



**Board of Riley County
Commissioners
Regular Meeting
Minutes
June 03, 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	Absent	
Rich Vargo	County Clerk	Present	8:30 AM
Clancy Holeman	Counselor/Director of Administrative Services	Present	8:30 AM
John Ellermann	Public Works Director/County Engineer	Present	8:30 AM
David Adams	EMS/Ambulance Director	Present	8:30 AM
Alice Massimi	PIO	Present	8:30 AM
Russel Stukey	Emergency Management Director	Present	8:30 AM
Elizabeth Ward	Human Resource Manager	Present	8:34 AM
Craig Cox	Deputy County Counselor	Present	9:00 AM
Michael Boller	Noxious Weed Director	Present	9:00 AM
Greg McHenry	County Appraiser	Present	9:28 AM
Amanda Smeller	Planning/Special Projects Director	Present	10:00 AM
Ron Fehr	City of Manhattan	Present	10:30 AM
Barry Wilkerson	County Attorney	Present	11:00 AM

Pledge of Allegiance

Public Comment

1. Public Comments

Ford sent condolences to Commissioner McKinley with the loss of his mother.

Ellermann reminded the Board and public the Transfer Station will be closed this Saturday for repairs.

Stukey and Massimi discussed the inaccuracies in the Manhattan Mercury regarding the doubling of the cost in replacing Pat Collins.

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

Move to add an executive session on pending litigation to Holeman's administrative time.

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

Commission Comments

2. Commission Comments

Ford's Comments:

First I hope everybody had a safe and wonderful Memorial Day holiday weekend. I realize it didn't feel much like the start of summer, but I certainly hope everyone got out and did something in remembrance of those lost loved ones, family, and friends.

Thursday afternoon I caught NACo's new analysis of the U.S. Treasury Department's Interim Final Rule for State and Local Coronavirus Fiscal Recovery Fund. Eryn Hurley NACo's Associate Legislative Director of Finance, Pensions and Intergovernmental Affairs provided an in depth overview of the key provisions within the rule and a specific focus on how each of these items may impact county governments. The analysis also covered eligibility criteria for the uses of the funds, compliance, financial reporting, and key dates for county action. The report also highlights several key differences between the American Rescue Plan (ARP) and the federal aid to counties in the CARES act. The presentation was five minutes long and can be found on the website.

Friday I listened in on KAC's Webinar on SB13. Stacy Jaramillo, Team Lead for Municipal Services - Office of Accounts and reports, Kansas Department of Administration discussed the changes, requirements, and the role of the County Commissioners and other county elected officials in fulfilling the new requirements of the law.

The bill as we know introduces the use of a “revenue neutral rate” defined as the amount of ad valorem tax revenue levied in the prior year over the current assessed valuation estimates expressed as a mill. County Clerks in the state are responsible for computing and providing the rate of taxing subdivisions with this information by June 15th per the discussion. A link to this webinar should be on the KAC website shortly as well.

Wednesday evening I attended the Ogden City Council Meeting. Director Dennis Butler gave an update for RCPD. I gave an update on behalf of Riley County including the development of a new Road and Bridge tax that will continue to assist the smaller communities moving forward. Also Russell Shipley from Sink, Gordon and Associates provided a presentation of the 2020 city audit.

Lastly, I wanted to give shout-outs this morning to the Rock Creek High School baseball team for winning its first ever Kansas state 3A title, to the Manhattan High School baseball team for reaching the 6A semifinals, and finally to the K-State baseball team for reaching the semifinals of the Big 12 tournament last week in Oklahoma City. The future looks bright for these teams moving forward.

McKinley's Comments:

Absent

Focke's Comments:

Thursday:

I attended the Keats community meeting that updated information to the community about their sewer district. Sam Johnson with BG Consultants, reviewed the project and the least expensive option for the homeowners. Keats will be eligible for 70% of the costs through grants and possibly more, depending on an income survey that will be underway in the next several weeks. The BOCC approved Government Assistance Services to conduct a door to door survey to determine income levels of the residents. They assured the community that their information will not be shared with anyone, only statistics for gaining additional grant money for the project. The tentative schedule for the project, if approved for grants, will start in 2023 and be completed in 2024.

Tuesday:

I attended the Common Table board meeting. We are going to lose the Riley County Senior Center as a meal location on Monday evenings.

Various locations and options were discussed. Most meal locations will continue to provide to-go meals until later this summer. We also discussed the upcoming “Everyone Counts” event at the Douglas Community Center area.

Wednesday:

I attended the Westloop Business Association Meeting. A presentation was made by the A.Q. Miller School of Journalism and Communication concerning their internship program, which is extensive, through their departments, and they will have students very capable in social media, communications and P.R. available to hire. There are expectations of supervision and mentorship, evaluation and feedback to the program on the students. Internships can be paid or not.

