



**Board of Riley County  
Commissioners  
Regular Meeting  
Minutes  
September 23, 2021**

115 North 4th Street  
Manhattan, KS 66502  
[www.rileycountyks.gov](http://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  |
| Sam Hennigh      | KMAN                                          | Present | 8:30 AM  |
| Christian Bright | Manhattan Mercury                             | Present | 8:30 AM  |
| Julie Gibbs      | Health Department Director                    | Remote  | 8:30 AM  |
| Michele Reid     | Payroll & Benefits Spec & HR Associate        | Present | 8:44 AM  |
| Tami Robison     | Budget and Finance Officer                    | Present | 8:45 AM  |
| Barry Wilkerson  | County Attorney                               | Present | 8:49 AM  |
| Kevin Howser     | IT/GIS Director                               | Present | 9:32 AM  |
| Elizabeth Ward   | Human Resource Manager                        | Remote  | 9:45 AM  |
| Amanda Smeller   | Planning/Special Projects Director            | Present | 10:01 AM |

**Pledge of Allegiance**

**Public Comment**

1. Public Comments

Gibbs reported we have had 100 new cases since the report last Wednesday. We are currently monitoring 235 active cases, there are 5 patients at Via Christi Hospital, 3 in ICU 2 on vents, and our day average percent positive was at 6.28% as of last week.

We are still offering free drive up testing through collaboration with KDHE on Tuesdays and Thursdays from 10-4 at the mall parking lot and we are in early conversations now to continue this EVERYDAY through December. This is due to an increase in demand. To put that

into perspective, we had a total of 579 people that came through the drive up testing last week. Our testing numbers are down a little this week as we only saw 191 at the mall testing on Tuesday. We are also doing symptomatic testing at the health department every day. And we are now offering testing on Saturdays from 9:00 a.m.-12:00 (noon) at the health department, no appointment necessary. We did have 25 this last Saturday.

As far as vaccination efforts, we are still vaccinating at the health department on Thursdays and Fridays. We are busy planning more remote clinics, to include vaccinating in Aggieville tonight from 7:00-10:00 p.m. and then we will be back at the Ogden Community Center next Wednesday from 10:00 a.m.-12:00 (noon). We are also planning flu clinics! Our flu vaccine should be in by next week so we are busy planning events for October, to include Oktfluberfest on October 21<sup>st</sup>.

### **3<sup>rd</sup> dose/boosters**

You probably all saw the FDA decision to not approve a booster dose at this time. Instead, the vote was to recommend a booster to people 65 years and older - as well as people who are at risk of severe covid.

It was not immediately clear who would qualify as high risk; so that will likely fall to the CDC's advisory committee, the Advisory Committee on Immunization Practices. They did release a HAN today stating the FDA is expected to authorize or approve booster doses for Pfizer vaccine this week, but is not bound by the VRBPAC recommendations. Once this step is completed, the CDC Advisory Committee on Immunization Practices (ACIP) will then consider booster doses at their meeting today. The ACIP recommendations will likely be more specific related to length of time after initial series completion as well as specifically who can be vaccinated (age groups and identified specific high-risk groups). After this meeting the CDC Director will make a final decision to approve, amend or reject the ACIP recommendations. **It is only this final CDC Director decision that will allow for providers to begin administering booster doses.** The Kansas Department of Health and Environment will send an additional HAN at that time alerting providers.

So until we have further guidance, we will hold off on our plan for the booster clinics. We likely won't know anything until Thursday of this week or later.

### **Commission Comments**

2. Commission Comments

Ford's Comments:

Monday afternoon I attended the monthly meeting of the Riley County Law Board. This month's meeting was held at the new Firearm and Training Facility out in the Zeandale area. Pretty short meeting for the most part. Among the items of discussion were a request for vehicle purchases for 2022, a total of seven were discussed and approved. A new D.E.A. Task Force Officer and Midwest High Intensity Drug Trafficking Area agreements were approved. Last item was a continued discussion on ARPA funding and how City/County funds could be used for RCPD purposes moving forward. A letter of recommendation was approved for these purposes as well.

