



**Board of Riley County
Commissioners
Regular Meeting
Minutes
August 26, 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
Michele Reid	Payroll & Benefits Spec & HR Associate	Present	8:30 AM
Elizabeth Ward	Human Resource Manager	Present	8:30 AM
Gary Rosewicz	Assistant County Engineer	Present	8:30 AM
Amanda Smeller	Planning/Special Projects Director	Present	8:30 AM
Perry Piper	Environmental Health Specialist	Present	8:30 AM
David Willis	Parks Manager	Present	8:30 AM
Julie Gibbs	Health Department Director	Remote	8:30 AM
Julia Hagen	Student Intern	Present	8:30 AM
Barkley Pool	Student Intern	Present	8:30 AM
Carly Davis	Student Intern	Present	8:30 AM
Lindsay Mason	Student Intern	Present	8:30 AM
Sam Hennigh	KMAN	Present	8:50 AM
Shelly Williams	Community Corrections Director	Present	9:50 AM
Jessie Hubbard	Administrative Assistant II	Present	9:50 AM
Sam Johnson	BG Consultants	Present	10:10 AM
Craig Cox	Deputy County Counselor	Present	10:30 AM
Tami Robison	Budget and Finance Officer	Present	11:32 AM
Russel Stukey	Emergency Management Director	Present	11:34 AM

Pledge of Allegiance

Public Comment

1. Public Comments

Gibbs reported as of last week there were 70 new cases 121 active cases. Gibbs said there are 9 patients in the hospital.

Gibbs discussed vaccination and testing clinics.

Reid presented the Employee of the Month Award to Steve Snyder in the Public Works Department.

Commission Comments

2. Commission Comments

Ford's Comments:

Monday afternoon we hosted via Zoom the August Intergovernmental Luncheon meeting. Was very happy to get an update on the U.S. Census. With redistricting on all levels on the horizon and many different pools of federal and state grants and funding available it's important to know where we are at with this. Since we didn't have a July meeting it was good to get an update from the various entities on progress and plans moving forward. This meeting is always good from an informational standpoint for sure.

Also on Monday I attended via Zoom the bi-weekly Community Leaders meeting. This is with entities from K-State, City of Manhattan, Lafene Health Center, Ascension Via Christi, and the Riley County Health Dept./EOC to discuss the ongoing Covid-19 efforts here locally. Got several updates from both Riley County, the hospital, and K-State. Talk of vaccine efforts, incentives, university quarantine, and isolation policies were also discussed. Concerns on more positive cases as both K-State and local schools start to open up were discussed as well.

Also Monday afternoon I met with Jason Smith, President with the Manhattan Area Chamber of Commerce on a couple of topics including the 0.2 Cent Road and Bridge Sales Tax, our early discussion on a Rural Economic Development Committee, a member/business survey possibility post pandemic to see how they are progressing after both city and county funds that were available in 2020 for future considerations, and a couple of other recent things that were discussed at the recent leaders retreat in July.

Tuesday afternoon I had the monthly Zoom call with the Pawnee Mental Health Board of Directors. Had an update on the organization's finances during the finance committee call pre-meeting. Topics of discussion during the board meeting were approval of the June 22nd

meeting; County of the Month, which this month was Jewell County; got reports and updates from the Executive Director Robbin Cole; Safety Committee; Marketing and Development Director; and a Bi-Annual Report update. Also discussed events such as Driving the Dream, Recovery Month activities and proclamations (Riley County did one on August 23rd), and Pawnee's Mental Health Foundation Board. We are also working on the details of how to meet for board meetings in the future starting in September.

Tuesday evening I attend a community meeting of citizen at the Zeandale Church to listen and discuss efforts on the Zeandale Community Center. Members of the Township were also available for comment and Amanda Smeller Riley County Planning Director was present to discuss some possible grants and resources Riley County may be able to assist with if necessary. I too spoke on a few items of impact and provided some feedback and information during the meeting as well.

Tuesday evening I also chatted with Gina Scroggs, Director of Downtown Manhattan, Inc. on a couple of downtown related items. We also discussed what would be the best option and most effective manner in which to deliver a Road and Bridge Sales Tax presentation at this point. We've tentatively set September 7th as that date and this should allow the most optimal amount of the business district, patrons, and merchants to be present to listen in.

