



**Board of Riley County
Commissioners
Regular Meeting
Minutes
May 20, 2021**

115 North 4th Street
Manhattan, KS 66502
www.rileycountyks.gov

Cindy Kabriel
785-565-6200

Commission Chambers

9:00 AM

[District 1 – John Ford, Chair](#)

[District 2 – Greg McKinley, Vice Chair](#)

[District 3 – Kathryn Focke, Member](#)

9:00 AM

Call to Order

Attendee Name	Title	Status	Arrived
John Ford	County Commissioner	Present	7:30 AM
Kathryn Focke	County Commissioner	Present	7:30 AM
Greg McKinley	County Commissioner	Present	7:30 AM
Rich Vargo	County Clerk	Present	7:30 AM
Clancy Holeman	Counselor/Director of Administrative Services	Present	7:30 AM
Dalanna Nichols	Court Administrator	Present	9:00 AM
Alvin Perez	Public Works Operations/Fleet Manager	Present	9:00 AM
John Ellermann	Public Works Director/County Engineer	Present	9:00 AM
Russel Stukey	Emergency Management Director	Remote	9:00 AM
Elizabeth Ward	Human Resource Manager	Present	9:20 AM
Craig Cox	Deputy County Counselor	Present	9:25 AM
Bob Isaac	Planner	Present	9:50 AM
Gary Fike	County Extension Director	Present	10:00 AM
Kurt Moldrup	RCPD	Present	10:15 AM
Michael Boller	Noxious Weed Director	Present	10:35 AM
Tami Robison	Budget and Finance Officer	Present	10:35 AM
Joshua Gering	EMS/Ambulance Assistant Director	Present	10:54 AM
Amanda Smeller	Planning/Special Projects Director	Present	10:54 AM
Julie Gibbs	Health Department Director	Present	10:55 AM
Breva Spencer	Family Connections Supervisor	Present	10:55 AM
Laurie Harrison	Emergency Management Coordinator	Present	11:13 AM
Wynn Butler	Manhattan City Commissioner	Present	4:00 PM
Linda Morse	Manhattan City Commissioner	Present	4:00 PM
Jared Wasinger	Manhattan City Manager Assistant	Present	4:00 PM
Usha Reddi	Manhattan City Commissioner	Present	4:00 PM
Ron Fehr	Manhattan City Manager	Present	4:00 PM
Mark Hatesohl	Manhattan City Commissioner	Present	4:00 PM
Chad Bunger	Community Development Assistant Director	Present	4:00 PM
Eric Cattell	Community Development Director	Present	4:00 PM

Pledge of Allegiance**Public Comment**

1. Public Comments

Holeman asked the Board to change the title of the second executive session to "potential" litigation.

Move to change the title of the second executive session 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:

Monday afternoon I attended the May meeting of the RCPD Law Board. Continued discussion on the 2022 budget, need for a special Law Board Meeting, RCPD Firearms Range, and the 30th CALEA Re-Accreditation Anniversary were among the topics of discussion during the meeting.

Just right after the Law Board meeting I caught the last half of the Bi-Weekly Community Leaders Zoom call to continue to discuss local Covid-19 recovery and vaccinations efforts with the City of Manhattan, K-State, Lafene Health Center, and Ascension Via Christi. Continued vaccinations efforts and local removal of mask mandates is where I picked up on the conversation. We are going to move these meetings to monthly for the remainder of summer and going into the fall.

Tuesday afternoon I attended the monthly meeting of the Manhattan Area Chamber of Commerce, This was in person at the Kansas Farm Bureau facility out on Seth Childs Road. Among the topics of discussion during the meeting were a possible new opportunity in the downtown sector, continued discussions on an Entrepreneurship

Center, Chamber budget requests, a need for an Aquatic Center, and an update on the growth committee and sites and buildings. I also provided an update on behalf of Riley County.

Wednesday afternoon I attended in person for the first time in well over a year the monthly meeting of the Flint Hills Metropolitan Planning Organization. Topics of discussion during the meeting were an update to Amendment #1 of the 2021 Unified Planning Work Program. We also discussed a plan to work with KDOT to change the local match formula and GPC Funding, more to come on this last one.

Thursday morning pre BOCC Meeting we zoomed in on the Manhattan Area Chamber of Commerce's "Good Morning Manhattan" good line of speakers including Robbin Cole from Pawnee Mental Health, Jared Wassinger from the City of Manhattan discussing Crossroads MHK, and Sarah Siders talking about the local SPARK group.

McKinley's Comments:

Wednesday I attended the Juvenile Detention Facility board meeting. Reviewed financials and everything is going well. The State pays 60% of their budget and the fifteen counties make up the rest. They presented a list of the various programs they have for the residents. They work with them to get their high school diploma or GED, but also have a lot of things to teach them life skills. Very well run facility.

