



**Board of Riley County
Commissioners
Regular Meeting
Minutes
November 18, 2021**

115 North 4th Street
Manhattan, KS 66502
www.rileycountyks.gov

Cindy Kabriel
785-565-6200

Commission Chambers

9:00 AM

[District 1 – John Ford, Chair](#)

[District 2 – Greg McKinley, Vice Chair](#)

[District 3 – Kathryn Focke, Member](#)

9:00 AM

Call to Order

Attendee Name	Title	Status	Arrived
John Ford	County Commissioner	Present	9:00 AM
Kathryn Focke	County Commissioner	Present	9:00 AM
Greg McKinley	County Commissioner	Present	9:00 AM
Rich Vargo	County Clerk	Present	9:00 AM
Craig Cox	Deputy County Counselor	Present	9:00 AM
Christian Bright	Manhattan Mercury	Present	9:00 AM
Jerry Mershon		Present	9:00 AM
Amy Manges	Register of Deeds	Present	9:15 AM
Michael Boller	Noxious Weed Director	Present	9:15 AM
Elizabeth Ward	Human Resource Manager	Present	9:16 AM
Susan Boller	Election Supervisor/Deputy Clerk	Present	9:16 AM
Bob Isaac	Planner	Present	9:50 AM
Gary Fike	County Extension Director	Present	10:00 AM
Dennis Butler	RCPD Director	Present	10:11 AM
Amanda Smeller	Planning/Special Projects Director	Present	10:15 AM
David Adams	EMS/Ambulance Director	Present	10:44 AM
John Ellermann	Public Works Director/County Engineer	Present	10:49 AM
Alvin Perez	Public Works Operations/Fleet Manager	Present	10:49 AM
Josh Kyle	RCPD	Present	10:50 AM
Tami Robison	Budget and Finance Officer	Present	10:54 AM
Jim Morrison		Present	10:00 AM

Pledge of Allegiance

Public Comment

1. Public Comments

Merhson said the Director and Coordinator of the Riley House, owned by Meadowlark Hills, does not have a qualified nurse or practitioner to

give CPR. Mershon stated the response time out there is 30 minutes or more. Mershon said a north county ambulance would reduce the time significantly. Mershon stated it is not a new issue for north county. Mershon stated he does have a personal interest, because his wife lives at the Riley House. Mershon said he has always felt like north county has always suffered from lack of police, fire, and medical services for the citizens of Riley County. Mershon feels north county is often overlooked. Mershon said the north county EMS station is needed.

Commission Comments

2. Commission Comments

Ford's Comments:

Monday afternoon I attended the November meeting of the Riley County Law Board. Among the topics of discussion were the presentations of two lifesaving awards, a full presentation of the 2020 audit, Special Traffic Enforcement Program Grant Agreement, and discussion on both end of the year expenditures and ARPA funding.

Also on Monday I had my bi-weekly Community Leaders Zoom with officials from K-State, Lafene Health Center, Ascension Via Christi, City of Manhattan, and RCHD to discuss local Covid-19 efforts. The major topic of discussion was the recent federal vaccination mandates and how they apply to each entity. We also discussed some separate related policies as well as the upcoming special Kansas legislative session this upcoming Monday.

Tuesday afternoon I attended the monthly meeting of the Board of Directors of the Manhattan Area Chamber of Commerce. Topics of dialog were possible topics for January's Leaders Retreat, an update on buildings and sites both locally and regionally, discussion was had on the federal vaccine mandates and the repercussions on local businesses, a report on entrepreneurship, and reports from Chamber staff were had as well.

Wednesday afternoon I had the monthly meeting of the Metropolitan Planning Organization. During the meeting we voted to approve Amendment #3 to the Unified Planning Work Program as well as the 2022 Unified Planning Work Program itself. Voted to approve some changes to the operation manual and had a merit pay discussion with that too. Had a Public Hearing for the Amendment #1 to the Connect 2040 Plan and then voted to approve the amendment. Lastly, we discussed the 2020 MPO Financial Audit

Thursday morning I attended the Virtual Good Morning Manhattan hosted by the Manhattan Area Chamber of Commerce. Got an update on the Spirit of the Holiday by Karen Hibbard, Alan Parker from Borck Brothers talked about Small Business Saturday, and Chad Bunker from the City of Manhattan discussed the new Development Codes for local businesses.

