



**Board of Riley County
Commissioners
Regular Meeting
Minutes
December 13, 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
Elizabeth Ward	Human Resource Manager	Present	8:33 AM
Tami Robison	Budget and Finance Officer	Present	8:37 AM
Janna Williams	FHRC Regional Planner	Present	9:15 AM
Linda Morse		Present	9:15 AM
Michael Boller	Noxious Weed Director	Present	9:30 AM
Marissa Jones-Flaget	FHRC	Present	9:34 AM
John Ellermann	Public Works Director/County Engineer	Present	9:45 AM
Evan McMillian	Assistant County Engineer	Present	9:53 AM
Barry Wilkerson	County Attorney	Present	10:25 AM
Amanda Smeller	Planning/Special Projects Director	Present	11:15 AM
Kelly Sartorious		Remote	11:30 AM
Kent Glasscock		Remote	11:30 AM
Greg McHenry	County Appraiser	Present	2:15 PM
David Adams	EMS/Ambulance Director	Present	1:45 PM

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Ford's Comments:

Thursday afternoon I had my first in person meeting of the Crisis Intervention Team in a very long time. Very productive meeting as we discussed possible accreditation through CIT International, voted in another member to the board (Shelly Buckerhoff) and discussed the upcoming CIT Training that will finally be taking place on June 13th at either the Lecture Room at the Manhattan Fire Department or the Large Conference Room at our Public Works shop. We also are starting to discuss what future trainings may look like with other vested emergency services.

Saturday morning I attended the Kiwanis Club December Pancake Feed and Silent Auction. It was great getting a chance to catch up with everyone and they do an outstanding job serving breakfast and taking care of it, there were a lot of great items available for the auction as well.

Also Saturday, I went out to the Lazy T Ranch in Zeandale and joined them for some delicious authentic German cuisine and for their Country Christmas Market that had all kinds of great local products and unique gifts. I picked up a bottle of Valor Honey that is produced by veterans out at the S.A.V.E. Vocational Farm.

Sunday afternoon I watched K-State down Green Bay at Bramlage 82-64. Fun game to watch, team played well but not against a real good opponent.

Lastly, I would appreciate if everyone would keep family, friends, and everyone in Kentucky and those who have suffered greatly in the Ohio Valley area in your thoughts and prayers after Friday evening's deadly tornadoes that went through the area. The devastation and loss of life is vast and catastrophic and will take the region a very long time to recover from.

McKinley's Comments:

Thursday afternoon we continued our department head evaluations. I have been working on the written reviews.

Sunday attended the K-State basketball game.

Focke's Comments:

Friday:

In the morning I attended the Flint Hills Regional Council meeting that was held by ZOOM with board members and Christy Rodriguez. A resolution was presented to renew the existing loan with Central Bank. We had only received the copy at approximately 7:30 that morning. After considerable discussion and a motion made by myself to table the vote until we had time to review the document, the board decided to approve it that morning. The board also discussed a resolution to require any new applicant to the Executive Director position to live in the board's service area. It was decided to deny that resolution, but to require the new director to attend meetings in person when held, not necessarily a residence requirement.

Later that morning, I met with Harry Watts, Community Development Coordinator and Jim Genandt, President & CEO of the Manhattan Area Technical College. We went through all the educational opportunities that they teach and expansion plans for the future. The program has really grown and offers great opportunities for job creation.

Business Meeting

3. Advisory Board appointments and Resolution appointing Riley County representatives to Council/Advisory Boards

Move to approve the following appointments and "Resolution No. 121321-52, A Resolution appointing Riley County representatives to Council/Advisory Boards."

Andrea DeJesus Comm Dist 1	January 1, 2022- December 31, 2025	Fair Board 4 year
Christopher Anderson Comm Dist 2	January 1, 2022- December 31, 2025	Fair Board 4 year
Kristin Holt Comm Dist 3	January 1, 2022- December 31, 2025	Fair Board 4 year
Joe Gelroth Comm Dist 1	January 1, 2022- December 31, 2024	RC Planning Bd/Bd of Zoning Appeals 3 year
Rita Cassida Comm Dist 2	January 1, 2022- December 31, 2024	RC Planning Bd/Bd of Zoning Appeals 3 year
Carl Treece Comm Dist 1	January 1, 2022- December 31, 2024	Riley County Council on Aging 3 year
Dantia MacDonald Comm Dist 2	January 1, 2022- December 31, 2024	Pawnee Mental Health Services 3 year

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

4. 2022 Pay Scales Resolution

Ward presented the 2022 Pay Scale Resolution.

