



**Board of Riley County
Commissioners
Regular Meeting
Minutes
November 08, 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	Remote	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
Christian Bright	Manhattan Mercury	Present	8:30 AM
Kevin Bellamy		Present	8:30 AM
Elizabeth Ward	Human Resource Manager	Present	8:34 AM
Julie Gibbs	Health Department Director	Present	8:59 AM
Craig Cox	Deputy County Counselor	Present	9:21 AM
Michael Boller	Noxious Weed Director	Present	9:30 AM
Alvin Perez	Public Works Operations/Fleet Manager	Present	9:52 AM
Russel Stukey	Emergency Management Director	Present	10:09 AM
Perry Piper	Environmental Health Specialist	Present	10:20 AM
Allana Saenger	Interim Museum Director/Curator of Design	Present	10:52 AM
Dawn Munger	Museum Collections Curator	Present	10:52 AM
David Adams	EMS/Ambulance Director	Present	11:18 AM
Joshua Gering	EMS/Ambulance Assistant Director	Present	11:37 AM
Amanda Smeller	Planning/Special Projects Director	Present	10:25 AM
Amy Manges	Register of Deeds	Remote	12:00 PM
Shilo Heger	Treasurer	Remote	12:00 PM

Pledge of Allegiance

Public Comment

1. Public Comments

Bellamy discussed the petition he filed with the county clerk for ambulance services in the north county. Bellamy stated the residents of the north county need the Board's help in providing the service.

Bellamy stated he believes the current staff does an excellent job. Bellamy said this is just a logistical matter.

Holeman asked the Board to add two executive sessions today at 1:30 p.m. and 2:45 p.m. for the purposes of interviews of non-elected personnel.

Move to add two executive sessions today at 1:30 p.m. and 2:45 p.m. for the purposes of interviews of non-elected personnel.

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

Commission Comments

2. Commission Comments

Ford's Comments:

Monday afternoon I zoomed in on the latest Community Leaders Meeting. Got an update from RCHD, K-State, Lafene Health Center, Ascension Via Christi, amongst others. Talk about the vaccine mandate impacts both at the University, private, health, and medical sectors moving forward. Discussed the timeline for the possible vaccinations of 5-11 year olds and discussed some ongoing discussions that are taking place in Colorado as well. We will meet as a group again on November 18th.

Also Monday afternoon I spent some time going through the NACo Community Economic Development and Workforce steering committee's upcoming legislative priorities and survey to start developing what we want to work with the U.S. Congress moving forward and into 2022.

Tuesday of course my eyes were on the local elections. Extremely happy and pleasantly surprised by the passage of the sales tax. Getting 66% to vote yes is amazing, and I certainly appreciate everyone who worked so diligently to make this happen and to the voters who put

their faith in this sales tax for the next 5 years, I'm extremely confident we won't let you down. I also want to congratulate everyone who won seats on the local school boards and city races in Riley County and say thanks to everyone who ran in this election cycle as well.

Thursday afternoon I listened in on the NACo membership call with the Centers for Medicare and Medicaid Services (CMS) and the Occupational Safety and Health Administration (OSHA) who published new regulations in the federal register that require all health care workers to be vaccinated and require employers with 100 or more employees to ensure their workforce is vaccinated or submit to weekly testing. Both regulations will go into effect on January 4, 2022.

Friday afternoon I spoke with Director Dennis Butler and Assistant Director Kurt Moldrup from RCPD via Zoom on a couple of items that have come up before our RCPD Law Board meeting on November 15th. Appreciated both gentlemen's time on such quick notice.

Congratulations first goes out to my Atlanta Braves winners of the 2021 World Series over Houston 4 games to 2. It's been 26 years since their last Championship and I couldn't be more proud. Also for K-State's win Saturday 35-10 vs Kansas securing a 13th straight win and keeping the Governor's Cup in Manhattan and lastly Manhattan High School for their last second win Friday night at home vs Gardner-Edgerton 38-35 to reach the Class 6A Quarterfinals vs Lawrence High.

McKinley's Comments:

After our meeting last Monday, I met with Elizabeth to go over several things we have been working on.

After being notified of John's positive test, I skipped any meetings until after I had a negative test Thursday afternoon.

Thursday evening I attended the K-State basketball game. The new players looked promising.

Saturday went to Larry to watch our annual beat down of KU football team. Not a large crowd, but plenty of purple. They had some announcements celebrating that their stadium is 100 years old. It shows every bit of the age.

Sunday evening I attended the Riley County 4-H Achievement Celebration. This was to recognize the members that had earned awards this year. They also acknowledged all the parents and leaders who put in a lot of work through the year.

Focke's Comments:

Monday, November 1st after the BOCC meeting I went with my daughter to Kansas City for an appointment.

Tuesday I went for a COVID test at the Health Department. The rapid test was negative and the saliva test came back negative as well.

Attended the Huck Boyd Lecture at KSU that featured speakers and a panel discussion of Indigenous People. It was a very interesting discussion.

Later that afternoon, I attended the Common Table meeting at the Methodist Church.

