



**Board of Riley County
Commissioners
Regular Meeting
Minutes
May 27, 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	8:33 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
John Ellermann	Public Works Director/County Engineer	Present	8:30 AM
Tami Robison	Budget and Finance Officer	Present	8:36 AM
Alice Massimi	PIO	Present	9:02 AM
Amanda Smeller	Planning/Special Projects Director	Present	9:00 AM
Kevin Howser	IT/GIS Director	Present	9:35 AM
Bob Isaac	Planner	Present	10:10 AM
John Martens		Present	10:10 AM
Baldwin Fisher		Present	10:12 AM

Pledge of Allegiance

Public Comment

1. Public Comments

Rosewicz informed the public on Saturday, June 5, 2021 the Riley County Transfer Station will be closed.

Ellermann reported the cleaning on the Courthouse is continuing. Ellermann stated there have been some additional repairs, which are needed to be addressed.

Commission Comments

2. Commission Comments

Ford's Comments:

Tuesday I listened in on the NACo National Membership call with the United States Dept. of Treasury and some further discussion and dialog on the American Rescue Plan and the State and Local Fiscal Recovery Fund with Jacob Leinbenluft, Counselor to the Secretary at the U.S. Dept. of Treasury and Lukas McGowan, Senior Advisor at the White House. Most of the dialog centered around how to work through the Treasury's guidelines and protocols on receiving funding, Something we have already done here in Riley County and what the timelines are currently, and different aspects of the Federal CDBG funding formulas associated with the American Rescue Plan efforts.

Also Tuesday afternoon and after some technical issues, I was able to Zoom the monthly Board of Directors meeting with Pawnee Mental Health. I missed a large part of the finance committee report due to mentioned technical issues, but got a part of the 2022 budget discussion. The regular meeting included a very comprehensive report from Shelli Schottler on Pawnee's Community Services Program; an Executive Director's report from Robbin Cole; a Finance Oversight Committee report; an in-depth review of the 2022 draft budget; an update on Driving the Dream; and lastly a discussion of in-person/hybrid meetings to begin in August.

Tuesday evening I watched online the Manhattan City Commission meeting as they start to discuss their 2022 budget and the direction they would like to go. I was really curious to hear their discussion/dialog on the new SB13 and in particular the Revenue Neutral Tax Rate (RNR) that is contained in it. Since this is a new protocol for local taxing units to deal with it is always important to see what and more importantly how things transpire as discussions occur and budgets are developed.

Apparently I slept through last night and this morning's severe weather, but hopefully everyone got through it with only minor and minimal damage.

Looks like K-State baseball came to a close yesterday in Oklahoma City with a 7-6 loss to TCU in the Big 12 Tournament. Overall, I thought the Wildcats had a pretty solid season and the future certainly looks bright.

McKinley's Comments:

Wednesday evening I attended the K-State Extension wheat plot tour. This was at the Whearty farm, which is far north county only a mile from Washington County. They had planted about twenty varieties of wheat in strips last fall. There was an agronomist there who explained the strengths and weaknesses of each variety. It was an interesting tour.

The rest of the week was spent getting ready for the houseful coming this Saturday, kids, grandkids, and a few others.

Focke's Comments:

This week hasn't been as busy as last, so have taken time to catch up with projects and people. I met with Amanda Smeller to discuss the Keats community meeting on the sewer district this evening (Thursday) and plan to attend.

I made some schedule changes to accommodate the KAC conference in June.

I'm planning to be gone in July from the 13th to the 20th. I will make arrangements to call into the meetings on the 15th and 19th and other meetings of boards that are during that time.

I've been receiving a lot of calls and emails on the church building. There is a lot of interest and concern about demolition of the building without further study. I've had over 2,100 hits on my Facebook page about the issue.

Business Meeting

3. Fairmont Heights Sewer Collection System Improvements Completion of Work

Move to approve and sign the Fairmont Heights Sewer Collection System Improvements Completion of Work Certificate.

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

4. South Otter Creek Rd. Bridge Replacement Project- Easements

Move to approve two Grant of Permanent Easement Agreements for the South Otter Creek Road Bridge Replacement Project each with William J. & Deanna J. Hanson and Myron A. Lund.