Also Monday afternoon I had my bi-weekly Community Leaders Zoom call with K-State, City of Manhattan, Ascension Via Christi, Lafene Health Center, and RCHD to discuss the ongoing work and effort locally with Covid-19. Got an update on numbers from RCHD and Via Christi. Discussed continuing vaccine efforts and a possible booster vaccine upcoming, what health insurance and other premium challenges we may be facing in the future as well, both as public and private entities.

Also Monday afternoon I did a call in interview on the .2% Sales Tax with radio station KCLY out of Clay Center. I spoke for roughly 15 minutes as they recorded the interview to be able to make sound bites to fill in as they discuss the tax on air throughout the week. Thought the interview went well and that I was able to give them quite a bit of pertinent information that hopefully they were able to use in that effort.

Tuesday afternoon I had the monthly meeting as the county ex-officio with the Manhattan Area Chamber of Commerce. Some of the topics of discussion were a presentation from the City of Manhattan on their Crossroad MHK Strategic Plan, discussion and approval of the Chamber's Federal Agenda that will be discussed in Washington DC. Chamber board retreat preparations that will be on January 13-14<sup>th</sup> here in Manhattan once again, a member survey that has been sent out (I already did this for Riley County), and discussion on the nominating committee's board recommendations that will be done in October. Staff gave updates and they had an executive session to discuss the chamber helping with our sales tax initiative, which they have pledged to do so with their own resources.

Tuesday evening with the help of Public Work Director John Ellermann I met with the board of the Riley County Farm Bureau to discuss and give our .2% Sales Tax presentation. Went very well and there was a lot of great and positive dialog. Later the board voted

unanimously to publicly support and provide some resources to help endorse the sales tax initiative moving forward, which I'm very appreciative for the help for Riley County's sake.

McKinley's Comments:

I worked on getting more information and lining up times and equipment needed for some of the sales tax presentations.

At home I spent a lot of time working in the yard enjoying the weather.

Focke's Comments:

Monday afternoon I attended the Law Board meeting that was held at the RCPD Shooting Range in Zeandale. Bob Ward, Vice Chair, chaired the meeting in the absence of Commissioner Linda Morse, who is recuperating from surgery. Director Butler was also not in attendance. A presentation was made regarding vehicles that need to be updated. The purchase was approved, however, delivery could take over a year (these were not in the 2022 budget request).

A letter of request will be sent to the city and county for ARPA funds for the following:

1. 2% pay adjustment for 2021 - \$137,000.00
2. COVID leaves, 2020 - \$54,734.00
3. E-Citations software - \$150,000.00
4. HERT (Hazardous Evidence Response Truck) - \$325,000.00

These requests will have to be considered by our consultant and discussed by both the city and county for approval.

Tuesday afternoon I attended the funeral for Cheryl Collins at the Methodist Church. It was a nice service and well attended.

Wednesday I went to Topeka to my retinologist for the one month checkup. Everything is healing well and I will have a final follow up appointment in November.

### **Business Meeting**

3. Sign Riley County Personnel Action Form(s)

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

- Annie Parrick, a Covid 19 Contact Tracer, in the Health Department,

- for Separation from County Service, effective September 28, 2021.
- Darin Nelson, for a promotion, as a Shop Supervisor, in the Public Works/Operations Department, at a grade Q step 11, at \$34.84 per hour, effective October 16, 2021.
4. Approve payroll/accounts payables (when completed)
- Move to approve the payroll vouchers in the amount of \$632,491.49 and the following warrant vouchers for September 24, 2021:

