



**Board of Riley County
Commissioners
Regular Meeting
Minutes
May 19, 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
Cindy Kabriel	Administrative Assistant II	Present	8:30 AM
Clancy Holeman	Counselor/Director of Administrative Services	Present	8:30 AM
Elizabeth Ward	Human Resource Manager	Present	8:36 AM
Amanda Webb	Planning/Special Projects Director	Present	8:50 AM
Amy Manges	Register of Deeds	Present	9:04 AM
Sam Hennigh	KMAN	Present	9:15 AM
Shilo Heger	Treasurer	Present	9:52 AM
John Ellermann	Public Works Director/County Engineer	Present	9:52 AM
Brandy Bruna	4-H Program Assistant	Present	9:58 AM
Kurt Moldrup	Interim RCPD Director	Present	10:06 AM
Derek Woods	RCPD Corrections Captain	Present	10:21 AM
Julie Gibbs	Health Department Director	Present	10:26 AM
Teresa Garcia	Clinic Coordinator	Present	10:26 AM
Jacob Clarke	Clinic Supervisor	Present	10:26 AM
Vickie James	Coordinator, Food and Farm Council	Present	4:00 PM
Eileen Horn	Project Manager, New Venture Advisors	Present	4:00 PM
Caroline Myran	Project Manager, New Venture Advisors	Present	4:00 PM
Debbie Nuss		Present	4:00 PM
John Matta	Manhattan City Commissioner	Present	4:00 PM
Linda Morse	Mayor, Manhattan City Commissioner	Present	4:00 PM
Wynn Butler	Manhattan City Commissioner	Present	4:00 PM
Usha Reddi	Manhattan City Commissioner	Present	4:00 PM
Stephanie Peterson	City of Manhattan	Present	4:00 PM
Ron Fehr	Manhattan City Manager	Present	4:00 PM
Adrian Self	Food and Farm Council	Present	4:00 PM
Maureen Olewnik	Food and Farm Council	Present	4:00 PM
Aaron Estabrook	Leadership Team Member	Present	4:00 PM
Shanika Rose	Chronic Disease Risk Reduction Coordinator	Present	4:00 PM

Karla Hagemeister	Flint Hills Breadbasket	Present	4:00 PM
Andrea DeJesus	Food and Farm Council	Present	4:00 PM

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

McKinley's Comments:

Monday afternoon I went out to look at the University Park sewer plant. It is a very basic plant and I am not sure how it exactly works, but I wanted to see what was there. I had been told the road down there is not good, so I parked at the top and walked down. Poor decision. The road is in good condition, no ruts but it is very steep and a long hike back up out of the there.

Tuesday I met with David Adams. He showed me what we have from Anderson Knight on the north county station. We also went over what is planned for that station. He also showed me what we have received from Archimages for the new public safety building. They have done a good job of listing out requirements for each area and some basic ideas of how to lay out the new building. We had a good discussion about both buildings and his department in general.

Wednesday I attended the North Central Kansas Regional Juvenile Detention Facility Board of Directors meeting. Actually, we did not officially have a meeting because there were only five members there and six are required for a quorum. One of the items on the agenda was to accept the revised bylaws. Ironically, one of the changes is to change the number required for a quorum from six to five. Instead we had a general discussion about some of the things we are all dealing with in our counties.

Focke's Comments:

Monday afternoon I attended the regularly scheduled Law Board Meeting. In addition to the consent agenda, which included approval of previous meetings, expenditures & reimbursements, monthly inmate population, crime reports, and quarterly crime, accident, seizure & forfeiture reports. The general agenda included an announcement of the screening committee for a new RCPD Director. The names of 10 citizens were announced and ads will be distributed for publication beginning Tuesday, May 24th. Applications will be accepted until the position is filled. Members of this committee and Law Board members will not be able to publicly disclose names of applicants until candidates for final interviews are chosen. The rest of the meeting included various issues, including the 2023 budget development that the board approved for publication. An executive session was also held.

Tuesday I attended a Zoom meeting of the Master Food Plan Leadership group that will be presenting a final version of the plan, developed through citizen input, at the City/County/County meeting this afternoon.

Wednesday I had a meeting at Bayer Construction with Neil Horton. We discussed various ideas from the Chamber Leadership Retreat and some zoning issues.

I received a complaint from a citizen concerning the river trail close to Fairmont Park and will follow up.

Due to my surgery on Tuesday, I will zoom into Monday's meeting and will call in for any executive session. I will be back in person as recovery allows.