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

5. Wieter's Road Streambank Rehabilitation Project - Easements

Move to approve two Grant of Permanent Easement Agreements for Wieters Road for the Streambank Rehabilitation Project each with Loren and Marjorie Gugenhan and Mark E. and Dianna L. Gugenhan.

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

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

Move to approve the Portable Communication Device Allowance Forms.

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 Personnel Action Forms for the following:

- Ruth Ott, for a status change (went to part time instead of full time and changed start date from May 17th to May 24th), as a part time Medical Clerk, in the Health Department, at a grade G step 2, at \$15.96 per hour.
- Hannah Webber, a COVID-19 Contact Tracer, in the Health Department, for Separation from County Service, effective May 23, 2021.

Review Minutes

8. Board of Riley County Commissioners - Regular Meeting - May 24, 2021 8:30 AM

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

9. Tentative Agenda

Press Conference Topics

10. Discuss Press Conference

9:00 AM

Amanda Smeller, Planning/Special Projects Director

11. Approve contract with Governmental Assistance Services for Keats Sewer District income survey

Smeller presented the GAS Contract for the Keats income survey.

Move to approve the contract with Governmental Assistance Services for the Keats sewer district income survey.

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

12. Keats Sewer District funding

Smeller requested to amend the request to a \$2,500 loan from the general fund for the Keats Sewer Benefit District.

Move to approve the loan from the general fund to the Keats Sewer District in the amount of \$2,500 at 6% interest.

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

9:15 AM Clancy Holeman, Counselor/Director of Administrative Services

13. Administrative Work Session

Holeman asked the Board to add an executive session to his time.

Move to add an executive session to the Counselor's time.

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

9:15 AM Executive Session

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 9:35 a.m.

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

9:35 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

9:35 AM Kevin Howser, IT/GIS Director

14. IT/GIS Staff Update - May 2021

Howser presented the IT/GIS staff update.

9:50 AM Alice Massimi, PIO

15. PIO Monthly Update/ May

Massimi presented the PIO update.

10:05 AM Russel Stukey, Emergency Management Director

16. Staff Update

Stukey presented the Emergency Management staff report.

Stukey introduced the new Deputy Fire Chief John Martens.

Martens discussed his background.

Stukey introduced Baldwin Fisher the new Emergency Management Planner.

Fisher discussed his background.

10:20 AM Bob Isaac, Planner

17. Rezone the approximately east half of an unplatted tract of land from "AG" (Agricultural District) to "D-2" (Light Industrial).

Isaac presented the rezone request.

Move to approve “Resolution No. 052721-21, Resolution amending the zoning map of Riley County concerning the use of certain real estate located in Manhattan Township” - rezone the subject property from “AG” (Agricultural District) to “D-2” (Light Industrial) as it has been determined that it meets the requirements of the Riley County Zoning Regulations and the Riley County Sanitary Code and is in general conformance with the Manhattan Urban Area Comprehensive Plan.

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

10:30 AM

Bob Isaac, Planner

18. Rezone two (2) unplatted tracts of land from “AG” (Agricultural District) to “SF-4” (Single Family Residential) and plat said tracts together with Lot 4 of Little Valley Addition, into a single lot.

Isaac presented the rezone and plat request.

Move to approve “Resolution No. 052721-22, Resolution amending the zoning map of Riley County concerning the use of certain real estate located in Manhattan Township.”

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

Move to approve “Resolution No. 052721-23, A Resolution approving the Little Valley Addition Unit 3 and accepting the street rights of way, easements and licenses as shown to be dedicated on the said plat.”

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

Commissioner Ford asked if the Board is okay with moving back to the original commission desk format.

The commissioners agreed by consensus to move back to the original commission desk format beginning Thursday, June 3, 2021.

Holeman discussed ending the base lease for the ACS testing site. Holeman asked if the Board would like to have a presentation from Julie Gibbs on the matter.

The Board agreed by consensus to end the ACS testing site lease.

Holeman said the Health Department is also ready to terminate the alternate respiratory site at the medical facility.

The Board agreed by consensus to end the alternate respiratory site lease as well.

Adjournment

Move to adjourn.

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