



**Board of Riley County
Commissioners
Regular Meeting
Minutes
August 02, 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
Craig Cox	Deputy County Counselor	Present	8:30 AM
Julie Gibbs	Health Department Director	Remote	8:30 AM
Elizabeth Ward	Human Resource Manager	Present	8:34 AM
Tami Robison	Budget and Finance Officer	Present	8:38 AM
John Ellermann	Public Works Director/County Engineer	Present	9:02 AM
Alvin Perez	Public Works Operations/Fleet Manager	Present	9:08 AM
Bob Isaac	Planner	Present	9:20 AM
Captain Greg Steere	RCPD	Present	9:30 AM
Michele Reid	Payroll & Benefits Spec & HR Associate	Present	9:30 AM
Russel Stukey	Emergency Management Director	Present	9:30 AM
Don Nelson		Present	9:30 AM
Amanda Smeller	Planning/Special Projects Director	Present	10:04 AM
Dalanna Nichols	Court Administrator	Present	10:09 AM
Gary Fike	County Extension Director	Present	10:09 AM
Amy Manges	Register of Deeds	Present	10:09 AM
Joshua Gering	EMS/Ambulance Assistant Director	Present	10:09 AM
Greg McHenry	County Appraiser	Present	10:15 AM
Shilo Heger	Treasurer	Present	10:15 AM
Cheryl Collins	Museum Director	Present	10:15 AM
Jessie Hubbard	Administrative Assistant II	Present	10:16 AM
Barry Wilkerson	County Attorney	Present	10:18 AM
Gary Rosewicz	Assistant County Engineer	Present	10:38 AM

Pledge of Allegiance

Public Comment

1. Public Comments

Gibbs reported as of last week there were 148 active cases with 4 death of which 3 were vaccinated. Gibbs said 56 of the cases are the Delta variant.

Gibbs said about half of those eligible have received their first dose.

Commission Comments

2. Commission Comments

Ford's Comments:

Monday afternoon I had my bi-weekly Community Leaders Zoom call with members from K-State, Lafene Health Center, City of Manhattan, Ascension Via Christi, Riley County Health Dept./EOC, and several others to continue to discuss progress on the Covid-19 front here locally. The recent uptick in cases due to the Delta variant and the slower progress on the vaccine front were the major topics of discussion. Updating of plans for both the hospital and the university were also discussed as well a possible update on CDC and KDHE guidance as well.

Wednesday evening I attended the pre-leadership retreat dinner out at the Liquid Art Winery. It was the first I have been there and dinner was catered by Nico's Little Italy, which was very good. It was nice to have the opportunity to connect and reconnect with local leaders and individuals casually before the start of the official retreat.

Thursday and Friday I attended the Flint Hills Regional Leadership Retreat, which was held here in Manhattan at the Hilton Garden Inn. Overall, I thought it went well. The list of speakers who spoke and the topics they spoke on were interesting and relevant. I like the discussion afterward on several prevalent topics, issues and challenges we are facing as a region. Enjoyed each of the area updates and the Friday morning legislative panel as well. It was also nice to meet up with and chat with several individuals whom I've only had the chance to work with virtually over the last year or so. I was also glad they chose to have this in Manhattan this year and hope they consider doing so in the future as well.

Thursday afternoon I was able to watch after the national teleconference call, NACo's discussion on the latest developments around the Senate Infrastructure Bill that is still being considered by Congress and federal policymakers. The discussion centered around how this legislation could directly impact counties and local units of government.

Friday afternoon I was going to try and Zoom in on the KAC Legislative Policy Committee meeting, but simply ran out of time after the Leadership Retreat to do so. Hope that went well and KAC will consider all of the policies Riley County is considering. I expect Clancy Holeman to update us on all of that shortly.

Also I have been receiving a lot of emails and calls on the 30 for 30 plan being discussed by the Biden Administration. A lot of very unhappy and concern Kansas landowners with all of this and the list apparently keeps growing.

McKinley's Comments:

Last Monday evening I attended the 4-H livestock auction. It was impressive the amount given by local citizens to support the 4-H kids.

Tuesday night I attended the Riley City Council meeting. I updated them on our budgeting and the road and bridge sales tax that will be on the November ballot. They are part way through a project to line the old sewer mains in town to limit the infiltration, which had become a major problem. They are also starting design work on a sidewalk and storm drainage project that was recently funded by the state.

