Expanded Position Requests for 2022 Budget

Reschedule for Thursday.

Adjournment

Move to adjourn.

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

12:00 PM Law Enforcement Agency Meeting

25. Law Board Meeting Agenda