



**Board of Riley County
Commissioners
Regular Meeting
Minutes
June 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
Elizabeth Ward	Human Resource Manager	Present	8:30 AM
John Ellermann	Public Works Director/County Engineer	Present	8:55 AM
Julie Gibbs	Health Department Director	Present	8:56 AM
Amanda Smeller	Planning/Special Projects Director	Present	9:50 AM
Gary Fike	County Extension Director	Present	9:52 AM
Garett Craig	Extension Intern	Present	9:52 AM
Dennis Butler	RCPD	Present	10:06 AM
Tami Robison	Budget and Finance Officer	Present	10:12 AM
Randy Holle		Present	10:18 AM
Russ Briggs		Present	10:18 AM
Justin Brenner		Present	10:32 AM
Eddie Eastes	City of Manhattan	Present	10:41 AM
Lance Sharp		Present	10:41 AM
Kevin Howser	IT/GIS Director	Present	11:09 AM
Russel Stukey	Emergency Management Director	Present	11:11 AM
Pat Weixelman	Pottawatomie County Commissioner	Present	4:00 PM
Ron Fehr	Manhattan City Manager	Present	4:00 PM
Mark Hatesohl	Manhattan City Commissioner	Present	4:00 PM
Wynn Butler	Manhattan City Commissioner	Present	4:00 PM
Josh Kyle	RCPD	Remote	4:00 PM
Kurt Moldrup	RCPD	Present	4:00 PM
Linda Morse	Manhattan City Commissioner	Present	4:10 PM
Aaron Estabrook	Manhattan City Commissioner	Present	4:10 PM
John Goodyear	League of Kansas Municipalities	Remote	4:20 PM

Pledge of Allegiance**Public Comment**

1. Public Comments

Commission Comments

2. Commission Comments

Ford's Comments:

Monday afternoon we had our 2nd County Officials Luncheon of the year to discuss priorities for county facilities. I think that discussion went well and look forward to seeing how it progresses moving forward. Thanks to Julie Gibbs, David Adams, and Robbin Cole for their presentations and update on their respective needs for future space. Not for sure what direction all this will eventually lead us to, but having some dialog and direction at least in the short term should lead to a favorable outcome.

Also Monday afternoon, I had my monthly Community Leaders Zoom call with local officials including K-State, Lafene Health Center, City of Manhattan, Ascension Via Christi, and others to discuss the continuing Covid-19 efforts here locally. Discussion on University plan to move forward in the fall and concern over new variant virus infections locally were the major topics of discussion.

Later Monday afternoon, I had another Zoom call to continue some dialog and discussion on a potential project in the Aggieville parking structure moving forward. Not a lot else to report on this front other than just dialog.

Tuesday afternoon I had my monthly meeting (in person) with the Manhattan Area Chamber of Commerce. Among the items of discussion were the May 2021 financials, the formation of a Small Business Council, a very robust but speculative regional building program, and a new chamber mission statement and business plan. President Jason Smith and other staff gave a variety of updates as well.

Also Tuesday, I listened in on the latest Council of Foreign Affairs webinar titled "The American Rescue Plan and Economic Recovery".

Janet Cowell, former State Treasurer of North Carolina and Kathryn White, Director of Budget Process at the National Association of State Budget Officers gave very insightful presentations on both public and private guidance on the allocation of these funds to fuel and spur local and state economic recovery.

Wednesday afternoon I had the monthly meeting of the Metropolitan Planning Organization here in the Riley County BOCC Chambers. The major discussion item was with members of KDOT regarding on our local matches, and CPG funding formulas in comparison to all of the other Kansas MPO's, and working to get an update on both of those.

McKinley's Comments:

This was a slow week for meetings. The one I had was the Juvenile Detention Center yesterday, but I had to stay home to meet the A/C repairman.

I also have spent more time reviewing the budget items.

Focke's Comments:

Monday I attended the County Officials Luncheon. Presentations were made by Robbin Cole, Julie Gibbs, and David Adams concerning space and building needs of their agencies. They discussed Douglas County's combined medical facilities. After much discussion, it was decided to do a space needs and facilities study for all agencies, with various options. John Ellermann will prepare the RFP's.