Ford's Comments:

Monday afternoon I attended the May meeting of the Riley County Law Board at Manhattan City Hall. Among the items of discussion were some public comments and awards presented by the CAB to several outgoing members, a monthly update from the Fraternal Order of Police #17, discussion and the breakdown on the FY 2023 were had as well, and it was then voted to send to publication, continued discussion for ARPA funds from the county/city, and an executive session to deal with non-elected personnel was had at the end.

Tuesday afternoon I went to Topeka to meet with my specialist. Had a good and productive visit and it seems as if I'm making some strides in my nutrition and diet goals, which is wonderful. I just got to keep the momentum going moving forward.

On my way back from Topeka I listened to the NACo Central Region meeting in the truck. Got a welcome speech from Commissioner Tracy

Graham, Audrain County, Missouri. Commissioner Phyllis Randall from Loudoun County, Virginia talked about her candidacy for NACo's second Vice President in June. Blaire Bryant discussed the county behavioral health crisis response infrastructure and 988 hotline implementation, which is expected to be fully operational nationally via text and phone on July 16th. Michael Matthews, NACo's CEWD Legislative Director gave us an overview and update on the components of the America COMPETES Act, where it stand in Congress and highlights of the bill as well as NACo's advocacy efforts on behalf of the nation's counties.

Also Tuesday afternoon I had my monthly meeting with the Board of Directors from the Manhattan Area Chamber of Commerce. Some of the items discussed were the recent 2022 Audit report done by Varney and Associates, a full recap of the Flint Hills Leadership Retreat last week was made and what the next steps should be including location and logistics of next year's retreat, which should go back to January again. An update from DEI and several people spoke on behalf of the Black Entrepreneurs of the Flint Hills as well. Katie Pawlosky gave a full update on the status and work going on at NBAF. The financials and membership accounts were updated through April 30th and lastly chamber staff gave updates on all they have and currently are working on as we speak.

Wednesday afternoon I had my monthly Zoom call with the Flint Hills MPO. Project Manager Jared Tremblay gave us both and organization and financial update to the current date and what programs and efforts he is continuing to work on. Members from KDOT also gave an update. I also spent some time discussing my concerns with recent severe and critical accidents in the Highway 24 sector at 113 and 13 here in the last couple of weeks. Although KDOT is in the beginning stages of design and consult for a project to fix those safety concerns, it is of my belief that we need to put some temporary measures in place to avoid more accidents and possible fatalities in those locations until that can be done. I'm hopeful we can get something done there shortly, more discussion and dialog to follow on this. They seemed very receptive that they can and will find some appropriate measures to sure those intersections up. We spent the rest of the time discussing the opening for a planning manager and the next possible steps both in process and advertising for the position as we've yet to receive any applications to date. My plan as Chair of the Policy Board is to keep meeting monthly via Zoom ongoing with the possibility of special meeting in between, if necessary, until we find the right person to replace Stephanie Peterson in this role. June 15th will be our next scheduled monthly meeting.

Business Meeting

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

Move to approve the Portable Communication Device Allowance Form.

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

4. Sign Riley County Personnel Action Form(s)

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

- Junlianna Poe, a new hire, as an As Needed Clerical, in the Appraiser's Department, at a grade D step 1, at \$13.73 per hour.
- Braedyn Woborny, a new hire, as a Residential Appraiser II, in the Appraiser's Department, at a grade H step 2, at \$17.27 per hour.
- Brady Henderson, a Public Works Operator II, in the Public Works/Operations & Fleet Department, for Separation from County Service, effective May 26, 2022.

5. Approve payroll/accounts payables (when completed)

Move to approve the payroll vouchers in the amount of \$550,103.98 and the following warrant vouchers for May 20, 2022:

2021 Budget

Road & Bridge Cap Project	\$130,657.38
TOTAL.	\$130,657.38

2022 Budget

County General	\$682,844.60
Health Department	48,917.50
County Auction	656.00
Motor Vehicle Operations	4,037.82
Community Corrections	16,809.56
Capital Improvements Fund	9,035.00

Emergency 911	779.97
Solid Waste	199,390.97
County Building	6,211.07
Road & Bridge Cap Project	10,458.35
RCPD Levy/Op	401.54
Landfill Closure	664.72
Riley Co. Fire Dist. #1	36,855.59
University Park W&S	7,692.65
Hunters Island Water Dist	1,424.51
Carson Sewer Benefit Dist	868.01
Deep Creek Sewer	569.83
Moehlman Bottoms	127.75
Valleywood Operations	7.25
Terra Heights Sewer	778.80
Terra Heights Sinking	1,000.00
Konza Water Operations	2,836.59
Lakeside Heights Sewer	35.67

