



**Board of Riley County
Commissioners
Regular Meeting
Minutes
November 29, 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
Elizabeth Ward	Human Resource Manager	Present	8:30 AM
Vivienne Uccello	PIO	Present	8:30 AM
Christian Bright	Manhattan Mercury	Present	8:31 AM
John Ellermann	Public Works Director/County Engineer	Present	8:48 AM
Cory Meyer	IT/GIS Director	Present	8:53 AM
Sam Hennigh	KMAN	Present	9:05 AM
Alvin Perez	Public Works Operations/Fleet Manager	Present	9:14 AM
Barry Wilkerson	County Attorney	Present	9:14 AM
David Adams	EMS/Ambulance Director	Present	9:24 AM

Pledge of Allegiance

Public Comment

1. Public Comments

Ward introduced Vivienne Uccello as the Riley County Public Information Officer.

Commission Comments

2. Commission Comments

Ford's Comments:

Hopefully everyone had a very wonderful, safe, and memorable Thanksgiving holiday. I spent mine with family and friends in Hardin County, Kentucky. Speaking of Hardin County, Kentucky I want to give a special thanks to John Ward, Hardin County Sheriff for providing me with the space to do this meeting via Zoom, and Debbie Donnelly, Hardin County Clerk for providing a tour of county facilities today.

Monday afternoon Riley County hosted the last Intergovernmental Luncheon meeting for 2021. Thanks to both Amanda Smeller for her update on the Vision 2025 Comprehensive Plan update and Clancy Holeman for updating us on the Home Depot Dark Store case. Once again, I certainly appreciated getting updates for all the local entities not only here in November, but throughout 2021. Look forward to starting new in 2022.

Tuesday afternoon via phone I spoke with Stephanie Peterson from the MPO on a couple of items, including the drafting of a new organization employee contract for her, current, and future employees of the MPO. Being as the MPO is now its own fiscal agent this component is thought to be necessary for transparency purposes moving forward. We also discussed the ongoing challenges with the Flint Hills Regional Council and what that may mean for her and the MPO as well.

Also Tuesday I went through NACo's new "County Levers to Drive Economic Mobility". This report examines the underlying elements of economic mobility or movement up the economic ladder over a lifetime, and identifies how county leaders use local power and authority to leverage county policy, planning, and service delivery as levers to foster upward mobility for residents. Seven key issue areas are identified in which counties hold particularly effective solutions to uplift communities and residents: **housing, education and workforce development, health, community and neighborhood development, justice and public safety, technology and information access, and financial security.**

Watched K-State lose a tough game in Austin versus Texas on Saturday and K-State basketball win 1 out of 3 games while out here in Kentucky as well.

McKinley's Comments:

At the end of last Monday's meeting, I attended the Intergovernmental Luncheon meeting. Amanda Smeller gave an update on the county

comprehensive plan.

The rest of the week was dedicated to the holidays. Thursday we went to my wife's family Thanksgiving and Saturday we had our family's Thanksgiving at my son's house.

Focke's Comments:

Monday I attended the Intergovernmental Luncheon meeting at the end of our BOCC meeting. There was an update on the pending county's updated land development regulations. Clancy Holeman gave the results of the BOTA's decision on the "dark store" appeal, which was denied. Updates from all the members was held.

After the meeting, I had an appointment with my retinologist in Topeka. It was the final post-operative checkup for my eye.

Tuesday I met with Clancy Holeman concerning his upcoming meeting that will discuss the current financials and loan documents on the Flint Hills Regional Council. I also spoke to a constituent who was refused a rapid COVID test at the health department. I'm waiting for a written statement from the person before proceeding.

Thursday I hosted some friends at my home for Thanksgiving dinner.

Business Meeting

3. 2022 Riley County and Pawnee Mental Health Services Contract

Move to approve the 2022 Riley County and Pawnee Mental Health Services contract.

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

4. Certification of Voting Delegate and Alternates Special Election January 5 2022

Move to appoint McKinley, as the voting delegate for the KAC special election held on Wednesday, January 5, 2022 at 2:00 p.m. to 3:00 p.m.; Ford as 1st Alternate; and Focke, as 2nd Alternate.

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

- Daniel Trechter, an EMT, in the EMS/Ambulance Department, for Separation from County Service, effective November 11, 2021.
- Olivia Garver, an EMT, in the EMS/Ambulance Department, for Separation from County Service, effective October 1, 2021.
- Nancy Meyer, a Legal Secretary, in the Attorney's Department, for Separation from County Service, effective December 23, 2021.

Review Minutes

6. Board of Riley County Commissioners - Regular Meeting - Nov 22, 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

7. Tentative Agenda

Press Conference Topics

8. Discuss Press Conference

9:00 AM

Clancy Holeman, Counselor/Director of Administrative Services

9. Administrative Work Session

10. Pending County Projects County Counselor

Holeman reviewed the Commission Projects List.

11. Review and Approve Contract with Archive Social

Holeman presented the ArchiveSocial Contract.

Meyer said the Health Department utilizes social media and communications need to be archived in case it became a legal matter.

Uccello stated she used ArchiveSocial in her previous position for open records request.

Move the Board authorize the Chairman to sign the Enterprise Software License Agreement with ArchiveSocial, Inc.

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

9:20 AM**Barry Wilkerson, Attorney**

12. Request to fill open position - Office Manager

Wilkerson presented the request to fill the Office Manager position.

Move to approve the request to fill the Office Manager position.

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

The Board of County Commissioners signed a Riley County Position Action Form for an Office Manager, in the Attorney's Department at a grade N.

13. Request to Fill Administrative Trial Assistant in County Attorney Office

Wilkerson presented the Legal Secretary position.

Move to approve the position change from Legal Secretary in the County Attorney's office to Administrative Trial Assistant position.

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

The Board of County Commissioners signed a Riley County Position Action Form for an Administrative Trial Assistant, in the Attorney's Department, at a grade M.

9:30 AM

Press Conference

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

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.

15. Public Notice - Alvin Perez (1-2 minutes)

Perez said the bridge replacement project on W. 62nd Avenue is scheduled to begin Monday, November 29, 2021. The project is located between the Wildcat Park parking lot to the Wildcat Park entrance. Wildcat Park will be closed to visitors during construction.

9:40 AM

David Adams, EMS/Ambulance Director

16. Purchase Price Amendment

Adams presented the CIP amendment for the ambulance purchase.

Move to approve an additional \$5,000 to cover the increased cost of the chassis.

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