Tuesday I had some laser surgery to correct a problem with the lens implant in my right eye and had to stay pretty inactive for the rest of the day.

Wednesday morning I had some dental work done in the a.m. Had a personal appointment in the afternoon and then worked in my commission office for most of the afternoon. Went over the agenda for Thursday and reviewed the budget worksheets provided.

The Board discussed parking for public officials and the county commissioners.

Focke stated she would like to designate one of the commission spots for a commissioner full time.

The Board did not make any changes in the public officials or commissioners parking.

Business Meeting

3. Sign Riley County Personnel Action Form(s)

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

- John Griffin, for a promotion (moving from juvenile and traffic to adult felony drug and violent crime prosecution), as an Assistant County Attorney, in the Attorney's Department, at a grade GG step 00, effective June 14, 2021.
- Jeremy Larchick, a new hire, as an Assistant County Attorney, in the Attorney's Department, at a grade GG step 00.
- Phonesyvanh Sounakhen, a new hire, as an Assistant County Attorney, in the Attorney's Department, at a grade GG step 00.
- Jessica Larabee, a new hire, as a Customer Service Representative I, in the Treasurer's Department, at a grade F step 1, at \$14.69 per hour.

4. Discuss Intergovernmental Luncheon

5. Approve payroll/accounts payables (when completed)

Move to approve the payroll vouchers in the amount of \$557,205.46 and the following warrant vouchers for June 18, 2021:

2021 Budget

County General	\$680,985.96
Health Department	121,787.37
War Memorial	780.00
Motor Vehicle Operations	3,893.48
Special Alcohol	2,000.00
Community Corrections	15,787.12
Capital Improvements Fund	22,500.00
Economic Development	817.86
Emergency 911	1,255.64
Solid Waste	201,315.29
County Building	15,554.94

Road & Bridge Cap Project	78,276.00
RCPD Levy/Op	15,000.26
Landfill Closure	1,028.94
Riley Co Fire Dist #1	12,504.51
University Park W&S	6,045.80
Hunters Island Water Dist	869.22
Carson Sewer Benefit Dist	34.19
Deep Creek Sewer	525.45
Moehlman Bottoms	576.80
Terra Heights Sewer	520.38
Konza Water Operations	3,108.86
Lakeside Heights Sewer	23.19
TOTAL.....	\$1,185,191.26

2020 Budget

Capital Improvements Fund	\$66,650.00
TOTAL.....	\$66,650.00

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

Review Minutes

6. Board of Riley County Commissioners - Regular Meeting - Jun 14, 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

7. Tentative Agenda

Press Conference Topics

8. Discuss Press Conference

9:00 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

9. Riley County Health Department Update

Gibbs presented the RCHD monthly update.

10. Riley County Health Department Request for Approval to Extend RADx-UP positions through December 2021 and replace one employee.

Gibbs presented the request to fill position and extend positions.

Move to approve the extension of the RADx-UP staff through December 2021 and the request to replace the RADx-UP Program Manager and the Community Health Specialist.

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

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

- a Program Manager - RADx-UP, in the Health Department - RADx-UP, at a grade Q.
- a Community Health Specialist - RADx-UP, in the Health Department - RADx-UP, at a grade I.

11. Riley County Health Department Request to 2 Fill Full Time Contact Tracer Position

Gibbs presented the request to fill the contract tracer positions.

Move to approve the request to fill 2 FTE contract tracing positions through December 2021.

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 COVID-19 Contact Tracer (2 positions needed), in the Health Department, at a grade B.

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

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

12. Administrative Work Session

Holeman said he continues to work on various contract negotiations.

Holeman stated Focke has questioned the practice of commission emails being copied to the Clerk's Office.

Holeman said the Board can discuss if they would like to change the practice.

9:50 AM Amanda Smeller, Planning/Special Projects Director

13. Planning Compliance Specialist

Smeller presented the request to fill the Planning Compliance Specialist position.

Move to approve opening the Planning Compliance Specialist vacancy with an expected start date of August 1, 2021 to allow for up to two months of training.

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 Planning Compliance Specialist, in the Planning & Development Department, at a grade P.

