



**Board of Riley County
Commissioners
Regular Meeting
Minutes
December 02, 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
Christian Bright	Manhattan Mercury	Present	8:31 AM
Tami Robison	Budget and Finance Officer	Present	8:31 AM
Vivienne Uccello	PIO	Present	8:31 AM
Elizabeth Ward	Human Resource Manager	Present	8:37 AM
John Ellermann	Public Works Director/County Engineer	Present	8:39 AM
Sam Hennigh	KMAN	Present	8:49 AM
Julie Gibbs	Health Department Director	Present	8:55 AM
Evan McMillan	Assistant County Engineer	Present	9:00 AM
Michael Boller	Noxious Weed Director	Present	9:03 AM
Dick Carter		Present	12:00 PM
Tom Bruno		Present	12:00 PM
Mike Dodson	67th District Representative	Present	12:00 PM
Tom Hawk	22nd District Senator	Present	12:00 PM
Sydney Carlin	66th District Representative	Present	12:00 PM
Amy Manges	Register of Deeds	Present	12:00 PM
Ron Highland	51st District Representative	Present	12:00 PM
Cory Meyer	IT/GIS Director	Present	2:15 PM
Russel Stukey	Emergency Management Director	Present	3:15 PM

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Ford's Comments:

I would like to start once again by saying thanks to both John Ward, Sheriff and Debbie Donnelly, Clerk in Hardin County Kentucky for their gracious southern hospitality in providing me with a tour of their new government building Monday morning. I also need to thank Mark Peterson, Director and Tim Carr, Assistant Director of Hardin County EMS who also provided me with an impromptu tour of their facility as well. Both tours really provided some real depth and insight as we here in Riley County work to solve both of these challenges moving forward.

Also Monday afternoon I spoke with Amanda Smeller and Bob Isaac from Riley County Planning and some concern and question in regards to the Land Development Regulations they are proposing and bringing back to us for approval on Monday. The dialog went well I thought and we will see what transpires Monday when we discuss this again.

Tuesday I drove back home from Kentucky and got back mid-afternoon and I spent some time trying to get caught back up to speed on several items leading up to this morning's meeting.

Wednesday evening I attended the Riley County Extension Annual Meeting up at the Sunset Zoo, much like everything in 2021 I was glad to see this event back in person once again.

McKinley's Comments:

Tuesday I met with Amanda Smeller and Bob Isaac to learn more about the Land Development Regulations. The meeting was very helpful and cleared up questions I had.

Wednesday I attended the Military Relations Committee at noon. The speaker was Kansas Adjutant General, Major General Weishaar. In this position he leads the Army and Air Force National Guard in Kansas. He also serves as the Governor's Homeland Security Advisor and as the Director of Emergency Management. He discussed the wide variety of services the National Guard provides in the state.

In the evening I attended the Riley County Extension Annual Meeting. Each of the Extension staff gave a review of what they have done in the last year. The program was An Early History of KSU and KSU Horticulture by Chuck Marr. He is a great speaker and I learned a lot of new things.

Focke's Comments:

Tuesday I had a meeting with Amanda Smeller and Bob Isaac in the Planning department to go over the proposed changes and how to navigate the web page. I had a late afternoon doctor's appointment, so scheduled another session with Bob Isaac for Wednesday.

Wednesday I went over Land Development Regulations not covered on Tuesday, including the new driveway regulations for new residential construction & short term rentals (Air B & B's). That afternoon I attended the Westloop Business Association meeting. Presentations included RCPD Director Butler and Vickie James with the Food and Farm Council. The manager of LEAP, which is owned by Genesis, will be opening on Dec. 10th. They will have trampolines, a 9 lane bowling alley, some food service, and various other activities. They offered to hold events for various groups in the community and that they were very community oriented. Attended bell choir practice in the evening and was unable to attend the Riley County Extension Annual Meeting.

Business Meeting

3. Amend CIP Project for Ambulance Purchase

Move to approve the CIP Project Amendment Form for a new Ambulance for the EMS/Ambulance Department for the purchase approved on November 29, 2021.

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

4. Retail Dealer's 2022 Cereal Malt Beverages Licenses for Chad Myers (Stagg Hill Golf Club)

Move to sign Retail Dealer's 2022 License and Application for Chad Myers (Stagg Hill Golf Club), 4441 Stagg Hill Road.

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

5. Sign Tax Roll Corrections

Move to approve the Tax Roll Corrections.

