



**Board of Riley County
Commissioners
Regular Meeting
Minutes
October 07, 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
John Ellermann	Public Works Director/County Engineer	Present	8:30 AM
Julie Gibbs	Health Department Director	Remote	8:30 AM
Elizabeth Ward	Human Resource Manager	Present	8:33 AM
Michele Reid	Payroll & Benefits Spec & HR Associate	Present	8:33 AM
Sam Hennigh	KMAN	Present	9:00 AM
Amanda Smeller	Planning/Special Projects Director	Present	9:00 AM
David Adams	EMS/Ambulance Director	Present	9:17 AM
Kurt Moldrup	RCPD	Present	9:27 AM
Dennis Butler	RCPD	Present	9:27 AM
Russel Stukey	Emergency Management Director	Present	9:27 AM
Gary Fike	County Extension Director	Present	9:55 AM
Ron Fehr	City of Manhattan	Present	10:21 AM

Pledge of Allegiance

Public Comment

1. Public Comments

Gibbs reported the following:

CASES

We have been seeing around 8-10 cases per day so it is definitely slowed down. From yesterday's report, we had 49 new cases and 58 new recoveries since last week. We are currently monitoring 81 active

cases. Our percent positive has dropped from 3.58% to 3.12% giving us a 14 day average percent positive of 3.38% so we have been under 5% for 3 weeks now. There are 6 covid positive patients in the hospital, 3 of them are in the ICU.

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 (HD) every weekday. KDHE will be offering testing every weekday starting this upcoming Monday from 8:00 a.m.-5:00 p.m. at the mall. They will be offering rapid testing for symptomatic individuals and PCRs as well. We will continue to offer testing on Saturdays from 9:00 a.m.-12:00 (noon) at the HD, and this is for symptomatic or asymptomatic individuals. We will also still be testing any Riley County employees and all first responders who are symptomatic or close contacts through the health department. They can go to the mall and get tested if they choose to do so, but it will be faster if they just contact our screening line to do that. Along with all of this, our RADX team is offering testing at all of our upcoming remote vaccination clinics.

VACCINATIONS

Today we will be at USD 384, in Randolph, from 4:00-6:00 p.m. vaccinating students and staff. We will also be traveling to Riley and Leonardville in the next three weeks to host vaccine clinics.

BOOSTERS

We hosted a clinic last Thursday for those who are eligible to receive the third dose of Pfizer. We only had nineteen show up, which is about what we expected given the fact that most people that fit that criteria actually had the Moderna shot for their first doses. On that note, we still don't have any word on when Moderna will be approved for the third dose. We are expecting approval for kids 5-11 as Pfizer submitted data to the FDA for approval on September 28th. This could be approved by November so we have been in contact with the schools and have set up clinics on two Saturdays, one in November, and one in December to administer to the younger kids. Kids 4 and under recommendation will likely be coming in January.

FLU

We are also busy hosting flu clinics currently! We are doing all city employees today, tomorrow, and Friday. We will be administering to county employees on the 13th and to all USD 383 employees and families on the 15th. We have also started walk-in Wednesdays for the flu shot at the health department and I'm excited to announce we will be hosting our 9th annual Oktfluberfest on October 21st from 3:00-6:30

p.m. at the Family and Child Resource Center. We do have information out on our Facebook page and website, to include a reservation link so that you can schedule your own appointment on that day. We will administer the shots in the west end conference room and have other activities outside, weather permitting. We will also be traveling to other businesses in the area, administering the flu vaccine.

Commission Comments

2. Commission Comments

Ford's Comments:

Monday afternoon I did get a video shot done for the BOCC's opening introduction for Monday's Riley County Employee Day. A little choppy and repetitive by my standard, but since they can edit it, it wasn't in real time and it should turn out just fine.

Monday afternoon I also had my bi-weekly Community Leaders Zoom with K-State, City of Manhattan, Ascension Via Christi, Lafene Health Center, and the Riley County Health Department to continue to discuss and talk about the on-going Covid-19 response here locally. Booster shots, when and how those are going to play out were the major topic of discussion. Update on numbers, metrics and data were also discussed. Progression on what should be able to be expected moving forward was broadly discussed as well. Last item of discussion was what flu season may look like and how that will play a role in vaccine efforts as well. Overall as we speak things are really looking and trending in a positive direction at this point.