10:00 AM**Gary Fike, County Extension Director**

14. Riley County Fair and Summer Activities

Fike introduced Garrett Craig, summer intern, a student at KSU in Agriculture Education.

Fike discussed the parking at the Kaw Valley Rodeo and County Fair.

Fike said the carnival will only bring two rides and a food trailer due to staffing. Fike stated they will bring more if they find additional staff.

Fike reported there will not be a Fair Parade this year.

10:15 AM**Dennis Butler, RCPD Director**

15. RCPD update

Butler reported the RCPD Firing Range open house will be June 30, 2021 9:00 a.m. - 11:00 a.m.

Butler presented a Riley County Police Department update.

10:30 AM Tami Robison, Budget and Finance Officer**16. Monthly Cash Flow Reports for May 2021**

Robison presented the monthly cash flow reports.

10:45 AM Gary Fike, County Extension Director and Kaw Valley Rodeo Committee**17. Parking at the Kaw Valley Rodeo during the Riley County Fair**

Fike discussed potential solutions for parking for the Riley County Fair.

Briggs stated it has been 20 years since the 4,000 places in the stands have been filled.

Briggs suggested finding a location for the fairgrounds in the future. Briggs stated the Fair and Rodeo have outgrown CiCo Park.

Briggs stated there is not enough room for the rodeo participants and residents attending the Fair and Rodeo.

Briggs said the issue is where we are going to park the attendees.

Ford asked if the Fair and Rodeo timing coincides with the ball park fields.

Eastes stated it does not.

Eastes discussed the City's plans for the City's portion of the park.

Ford asked with the carnival being smaller could some of the carnival space be used for parking.

Briggs stated from the marketing side we need to address parking for participants and spectators.

Fike discussed altering where contestants park this year.

Briggs said we will need some buses to bring spectators in.

Briggs stated they will contact aTa Bus.

Holle stated there will be 300 contestants at the rodeo.

11:15 AM Elizabeth Ward, Human Resource Manager and Tami Robison, Budget and Finance Officer

18. New and Expanded Position Requests for 2022 Budget

Elizabeth presented the new and expanded position requests for the 2022 budget.

Ford stated, considering where we are at with our budget at a 7% increase and a 3.5 mill proposed increase he is not willing to approve any of the positions. Ford said he does not support the current budget as presented. Ford stated his priority is the current staff and keep the people we have to provide services.

McKinley stated he is concerned as well with the 3.5 mills presented.

Ford said we are still kind of sluggish here locally in the economy. Ford stated he does believe it will improve in the next couple of years.

Focke said we do need to be careful on how it will impact current operations.

Ward stated the total fiscal impact for all positions is \$184,000.

No action taken on the new and expanded positions.

Ward asked for clarification on if the Board is included in the 2% mid-year salary adjustment.

The Board agreed by consensus the Board of County Commissioners would not receive the 2% mid-year, 2021 salary adjustment.

19. 2022 Budget Work Session

Robison reviewed the 2022 budget development worksheets.

Ford recommended keeping all outside appropriations flat with the exception of the aTa Bus appropriation.

Robison stated the RCPD budget has to be funded by statute.

Ford said he is including the Panel of Attorneys for the indigent.

Focke suggested reducing the Chamber of Commerce appropriation.

The Board asked the Budget & Planning Committee to review and recommend cuts to keep the mill levy flat.

The Board agreed to ask the department heads to review their budgets for cuts to the three C's.

Discussion followed on ARP funds.

Ford discussed a ribbon cutting and an open house for the firing range.

The commissioners agreed to a ribbon cutting and open house for the firing range if RCPD would like to hold one.

Adjournment

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

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 County Offices)

20. City/County/County Meeting Agenda

Fehr discussed SB 13 impacts on local government.

Fehr suggested modifying the RCPD legislation regarding their budget submission dates.

Goodyear stated there are various entities the legislature did not consider when the legislation was passed.

Carter said he does not have any additional information Goodyear presented.

Carter stated the committee knew there would be issues with the implementation of the new legislation.

Discussion followed on Law Board at-large appointments.

Estabrook questioned the purpose of the Joint City/County/County meeting.