Thursday and Friday I attended the Flint Hills Regional Leaders Retreat put on by the Manhattan Chamber of Commerce. Heard a number of good presentations and had small group discussions. Started off with two excellent talks by Major General Sims and Perry Wiggins regarding Fort Riley. Other topics included start up strategies, the Kansas Department of Commerce framework for growth, attracting more employees, and future strategies for the area. Also included a legislative panel of local state office holders. Overall I thought it was a good conference. I learned a lot and was able to meet a number of people working in the area.

Finally and most importantly, I want to extend a recognition to a very special lady. As of about 2:30 this afternoon my wife will have been putting up with me for 46 years.

Focke's Comments:

I had a dental appointment that will hopefully be the last for a while. Worked on the community haircutting event set for August 9th. Made calls and sent e-mails in anticipation of being in the Leaders Retreat on Thursday and Friday.

Thursday & Friday: Attended the Flint Hills Regional Leaders Retreat sponsored by the Manhattan Area Chamber of Commerce. It was well attended and planned, with speakers, panels on entrepreneurship, one with regional legislators, and some round-table discussions that focused on new ideas and steps toward improving our economy going forward.

I especially enjoyed a presentation from Major General Douglas Sims on Fort Riley and its impact on the Flint Hills, 45% of GDP in the Flint Hills is from Fort Riley, 62% from both Fort Riley and KSU, and 170,000 jobs in Kansas are defense related.

There will be a tour of Fort Riley's base on October 5th that I signed up for.

Bill Murphy, Kansas Department of Commerce spoke about state economic and capital investments, of which 2.5 billion dollars are to be spent.

Several counties in the region reported on their economic development programs.

Other presentations included a report on the Manhattan Airport, the Metropolitan Planning Organization (MPO), Manhattan Chamber of Commerce, and KSU. K-State's plan for economic development was discussed by Dr. Blake Flanders of the Kansas Board of Regents.

Over the weekend I attended the KSU Garden iris sale, voted in the primary election, and went to Kansas City shopping.

Business Meeting

3. A Resolution Amending Fairmont Heights Sewer Benefit District Resolution No 072621-30

Move to approve "Resolution No. 080221-31, amending Resolution No. 072621-30'S Exhibit A, Book 887, Page 517 levying and assessing special assessments on certain lots, pieces and parcels of land liable for

such special assessments to pay a portion of the costs of improvements in the Fairmont Heights Sewer Benefit District in Riley County, Kansas, as authorized by Resolution No. 051517-24 of the county; and providing for the collection of such special assessments, to include legal descriptions for each property and clarify the assessment method as per owner, not per lot."

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

4. Letter in Support of Konza Prairie Community Health Center's (Konza) Service Area Competition Grant Application

Move to approve a Letter in Support of Konza Prairie Community Health Center's (Konza) Service Area Competition Grant Application.

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

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

6. Sign Riley County Personnel Action Form(s)

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

- Lauren Dolehide, a new hire, as a Covid-19 Contact Tracer, in the Health Department, at a grade B step 9, at \$15.80 per hour.
- Darin Hobbs, for a promotion, as a Planning Compliance Specialist, in the Planning & Development Department, at a grade P step 9, at \$2,500.80 biweekly.
- Kristi Franks, a Contact Tracer, in the Health Department, for Separation from County Service, effective July 23, 2021.
- Janet Friedli, a new hire, as a Medical Clerk, in the Health Department, at a grade G step 1, at \$15.74 per hour.

- Garrett Redden, a Seasonal Laborer, in the Public Works/Parks Division, for Separation from County Service, effective July 22, 2021.
- Dianna Arellano, a new hire, as a Covid-19 Contact Tracer, in the Health Department, at a grade B step 9, at \$15.80 per hour.
- Samantha Tyra, an Office Assistant II, in the Attorney's Office, for Separation from County Service, effective August 6, 2021.
- Julie Miller, a Public Health Nurse, in the Health Department, for Separation from County Service, effective July 30, 2021.
- Melanie Highsmith, a new hire, as an As Needed Museum Assistant, in the Museum Department, at a grade Temp step 3, at \$11.11 per hour.

Review Minutes

7. Board of Riley County Commissioners - Regular Meeting - Jul 26, 2021
8:30 AM

Move to approve the minutes.