Tuesday afternoon I attended the Local Emergency Planning Meeting via Zoom. This is a quarterly meeting of all the local entities. Heard an update and review from an airport table exercise from Brandon Keazer and an active violence exercise review from Nathan Dixon. Got a National Inventory of Dams Review from Brian McNulty from the Corp of Engineers, and Integrated Preparedness Planning Workshop from Baldwin Fisher and the same Officers (Chair, Vice Chair and Secretary) were nominated for 2022.

Tuesday night was a beautiful night to attend "National Night Out" over in the City Park. Members, equipment, and personnel were available and onsite from the Riley County Police Department (RCPD), Manhattan Fire Department, Riley County Rural Fire District #1, Riley County EMS/Ambulance, Riley County Emergency Management, and the K-State Police Department. RCPD had their trailer out and was

grilling hamburgers, hot dogs, and other goodies, and it was very well attended by members of the community from all ages. Really a neat and cool event to say the least.

Wednesday afternoon had my regular Aggieville SPARK/ RCPD Substation conversation via Zoom. The majority of the dialog was and is still centered on finding the right financial resources to develop and put together a plan to move forward for the project.

McKinley's Comments:

Tuesday I attended the Plates and Pours, which was a tasting tour of downtown. Each restaurant had a small food sample and a drink. It was nice because I was able to try things at some places I had not been before. I enjoyed getting to go into 324 Speakeasy just to see what it looks like. It is very unique. There were a lot of people and everyone was enjoying the evening. Because I was doing a presentation at the Leonardville City Council later, I passed on most of the drinks.

I then went to the Leonardville City Council meeting and gave the presentation on the sales tax that will be on the ballot. They had some questions we were able to answer and overall it had a positive response. I handed out our flyer to everyone present. Earlier in the week I left copies of the flyer at Leonardville and Riley City Hall to be handed out.

Wednesday I attended the Military Relations luncheon. The speaker was Todd Holmberg who is the director of McCain Auditorium. He showed some pictures of the addition that is just now being completed on the west side of McCain. It is a two story addition with meeting rooms and offices on the second floor. The main floor has expanded the restrooms and lobby, which both were greatly needed. They usually have thirty performances in a school year and after nothing last year they have twelve events scheduled this year. He also discussed what things they do, that coordinate with military families.

This Saturday is the Riley Fall Festival, which will be celebrating Riley's sesquicentennial a year late. Events start at 8:00 a.m. and last until 11:00 p.m. The festival includes a car show, BBQ contest, pie contest, open house at the grade school addition and remodeling, beard contest, cornhole tournament, parade, and other events. Should be a great day for the whole family.

Focke's Comments:

Monday evening I did a tax presentation for the Keats Lions Club. It was well received by about fifteen people. It's a good group of people and they were supportive. I was able to plug into their flat screen TV in the Community Room so it presented well.

Tuesday I attended the Community Tour of Fort Riley for the day. The guided tour (by bus) included:

- Historical brief at the museum site. It is under renovation, so we had a presentation by the museum director in the area of the review field and the historical houses. He went through the history of Fort Riley and many limestone buildings that have been repurposed throughout the years
- Driving tour of Camp Funston, the first camp that was established during WW1.
- 1st Infantry Division Headquarters: Presentations by various personnel about the many aspects of Fort Riley and how it benefits the soldiers and community.
- Lunch at the Devil's Den Restaurant - really good food with lots of variety, from very healthy to not so healthy.
- Training Campus Tour including climbing on a tank and a howitzer. We toured various facilities. The best part was firing rifles and hand guns (lazar) and going inside the virtual training capsules for the tanks and howitzers. We also did a virtual Humvee drive in the desert with a gunner and guns in the passenger seats shooting trucks, tanks, and enemy combatants. Lots of fun.
- Driving tour of Camp Forsyth and various housing areas.

It was a very full day and very informative. Fort Riley is going to do more of these tours for the community and I'd encourage people to take advantage of the opportunity.