Wednesday I attended the Westloop Business Association. Presentations were made by the Flint Hills Job Corps, Aaron Estabrook concerning KERA (Kansas Emergency Rental Assistance) and Karen Hibbard of the Chamber who discussed upcoming holiday events in the community. November 26th is the Festival of Lights and downtown carriage rides that will be available December 4th-19th. Craig of the Salvation Army discussed needing volunteers for the “Red Kettle Corp”. Ed Klimek discussed the Westloop trick or treat activity last week. There were 45 treat stops and many children and parents. The new business in Plaza West is “LEAP”, which is going to be an indoor trampoline park with a 10 lane bowling alley located in the former Genesis location. LEAP is owned by Genesis. I had bell choir practice that evening.

Friday I got a second COVID test. The rapid test was negative and saliva test results take a few days.

Business Meeting

3. Rose Hill Rd. Bridge Replacement Project- Contract for Construction Engineering by Riley County

Move to approve the Contract for Federal-Aid Construction Engineering (Force Account Agreement) with the Secretary of Transportation of the State of Kansas for the Rose Hill bridge replacement project.

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

4. 2021 CIP Authorization-PW Power Broom Replacement

Move to approve the CIP Project Funding Authorization Form for a power broom for the Public Works Department in the amount of \$43,000 and the purchase authorization approved on October 28, 2021.

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

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

Move to approve the Portable Communication Device Allowance Form.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	John Ford, 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:

- Sheri Welch, a Medical Clerk, in the Health Department, for Separation from County Service, effective October 29, 2021.
- Allison Oberle, a new hire, as an As Needed Clerical Assistant, in the Clerk's Department, at a grade D step 1, at \$13.60 per hour.
- Kirsten Bundy, a new hire, as a Medical Clerk, in the Health Department, at a grade G step 3, at \$16.86 per hour.
- Sydney Dick, a new hire, as an EMT, in the EMS/Ambulance Department, at a grade EMT step 2, at \$14.30 per hour.
- Hannah Coates, a new hire, as an EMT, in the EMS/Ambulance Department, at a grade EMT step 2, at \$14.30 per hour.
- Alex Snyder, a new hire, as an Paramedic, in the EMS/Ambulance Department, at a grade Para step 3, at \$17.76 per hour.
- Ryan Markvicka, a new hire, as an EMT, in the EMS/Ambulance Department, at a grade EMT step 2, at \$14.30 per hour.
- Kodi Smith, a new hire, as an EMT, in the EMS/Ambulance Department, at a grade EMT step 2, at \$14.30 per hour.

- Julio Torres, a new hire, as an EMT, in the EMS/Ambulance Department, at a grade EMT step 2, at \$14.30 per hour.
7. Discuss Joint City/County/County Meeting Agenda
 8. Discuss Intergovernmental Luncheon
 9. Approve payroll/accounts payables (when completed)

Move to approve the payroll vouchers in the amount of \$563,050.08 and the following warrant vouchers for November 5, 2021:

2021 Budget

County General	\$396,424.77
Health Department	162,175.62
Court Technology	362.00
Register Deeds Tech Fund	277.69
County Auction	126.00
Motor Vehicle Operations	11,770.00
Community Corrections	20,469.19
Capital Improvements Fund	82,848.00
Economic Development	8,830.32
Emergency 911	11,970.22
Solid Waste	9,827.72
County Building	5,676.22
Road & Bridge Cap Project	128,590.87
RCPD Levy/Op	13,526.43
Landfill Closure	639.73
County Bond & Interest	14,529.00
Riley Co Fire Dist #1	11,157.07
University Park W&S	1,682.44
Hunters Island Water District	1,696.40
Carson Sewer Benefit Dist	1,633.28
Deep Creek Sewer	160.30
Moehlman Bottoms	982.29
Valleywood Operations	95.06
Terra Heights Sewer	83.85
Konza Water Operations	5,001.92
TOTAL.	\$890,536.39

2020 Budget

Road & Bridge Cap Project \$1,782.50

TOTAL. \$1,782.50

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

Review Minutes

10. Board of Riley County Commissioners - Regular Meeting - Nov 1, 2021
8:30 AM

Move to approve the minutes.

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

Review Tentative Agenda

11. Tentative Agenda

Press Conference Topics

12. Discuss Press Conference

9:00 AM

Rich Vargo, County Clerk

13. Year to date budget and expenditure reports

Vargo presented the year to date budget and expenditure reports.

9:15 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:	Greg McKinley, County Commissioner
SECONDER:	Kathryn Focke, County Commissioner
AYES:	Ford, Focke, McKinley

14. RCHD Child Care Licensing Surveyor Position Description Change

Gibbs presented the Child Care Licensing Surveyor position description.

Move to approve the edited position description for the Child Care Surveyor position and the request to fill the position.

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

9:20 AM

Elizabeth Ward, Human Resource Manager

15. Appointed Department Head Annual Performance Evaluation Process and Scheduling

Ward presented the annual department head evaluation process and elected officials presentation of goals and accomplishments.