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

Review Tentative Agenda

8. Tentative Agenda

Press Conference Topics

9. Discuss Press Conference

9:00 AM **Craig Cox, Deputy County Counselor**

10. Administrative Work Session

Cox discussed the KAC Legislative Policy Committee meeting.

Cox stated all four of Riley County's proposed legislative items were well received.

Cox discussed the KAC Annual Conference on October 18 & 19, 2021.

Cox said the final paperwork is getting completed for USDA for the Lakeside Heights Sewer project.

11. Pending County Projects County Counselor

9:20 AM

Bob Isaac, Planner

12. Public Hearing to Consider a Special Use Authorization to allow for the construction and operation of a 750-KW commercial solar energy conversion system.

Isaac presented the Special Use for Commercial Solar Energy Conversion System.

Move to approve “Resolution No. 080221-32, Resolution amending the zoning map of Riley County concerning the use of certain real estate located in Bala Township - Special Use Authorization” - to allow for the construction and operation of a 750-KW commercial solar energy conversion system, as it has been determined that it is in general conformance with the comprehensive plan and meets the requirements of the Riley County Zoning Regulations.”

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

9:30 AM

Press Conference

13. Presentation of Riley County Fire District Volunteer Retirement Plaque to Don Nelson - John Ford (3-5 minutes)

Ford presented a retirement plaque to Don Nelson, Riley County Fire District #1 Volunteer Firefighter, for 54 years of service.

Nelson thanked the Board.

Nelson said Riley County Fire has advanced since 1966 when he started. Nelson stated communication has been a big improvement with pagers and radios. Nelson said the equipment improvements have been significant as well.

14. RCPD update - Captain Greg Steere (3-5 minutes)

Steere discussed alternative parking at Pillsbury Crossing.

15. Public Notice - Alvin Perez (1-2 minutes)

Perez reported a structure replacement project on Silver Creek Road is scheduled to begin Monday, August 9, 2021. The project is located approximately .02/10 mile north of N. 52nd Street. Silver Creek Road will be closed to through traffic during construction from N. 52nd Street north to N. 60th Street. The project is expected to be completed by Friday, August 13, 2021 weather permitting.

16. USD 383 Primary Election - Rich Vargo (1-2 minutes)

Vargo reported advance voting closes today at noon. Vargo said as of Saturday 1,776 residents have voted.

Vargo said the polls are open from 7:00 a.m. - 7:00 p.m. Tuesday, August 3, 2021.

9:50 AM

Elizabeth Ward, Human Resource Manager

17. Personnel Manual Update

Ward presented the proposed Personnel Manual update.

Move to approve contracting East Coast Risk Management to update our Personnel Policies, formatting into a best standard and complying with applicable laws.

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

10:00 AM Russel Stukey, Emergency Management Director

18. Present Monthly Staff time report

Stukey presented an Emergency Services staff report.

10:15 AM Tami Robison, Budget and Finance Officer

19. 2022 Budget Work Session

Robison discussed the budget hearing process and revenue neutral rate, which will be held September 20, 2021.

Robison presented the revised 2022 Budget Development worksheets.

Ford stated he would still like to get to a flat mill levy.

Robison stated the current proposed increase is in total from the RCPD budget increase.

Ford said with needing to get the sales tax increase passed he has concerns.

Ford recommended the CIP transfer another \$200,000.

Move to approve the current reductions as approved and increase the reduction to CIP by an additional \$200,000.

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

10:35 AM Barry Wilkerson, Attorney

20. Request to fill open position - Office Assistant II

Wilkerson presented the request to fill the Office Assistant II position.

Move to approve the request to fill the Office Assistant II.

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 an Office Assistant II, in the Attorney's Office, at a grade E.

10:45 AM John Ellermann, Public Works Director/County Engineer

21. Draft Sales Tax Presentation

Ellermann presented the draft sales tax presentation.

22. City of Manhattan Water Booster Station Project

Ellermann presented the City of Manhattan Booster Station project.

Move to approve to allow the City's contractor to perform geotechnical borings on County property at 2010 Tecumseh Rd.

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

Focke stated there are a lot of people concerned with the variant. Focke asked all people to get vaccinated so we do not have to take additional measures.

Adjournment

Move to adjourn.

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