



**Board of Riley County
Commissioners
Regular Meeting
Minutes
September 16, 2021**

115 North 4th Street
Manhattan, KS 66502
www.rileycountyks.gov

Cindy Kabriel
785-565-6200

Commission Chambers

9:00 AM

[District 1 – John Ford, Chair](#)

[District 2 – Greg McKinley, Vice Chair](#)

[District 3 – Kathryn Focke, Member](#)

9:00 AM

Call to Order

Attendee Name	Title	Status	Arrived
John Ford	County Commissioner	Present	9:00 AM
Kathryn Focke	County Commissioner	Present	9:00 AM
Greg McKinley	County Commissioner	Present	9:00 AM
Cindy Kabriel	Administrative Assistant II	Present	9:00 AM
Clancy Holeman	Counselor/Director of Administrative Services	Present	9:00 AM
Christian Bright	Manhattan Mercury	Present	9:00 AM
John Martens	Deputy Fire Chief	Present	9:00 AM
John Ellermann	Public Works Director/County Engineer	Present	9:00 AM
Tami Robison	Budget and Finance Officer	Present	9:04 AM
Lisa Sisley	New Boston Creative Group	Present	9:13 AM
Michele Reid	Payroll & Benefits Spec & HR Associate	Present	9:17 AM
Sam Hennigh	KMAN	Present	9:17 AM
Julie Gibbs	Health Department Director	Remote	8:30 AM
Gary Fike	County Extension Director	Present	9:50 AM
Amanda Smeller	Planning/Special Projects Director	Present	9:51 AM
Dennis Butler	RCPD	Present	10:09 AM
Shilo Heger	Treasurer	Present	10:20 AM
Greg McHenry	County Appraiser	Present	10:41 AM

Pledge of Allegiance

Public Comment

1. Public Comments

Gibbs reported 118 new cases and 196 active cases. Gibbs said the testing at the mall hit a record high of 369 for the day.

Commission Comments

2. Commission Comments

Ford's Comments:

Monday afternoon I spoke with Riley County Appraiser Greg McHenry on a handful of topics that included local real estate sales so far in 2021, The recent rehearing of the Home Depot “Dark Store” what that looked like and the possible implication of a new or same ruling. We also talked about the local, state property and sales tax structure and several other current topics as well. As always I appreciated his time and he is always a great and respected resource for these things.

Tuesday afternoon I had a group Zoom call with New Boston Creative, the Chamber, and others to discuss the messaging, strategy and direction moving forward on the Road and Bridge Sales Tax. It went really well and I think we will be set up good moving forward to the local election in November. Very thankful to have lots of community partners with this.

Wednesday afternoon I met via Zoom with Lyle Butler, former President of the Manhattan Area Chamber of Commerce, and the Chair of last year’s State SPARK Committee for CARES Funds to discuss a couple of items that included technological infrastructure (broadband and wireless), area workforce development, and the State’s willingness and direction on how to possibly accomplish this for the Flint Hills region in the future. Had some good dialog and it has given me some new thoughts to take into consideration.

Wednesday evening I met with the Ogden City Council at their meeting. Took some time to discuss the .2% Sales Tax, which they are very happy about. I will also be moderating their October 21st City Candidates Forum and will give an official presentation on the tax itself to the Ogden City voters. Their major topic of discuss at the meeting was passing a motion to purchase the 18 lots across the way from the county tax sale.

Thursday morning attended the Manhattan Area Chamber of Commerce’s Good Morning Manhattan. I was able to present the County’s .2 Sales Tax initiative. I enjoyed getting a membership update and all that is going on the leadership group as well. Also enjoyed Julie Gibbs update from the Riley County Health Department as well.

McKinley's Comments:

On Tuesday I attended the Flint Hills Veterans Coalition meeting. They are working on scholarship recipients for this year. They give them to K-State, MATC, and Manhattan Christian College. Their primary work right now is organizing the Veterans Day Parade. I am working on getting out the barricades. I met with Major Reed of the K-State ROTC about what they will be doing to assist on the barricades. Was able to get a lot clarified about what is needed.

Wednesday I attended the North Central Kansas Regional Juvenile Detention Executive Board meeting that was held in the Commission Chambers yesterday. We reviewed the financials for the month. They have received the payment for the money a former employee stole last year. We also discussed how shift leaders are paid.

Focke's Comments:

Tuesday I was the guest on “In Focus” on KMAN radio. Items discussed were the 2022 budget and hearings set for next Monday; Christian Church issues; and the upcoming sales tax proposition on the November ballot. I left a copy of Ellermann’s handout with Brandon Peoples so they will have references.