**2021 Budget**

|                           |              |
|---------------------------|--------------|
| County General            | \$917,700.56 |
| Health Department         | 81,829.21    |
| Register Deeds Tech Fund  | 228.11       |
| County Auction            | 535.72       |
| Motor Vehicle Operations  | 5,373.88     |
| Community Corrections     | 15,710.44    |
| Capital Improvements Fund | 750.00       |
| Emergency 911             | 7,014.02     |
| Solid Waste               | 207,398.94   |
| County Building           | 20,157.42    |
| Road & Bridge Cap Project | 161.62       |
| RCPD Levy/Op              | 540.21       |
| Landfill Closure          | 1,408.50     |
| County Bond & Interest    | 305.50       |
| Riley Co Fire Dist #1     | 19,936.48    |
| University Park W&S       | 9,762.55     |
| Fairmont Heights Cap Proj | 352.95       |
| Hunters Island Water Dist | 1,120.40     |
| Carson Sewer Benefit Dist | 1,722.31     |
| Deep Creek Sewer          | 821.77       |
| Moehlman Bottoms          | 606.73       |
| Valleywood Operations     | 11.97        |
| Terra Heights Sewer       | 871.08       |
| Konza Water Operations    | 3,961.80     |
| Lakeside Heights Sewer    | 80.05        |

TOTAL. . . . . \$1,298,362.22

|                  |                                    |
|------------------|------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>         |
| <b>MOVER:</b>    | Kathryn Focke, County Commissioner |
| <b>SECONDER:</b> | Greg McKinley, County Commissioner |
| <b>AYES:</b>     | Ford, Focke, McKinley              |

**Review Minutes**

5. Board of Riley County Commissioners - Regular Meeting - Sep 20, 2021  
8:30 AM

Move to approve the minutes.

|                  |                                    |
|------------------|------------------------------------|
| <b>RESULT:</b>   | <b>ACCEPTED [UNANIMOUS]</b>        |
| <b>MOVER:</b>    | Kathryn Focke, County Commissioner |
| <b>SECONDER:</b> | Greg McKinley, County Commissioner |
| <b>AYES:</b>     | Ford, Focke, McKinley              |

**Review Tentative Agenda**

6. Tentative Agenda

**Press Conference Topics**

7. Discuss Press Conference

**9:00 AM**      **Barry Wilkerson, County Attorney**

8. Staff update

Wilkerson presented the County Attorney's Office update.

**9:15 AM**      **Clancy Holeman, Counselor/Director of Administrative Services**

9. Administrative Work Session

Holeman said he is working on various projects he has reported to the Board.

Holeman stated he has been working on department requests.

Holeman said the Training Committee will be testing the remote systems for the County Employee Day.

**9:35 AM Kevin Howser, IT/GIS Director****10. IT/GIS Staff Update - September 2021**

Howser presented the IT/GIS staff update.

Howser discussed IT security.

Howser stated there will be additional security measures he will be implementing, which will be inconvenient for staff.

**9:50 AM Elizabeth Ward, Human Resource Manager (virtually)****11. Request to Fill As-Needed Museum position**

Reid presented the request to fill the as-needed museum position.

Move that the Riley County Historical Museum be approved to hire up to three As Needed Museum Assistants.

|                  |                                    |
|------------------|------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>         |
| <b>MOVER:</b>    | Kathryn Focke, County Commissioner |
| <b>SECONDER:</b> | Greg McKinley, County Commissioner |
| <b>AYES:</b>     | Ford, Focke, McKinley              |

The Board of County Commissioners signed a Riley County Position Action Form for an As Needed Museum Assistant (up to 3 positions), in the Museum Department, at a grade Temp.

**10:05 AM Amanda Smeller, Planning/Special Projects Director****12. CDBG-CV Grant Close Out - Authorize Chairman to sign "Agreement Regarding Duplication of Benefits" for each awarded business**

Smeller presented the CDBG-V Grant Close Out.

Move to approve the Chairman signing each "Agreement Regarding Duplication of Benefits" for all ten (10) awarded businesses.

|                  |                                    |
|------------------|------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>         |
| <b>MOVER:</b>    | Greg McKinley, County Commissioner |
| <b>SECONDER:</b> | Kathryn Focke, County Commissioner |
| <b>AYES:</b>     | Ford, Focke, McKinley              |

### **Adjournment**

Move to adjourn.

|                  |                                    |
|------------------|------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>         |
| <b>MOVER:</b>    | Kathryn Focke, County Commissioner |
| <b>SECONDER:</b> | Greg McKinley, County Commissioner |
| <b>AYES:</b>     | Ford, Focke, McKinley              |