



**Board of Riley County
Commissioners
Regular Meeting
Minutes
October 21, 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
Lori Muir	Real Estate Specialist	Present	8:30 AM
Christian Bright	Manhattan Mercury	Present	8:30 AM
Tami Robison	Budget and Finance Officer	Present	8:30 AM
Craig Cox	Deputy County Counselor	Present	8:30 AM
John Ellermann	Public Works Director/County Engineer	Present	8:36 AM
Elizabeth Ward	Human Resource Manager	Present	8:37 AM
Julie Gibbs	Health Department Director	Present	8:55 AM
Sam Hennigh	KMAN	Present	9:07 AM
Phil Anderson		Present	9:35 AM
Cory Meyer	Network Administrator	Present	9:41 AM
Dennis Butler	RCPD Director	Present	10:10 AM
Rob Ott	City of Manhattan	Present	3:52 PM
Stephanie Peterson	MPO	Present	4:00 PM
Ron Fehr	City of Manhattan	Present	4:00 PM
Wynn Butler	City of Manhattan	Present	4:00 PM
Mark Hatesohl	City of Manhattan	Present	4:00 PM
Amanda Smeller	Planning/Special Projects Director	Remote	4:05 PM

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Ford's Comments:

Thursday morning post meeting I went over and advance voted in the upcoming municipal election. Once again fast, quick, and personable service through the process. It's really the most effective way to vote in my opinion but more importantly, however you chose to do so it's important that you do vote in these elections.

Also on Thursday I attended the retirement reception for Cathy Willard in the Appraiser's Office. Cathy has always been a very friendly person in that office when you walk in and she will be missed by everyone, and I certainly wish her well moving forward.

Again Thursday afternoon I attended the dedication ceremony and project announcement for the North Campus Corridor Edge Collaboration District at the new Shamrock End Zone at Bill Snyder Family Stadium. Among the speakers were Kansas Secretary of Transportation, Julie Lorenz; City of Manhattan, Mayor Wynn Butler; Assistant City Manager, Jason Hilgers; K-State President, Richard Myers; K-State Athletic Director, Gene Taylor; and K-State Foundation President, Greg Willems. Very well attended event, and there is a lot of excitement for what the future holds in this important and vital district.

Thursday evening I attended a special meeting of the Riley County Law Board to discuss the retirement of current Director Dennis Butler and to discuss and start plotting the path forward to seek out and find his replacement. A lot more on this to come moving forward.

Saturday night I attended the K-State-Iowa State game. Beautiful evening for a game and it was great catching up with friends. Wish the score and outcome would have been different.

Monday through Wednesday I attended the 46th Annual Kansas Association of Counties Conference and Exhibition in Overland Park, Kansas. Really had a great time, very informational workshops, and presentations. Had the opportunity to present with Julie Gibbs for one of those workshops "Your County Health Department and Why It Matters" The discussion centered around what goes into maintaining a positive relationship between county health officials and elected commissioners. It went really well and got a lot of compliments for

presenting. This conference serves as an excellent networking event. Kansas counties have a lot of challenges to face, but we have really good, and compassionate people that can work through them moving forward.

Monday afternoon I attended via Zoom the monthly meeting of the Riley County Law Board. Got caught up on a lot of updates including the Monthly Crime Report and the 2020 Annual Use of Force. Also got an update from the Fraternal Order of Police, Community Advisory Board, Records Service and Credit Card Payment options for RCPD. Also the American Rescue Plan and the 2020 Crime Index were discussed as well. The meeting was held in person at the city offices in Riley.

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 staff from Riley County. I got an update on numbers, and started discussing both the Pfizer and Moderna booster shots and what the logistics of the shots, and possible clinics will be.

Was very saddened to hear of the passing of General Collin Powell earlier in the week. I didn't always agree with every decision he made, but since my early teenage days I always thought he was a man of great integrity, strength, and character. So very glad I had the opportunity last March to hear him speak in person. America truly lost a great man with his passing.

Lastly, I wanted to give a shout out to Roger and Kim Davis, volunteer firefighters for the Riley County Fire Dept. for being on WIBW's "Salute Our Heroes". Always love seeing Riley County employee's and staff getting recognized and honored.

McKinley's Comments:

Last Thursday after our meeting I stopped in at the reception for Cathy Willard's retirement from the Appraiser's Office. I talked to her for a little while about her years here at the county.

Thursday afternoon I attended the Edge Collaboration District, formerly known as the North Campus Corridor. This was held in the Shamrock Zone at the stadium, which is very impressive. There were speakers from KDOT, the City of Manhattan, and Kansas State. They discussed the projects that have been completed and the projects to be done including the section of Kimball from Denison to N. Manhattan, which was closed this week. The remaining projects are mostly along Denison. The object of all this work is to draw in more industry and

research to the area.