9:30 AM Press Conference

9:40 AM Amanda Smeller, Planning/Special Projects Director

16. Planning & Development - Staff Update

Smeller presented the Planning and Development staff update.

Smeller discussed the proposed driveway standards in the unincorporated areas of Riley County for only new homes.

9:50 AM Michael Boller, Noxious Weed Director

17. Riley County Noxious Weed Staff Update

Boller presented the Noxious Weed/HHW staff report.

10:00 AM John Ellermann, Public Works Director/County Engineer

18. Request to write off Account Receivable

Ellermann presented the request to write off accounts receivables.

Move to approve the amount of \$974.29 be written-off from the account receivable for Solid Waste.

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

19. 2019 Equipment & Vehicle Internet Auction

Ellermann presented the 2021 Equipment & Vehicle Internet Auction.

Move to authorize staff to move forward and to authorize Public Works to contract with Purple Wave, Inc, of Manhattan, Kansas to conduct an "Internet Only" public auction to sell surplus vehicles and equipment and to begin the process to dispose of surplus property.

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

20. Lakeside heights Benefit District Supplemental Agreement

Ellermann presented the Lakeside Heights Benefit District Supplemental Agreement.

Move to approve the supplemental agreement with SMH Consultants for \$2,720.00.

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

21. Public Works Project Update

Ellermann presented the Public Works project update.

10:25 AM Amanda Smeller, Planning/Special Projects Director

22. Authorize Chairman to sign agreement creating restrictive covenants at 9521 Lakeshore Drive

Smeller presented the agreement creating restrictive covenants at 9521 Lakeshore Drive.

Move to approve the Agreement Creating Restrictive Covenants for 9521 Lakeshore Drive.

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

23. Authorize Chairman to sign agreement creating restrictive covenants at 9280 Barton Road

Smeller presented the agreement creating restrictive covenants at 9280 Barton Road.

Move to approve the Agreement Creating Restrictive Covenants for 9280 Barton Road.

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

10:40 AM Clancy Holeman, Counselor/Director of Administrative Services

24. Administrative Work Session

25. Pending County Projects County Counselor

Holeman discussed last Thursday's publication on the Interim Rule and Comment on vaccination requirements and Emergency Technical Standards and their requirements.

Holeman stated staff is reviewing the documents to see if each of the separated federal rules apply to Riley County.

11:00 AM Allana Saenger, Interim Director/Curator Riley County Historical Museum and Dawn Munger, Curator of Collections

26. Riley County Historical Museum Staff Update

Saenger presented the Museum update.

Munger discussed the Kansas Museums Association Conference.

11:15 AM Greg McHenry, Appraiser

27. County Appraiser's Office Report

McHenry presented the Appraiser's Office report.

11:40 AM David Adams, EMS/Ambulance Director**28. EMS Response Information Regarding North Riley County**

Adams presented the EMS/Ambulance response information for north Riley County.

The Board discussed the information.

McKinley said we do need to serve all the county and do this all at the same time.

Focke thanked staff for bringing this to the commission.

12:00 PM County Officials Luncheon**29. County Official's Luncheon Agenda**

Smeller discussed Comp Plan 101.

1:30 PM Executive Session

1:30 PM

Move that the County Commissioners, including Chairman Ford, Commissioner McKinley, and Commissioner Focke, along with Elizabeth Ward, Human Resource Manager; Rich Vargo, County Clerk; and Clancy Holeman, Riley County Counselor, attorney for the commission, recess into executive session pursuant to the non-elected personnel matters, an exception to the Kansas Open Meetings Act to conduct an interview with an applicant for the position of IT/GIS Director, discuss compensation and possibly make a conditional offer of employment, and to protect the privacy of the applicant, the open meeting to resume in the County Commission Chambers at 2:30 p.m.

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

2:30 PM

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

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

Move the record reflect no binding action was taken during the executive session.

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

Executive Session

2:30 PM

Move that the County Commissioners, including Chairman Ford, Commissioner McKinley, and Commissioner Focke, along with Elizabeth Ward, Human Resource Manager; Rich Vargo, County Clerk; and Clancy Holeman, Riley County Counselor, attorney for the commission, recess into executive session pursuant to the non-elected personnel matters, an exception to the Kansas Open Meetings Act to protect the privacy of the applicant, the open meeting to resume in the County Commission Chambers at 2:45 p.m.

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

2:45 PM

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

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

2:45 PM Executive Session

2:45 PM

Move that the County Commissioners, including Chairman Ford, Commissioner McKinley, and Commissioner Focke, along with Elizabeth Ward, Human Resource Manager; Rich Vargo, County Clerk; and Clancy Holeman, Riley County Counselor, attorney for the commission, recess into executive session pursuant to the non-elected personnel matters, an exception to the Kansas Open Meetings Act to conduct an interview with an applicant for the position of Museum Director/Curator, discuss compensation and possibly make a conditional offer of employment, and to protect the privacy of the applicant, the open meeting to resume in the County Commission Chambers at 3:45 p.m.

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

3:45 PM Move the Board of County Commissioners come out of executive session.

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

Adjournment

Move to adjourn.

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