Reminder that the vaccination clinic at Pottorf Hall is today from 9:00 a.m. to 4:00 p.m. It is primarily for children 12 to 17, but others will be allowed.

Tonight is the return of the third Thursday events in downtown Manhattan. The event features outdoor artists and entertainers as well as food and drink specials at participating restaurants. After missing last year they are hoping for good weather for everyone to enjoy the evening.

Focke's Comments:

Monday:

Attended the Law Board meeting at noon at the City Commission Chambers after our BOCC meeting. During public comments, Lorenza Lockett, a social work professor at KSU, voiced his concerns and those of the Coalition for Equal Justice on the appointment process to the Law Board. County Commissioner Ford explained the appointment process that the county had adopted recently on the

appointment/interview process.

Discussion was held on the process for application. The City Commission is going to work on their appointment procedures.

Director Butler discussed the recent CALEA re-accreditation anniversary celebration. Captain Jager reported on the Firearms Range. The water line has been installed and the facility is operational. The fencing will be installed when weather permits and should be completed by the end of June.

Discussion was tabled on the budget and it will be discussed and approved at a special Law Board meeting. We are waiting for a revenue report from the county.

Tuesday:

I attended a Zoom meeting of the Food and Farm Council Board to discuss the “Food Master Plan” that’s being developed. A consultant from New Venture Advisors is helping the board develop the written plan, which will be the focus for the next two months. The information will be available on a google drive for all the board members to access. Julie Gibbs and Amanda Smeller are also on the board from Riley County.

I’m planning to go to the Keats meeting on May 27th concerning the sewer district discussion. I’ll get with Amanda Smeller to be briefed on the presentation to the community. Since it is in my district, I feel it is important to attend. Wednesday, I had several appointments, bell choir practice, and reviewed the agenda and budget presentations for today.

Business Meeting

3. Tandem Axle Dump Truck Bid Recommendation

Move to approve the bid, including LED lighting option, from Diamond International for \$196,395.00.

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

4. 55 Ton Paver Ready for Hydraulic Detach Drop Deck Trailer Bid Recommendation

Move to approve the bid from Kaufman Trailers for \$62,325.00.

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

5. Wareham Contract for District Court

Holeman reported there are additional dates in the agreement for the use of the facility.

Move to approve the Wareham Contract for District Court.

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

6. 2021 CIP Authorization - Open.Gov software

Move to approve the CIP Authorization approved at May 17, 2021 meeting for one time deployment and 2021 pro-rated annual cost for the Open.gov software.

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

7. Sign Riley County Personnel Action Form(s)

The board of county commissioners signed Riley County Position Action forms for the following:

- Alex Fees, Covid-19 Contract Tracer for the Riley County Health Department, at a grade B step 9 for separation on June 30, 2021.
- Lu Ann Miller, Customer Service Rep II, in the Riley County Treasurers Office, at a grade H step 14 for separation on June 4, 2021.
- Lawrence Gassmann, PW Operator II, the Riley County Public Works/Traffic Division, at a grade I step 16 for separation on May 12, 2021.
- Mia Coley, a new hire, as a PRN EMT, Riley County EMS Department, at a grade EMT step 1, at \$13.54 per hour.
- Briean Baier, a new hire, as a PRN Paramedic, EMS Department, at a grade Paramed step 2, at \$16.82 per hour.

- Cortney Plemons, a new hire, PRN EMT, EMS Department, at a grade EMT, step 1, at \$13.54 per hour.
- Ryan Haag, a new hire, as a PRN EMT, EMS Department, at a grade EMT step 1, at \$13.54 per hour.
- Alex Knox, a new hire, as a PRN Paramedic, EMS Department, at a grade Parmed step 1, at \$16.25 per hour.
- Hailey Heptig, a new hire, as Appraiser I-Personal Property, in the Riley County Appraisers Office, at a grade F step 3, at \$15.74 per hour.
- Michael Regal, Fire Chief, RCFD #1 Department, at a grade BB, for separation on June 6, 2021.

8. Approve payroll/accounts payables (when completed)

Move to approve the payroll vouchers in the amount of \$538,852.38 and the following warrant vouchers for May 21, 2021:

2021 Budget

County General	\$802,669.73
Health Department	118,159.64
Court Technology	48.60
Court Services	300.00
County Auction	163.32
Motor Vehicle Operations	4,634.38
Community Corrections	24,528.83
Capital Improvements Fund	76,269.09
Emergency 911	11,727.97
Solid Waste	255,538.06
County Building	24,697.23
Road & Bridge Cap Project	1,269.97
RCPD Levy/Op	13,514.36
Landfill Closure	723.56
Riley Co Fire Dist #1	18,662.58
University Park W&S	5,438.00
Hunters Island Water Dist	2,402.18
Carson Sewer Benefit Dist	184.55
Deep Creek Sewer	160.55
Moehlman Bottoms	1,016.84
Valleywood Operations	432.57
Terra Heights Sewer	4,176.82
Terra Heights Sinking	3,232.00
Konza Water Operations	5,619.88
Lakeside Heights Sewer	13.74