Move to approve "Resolution No. 121321-53, A Resolution establishing the pay scale for classified, professional and EMS employees of Riley County, Kansas."

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

5. 2022 Elected and Appointed Professional Positions Salary Resolution

Ward presented the 2022 Elected and Appointed Professional Positions Salary Resolution.

Move to approve "Resolution No. 121321-54, a Resolution establishing the salaries for certain elected and appointed officials and other professional positions of Riley County, Kansas."

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

6. 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

Review Minutes

7. Board of Riley County Commissioners - Regular Meeting - Dec 9, 2021
8:30 AM

Move to approve the minutes.

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

Review Tentative Agenda

8. Tentative Agenda

Press Conference Topics

9. Discuss Press Conference

9:00 AM Rich Vargo, County Clerk

10. Year to date budget and expenditure reports

Vargo presented the year to date budget and expenditure reports.

9:15 AM Janna Williams, Regional Planner (Zoom)

11. Flint Hills Regional Council update

Williams presented the Flint Hills Regional Council update.

Focke asked, what is the increase in dues going towards?

Williams stated the debt retirement.

Ford said the Board is concerned with the future of the leadership of the organization.

9:30 AM Press Conference

9:50 AM Michael Boller, Noxious Weed Director

12. Noxious Weed Applicator position description update

Boller presented the request to change the Noxious Weed Applicator position description.

Move to approve changes to the position description for the Commercial Pesticide Applicator I position description.

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

9:55 AM Tami Robison, Budget and Finance Officer

13. 2021 Budget Amendment Public Hearing

Ford opened the Public Hearing for the 2021 Budget Amendment.

Robison presented the 2021 Budget Amendments.

Robison stated ad valorem taxes are not impacted by the amendment.

No public comment.

Ford closed the Public Hearing for the 2021 Budget Amendment.

Move to approve the 2021 Budget Amendment for the RCPD, Disaster, CDBG, Bond & Interest, Radio Infrastructure Project, Health Department, Rural Fire District #1, County Building, Rural Fire Capital Improvement, Fire Station Projects, Solid Waste and Fairmont Heights Capital Project Funds.

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

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

14. Public Works Project Update

Ellermann presented the Public Works project update.

Ellermann reported the Transfer Station will be closed at Friday, December 24, 2021 at noon, Saturday, December 25, 2021 and Saturday, January 1, 2022.

10:25 AM Barry Wilkerson, Attorney

15. 2021 Accomplishments and 2022 Goals

Wilkerson presented the County Attorney's Office 2021 Accomplishments and 2022 Goals.

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

16. Administrative Work Session

17. Pending County Projects County Counselor

10:40 AM 18. Executive session to discuss confidential legal advice regarding pending litigation issues

Move the County Commission, including Chairman Ford, Commissioner McKinley, and Commissioner Focke, recess into executive session on pending litigation for the purpose of consultation with Clancy Holeman, Riley County Counselor, attorney for the commission, 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 10:55 a.m. Greg McHenry, County Appraiser, may be present to offer factual information.

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

10:55 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

11:00 AM

Tami Robison, Budget and Finance Officer

19. Request for Acceptance of 2022 Riley County Historical Society Grant

Robison presented the Historical Society Grant to fund an additional As-Needed and Museum Assistant for 2022.

Move to accept the Riley County Historical Society grant of \$20,658.74 to fund additional As-Needed and Museum Assistant hours of work in 2022.

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

11:15 AM

Amanda Smeller, Planning/Special Projects Director

20. Amend Resolution 062719-20, fee schedule, to add fees for Short Term Rental licenses and Agritourism licenses

Smeller presented the Amended Planning and Development Fee Schedule.

Move to approve “Resolution No. 121321-55, A Resolution establishing Planning and Development fees for Riley County, Kansas”

amending the Planning & Development fee schedule to add fees for Agritourism and Short Term Rental licenses.

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

11:30 AM Kent Glasscock and Kelly Sartorius (Zoom)

21. Freedom's Frontier Foundation

Sartorius & Glasscock presented the Freedom's Frontier Foundation.

Sartorius stated the Freedom's Frontier Foundation National Heritage has no connection with the 30x30 initiative.

Glasscock said they are under the National Parks Service, but are not a National Park.

1:15 PM Executive Sessions to discuss department head evaluations

1:15 PM 22. Clancy Holeman, Counselor/Director of Administrative Services

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 1:45 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

1:45 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

1:45 PM 23. David Adams, EMS/Ambulance 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 2:15 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

2:15 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

2:15 PM 24. Greg McHenry, Appraiser

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

Adjournment

Move to adjourn.

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