



**Board of Riley County
Commissioners
Regular Meeting
Minutes
November 22, 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
Kevin Murray	Court Services	Present	8:30 AM
Russel Stukey	Emergency Management Director	Present	8:30 AM
Shelly Williams	Community Corrections Director	Present	8:32 AM
Tami Robison	Budget and Finance Officer	Present	8:35 AM
Jessie Hubbard	Administrative Assistant II	Present	8:42 AM
Sam Hennigh	KMAN	Present	9:00 AM
Jason Smith	Chamber of Commerce	Present	9:25 AM
Kimberly Weber	Energy Center-Manhattan Pool	Present	9:25 AM
Julie Gibbs	Health Department Director	Present	9:40 AM
David Adams	EMS/Ambulance Director	Present	10:46 AM

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Ford's Comments:

Thursday afternoon I was invited as a guest by Reid Petty, District Director for Congressman Tracy Mann to the Manhattan Rotary Club's afternoon luncheon. I was able to chat and network with a lot of people from within the community over the noon hour and former K-State football coach Bill Snyder was on hand to chat, answer questions, and sign copies of his new book written by D Scott Fritchen *My Football Life and The Rest Of The Story*. Really enjoyed the event and appreciate everything the Rotarians do for the community.

Also Thursday afternoon I had my bi-monthly meeting via Zoom of the Riley County Mental Health Task Force. Topics of discussion were an update from the Crisis Stabilization Unit and RCPD/PMHS Co-Responder reports by Brynne Haverkamp; Maggie Rasette gave an update from Ascension Via Christi; discussion on the City of Manhattan's Housing Committee was had; and Becky Woodward, Pawnee Mental Health's Chief Clinical Officer discussed some of their work and efforts as well. We will meet again in January 2022.

Saturday I watched the K-State-Baylor game in the afternoon with the Bears beating the Wildcats 20-10 on Senior Day. Hopefully, we will get healthy on a short week and come back and beat Texas.

McKinley's Comments:

I watched the K-State football game, which was frustrating.

Watched the Chiefs game, which was encouraging.

We started getting out the Christmas decorations at home.

Focke's Comments:

Thursday I attended the Chamber "Good Morning Manhattan" meeting via zoom in the BOCC chambers.

After the Riley County Commission meeting I had a meeting with Elizabeth Ward to discuss various matters.

Friday I attended the Flint Hills Regional Planning meeting via zoom. The agenda was very long and included the Steering Committee report update, review of 2022 financial projections and the October financial report. A discussion was held regarding changing membership dues to become more financially stable, i.e. how to pay off the loan that has a balance of \$81,184.00. An increase to .90 per capita per member was

presented. A vote was taken to hire a part time interim director for 3-6 months, authorization to submit the EPA Brownfield Assessment grant, and to develop a Good Jobs Challenge grant application. I was unable to stay on the call past three hours, so did not get in on the community update section.

That afternoon, I had a meeting with the County Attorney on various matters. I also had a meeting with Julie Gibbs at the Riley County Health Department.

Saturday I attended the KSU football game at the Bill Snyder Family Stadium. I was disappointed in the outcome and hope that the final game next week will have better results.

Business Meeting

3. Appraiser Website Contract with Steve Shaykett of Shaykett Appraisal Company

Move to approve the Real Estate Sales Data Search Service Agreement and Contractual Provisions Attachment for Steve Shaykett of Shaykett Appraisal Company in Sioux Falls, South Dakota.

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

4. 2021 Equipment & Vehicle Internet Auction Notice of Intent to Sell

Move to approve and sign a Notice of Intent to Sell Excess Personal Property at public auction.

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

5. 2021 CIP Authorizations - November 2018 Work Sessions

Move to approve and sign the following CIP Authorization Forms approved on November 18, 2021.

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

6. Amend CIP Project for Wildcat Park Bridge Replacement

Move to approve the CIP Amendment Form for the additional funds for the Wildcat Park Bridge Replacement approved on Monday, November 15, 2021.

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

7. Application for Special Use Permit

Move to approve the special use permit Application for the property, which the new Ashland Fire Station is planned to be built on.

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

8. 2022 Special Alcohol Fund Grant Agreement with the City of Manhattan for Riley County Court Services Probation

Move to approve the 2022 Special Alcohol Fund Grant Agreement with the City of Manhattan for Riley County Court Services Probation.

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

9. Adult City Alcohol Grant Agreement

Move to approve the 2022 Special Alcohol Fund Grant Agreement with the City of Manhattan for Riley County Community Corrections - Adult Services.

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

10. CY22 Juvenile City Alcohol Grant Agreement

Move to approve the 2022 Special Alcohol Fund Grant Agreement with the City of Manhattan for Riley County Community Corrections - Juvenile Services.

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

11. FY22 1st Quarter Line-Item Adjustments

Move to approve the line-item adjustments to be submitted to the KDOC.