McKinley's Comments:

Tuesday morning I went to Manhattan Area Technical College to meet with their president, Jim Genandt and Harry Watts. They gave me an overview of what MATC does and what their plans are for the future. One of the things they have started using for promotions is "Hire Education". They have a number of programs that are directly career oriented. They have acquired a building in Wamego and will be adding new programs there. They are working with Manhattan High on students being able to take classes through MATC while they are in high school. They also have an adult learning program to earn GED. They provide a valuable service to the community. Jim said he would like to make occasional presentations to the County Commissioners and I told him to contact Rich to set that up.

Tuesday evening I attended the Riley City Council. RCPD Sargent Wood was there to remind everyone that school zones are in affect and they do watch them closely at the start of the school year. This enforcement is added for all areas in the county and Manhattan. I reviewed the details for the sales tax question that will be on the November ballot. I pointed out that the rate will be reduced from .5 to

.22 percent. I stressed the need to get out and vote, because there are so few ballot items outside of Manhattan. The city had their revenue neutral and budget hearings with no public comment. It was a long meeting. They had some issues that had come up through the planning board. A lot of time was spent discussing the sewer lining project and the lack of progress.

Wednesday I had a call from a resident north of Randolph. He was discussing the meeting in Randolph about the 30 for 30 plan and the National Heritage Area. He was not an alarmist like some are on these issues and we had a good discussion. I let him know what facts I had learned about each of the plans and the information I have received from Senator Moran and Representative Mann's offices. This resident has been on the volunteer fire department for 40 years and wanted to compliment the new fire department reorganization. He said the new assistant chiefs Russel and Martens have been very helpful with their station and wanted us to know about it. In the afternoon, I met with Russel Stuckey and relayed that praise to him. We also discussed other things going on in his department.

Our internet at home crashed last Saturday and is still not back up. I came to the office yesterday to get caught up and review the notes for today's meeting. I will be changing internet providers.

Focke's Comments:

Monday: Attended the Intergovernmental Luncheon meeting at noon and listened to the various updates around the community.

Signed forms and documents from last week's meeting that I didn't attend in person.

Wednesday, I had a post-operative checkup at the retinologist's office in Topeka. My eye sight is doing much better, but I won't be able to resume normal physical activities until the gas bubble in my eye disappears. I continue to take it easy and have been unable to read until yesterday.

I had several phone calls from constituents that I will follow up on this afternoon. I'll be happy to resume regular activity soon.

Business Meeting

3. Highway Use Permit, Mid Kansas Underground

Move to approve the Highway Use Permit granting Mid Kansas Underground permission to work in the right of way to install water meters in multiple locations along Freeman Road.

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

4. Highway Use Permit, Mid Kansas Underground

Move to approve the Highway Use Permit granting Mid Kansas Underground permission to perform installation of water main in right of way at 1725 Wildcat Creek Rd, 6010 Tuttle Terrace, and 6020 Tuttle Terrace.

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:

- Fred Usoltseff, for a status change, as an As-Needed Paramedic, in the EMS/Ambulance Department, at a grade Paramedic step 2, at \$17.16 per hour.
- Gary Rosewicz, an Assistant Public Works Director/Assistant County Engineer, in the Public Works Department, for Separation from County Service, effective September 17, 2021.

6. Approve payroll/accounts payables (when completed)

Move to approve the payroll vouchers in the amount of \$551,860.57 and the following warrant vouchers for August 27, 2021:

2021 Budget

County General	\$719,272.53
Health Department	117,701.82
Court Technology	769.29
County Auction	237.27
Motor Vehicle Operations	5,276.68

Community Corrections	12,134.74
Capital Improvements Fund	93,032.55
Emergency 911	10,280.08
Solid Waste	207,658.44
County Building	22,856.53
Road & Bridge Cap Project	74.10
RCPD Levy/Op	4,049.55
Landfill Closure	1,737.85
Riley Co Fire Dist #1	50,465.33
University Park W&S	10,708.91
Fairmont Heights Cap Proj	940.75
Hunters Island Water Dist	2,692.66
Carson Sewer Benefit Dist	1,116.95
Deep Creek Sewer	304.05
Moehlman Bottoms	1,731.90
Valleywood Operations	655.30
Terra Heights Sewer	1,110.52
Konza Water Operations	8,833.49
Lakeside Heights Sewer	77.19