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

- Alyssa Graben, an On Call Juvenile Intake, in the Community Corrections Department, for Separation from County Service, effective November 18, 2021.
- Dede Brokesh, a new hire, as an As Needed Museum Assistant, in the Museum Department, at a grade As Need step 3, at \$11.11 per hour.

7. Approve payroll/accounts payables (when completed)

Move to approve the payroll vouchers in the amount of \$553,720.80 and the following warrant vouchers for December 3, 2021:

2021 Budget

County General	\$447,138.18
Health Department	108,522.52
Register of Deeds Tech Fund	1,439.98
War Memorial	300.00
Motor Vehicle Operations	3,683.10
Community Corrections	12,214.94
Capital Improvements Fund	15,551.00
Economic Development	4,301.41
Emergency 911	7,086.47
Solid Waste	8,395.48
County Building	19,100.39
Road & Bridge Cap Project	155,072.13
RCPD Levy/Op	6,352.73

Riley Co Fire Dist #1	12,460.29
University Park W&S	773.69
Hunters Island Water District	1,771.59
Carson Sewer Benefit Dist	833.33
Deep Creek Sewer	221.25
Moehlman Bottoms	1,040.46
Valleywood Operations	430.00
Konza Water Operations	4,613.54

TOTAL. \$811,302.48

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

Review Minutes

8. Board of Riley County Commissioners - Regular Meeting - Nov 29, 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

9. Tentative Agenda

Press Conference Topics

10. Discuss Press Conference

Ellermann introduced Evan McMillan the new Assistant County Engineer.

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

11. Riley County Health Department request to fill Clinic Supervisor position

Gibbs presented the request to fill the Clinic Supervisor position.

Move to approve the request to fill the Clinic Supervisor position.

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 Clinic Supervisor - Public Health Clinic, in the Health Department, at a grade V.

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

9:15 AM**Michael Boller, Noxious Weed Director**

12. Noxious Weed Staff Update

Boller presented the Noxious Weed/HHW staff report.

9:30 AM **Greg McHenry, Appraiser**

13. Appraiser's Office Report

McHenry presented the Appraiser's Office report.

9:55 AM **Break**

10:00 AM **Amanda Smeller, Planning/Special Projects Director**

14. Planning & Development - Staff Update

Smeller presented the Planning and Development update.

10:15 AM **Clancy Holeman, Counselor/Director of Administrative Services**

15. Administrative Work Session

10:15 AM 16. Executive session to discuss a performance matter involving non-elected personnel

Move the County Commission, including Chairman Ford, Commissioner McKinley, and Commissioner Focke, recess into executive session for the purpose of consultation with Elizabeth Ward, Human Resource Manager, and Clancy Holeman, Riley County Counselor, attorney for the commission, 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 10:35 a.m.

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

10:35 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

12:00 PM Legislative Conference

17. The 2022 Legislative Session Riley County Priorities

Ford opened the Riley County Legislative Conference.

Ford thanked everyone for attending.

Holeman presented a spreadsheet on loss of Riley County tax dollars due to state actions.

Heger reviewed the revenue loss spreadsheet presented.

The legislators discussed the revenue sharing fund losses and compensating use tax.

Manges discussed the revenue loss from the mortgage registration fee being eliminated.

The legislators discussed the loss of revenue from the mortgage registration fee elimination.

Holeman discussed inequities in the Machinery and Equipment Exemption and "Slider".

The legislators discussed the CIME elimination.

Holeman discussed SB 222 regarding the hypothetical lease fee not being used to determine the fair market value of any property.

Ford thanked everyone for attending and the dialogue.

2:15 PM Executive Session to discuss department head evaluations

2:15 PM 18. Cory Meyer, IT/GIS Director

Move the County Commission, including Chairman Ford, Commissioner McKinley, and Commissioner Focke, recess into executive session for the purpose of discussing 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 2:45 p.m. Elizabeth Ward, Human Resource Manager, will be present to offer factual information.

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

2:45 PM 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

2:45 PM 19. Julie Gibbs, Health Department Director

Move the County Commission, including Chairman Ford, Commissioner McKinley, and Commissioner Focke, recess into executive session for the purpose of discussing 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 3:15 p.m. Elizabeth Ward, Human Resource Manager, will be present to offer factual information.

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

3:15 PM

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

3:15 PM

20. Russel Stukey, Emergency Management Director

Move the County Commission, including Chairman Ford, Commissioner McKinley, and Commissioner Focke, recess into executive session for the purpose of discussing 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 3:45 p.m. Elizabeth Ward, Human Resource Manager, will be present to offer factual information.

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

3:45 PM

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

Adjournment

Move to adjourn.

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