TOTAL. \$1,032,403.75

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

Review Minutes

6. Board of Riley County Commissioners - Regular Meeting - May 16, 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

7. Tentative Agenda

Press Conference Topics

8. Discuss Press Conference

9:00 AM**Amanda Webb, Planning/Special Projects Director**

9. Authorize Temporary Environmental Health Assistance Contract

Webb discussed a temporary contract with Lisa Davies, a retired sanitarian to help Planning with the duties of Perry Piper, Riley County Environmental Health Specialist, who is out on extended authorized leave. He is the only one in the department qualified to perform several functions of his job. The planning department is unable to move forward with many environmental health functions while he is out.

Move to approve the Contract for Temporary Services with Lisa Davies for environmental health assistance.

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

Holeman asked to add an executive session to his admin time.

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

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

9:15 AM**Amy Manges, Register of Deeds**

10. Year-To-Date-Revenue

Manges presented year to date revenue and a staff update.

9:30 AM**Clancy Holeman, Counselor/Director of Administrative Services**

9:30 AM 11. Administrative Work Session

Move the County Commission, including Chairman McKinley, Vice Chair Focke, and Commissioner Ford, recess into executive session on potential litigation, for the purpose of consultation with Clancy Holeman, County Counselor, attorney for the commission, a matter which is 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 9:50 a.m.

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

9:52 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

9:50 AM Shilo Heger, Treasurer

12. April 2022 Revenue Reporting - Riley County Treasurer

Heger presented revenue reports.

10:00 AM Brandy Bruna, 4-H Program Assistant

13. School Enrichment Programs in Riley County Schools

Bruna discussed the EARTH program.

10:15 AM Kurt Moldrup, Interim RCPD Director

14. RCPD update

Moldrup presented a Riley County Police Department update.

10:30 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:	Kathryn Focke, County Commissioner
AYES:	Ford, Focke, McKinley

15. RCHD Update

Gibbs presented a staff update.

16. Out of State Travel Request for Family Planning Conference

Gibbs presented an Out of State Travel Request for Thereasa Stewart to attend the Family Planning Conference.

Move to approve an Out of State Travel Request for Thereasa Stewart to attend a Family Planning Conference. The total travel costs for our Nurse Practitioner to attend the annual National Reproductive Health Conference is about \$3,000. This will include everything from the registration costs to meals, airfare and hotel. This will be coming out of the Family Planning grant, as we have planned for travel to conferences.

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

11:00 AM Teresa Garcia, Clinic Coordinator

17. RCHD Public Health Clinic Update

Garcia presented a Public Health Clinic 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:	Kathryn Focke, County Commissioner
AYES:	Ford, Focke, McKinley

11:30 AM John Ellermann, Public Works Director/County Engineer

18. Request to fill an open Equipment Operator II Position

Ellermann presented a request to refill a Public Works Operator II position.

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

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.

19. Fill an open Traffic Control Supervisor Position

Ellermann presented a request to refill a Traffic Control Supervisor. Ellermann requested opening the position in house for two weeks.

Move to approve the Public Works Department advertise to hire the open Traffic Control Supervisor position starting internally for two weeks.

The Board of County Commissioners signed a Riley County Position Action Form for a Traffic Control Supervisor, in the Public Works/Operations Department, at a grade O.

11:40 AM Shelly Williams, Community Corrections Director

20. MOA With KSU Department of Sociology, Anthropology & Social Work

Williams presented and discussed a MOA with KSU for an adult drug court program under a grant award.

Move to approve the Memorandum of Agreement (MOA) and Contractual Provisions with K-State so the Drug Court program evaluation can commence.

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

21. FY23 Reinvestment Grant

Williams discussed an application to KDOC for a reinvestment grant renewal.

Move to approve for submission to the KDOC the FY23 Reinvestment Grant Renewal to pay for 75.5% of the Youth Court Immediate Intervention Program Coordinator position.

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

Adjournment

Move to adjourn after the Joint City/County/County Meeting at 4:00 p.m.

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

4:00 PM Joint City/County/County Meeting (at City Offices)**22. City/County/County Meeting Agenda**

James presented an overview of the Food System Master Plan.

Horn discussed the Food System Master Plan four key categories of the action steps: infrastructure, policy solutions, education, and city/county leadership.

Myran discussed the three food plan goals.

5:05 adjourned.