TOTAL \$1,375,584.45

2020 Budget

Road & Bridge Cap Project \$11,537.37
Fairmont Heights Cap Proj 1,591.00

TOTAL \$13,128.37

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

Review Minutes

9. Board of Riley County Commissioners - Regular Meeting - May 17, 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

10. Tentative Agenda

Press Conference Topics

11. Discuss Press Conference

9:30 AM

Clancy Holeman, Counselor/Director of Administrative Services

12. Administrative Work Session

- 9:30 AM 13. Executive session to discuss confidential legal advice regarding pending litigation issues (10 minutes)

Move the County Commission, including Chairman Ford, Commissioner McKinley, and Commissioner Focke recess into executive session on pending litigation for the purpose of consultation with Craig Cox, Deputy 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 9:40 a.m.

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

- 9:40 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 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

- 9:40 AM 14. Executive session to discuss confidential legal advice regarding potential litigation issues (10 minutes)

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 9:50 a.m.

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

9:50 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 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

9:50 AM

Bob Isaac, Planner

15. Public Hearing to plat a tract of land into one (1) residential lot.

Isaac presented the Kraemer Addition final plat.

Move to approve “Resolution No. 052021-18, A Resolution approving the Kraemer Addition and accepting the street rights-of-way easements, and licenses as shown to be dedicated on the plat.”

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

10:00 AM

Gary Fike, County Extension Director

16. Staff Update on VITA (Volunteer Income Tax Assistance)

Fike presented the Extension staff update on VITA.

10:15 AM Kurt Moldrup, RCPD Assistant Director

17. RCPD update

Moldrup stated RCPD is having staffing issues for various reasons.

Moldrup presented the RCPD update.

10:30 AM Bob Isaac, Planner

18. Public Hearing to replat Lots 92, 92A, 93, and 93A of University Park into one (1) lot.

Isaac presented the University Park Unit 13 final plat request.

Move to approve “Resolution No. 052021-19, A Resolution approving the University Park Unit 13 and accepting the street rights of way, easements, and licenses as shown to be dedicated on the plat.”

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

10:40 AM Tami Robison, Budget and Finance Officer

19. 2022 CIP, Eco Devo, Gen-Gen, Ins, B&I, & BOCC Budget Requests

Robison presented the 2022 CIP, Economic Development, General-General, Insurance, Bond and Interest and BOCC budget request.

10:55 AM John Ellermann, Public Works Director/County Engineer

20. Fill an open Traffic Control Technician Position

Ellermann presented the request to fill the Traffic Control Technician position.

Move to approve the Public Works Department advertise to hire the open Traffic Control Technician 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 Traffic Control Technician, in the Public Works/Traffic Division, at a grade I.

11:00 AM Shilo Heger, Treasurer

21. Request to Fill Open Customer Service Position

Heger presented the request to fill the Customer Service Rep I position.

Move to approve the request to fill the Customer Service Rep I position.

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

The Board of County Commissioners signed a Riley County Position Action Form for a Customer Service Rep I, in the Treasurer's Department, at a grade F.

11:05 AM Elizabeth Ward, Human Resource Manager

22. New and Expanded Position Requests for 2022 Budget

Ward presented the new and expanded department's position requests for the 2022 budget.

Ford stated he would like to not do any of these at this time until they have further clarification on the entire budget. Ford said we are currently under a hiring freeze.

11:35 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

23. Riley County Health Department Request to Change the Status of a Currently Open Position

Gibbs presented the RCHD position change request.

Move to approve the request to change one of these full time positions to 2 part time positions.

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

The Board of County Commissioners signed a Riley County Position Action Form for a Medical Clerk, in the Health Department, at a grade G.

11:40 AM Russel Stukey, Emergency Management Director

24. Sign Riley County Position Action Form(s) Gold sheet for Deputy Fire Chief position due to a resignation

Stukey presented the request to change the Fire Chief position to a Deputy Fire Chief.

Move the Board approve the position change from Fire Chief of Fire District #1 to Deputy Fire Chief of Operations after reclassification by McGrath Human Resources Group.

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 Deputy Fire Chief, in the Riley County Fire District #1, at a grade P.

Adjournment

Move to adjourn after the City/County/County Meeting.

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

4:00 PM

Joint City/County/County Meeting (at City Offices)

25. City/County/County Meeting Agenda

Bunger presented the Joint Adoption of Revised Urban Area Subdivision Regulations Jurisdiction Regulation.

Butler asked if the boundaries would be expanded.

Bunger stated City and County staffs need to discuss the boundaries.

Ford asked if census numbers impact the boundaries.

Bunger said no it is driven by infrastructure.