TOTAL. \$1,273,718.48

2020 Budget

Road & Bridge Cap Project \$1,782.50

TOTAL. \$1,782.50

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

Elizabeth Ward, Human Resource Manager

7. Riley County Summer Intern Introduction

Ward introduced the following Riley County Summer Interns:

Health Department:
 Julia Hagen
 Barkley Pool
 Carly Davis

Planning & Development:
Lindsay Mason

Review Minutes

8. Board of Riley County Commissioners - Regular Meeting - Aug 23, 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

9. Tentative Agenda

Press Conference Topics

10. Discuss Press Conference

9:00 AM

Rich Vargo, County Clerk

11. Contract for Services with Alice Massimi Crouch for Communication & Social Media

Vargo presented the contract for communication and social media services with Alice Massimi Crouch.

Move to approve the Contract for Services with Alice Massimi Crouch for Communication & Social Media.

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

12. Administrative Work Session

9:15 AM 13. Executive session to discuss confidential legal advice regarding potential litigation issues

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, on a matter 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 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

9:35 AM Kevin Howser, IT/GIS Director

14. IT/GIS Staff Update - August 2021

Howser presented an IT/GIS staff update.

9:50 AM Shelly Williams, Community Corrections Director

15. Staff Update

Williams discussed the KDHE Opioid Grant funding.

Williams discussed housing needs for those with substance abuse.

Hubbard discussed year end purchases for a communications app and vehicle cameras for staff safety.

16. FY22 Adult Services Carryover Reimbursement Budget

Hubbard presented the FY22 Adult Services Carryover Reimbursement.

Move to approve the FY22 Adult Services Carryover Reimbursement Budget of \$11,488.76 as outlined in the document.

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

17. FY22 Juvenile Services Carryover Reimbursement Budget

Hubbard presented the FY22 Juvenile Services Carryover Reimbursement.

Move to approve the FY22 Juvenile Services Carryover Reimbursement Budget of \$15,067.03 as outlined in the document.

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

10:05 AM Alice Massimi, PIO

18. PIO August Update

Massimi presented the PIO August update.

10:20 AM Amanda Smeller, Planning/Special Projects Director

19. Public Hearing to Consider Naming a Private Road Johnson Trail and Re-addressing Affected Properties

Smeller presented the resolution for naming a private road Johnson Trail.

Ford opened the public hearing for naming a private road Johnson Trail.

No public comment.

Ford closed the public hearing for naming a private road Johnson Trail.

Move to approve staff's recommendation to proceed with the private road naming and re-addressing and approve "Resolution No. 082621-39, Resolution naming a private road and the numbering or renumbering of existing business and residence addresses in the unincorporated area of Riley County, Kansas."

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

10:35 AM Clancy Holeman, Counselor/Director of Administrative Services

10:35 AM 20. Executive session to discuss confidential legal advice regarding potential litigation issues

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, and Craig Cox, 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 11:05 a.m. Amanda Smeller, Planning & Development Director; Sam Johnson, Professional Engineer; and Rich Vargo, County Clerk, will be present during 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

11:05 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

11:05 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, and Craig Cox, 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 11:15 a.m.

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

11:15 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

11:05 AM

Amanda Smeller, Planning/Special Projects Director

21. Authorize Chairman to sign agreement creating restrictive covenants at 3197 Reservation Drive

Smeller presented the agreement creating restrictive covenants at 3197 Reservation Drive.

Perry stated the lateral line will meet the KDHE requirement from the property line.

Move to approve the Agreement Creating Restrictive Covenants for 3197 Reservation Drive.

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

11:15 AM

Clancy Holeman, Counselor/Director of Administrative Services

- 11:15 AM 22. Executive session to discuss confidential legal advice regarding potential litigation issues

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, on a matter which is 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 11:35 a.m. Amy Manges, Register of Deeds, will attend a portion of the session to provide factual information.

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

- 11:35 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

- 11:35 AM **Russel Stukey, Emergency Management Director**

23. Fire Dept. Equipment Purchase

Stukey presented the recommended purchase. Stukey stated it is over the \$10,000 Procurement Policy limit, which requires a bid. Stukey said the Board would have to exempt the purchase from the Procurement Policy.

Holeman stated he recommends following the Procurement Policy and bid process.

Ford stated he feels we should follow the formal process.

Move to authorize staff to bid the equipment per the Riley County Procurement Policy.

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

Adjournment

Move to adjourn.

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