



**Board of Riley County  
Commissioners  
Regular Meeting  
Minutes  
September 30, 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 |
| Christian Bright | Manhattan Mercury                             | Present | 8:30 AM |
| Julie Gibbs      | Health Department Director                    | Remote  | 8:30 AM |
| John Ellermann   | Public Works Director/County Engineer         | Present | 8:31 AM |
| Michele Reid     | Payroll & Benefits Spec & HR Associate        | Present | 8:31 AM |
| Sam Hennigh      | KMAN                                          | Present | 8:47 AM |
| Debbie Nuss      | Flint Hills Wellness Coalition                | Present | 8:45 AM |
| Lynn Blecha      |                                               | Present | 9:50 AM |

**Pledge of Allegiance**

**Public Comment**

1. Public Comments

Gibbs reported the following:

Riley County has had 62 new cases and 139 new recoveries since last week. We are currently monitoring a total of 91 active cases. As of today, there are 4 covid positive patients at Ascension Via Christi hospital, 2 in the ICU. The good news is our percent positive has dropped from 5.71% to 3.61% giving us a 14 day average percent positive of 4.78%.

**TESTING**

We are still offering free drive up testing through collaboration with

KDHE on Tuesdays and Thursdays from 10:00 a.m. - 4:00 p.m. at the mall parking lot. We are also doing symptomatic rapid testing at the Health Department every weekday. So if you have symptoms please call (785) 323-6400. We are now offering testing on Saturdays from 9:00 a.m. - 12:00 (noon) at the health department, no appointment necessary and this is for symptomatic or asymptomatic individuals. If you do come on a Saturday please park behind the health department in the designated spots on Wharton Manor Drive.

#### **VACCINATIONS**

It's not too late to get vaccinated!! We are still vaccinating at the health department on Thursdays and Fridays. Please call (785) 565-6560 to schedule an appointment. We encourage everyone who is eligible to get vaccinated. With this rapid spread of the delta variant, we are showing strong evidence of protection from severe illness with people who are vaccinated vs. those who are not. If you're still hesitant, please talk to your primary care provider.

#### **BOOSTERS**

We will be hosting a clinic today for those who are eligible to receive the 3<sup>rd</sup> dose or the booster shot of Pfizer. The only individuals who are eligible at this time are those who have already received Pfizer for their first series at least 6 months ago, and are either 65 and older, or are 18 and older and at significant risk. For more information and to view who is eligible, please visit our website at [rileycountyks.gov](http://rileycountyks.gov).

#### **FLU**

We are also busy planning flu clinics for the month of October! I'm excited to announce we will be hosting our 9<sup>th</sup> annual Oktfluberfest on October 21<sup>st</sup> from 3:00 -6:00 p.m. at the Family and Child Resource Center. We will have information out on our Facebook page and website starting tomorrow, to include a reservation link so that you can schedule your own appointment on that day. We also have several other clinics coming up specific to certain groups such as city and county employees, USD 383 employees, and some larger employers in our area.

#### **Commission Comments**

##### **2. Commission Comments**

Ford's Comments:

Monday afternoon we hosted the September's Intergovernmental Luncheon meeting via Zoom. Appreciate Rich Vargo giving an update

on the upcoming municipal elections and Clancy Holeman giving an update on legislative items of concern and our upcoming legislative summit in November. I was also able to make a sales tax presentation to everyone on the call. I hope that was educational and impactful. As usual it was always good to get an update from all the local jurisdictions and what they are working on and how things are progressing for them.

Tuesday afternoon I listened in on a webinar hosted by NACo on information from the US Treasury's Emergency Rental Assistance (ERA) program and the U.S. Department of Housing and Urban Development's Emergency Housing Voucher Program. The discussion centered on how these programs are serving as a valuable resource to help many rural Americans including landlords and tenants. This program is designed to pay back rent and to avoid a possible homeless scenario. There was also dialog from USDA, several other Treasury, and HUD officials on how they are working to implement and amplify these resources. We also heard from the National Council of State Housing Agencies (NCSHA) and several other local government officials from around the nation on how they are encouraging rapid distribution of this funding.

Later Tuesday afternoon I had my monthly Zoom call with the Board of Directors from Pawnee Mental Health. Got an update on the monthly financials during the Finance Committee meeting, County of the Month this month was Marshall County, had an executive session on confidential data, got an Executive Director Report from Robbin Cole, a Program Report from Human Resource Director Craig Poe, and the results of a recent employee engagement and satisfaction survey. Other items of business were approval of an Executive Director Evaluation Tool, locations and possible hybrid meetings moving forward in the future, and an update on "Driving the Dream" from Di-Hinrichs-Toburen.

Sounds like Wednesday was a struggle, because of internet and phone issues due to Cox Communications. I think this is a great example once again for the need for better technology, wireless and broadband services for the area and the region, and that need grows even more by the day.

#### McKinley's Comments:

After our meeting Monday, I attended the Intergovernmental Luncheon. Rich Vargo reviewed the upcoming election and John Ford gave a presentation on the sales tax question that will be on the ballot. Other attendees gave an update on what they are working on.

Tuesday evening I gave a presentation on the sales tax question to the Riley City Council. I handed out the informational sheet we have made up and will be dropping some more off for them to have available at the city office. They were supportive to the issue and will promote it by sharing what the county posts to their Facebook.

Focke's Comments:

Monday I attended the Intergovernmental Luncheon meeting. Commissioner Ford made a presentation on the sales tax initiative, plus reports from other government agencies.