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

12. Sign Small Business Saturday Proclamation

Move to approve a Proclamation for Small Business Saturday November 27, 2021.

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

Review Minutes

13. Board of Riley County Commissioners - Regular Meeting - Nov 18, 2021 9:00 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

14. Tentative Agenda

Press Conference Topics

15. Discuss Press Conference

9:00 AM

Tami Robison, Budget and Finance Officer

16. 2021 Budget Amendment

Robison presented the 2021 Budget Amendments.

Move to publish the notice of public hearing for the 2021 budget amendments as presented.

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

9:15 AM Lori Feldkamp, Big Lakes Developmental Center Director

17. Big Lakes Developmental Center update

Feldkamp presented the Big Lakes Developmental Center update.

9:30 AM Press Conference

18. Presentation of Proclamation for Small Business Saturday - John Ford and Kimberly Weber (3 minutes)

Ford presented the Proclamation for Small Business Saturday to Kimberly Weber.

Ford stated it is very important to shop local to find unique gifts. Ford said the small businesses keep our community alive and vibrant.

Weber thanked the Board for recognizing small businesses.

19. Public Notices - John Ellermann (2-3 minutes)

Ellermann said in observance of Thanksgiving, the Riley County Transfer Station will be closed on Thursday, November 25, 2021. We will reopen for business at 7:00 a.m. on Friday, November 26, 2021.

Ellermann said the Riley County Transfer Station will be closed on Saturday, December 4, 2021 for equipment repairs. We will reopen at 7:00 a.m. on Monday, December 6, 2021.

Ellermann said in order to comply with our contract with Hamm, Inc., the Riley County Transfer Station will close at noon on Friday, December 24, 2021 and remain closed through Saturday, December 25, 2021. We will reopen 7:00 a.m. on Monday, December 27, 2021.

Ellermann said the Riley County Transfer Station will also be closed on Saturday, January 1, 2022. We will reopen 7:00 a.m. on Monday, January 3, 2022.

9:45 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

20. Riley County Health Department Monthly Update

Gibbs presented the Health Department update.

21. Riley County Health Department request to approve to fill 3.5 FTEs for contact tracing

Gibbs presented the request to fill 3.5 FTEs.

Move to approve keeping 3.5 FTEs for contact tracing and testing through June 10, 2022.

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 Covid-19 Contact Tracer, in the Health Department, at a grade B.

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

10:20 AM Clancy Holeman, Counselor/Director of Administrative Services

22. Administrative Work Session

Holeman discussed the Commission Projects List.

23. Pending County Projects County Counselor

24. Executive session to discuss a performance matter involving non-elected personnel

Cancelled.

10:40 AM Budget and Planning Committee - Tami Robison, Budget and Finance Officer

25. Monthly Cash Flow Reports for October 2021 and Percentage of RCPD Costs Per Year by Entity

Robison presented the monthly cash flow reports.

11:00 AM John Ellermann, Public Works Director/County Engineer

26. EMS Headquarters Station Consultant Selection

Ellermann presented the EMS Headquarters Station consultant selection review.

The Board discussed the EMS Headquarters Station.

The Board agreed by consensus to proceed with the EMS Headquarters Station consultant selection process.

11:15 AM Clancy Holeman, Counselor/Director of Administrative Services

11:18 AM 27. Executive session to discuss confidential legal advice regarding potential litigation issues

Move the County Commission, including Chairman Ford, Commissioner McKinley, and Commissioner Focke, recess into executive session on potential litigation for the purpose of consultation with Clancy Holeman, Riley County Counselor, attorney for the commission, on a matter which is deemed privileged in the attorney-client relationship, an exception to the Kansas Open Meetings Act, 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 no binding action was taken during the executive session.

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

28. Review and Possibly Implement "COVID Vaccination Policy" for Riley County Health Department and/or Emergency Medical Service Employees

Holeman presented the COVID Vaccination Policy.

The Board discussed the presented policy.

Adams stated Butler, Lyon County and Board of EMS are not included in the mandates.

Ward stated vaccination reporting has not been mandated at the County since October 28, 2021. Ward reported out of 298 employees, 241 have been vaccinated which is 82.25%.

Ford stated he is against a federal mandate for a policy.

Focke said she believes the funding risk is too high and supports having a policy for both the EMS/Ambulance and Health Departments.

Focke stated she is also concerned with the safety of the public.

Gibbs said it is tough. Gibbs stated other county health departments have said it does not apply.

Adams stated he agrees and other counties and their administrative board does not believe they are covered in the regulation.

McKinley agreed, he does not support a policy.

Move the Board not pass the policy at this time.

RESULT:	ADOPTED [2 TO 1]
MOVER:	John Ford, County Commissioner
SECONDER:	Greg McKinley, County Commissioner
AYES:	Ford, McKinley
NAYS:	Focke

Adjournment

Move to adjourn after the Intergovernmental Luncheon.

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

12:00 PM Intergovernmental Luncheon

29. Intergovernmental Luncheon Agenda