McKinley's Comments:

Tuesday I attended the Flint Hills Veterans Coalition meeting. This was to review the Veterans Day parade. There were almost 80 entries and 2,000 participants. Problems were noted and it was discussed how to make adjustments next year.

Wednesday I attended the North Central Kansas Regional Juvenile Detention Facility board meeting. Reviewed financials for the last month, discussed staff pay increases, and discussed increased electronic monitoring to ease some of the detention overload.

Wednesday evening I attended the K-State basketball game.

Focke's Comments:

Monday attended the Law Board Meeting in the afternoon. The agenda included reports by the Fraternal Order of Police Lodge #17; James Gordon & Associates on the 2020 Audit; an ARP Rescue Plan update; and a lengthy discussion on proposed end of year expenditures. Votes were taken on the GAAP Waiver and RCPD Audit Bids. An executive session was held to discuss non-elected personnel matters.

Tuesday I had a dental appointment in the morning and continued reading the revised land development regulations, to be finalized this week. In the evening, I attended the personnel support committee work session at my church.

Wednesday I attended and played with our bell choir for the funeral of a dear friend and fellow bell-ringer at the church. Reviewed documents for Thursday meeting, set appointments for Friday, and reviewed documents for the Flint Hills Regional Planning Board. The board received a letter of resignation from Christy Rodriguez, Executive Director of the Flint Hills Regional Council effective December 10th.

We will be discussing replacement at the meeting on Friday.

Business Meeting

3. 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

4. Highway Use Permit, Larson Construction

Move to approve the Highway Use Permit granting Larson Construction permission to work in the right of way to excavate a 5 ft. by 5 ft. pit around a transformer, then dig to the house located at 3425 Germann Drive.

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:

- Alyssa Nider, a new hire, as a Public Health Nurse, in the Health Department, at a grade S step 1, at \$2,260.80 biweekly.
- Aryn Price, a Nursing Supervisor, in the Health Department, for Separation from County Service, effective December 10, 2021.
- Elise Herr, an Office Manager, in the Attorney's Department, for Separation from County Service, effective November 12, 2021.
- Kim Lenhart, for a status change, as an Interim Office Manager, in the Attorney's Department, at a grade N step 2, at \$1,832.80 biweekly.

6. Approve payroll/accounts payables (when completed)

Move to approve the payroll vouchers in the amount of \$561,044.68 and the following warrant vouchers for November 19, 2021:

2021 Budget

County General	\$661,480.15
Health Department	48,449.01
County Auction	5,322.10
Motor Vehicle Operations	3,899.64
Community Corrections	8,636.67
Emergency 911	2,554.53
Solid Waste	178,673.37
County Building	5,714.27
Road & Bridge Cap Project	8,649.92
RCPD Levy/Op	200.55
Landfill Closure	12,415.04
Riley Co Fire Dist #1	16,215.89
University Park W&S	7,747.52
Hunters Island Water District	990.63
Carson Sewer Benefit Dist	510.11
Deep Creek Sewer	1,538.72
Moehlman Bottoms	617.11
Valleywood Operations	28.91
Terra Heights Sewer	2,228.88
Konza Water Operations	3,789.93
Lakeside Heights Sewer	56.41

TOTAL. \$969,719.36

2020 Budget

Capital Improvements Fund	\$25,841.00
Road & Bridge Cap Project	15,633.05

TOTAL. \$41,474.05

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

Move to Certify the 2021 City/School General Election Official Results.