Wednesday I made a tax presentation at the Westloop Business Association, at the Fellow, that was well attended. Other presentations were made by George Kandt of the Chamber of Commerce, Kyle Schudy of Tommy's Express Car Wash, which will be open in November, either the week before Thanksgiving or the week after.

There were some good questions and comments about the tax proposal and flyers were available to people.

Bewitching will be returning in person this year in Westloop on October 29th from 4:00-6:00 p.m. So far they have 30+ treat stops.

Business Meeting

3. Equipment Lease Recommendations

Move to accept these proposals and annual rental rates as listed:

- Murphy Tractor - Mini Track Loaders (3) at \$8,500.00 each
- Murphy Tractor - Rubber-tire Skid Loader (1) at \$6,500
- KanEquip, Inc - Wheel Loader (1) at \$20,000.00 per year for two years.

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

4. Sign a Tax Roll Correction

Move to approve the Tax Roll Correction.

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

5. Shared Leave Donation Form(s)

Move to approve the Shared Leave Donation Forms.

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

6. Sign Riley County Personnel Action Form(s)

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

- Jame Sampson, a new hire, as an Emergency Management Intern, in the Emergency Management Department, at a grade Intern.
- Rachel Chapman, a Child Care Surveyor I, in the Health Department, for Separation from County Service, effective October 15, 2021.

7. Approve payroll/accounts payables (when completed)

Move to approve the payroll vouchers in the amount of \$593,461.64 and the following warrant vouchers for October 8, 2021:

2021 Budget

County General	\$279,264.70
Health Department	84,012.31
Motor Vehicle Operations	3,897.76
Community Corrections	16,109.99
Capital Improvements Fund	668.75
Economic Development	16,523.25
Emergency 911	160,822.08
Solid Waste	7,147.70
County Building	2,620.60
RCPD Levy/Op	13,470.76
Landfill Closure	1,588.04
Riley Co Fire Dist #1	4,660.78
University Park W&S	348.79
Fairmont Heights Cap Proj	48,342.20
Valleywood Operations	163.76
Konza Water Operations	918.00
TOTAL.	\$640,559.47

2020 Budget

Road & Bridge Cap Project	\$4,431.25
TOTAL.	\$4,431.25

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

Review Minutes

8. Board of Riley County Commissioners - Regular Meeting - Oct 4, 2021
8:30 AM

Move to approve the minutes.

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

Review Tentative Agenda

9. Tentative Agenda

Press Conference Topics

10. Discuss Press Conference

9:00 AM Amanda Smeller, Planning/Special Projects Director

11. Resolution establishing a Code of Conduct

Smeller presented the code of conduct for elected and appointed officials.

Move to approve "Resolution No. 100721-45, A Resolution establishing a code of conduct for elected and appointed officials, employees and agents of Riley County, Kansas including the letter to the State Community Development Department."

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

9:15 AM Michael Boller, Noxious Weed Director

12. Noxious Weed Staff Update

9:30 AM John Ellermann, Public Works Director/County Engineer

13. EMS Headquarters Station RFQ

Ellermann presented the EMS Headquarters Station RFQ.

The Board discussed the RFQ.

Move to approve to advertise for RFQs for the EMS Headquarters Station.

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

9:50 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

14. Riley County Health Department request for approval to fill a full time position in CCL department.

Gibbs presented the RCHD personnel request.

Move to approve the request to fill this full time position within the Child Care Licensing Program.

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 a Child Care Surveyor I, in the Health Department, at a grade L.

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

10:00 AM Amanda Smeller, Planning/Special Projects Director**15. Planning & Development - Staff Update**

Smeller presented the Planning and Development Department update.

16. Economic Development Advisory Board - proposed Resolution

Smeller presented the draft Economic Development Advisory Board resolution.

McKinley discussed the Advisory Board terms and membership.

Focke discussed two extension staff on the committee.

Smeller and Holeman agreed to bring back a revised draft with the suggested changes.

10:15 AM Clancy Holeman, Counselor/Director of Administrative Services**17. Administrative Work Session**

Holeman updated the Board on the Commission List projects.

10:30 AM Ron Fehr, Manhattan City Manager**18. Manhattan City General Update**

Fehr presented the City of Manhattan general update.

Adjournment

Move to adjourn.

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