Wednesday I spent time in the office going over upcoming meetings and calling some of the proposed public meeting contacts for presentations. Also spent time going over the numbers provided by Tami and talked with her to get a better understanding of the sales taxes. She is working on charts and other handouts that will help us in these presentations.

Reviewed the proposed Rural Economic Development Advisory Board and have questions when that comes up later in the agenda.

I plan to set upcoming office hours and am looking at various time slots.

Business Meeting**3. Auction of Surplus Property**

Move to approve and sign the Notice of Intent to Sell Excess Personal Property and the contract with Ruckert Realty & Auction, LLC to conduct a public auction.

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

4. Certification of Unpaid Fees and/or Utility Services

Move to approve the Certification of Unpaid Fees and/or Utility Services for Doreen M. Ray, Trust currently the total amount due is \$1,319.53. As a result of non-payment a Special Assessment will be placed against Doreen M. Ray, Trust.

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

5. Bid recommendation for firefighting skid unit

Move to approve the bid recommendation for Heiman Fire Equipment as the best bid and allow RCFD#1 to purchase 1 firefighting skid unit in the amount of \$15,000 with funds to come from RCFD#1 budget.

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

6. Appraiser's Website Contract with real estate agent Sarah Howe

Move to approve Real Estate Sales Data Search Service Agreement and Contractual Provisions Attachment for real estate agent Sarah Howe of Haven Realty Group.

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

7. Sign Riley County Personnel Action Form(s)

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

- Johnatta Candido, an EMT, in the EMS/Ambulance Department, for Separation from County Service, effective September 9, 2021.

- Michelle Markvicka, an Administrative Assistant II, in the Health Department, for Separation from County Service, effective September 24, 2021.
- Catherine Willard, an Appraiser II-Personal Property, in the Appraiser Department, for Separation from County Service, effective October 22, 2021.

8. Discuss Intergovernmental Luncheon

- November Election - Rich Vargo
- Sales Tax Presentation - Riley County

Review Minutes

9. Board of Riley County Commissioners - Regular Meeting - Sep 13, 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

10. Tentative Agenda

Press Conference Topics

11. Discuss Press Conference

9:30 AM

Clancy Holeman, Counselor/Director of Administrative Services

12. Administrative Work Session

Holeman discussed KAC issues.

Holeman said he has been working on food trucks for employee training day.

9:45 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

13. RCHD Personnel Request - Administrative Assistant Position

Gibbs presented a request to fill the Administrative Assistant II position. Gibbs said this position is vital to the Health Department.

Move to approve the request to fill the Administrative Assistant II position.

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 an Administrative Assistant II, in the Health Department, at a grade K.

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

9:50 AM Lisa Sisley, New Boston Creative Group, LLC

14. Riley County Roads Sales Tax 2021 Voter Education Mailer Proposal

Sisley presented the proposal to assist with the voter mailer.

Sisley said they are working with Alice Massimi.

Move to approve the proposal for the Riley County Roads Sales Tax 2021 Voter Education Mailer Option 2 (two versions) in the amount of \$4,300.

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

15. Riley County Rural Economic Development Initiative

Smeller requested forming a Rural Economic Development Board.

Smeller presented a PowerPoint presentation.

Discussion followed on the proposed members of the advisory board.

Focke said she doesn't feel like a commissioner should be on the advisory board. Commissioners don't serve on any of the Riley County advisory boards.

Ford agreed.

The commissioners agreed this is important and for staff to proceed.

10:15 AM Dennis Butler, RCPD Director

16. RCPD update

Butler said the finger printing service is going well.

Butler presented a Riley County Police Department update.

Butler said just a reminder on school zone safety, if the lights are flashing all traffic must stop.

Butler said the Law Board meeting Monday, September 20th will be held at the firing range and will be on streamed on Facebook.

10:30 AM Shilo Heger, Treasurer

17. August 2021 Revenue Reporting - Riley County Treasurer

Heger presented the August 2021 revenue reporting.

Heger said she attended a treasurer's conference last week.

10:45 AM Greg McHenry, Appraiser

18. Request to refill Personal Property Appraiser position

McHenry presented a request to fill an Appraiser I position.

Move to approve refilling the position and posting it internally as an Appraiser I.

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 Appraiser I-Personal Property, in the Appraiser's Department, at a grade F.

19. Request to refill Appraiser III position

McHenry presented the request to fill an Appraiser II position.

Move to approve the position be posted and refilled at an Appraiser II level.

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 an Appraiser II-Residential, in the Appraiser's Department, at a grade H.

10:56 AM Adjournment

Move to adjourn.

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