Later Thursday I attended the NBAF Community Liaison Group. They updated us on the progress of the facility. They are still in the phased transition from Homeland Security to USDA. The construction is scheduled to be completed in the spring of 2022. The transfer of the science mission will be starting in April next year. One of the things they mentioned is that some of the water used in the facility will be filtered and used to water the landscaping.

Thursday evening I gave a sales tax presentation to the volunteer firefighters that were doing a training operation in Randolph.

Saturday I attended the K-State football game. The weather was great, the crowd was great, the game, not so much!

Monday thru Wednesday this week I attended the KAC Conference in Overland Park. I heard a lot of good speakers and was able to spend time discussing things with commissioners from other counties.

Wednesday evening I returned by way of Leavenworth and picked up our oldest granddaughter to come spend a few days with us.

Focke's Comments:

Thursday, October 14th I attended the special Law Board Meeting to discuss personnel matters concerning replacing Director Butler. Executive sessions were held. Other business was not brought forward.

Friday I attended the FHRC meeting via Zoom in the morning. It was a special meeting that incorporated the Economic Development Steering Committee. Results from a survey taken of the membership target 1) business support; 2) talent and attraction; and support of innovation, as the top priorities for the steering committee. There is a new grant that has been received that will benefit Junction City/Geary County.

Monday - Wednesday the commissioners attended the KAC Annual Conference in Overland Park. At noon on Monday, there was the regular monthly Law Board meeting that was held in Riley. I attended by Zoom. The conference had many educational presentations, including a key note presentation on Tuesday. That afternoon many vendors were present in the exhibition hall. It was an excellent conference with about 350 in attendance.

Business Meeting

3. Sign Tax Roll Corrections

Move to approve the reversal of the attached Tax Roll Corrections signed on September 2, 2021.

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. 2021 Audit Engagement Letter and County Contractual Provisions

Move to approve the 2021 Audit Engagement Letter and County Contractual Provisions with James Gordon & Associates CPA, P.A.

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

6. Order to Credit Allowed Claim to Delinquent Taxes

Move to approve the order to credit allowed claim to delinquent taxes.

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

- Dale Cheryl Collins, Museum Director, in the Museum Department, for

- Separation from County Service, effective September 15, 2021.
- Aric Horn, a new hire, as a Public Works Operator II, in the Public Works/Operations Department, at a grade I step 4, at \$19.18 per hour.
 - Dominic Morot, a new hire, as a Traffic Control Technician I, in the Public Works/Operations Department, at a grade H step 3, \$17.70 per hour.
 - William Bright, a new hire, as a Public Works Operator II, in the Public Works/Operations Department, at a grade I step 4, \$19.18 per hour.
 - Chantelle Constable, a new hire, as a Covid Contact Tracer, in the Health Department, at a grade B step 9, at \$15.80 per hour.
 - Sherry Moran, a Licensed Practical Nurse - LPN, in the Health Department, for Separation from County Service, effective October 22, 2021.
 - Stefanie Kastner, a new hire, as an As Needed Clerical, in the Planning & Development Department, at a grade D step 1, at \$13.60 per hour.
 - Mallory Breeden, a new hire, as a Public Health Nurse, in the Health Department, at a grade S step 1.
 - Kevin Howser, an IT/GIS Director, in the IT/GIS Department, for Separation from County Service, effective October 25, 2021.

8. Approve payroll/accounts payables (when completed)

Move to approve the payroll vouchers in the amount of \$533,528.16 and the following warrant vouchers for October 22, 2021:

2021 Budget

County General	\$654,882.91
Health Department	\$85,965.71
County Auction	\$546.63
Motor Vehicle Operations	\$3,899.34
Community Corrections	\$8,273.58
Capital Improvements Fund	\$32,571.00
Economic Development	\$342.00
Emergency 911	\$672.33
Solid Waste	\$180,805.13
County Building	\$21,486.31
Road & Bridge Cap Project	\$2,344.53
RCPD Levy/Op	\$3,794.96
Landfill Closure	\$1,112.72
Riley Co Fire Dist #1	\$28,565.83
University Park W&S	\$6,960.27
Hunters Island Water District	\$1,091.84
Carson Sewer Benefit Dist	\$274.78

Deep Creek Sewer	\$1,019.70
Moehlman Bottoms	\$659.71
Valleywood Operations	\$1,338.87
Terra Heights Sewer	\$2,602.58
Konza Water Operations	\$3,799.30
Lakeside Heights Sewer	\$63.36

TOTAL. \$1,043,073.39

2020 Budget

Capital Improvements Fund	\$192,418.14
County Building	\$1,498.10

TOTAL. \$193,916.24

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

Review Minutes

9. Board of Riley County Commissioners - Regular Meeting - Oct 14, 2021
8:30 AM

Move to approve the minutes.