Later in the afternoon, I attended (by Zoom) the ATA board meeting. Due to a lack of quorum, formal action was not taken, but we had updates on activities, including the budget, which will be ready for approval at the July meeting. A feasibility study will take place on electric buses and micro-transit possibilities in the next 5-10 years.

The city-wide routes will reinstate the regular schedule on August 16th. The new transit “app” will not be ready for demonstration until August (potentially). Trip planning on this app will be applicable throughout the USA and world when it is operational.

Business Meeting

3. Out of State Travel Request to Attend a Station Build Conference

Adams presented the out of state travel request.

Move to approve an Out of State Travel Request for David Adams to attend the annual Station Build Conference in St. Louis, Missouri from August 23-26th.

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

4. Out of State Travel Request for Public Works

Move to approve an Out of State Travel Request for John Ellermann to attend the 2021 Station Design Conference in St Louis, Missouri from

August 23-August 26, 2021.

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

5. Out of State Travel Request for Public Works

Move to approve an Out of State Travel Request for John Ellermann to attend the 2021 PWX in St Louis, Missouri from August 28-September 1, 2021.

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

6. Rose Hill Rd. Bridge Project Authority to Award

Move to approve the Authority to Award Contract Commitment of County Funds and accept the low bid submitted by Ebert Construction Co. Inc.

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

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

Move to approve the Portable Communication Device Allowance Form.

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

8. Sign Riley County Personnel Action Form(s)

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

- Whitney Phebus, an Office Manager, in the Attorney's Office, for Separation from County Service, effective June 18, 2021.
- Garrett Redden, a new hire, as a Seasonal Laborer, in the Public Works/Parks Division, at a grade A step 1, at \$11.51 per hour.

9. Approve payroll/accounts payables (when completed)

Move to approve the payroll vouchers in the amount of \$551,408.83 and the following warrant vouchers for June 4, 2021:

2021 Budget

County General	\$416,314.56
Health Department	51,646.36
Motor Vehicle Operations	3,881.42
Community Corrections	11,198.15
Capital Improvements Fund	37,588.42
Emergency 911	441.00
Solid Waste	4,707.19
County Building	6,123.53
Road & Bridge Cap Project	200.00
RCPD Levy/Op	6,611.96
Riley Co Fire Dist #1	11,504.73
University Park W&S	398.18
Fairmont Heights Cap Proj	22,620.00
Valleywood Operations	495.03
Konza Water Operations	75.00
TOTAL	\$573,805.53

2020 Budget

Capital Improvements Fund	\$ 3,473.25
County Building	13,655.00
Road & Bridge Cap Project	4,460.00
Fairmont Heights Cap Proj	47,709.57
TOTAL	\$69,297.82

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

Review Minutes

10. Board of Riley County Commissioners - Regular Meeting - May 27, 2021 8:30 AM

Move to approve the minutes.

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

Review Tentative Agenda

11. Tentative Agenda

Press Conference Topics

12. Discuss Press Conference

9:00 AM

Craig Cox, Deputy County Counselor

13. Phil Engert's Tax Payment Agreement

Cox presented the tax sale payment agreement.

Move to approve the Agreement with Phillip L. Engert as presented.
The Board would like time reports on the deadlines and zoning violations for the properties involved.

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

9:15 AM Michael Boller, Noxious Weed Director

14. Staff Update

Boller presented the Noxious Weed staff update.

9:30 AM Greg McHenry, Appraiser

15. Appraiser's Office Report

McHenry presented the Appraiser's Office report.

9:55 AM Break**10:00 AM Amanda Smeller, Planning/Special Projects Director**

16. Planning & Development - Staff Update

Smeller presented the Planning and Development staff report.

10:15 AM Clancy Holeman, Counselor/Director of Administrative Services

10:15 AM 17. Administrative Work Session

Move the County Commission, including Chairman Ford and Commissioner Focke, recess into executive session on pending litigation for the purpose of consultation with Craig Cox, Deputy Counselor, and Clancy Holeman, Riley County Counselor, attorneys 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 10:30 a.m.

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

10:30 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
ABSENT:	McKinley

Move the record reflect no binding action was taken during the executive session.

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

10:30 AM

Ron Fehr, Manhattan City Manager

18. Manhattan City General Update

Fehr presented the Manhattan City general update.

11:00 AM

Barry Wilkerson, County Attorney

19. Staff update

Wilkerson presented the Attorney's office staff update.

20. Request to fill open position - Office Manager

Wilkerson presented the request to fill the Office Manager position.

Move to approve the request to fill the Office Manager position for the Attorney's Office.

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

The Board of County Commissioners signed a Riley County Position Action Form for an Office Manager, in the Attorney's Office, at a grade N.

Adjournment

Move to adjourn.

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