



**Board of Riley County
Commissioners
Regular Meeting
Minutes
October 04, 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
David Adams	EMS/Ambulance Director	Remote	8:30 AM
Michele Reid	Payroll & Benefits Spec & HR Associate	Present	8:35 AM
Sam Hennigh	KMAN	Present	8:58 AM
Brad Jager	RCPD	Present	9:15 AM
Gregg Eyestone	Extension Agent	Present	9:30 AM
Amanda Smeller	Planning/Special Projects Director	Present	9:30 AM
Bob Isaac	Planner	Present	9:30 AM
Russel Stukey	Emergency Management Director	Present	9:56 AM
Laurie Harrison	Emergency Management Coordinator	Present	9:56 AM
Chuck Sexton	Flint Hills Veterans Coalition	Present	9:56 AM

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Ford's Comments:

Thursday I listened in on NACo's webinar "County Innovations to End Homelessness." Community Solutions and counties in the Built for Zero movement are working to end homelessness, and proving that it is possible. Conversation was data-driven thinking and a system-wide approach that can build a future where homelessness is rare overall and brief when it occurs. Half of the eighty-nine communities that form part of the Built for Zero movement have achieved measurable reductions, and fourteen have ended homelessness for a population by achieving a milestone known as functional zero. The discussion was very innovative on its approaches to measurably and equitably end homelessness around the country.

Friday night I took some time to go through the draft of the Riley County Land Development Regulations that the Planning Department has been working on and finishing for quite some time and will be discussing later in this morning's meeting. I think this is a solid document that will serve Riley County well for many years to come.

Congratulations once again to Manhattan High for beating Topeka Seaman Friday night 49-21 and unfortunately K-State came up short on Saturday verses Oklahoma 37-31, but hopefully a week off with help them get a little healthier and ready to go for the second half of the season versus Iowa State.

McKinley's Comments:

Set up some more meetings for the sales tax presentation.

Friday evening I attended the Manhattan High football game. First chance I had to see my grandson in the band. Manhattan looks to have a real good team this year.

Focke's Comments:

Friday I took some time and reviewed all the documents that I had received concerning the FHRC outstanding debt. I discussed this with our counselor, Clancy Holeman and forwarded him the documents. The concerns are that the organization may not be able to re-pay the debt, as it is a "not for-profit organization", supported by grants and funding from the counties in the region. He is going to review the situation and suggest some possibilities.

I was able to touch base after phone tag with the president of the Keats Lions Club. The sales tax presentation is scheduled for tonight at the

Keats Community Center. Wednesday, I'll be at the Westloop Business Assoc. in the afternoon.

Saturday I worked on organizing paperwork for the sales tax presentation. Went to a tailgate prior to the KSU football game, which I attended.

Sunday I continued to work on the sales tax presentation in the morning. In the afternoon/evening, I went with friends to the Kansas Association of Broadcaster Hall of Fame Banquet and honoree induction in Wichita. Two KSU educators were inducted into the KAB Hall of Fame, Steve Smethers, Director of the AQ Miller School of Journalism and Ralph Titus, known as the "Voice of Kansas State University" for 40 years. The two of them have educated hundreds of broadcasters throughout their careers. Dr. Smethers also received the Distinguished Service Award, which is their highest honor.

Business Meeting

3. National Community Planning Month Proclamation

Move to sign the proclamation declaring October as National Community Planning Month.

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

4. Action on Portable Communication Device Allowance Form(s)

Move to approve the Portable Communication Device Allowance Form and retro pay previous months' usage back to the start date.

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

- Tim Gresham, an As Needed Museum Assistant, in the Museum Department, for Separation from County Service, effective August 24,

2021.

- Lisa Jones, a new hire, as an As Needed Museum Assistant, in the Museum Department, at a grade As Need step 3, at \$11.11 per hour.
- Courtney Piemons, for a step change, as an AEMT, in the EMS/Ambulance Department, at a grade AEMT step 3, at \$14.80 per hour.
- Darren Ivey, an As Needed Museum Assistant, in the Museum Department, for Separation from County Service, effective August 24, 2021.

Review Minutes

6. Board of Riley County Commissioners - Regular Meeting - Sep 30, 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
- Rich Vargo-Elections

9:00 AM

Clancy Holeman, Counselor/Director of Administrative Services

9. Administrative Work Session

10. Pending County Projects County Counselor

Holeman reviewed projects on the Commission List.

11. Approval of Agreement with East Coast Risk Management, LLC

Holeman presented the Agreement with East Coast Risk Management LLC.

Move to approve the Agreement with East Coast Risk Management, LLC ("ECRM").

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

9:20 AM

Rich Vargo, County Clerk

12. Request To Fill As Needed Assistant Positions in County Clerk's Office

Vargo presented the request to fill the as-needed Clerical Assistant positions for elections and human resources.

Move to approve the As-needed Clerical Assistant positions for the Riley County Clerk's office.

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

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

- an As Needed Clerical Assistant - HR, in the Clerk Department, at a grade D.
- an As Needed Clerical Assistant - Election, in the Clerk Department, at a grade D.

9:30 AM

Press Conference

13. Presentation of retirement plaque to Cathy Willard - John Ford (2-3 minutes)

Will be rescheduled.

14. RCPD update - Captain Brad Jager (3-5 minutes)

Jager presented a RCPD update.

15. Downtown Manhattan update - Gina Scroggs (3-5 minutes)

16. Manhattan City Park guided tree walk - Gregg Eyestone (2-3 minutes)

Eyestone reported the City Tree Walk will take place on Thursday, October 7, 2021, 6:30 p.m. at Tree #1.

17. National Community Planning Month Proclamation - John Ford and Amanda Smeller (3 minutes)

Ford presented the National Community Planning Month Proclamation to Amanda Smeller.

Smeller said it is to recognize all those involved in community planning.

18. 2021 General Election - Rich Vargo (1-2 minutes)

Vargo reported the City/School General Election is Tuesday, November 2, 2021.

Vargo reported the voter registration book close on Tuesday, October 12, 2021 and Advance Voting begins Wednesday, October 13, 2021.

10:00 AM

Russel Stukey, Emergency Management Director

19. EM/RCFD#1 Staff Update

Harrison introduced Jame Samson as the new intern in the EM/RCFD #1.

Samson stated he is retiring from the army after 26 years and this is something he is interested in for his next career.

Stukey presented the EM/RCFD #1 staff report.

10:15 AM Chuck Sexton, Flint Hills Veterans Coalition

20. Flint Hills Veterans Coalition update

Sexton provided the Flint Hills Veterans Coalition update.

Sexton introduced Vern Turner and Melody Sexton, Coalition board members.

10:30 AM Amanda Smeller, Planning/Special Projects Director

21. Work Session - proposed Riley County Land Development Regulations

Smeller discussed the Land Development Regulations revisions.

Adjournment

Move to adjourn.

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