



**Board of Riley County
Commissioners
Regular Meeting
Minutes
August 19, 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	Remote	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
David Willis	Parks Manager	Present	8:30 AM
Julie Gibbs	Health Department Director	Remote	8:30 AM
John Ellermann	Public Works Director/County Engineer	Present	8:32 AM
Elizabeth Ward	Human Resource Manager	Present	8:37 AM
Gary Fike	County Extension Director	Present	9:54 AM
Dennis Butler	RCPD	Present	10:15 AM
Tami Robison	Budget and Finance Officer	Present	10:30 AM
Greg Vahrenberg	Raymond James & Associates	Remote	10:30 AM

Pledge of Allegiance

Public Comment

1. Public Comments

Gibbs reported 126 cases are being monitored with 85 new cases. Gibbs said 102 cases have been breakthroughs. Gibbs stated 9 are in the hospital with 3 on vents.

Commission Comments

2. Commission Comments

Ford's Comments:

Monday afternoon I did attend the monthly meeting of the Riley County Law Board at Manhattan City Hall. Among the items of discussion were the consent agenda, talk on the American Rescue Plan Act, approval of the Edward Byrne Memorial Justice Assistance Grant, and the RCLEA 2021 Meeting Resolution No. 21-03 that will allow us to have meetings at the firing range in Zeandale in September and the City of Riley in October. We also had four executive sessions to discuss some non-elected personnel matters.

Tuesday afternoon I attended the monthly meeting of the Manhattan Area Chamber of Commerce. Some of the topics discussed in the meeting were discussion on a fall nominating committee for new board members, the Incite MHK proposal for a mural. Discussion on Aggieville redevelopment, an update on chamber vision and strategic planning, and recap and review in the recent leadership retreat in July and the next steps.

Wednesday I attended the monthly meeting of the Metropolitan Planning Organization. Got several financial updates as well as an update from KDOT. Also approved and discussed the minutes from the June 17th meeting, approved the 2022 Transportation Improvement Program (TIP), approved Amendment #2 to the Unified Planning Work Program (UPWP), and continued discussing with KDOT the local CPG funding formula for all Kansas MPO's.

Also Wednesday I met with State Senator Tom Hawk to discuss several topics on local broadband and wireless efforts and resources needed locally and throughout the region. We also discussed and chatted on a couple of other subjects. Really enjoyed the time spent and appreciated having somebody on board with this issue who understands the need and direction we are going to have to focus on moving forward to be successful in the short term and permanently in the rural and agricultural areas.

Lastly, I received several phone calls late Tuesday afternoon that the Zeandale Township board was meeting to discuss the demolition of the old community center there in the Zeandale area. For the record this process is a township issue and the board itself followed all legal protocols in establishing a public hearing for it. They did vote unanimously (3-0) to do so. I am planning to follow up with the board over the weekend just to chat and gain perspective. I'm sure as is always the case there were a lot of determining factors that went into the decision and it probably was not easy to do so. I wanted to mention this so it wasn't a surprise to anyone else just in case questions or emails are to come up about it.

McKinley's Comments:

Yesterday I attended the North Central Kansas Juvenile Detention meeting in Junction City. We reviewed the financials for the last month. The director discussed a training class he had taken. He also discussed some state funding that Kansas is taking away. He is sending two of the staff to an instructor training class to be able to train new employees. Finally, we reviewed and approved raises for administrative personnel. The rest of staff pay rates will be reviewed at next meeting, which will be held here.

Focke's Comments:

Monday: I attended the Law Board meeting at noon. Reviewed were monthly expenditures; daily inmate population; monthly seizures; the monthly, quarterly, and semiannual reports; ARP update; and the Edward Byrne assistance grant and other business. Four executive sessions were convened concerning personnel matters.

Later in the afternoon, I met with Stephanie Pierce concerning the final report from the consultant for the entrepreneur task force. I had many questions and concerns with the report and we discussed them at length. I'll give a report to the BOCC at a later date when my questions are addressed.

Tuesday: I had retinal surgery in Kansas City and my right eye has not resumed normal eyesight, so I am not driving until some healing returns some of my sight. I plan to return to the Commission Chambers for meetings on Monday, August 23rd.

Business Meeting

3. Sign a Tax Roll Correction

Move to approve the Tax Roll Correction.

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

4. Out of State Travel Request Public Works

Move to approve the Out of State Travel Request for David Willis to attend the 2021 International GIE+EXPO and Equipment Show in Louisville, Kentucky October 20th - 22nd.

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

5. Sign Riley County Personnel Action Form(s)

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

- Harry Bellman, a Public Works Operator II, in the Public Works/Solid Waste Division, for Separation from County Service, effective September 17, 2021.
- Alice Massimi-Crouch, a Public Information Officer, in the County Clerk Department, for Separation from County Service, effective August 27, 2021.
- Bret Volkel, a Shop Supervisor, in the Public Works Department, for Separation from County Service, effective October 29, 2021.
- Katelyn Morris, a COVID-19 Contact Tracer, in the Health Department, for Separation from County Service, effective August 27, 2021.

Review Minutes

6. Board of Riley County Commissioners - Regular Meeting - Aug 16, 2021 8:30 AM

Move to approve the minutes.