Tuesday I worked on the presentation that I will be giving next week on the sales tax initiative. Had a meeting with the meal preparation group at my church. We will be doing a partial opening of the dining room next month, but still using to-go boxes. The FIT Closet will be open. We will move the distribution to the front of the church, which is closer to fellowship hall and kitchen downstairs.

Wednesday I spent a lot of time on the phone with Christy Rodriguez on the Flint Hills Regional Planning Board financial issues. She has moved to Texas and is working diligently to get things in order for the next director. She hopes to be replaced by the end of November. I will have more conversations concerning the debt that occurred in 2010 at the startup of the organization.

### **Business Meeting**

3. Big Lakes Development Center Letter of Support

Move to sign a letter of support for Big Lakes Developmental Center, Inc. for a KDOT Application for Transportation Assistance Project for July 1, 2022 - June 30, 2023.

|                  |                                    |
|------------------|------------------------------------|
| <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              |

4. Big Lakes Developmental Center 2022 Budget-Agreement for Services-Appropriation of funds

Move to approve Big Lakes Developmental Center 2022 Budget-Agreement for Services-Appropriation of funds.

|                  |                                    |
|------------------|------------------------------------|
| <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              |

5. Riley County Shared Leave Request Form

Move to approve the Riley County Shared Leave Request Form.

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|------------------|------------------------------------|
| <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              |

Holeman presented a letter in support of Servicemember Agricultural Vocation Education Corp. (SAVE)'s application entitled "Training Center Building".

Move to approve the letter in support of Servicemember Agricultural Vocation Education Corp. (SAVE)'s application entitled "Training Center Building" using the FY American Rescue Plan Act Economic Adjustment Assistance and notice of Funding Opportunity.

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| <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              |

### Review Minutes

6. Board of Riley County Commissioners - Regular Meeting - Sep 27, 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

7. Tentative Agenda

**Press Conference Topics**

8. Discuss Press Conference
- Rich Vargo-Election

**9:00 AM**

**Clancy Holeman, Counselor/Director of Administrative Services**

9. Administrative Work Session

10. Witt O'Brien's LLC Professional Services Agreement

Holeman presented the Witt O'Brien's LLC Professional Services Agreement.

Move the Board authorize the Chairman to sign the Professional Services Agreement with Witt O'Brien's, LLC.

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|------------------|------------------------------------|
| <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              |

11. Approval in Principle of a License Agreement to be Signed by the Flint Hills Wellness Coalition; Permission from BOCC to Proceed with Pouring Slab of Concrete at Riley County Health Department Family and Child Resource Center

Holeman presented the FHWC Walk-In Cooler/Freezer request.

Nuss reported the freezer unit will be attached to the concrete slab. Nuss said the unit will be locked and security measures in place. Nuss stated any liability for the unit will be with the FHWC.

Move the Board approve the project described, in principle, upon the conditions described in today's Commission Agenda Report, and

FHWC be allowed to have the necessary concrete slab poured, before such license agreement is executed.

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| <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              |

12. Approve Final Contract Documents for Countywide Upgrade of Emergency Radio Communications System

Holeman presented the final contract for the Emergency Radio Communications Systems.

Move to approve the following documents:

1. Amendment 1 to Master Services Agreement;
2. Attachment A--Equipment List;
3. Attachment B--Spare Parts List; and
4. Attachment C--Table 4.a--A list of Routers Replaced During this Project.

|                  |                                    |
|------------------|------------------------------------|
| <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              |

9:20 AM

**John Ellermann, Public Works Director/County Engineer**

13. KDOT Local Road Safety Plan

Ellermann presented the KDOT Local Road Safety Plan.

Move to approve the Agreement with KDOT for the Local Road Safety Plan.

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|------------------|------------------------------------|
| <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              |

14. Request to fill an open Mechanic Technician II Position

Ellermann presented the request to fill the Mechanic Technician II Position.

Move to approve the Public Works Department advertise to hire the open Mechanic Technician II position.

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|------------------|------------------------------------|
| <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              |

The Board of County Commissioners signed a Riley County Position Action Form for a Mechanic Technician II, in the Public Works/Operations/Fleet Department, at a grade L.

**9:50 AM      Craig Cox, Deputy County Counselor**

15.    Alter Thomas Wiard Road Right-of-Way and Vacate a Portion of Thomas Wiard Road

Cox presented the Thomas Wiard Road right-of-way and vacate resolutions.

Move that the Board approve "Resolution No. 093021-43, Resolution providing for an order vacating a portion of Thomas Wiard Road in Riley County, Kansas" and "Resolution No. 093021-44, Resolution providing for an order altering the right-of-way of Thomas Wiard Road in Riley County, Kansas."

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|------------------|------------------------------------|
| <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              |

**10:05 AM      Julie Gibbs, Health Department Director**

Move to recess as the Board of County Commissioners and convene as the Board of Health.

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

16. Riley County Health Department request to fill a position

Gibbs presented the request to fill the FT clerk position for the Raising Riley Program.

Move to approve the request to fill this FT clerk position for the Raising Riley Program.

|                  |                                    |
|------------------|------------------------------------|
| <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              |

The Board of County Commissioners signed a Riley County Position Action Form for a Raising Riley Clerk, in the Health Department, at a grade G.

Move to recess as the Board of Health and reconvene as the Board of County Commissioners.

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

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

- 10:10 AM      17. 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 10:40 a.m.

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

10:40 AM

Move the Board of County Commissioners come out of executive session.

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

Move the record reflect action shall be taken consistent with the consensus reached in executive session.

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