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

Review Minutes

7. Board of Riley County Commissioners - Regular Meeting - Nov 15, 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

8. Tentative Agenda

Press Conference Topics

9. Discuss Press Conference

9:15 AM Amy Manges, Register of Deeds

10. Request to Fill Position

Manges presented the request to fill the Records Assistant II position.

Move to approve the request to fill the position of Records Assistant II in the Register of Deeds Office.

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 Records Assistant II, in the Register of Deeds Department, at a grade H.

9:25 AM Rich Vargo, County Clerk**11. Leonardville City Council Tie Breaking**

Vargo presented the Leonardville City Council tie to determine which candidate will receive the 2-year term and the 4-year term.

Vargo reported Larry Wendland and Jeannie Rickter both received 8 votes by write-in. Vargo said both names have been placed in box from which he will draw a name of the candidate receiving the 4-year term.

Vargo drew Larry Wendland to receive the 4-year term.

9:30 AM Craig Cox, Deputy Counselor**12. Administrative Work Session**

Cox discussed the next tax sale.

Cox said he has been assisting the Planning and Development Department with the Riley County Land Use Development Regulations.

Cox stated the Keats Sewer Benefit District will require an Interlocal Agreement with the City of Manhattan to connect to their sewer line.

9:50 AM Bob Isaac, Planner**13. Public Hearing to Consider a Special Use Authorization to establish and operate an electrical substation.**

Isaac presented the Special Use for Electrical Substation.

Move to approve "Resolution No. 111821-48, Resolution amending the zoning map of Riley County concerning the use of certain real estate located in Manhattan Township - Special Use Authorization" to establish and operate an electrical substation.

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

10:00 AM Gary Fike, County Extension Director

14. Extension Update

Fike presented the Extension report.

10:15 AM Dennis Butler, RCPD Director

15. RCPD update

Butler presented a Riley County Police Department update.

10:30 AM Amanda Smeller, Planning and Development Director

16. Consider ADOPTION of the “Riley County Land Development Regulations” (LDR) containing zoning and subdivision regulations, floodplain regulations, and zoning map, replacing and repealing, in their entirety, the existing Riley County Zoning Regulations (including Floodplain Regulations), Zoning Map, and Riley County Subdivision Regulations and to also consider ADOPTION of the “Driveway Standards in the Unincorporated Area of Riley County, Kansas” by reference.

Smeller presented the Riley County Land Development Regulations. Smeller stated the goal is for the regulations to become effective January 1, 2022.

Morrison discussed concerns with the proposed regulations. Morrison discussed concerns with the short-term rental regulations. Morrison stated his client is adjacent to a short-term rental and has filed complaints with RCPD, which have not been enforced. Morrison stated their concern is Riley County being willing to enforce the regulations.

The Board asked for staff to schedule an additional meeting to discuss the regulations.

11:00 AM Tami Robison, Budget and Finance Officer

17. CIP Work Session - November 18, 2021

Robison presented the November 2021 CIP work session.

Discussion followed on the request.

Move to approve the following CIP projects:

Shadow tax system-SB 13 requirement	\$ 30,000
Replacement Vehicle	\$ 26,000
10' Pull Behind Mower	\$ 28,000
2 SUV Replacement Vehicles	\$106,000
Electronic Permit System	\$110,000
Score Board - Fairmont Park	\$ 12,500
Goal Post - Fairmont Park	\$ 10,000
Aeravator Tractor Attachments	\$ 10,500
Playground Equipment to CICO Park	\$ 75,000
Elevator Repair-LEC Lobby	\$ 45,000
Upgrade Fuel card system	\$ 13,000
Canopy to cover fuel island	\$ 45,000
Imaging Software & Conversion	\$ 75,000
Electric to Leonardville Equipment Shed	\$ 10,000
Tandem Axle Truck w/ Plow & Spreader	\$230,000
Tandem Axle Truck w/ Plow & Spreader	\$230,000
SUV	\$ 45,000
3/4 Ton 4X4 Ext, Cab Pickup	\$ 50,000

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:	Greg McKinley, County Commissioner
AYES:	Ford, Focke, McKinley