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

Review Tentative Agenda

7. Tentative Agenda

Press Conference Topics

8. Discuss Press Conference

9:00 AM**Bob Isaac, Planner**

9. Public Hearing to replat Lots 13-14 & 78-80 of Blue River Hills No. 1 into two (2) lots.

Ford opened the Public Hearing.

Isaac presented a request to replat Lots 13-14 & 78-80 of Blue River Hills No. 1 into two lots.

Ford closed the Public Hearing.

Move to approve "Resolution No. 081921-36, A Resolution approving the Blue River Hills, Unit 5 and accepting the street rights of way, easements, and licenses as shown to be dedicated on said plat."

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

9:15 AM**Elizabeth Ward, Human Resource Manager**

10. State Employee Health Plan Contract Renewal

Ward presented the State Employee Health Insurance Renewal for Riley County Employees.

Move to approve the renewal contract with the Kansas State Employees Health Care Commission (HCC) for January 2022 - December 2024.

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

11. Personnel Policy Incentive Program for COVID-19 Vaccination

Ward presented the personnel policy COVID shot Incentive Program.

Ward stated there are 294 employees we have requested the vaccination status. Ward said 135 employees have confirmed vaccination and 134 employees have not responded 19 verified they did not gotten vaccinated.

The Board discussed the options.

Move to approve a two-part personnel policy incentive program for COVID-19 vaccination for Riley County employees with options number 1 and number 3, with completion date of October 11, 2021, which will be extended for 1.5 months for new employees.

- Option 1) all employees, to include regular, as-needed, PRN and Volunteer Fire, will receive a one-time \$100 payment added to regular payroll and Option 3) all benefits eligible employees will receive a full scheduled day of annual leave on a one-time award basis (not to be included in any future calculation of annual leave accrual)

RESULT:	ADOPTED [2 TO 1]
MOVER:	John Ford, County Commissioner
SECONDER:	Kathryn Focke, County Commissioner
AYES:	Ford, Focke
NAYS:	McKinley

9:30 AM

Clancy Holeman, Counselor/Director of Administrative Services

12. Administrative Work Session

Move to move the executive session and Holeman's administrative time to the end of the meeting.

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

9:50 AM

Bob Isaac, Planner

13. Public Hearing to replat Lot 1 of Tegtmeier Addition and an unplatted tract into one (1) lot.

Ford opened the Public Hearing.

Isaac presented a request to replat Lot 1 of Tegtmeier Addition and an unplatted tract into one (1) lot.

Ford closed the Public Hearing.

Move to approve "Resolution No. 081921-37, A Resolution approving the Tegtmeier Addition Unit 2 and accepting the street rights of way, easements, and licenses as shown to be dedicated on said 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

14. Extension Staff Update on Riley County Fair

Fike presented the Riley County Fair & Kaw Valley Rodeo update.

10:15 AM Dennis Butler, RCPD Director

15. RCPD update

Butler presented the RCPD update.

10:30 AM Greg Vahrenberg, Raymond James & Associates

16. Refunding Bond Resolution

Vahrenberg presented an overview of the Refunding Bond Sale.

Vahrenberg reported the following bids:

Bidder:	Robert W. Baird & Co., Inc.	Northland Securities,
Net Interest Cost (NIC):	2.016921%	2.235596%

Vahrenberg stated the low bid saved \$694,753 for the County. Vahrenberg said the final maturity will be paid off six years sooner without increasing the annual amount due. Vahrenberg stated it is rare to have over a 10% Present Value Savings and this issue is a 15.07%

Present Value Savings.

Ford thanked current and prior staff and commissioners for the good fiscal work at Riley County to bring the County to this point.

Move to accept the General Obligation Refunding Bond bid from Robert W. Baird & Co., Inc. and approve “Resolution No. 081921-38, A Resolution of Riley County, Kansas, authorizing issuance of the County’s General Obligation Refunding Bonds, Series B, 2021, in the principal amount of \$2,480,000, specifying the terms and details of the bonds and providing for the levy and collection of an annual tax to pay the principal of and interest on the bonds when due.”

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

10:50 AM Alice Massimi, PIO

17. Archive Social

Massimi presented the Archive Social-Social Media Service agreement.

Move to approve the social media service with Archive Social once a contractual agreement is in place.

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

11:10 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 Meeting Act, the open meeting to resume in the County Commission Chambers at 11:40 a.m. Elizabeth Ward, Human Resource Manager, and Rich Vargo, Riley County Clerk, will be present for a portion of the executive session to provide factual information.

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

11:40 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:	Greg McKinley, County Commissioner
AYES:	Ford, Focke, McKinley

11:40 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 Meeting Act, the open meeting to resume in the County Commission Chambers at 12:00 p.m. will be present for a portion of the executive session to provide factual information.

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

12:00 PM

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 no binding action was taken during the executive session.

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

Ford discussed outside agencies who receive funding have not been giving updates to the Board on a regular basis. Ford suggested quarterly updates by those agencies.

The Board agreed by consensus to have outside agencies who receive funding give quarterly reports to the Board.

Adjournment

Move to adjourn.

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