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

Review Tentative Agenda

10. Tentative Agenda

Press Conference Topics

11. Discuss Press Conference

- Rich Vargo - General Election

9:00 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:	Kathryn Focke, County Commissioner
AYES:	Ford, Focke, McKinley

12. RCHD PHEP Coordinator to attend NACCHO Conference in November

Move to approve the Out of State Travel Request for the RCHD PHEP Coordinator to attend NACCHO Conference in November.

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

13. Riley County Health Department request for approval to fill a full time RN position in the clinic.

Move to approve to fill the full time RN position in the clinic.

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 Public Health Nurse - Clinic, in the Health Department, at a grade S.

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

9:30 AM Clancy Holeman, Counselor/Director of Administrative Services

14. Administrative Work Session

15. Approve Annual Legislative Conference Agenda

Holeman presented the proposed Riley County Legislative Conference agenda.

9:50 AM Elizabeth Ward, Human Resource Manager and Phil Anderson, Museum Board of Trustees

16. Request to Appoint Interim Director of Historical Museum

Move to appoint Allana Saenger-Parker as the Interim Director of the Historical Museum until such time as a permanent replacement is selected.

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 Personnel Action Form for Allana Saenger-Parker, for other, as an Interim Director, in the Museum, at a grade BB, effective October 22, 2021.

17. Request to Appoint Interim Director of IT/GIS

The Board of County Commissioners move to approve the recommendation to appoint Cory Meyer as the Interim Director of IT/GIS until such time as a permanent replacement is selected.

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 Personnel Action Form for Cory Meyer, for other, as an Interim Director, in the IT/GIS Department, at a grade FF, effective October 22, 2021.

10:15 AM Dennis Butler, RCPD Director

18. RCPD update

Butler presented an RCPD update.

10:30 AM Clancy Holeman, Counselor/Director of Administrative Services

10:30 AM 19. Executive session to discuss a performance matter involving non-elected personnel

The Board of County Commissioners move that the County Commissioners, including Chairman Ford, Commissioner McKinley, and Commissioner Focke, with Clancy Holeman, Riley County Counselor, Rich Vargo, Riley County Clerk and Elizabeth Ward, Human Resource Manager, recess into executive session on a performance matter of non-elected personnel, an exception to the Kansas Open Meetings Act and to protect the privacy of the employee, the open meeting to resume in the County Commission Chambers at 11:00 a.m.

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

11:00 AM Move the Board of County Commissioners come out of executive session.

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

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

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

11:00 AM Clancy Holeman, Counselor/Director of Administrative Services

- 11:00 AM 20. Executive session to discuss a performance matter involving non-elected personnel

Move that the County Commissioners, including Chairman Ford, Commissioner McKinley, and Commissioner Focke, with Clancy Holeman, Riley County Counselor, Rich Vargo, Riley County Clerk and Elizabeth Ward, Human Resource Manager, recess into executive session on a performance matter of non-elected personnel, an exception to the Kansas Open Meetings Act and to protect the privacy of the employee, the open meeting to resume in the County Commission Chambers at 11:30 a.m.

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

- 11:30 AM Move the Board of County Commissioners come out of executive session.

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

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

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

Adjournment

Move to adjourn after the Joint City/County/County Meeting at 4:00 p.m.

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

4:00 PM

Joint City/County/County Meeting (at County Offices)

21. City/County/County Meeting Agenda

Peterson presented the Flint Hills Metropolitan Planning Organization Travel Demand Model.

Ott said KDOT has reviewed the models presented and agreed with the analysis.

Peterson stated the model is updated every five years.

Ford stated the model shows the improvement emphasis should be on Highway 24.

Ott said the City of Manhattan priorities are north Manhattan and Aggieville.

Ott stated the local consult with KDOT is US 24 six lane upgrade and wrap up the Seth Childs corridor study and US 24 from the mall entrance to Marlatt Avenue or further.

Ford said from the counties perspective it will depend on if sales tax is available.

Ford stated for Riley County the bridge priority would be extended from Scenic Drive over the river. Ford said the Scenic Drive interchange was designed to extend to a bridge over the river.

Fehr discussed federal funding being available for ITS technology for road systems.

Fehr discussed improving the Blue River Road improvements and the Barnes Road Bridge.

Hatesohl asked if Scenic Drive was designed to be four lanes easily.

Ott stated not easily, but easement is available.

Focke asked about the design plan at Colbert Hills.

Ott said a design plan has begun for a modernized round-about.

Butler asked, what is the status of the second bridge?

Peterson stated the bridge was not submitted by county staff as a priority, but the 4-lane was. Peterson said we will find out at the November Policy Board Meeting.

Ford said he will be voting for the Highway 24 improvements.

Peterson said the Pottawatomie County staff did not submit the bridge as a priority.