



**Board of Riley County
Commissioners
Regular Meeting
Minutes
January 08, 2024**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 2 – Greg McKinley, Member](#)

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

[District 1 – John Ford, Vice Chair](#)

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
Amanda Webb	Planning/Special Projects Director	Present	8:30 AM
Anna Burson	County Appraiser	Present	8:30 AM
Russel Stukey	Emergency Management Director	Present	8:30 AM
Laurie Harrison	Emergency Management Coordinator	Present	8:30 AM
Brittany Phillips	Budget and Finance Officer	Present	8:30 AM
Elizabeth Ward	Human Resources Director	Present	8:34 AM
Kevin Bryan		Present	8:30 AM
Vivienne Leyva	PIO	Present	9:23 AM
Susanne Glymour		Present	8:30 AM
Julie Gibbs	Health Department Director	Present	9:30 AM
David Adams	EMS/Ambulance Director	Present	9:35 AM
John Ellermann	Public Works Director/County Engineer	Present	9:35 AM
Shelley Woodard	Deputy County Counselor	Present	9:45 AM
David Willis	Parks Manager	Present	11:07 AM

Pledge of Allegiance

Reorganization of the Board of County Commissioners

Move to reorganize and nominate Ford as Chair and McKinley as Vice-Chair of the Riley County Commission.

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

AYES:	Ford, Focke, McKinley
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Public Comment

1. Public Comments

Stukey discussed the upcoming snow potential and extreme low temperatures at the end of the week.

Holeman asked to add an executive session to Holeman's administrative work session on pending litigation.

Move to add an executive session to Holeman's administrative time on pending litigation.

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

Commission Comments

2. Commission Comments

McKinley's Comments:

After Thursday's meeting I had a discussion with Rich Vargo about a number of things going on in Riley County and some future directions.

Friday I sent an email to Senator Tyson about the tax exemption for veterans bill that Representative Proctor is pushing. I told her the objections we had to the bill. She sent a note asking me to call her. We had a long discussion on this bill and she indicated she was also against it. She suggested we send a letter to the committee regarding our objections to the bill and said I could testify at the hearing if I was interested. Senator Reddi is on the committee.

We talked about several other things the legislature is looking at including LAVTR. We did not agree on all these things but had a good discussion.

I also had a couple of calls to Clancy Holeman about the bills and my call with Senator Tyson.

Focke's Comments:

Thursday, after our meeting, I spent some time in the office going over some documents and discussing some issues with Shelley Woodard.

Later that afternoon, I had an MRI at the OSMC clinic in preparation for surgery in February.

That evening I attended a rather long meeting at my church.

Friday, I caught up on some paperwork, shoveled snow, reviewed a document for the Keats wastewater project, and talked to Shelley Woodard about it.

Over the weekend, I watched some football games, caught up on some household chores and did some shopping.

I've enjoyed being the Chairwoman for the past year and am pleased with the cooperation and accomplishments that the county and this Board together have made in 2023 and look forward to 2024.

Ford's Comments:

Thursday afternoon I did Zoom in on the January meeting of the Riley County Mental Health Task Force. A large part of the meeting centered around reviewing and summarizing the two local mental health assessments that took place in the fall of last year. We also took some time to discuss Medicaid expansion in Kansas, and what this task force is and the need to be moving forward into the future. We are going to meet again in February to better discuss the latter and develop a better plan and understanding for the group.

Friday I made it in to visit the doctor. After the issues I had on Thursday and to start the year we had a pretty long dialog on the path forward. Hopefully 2024 will see some better results and opportunities than the back half that 2023 produced. I'm not excited about changing medications and routines, not to see things moving forward in the right direction.

Friday afternoon we had the first Pre-Law Board meeting for 2024 leading up to January's meeting. Overall it should not be a long agenda, but as always we will start planning for the 2025 RCPD Budget and have several early year items to work through. There is an event Thursday night celebrating the 50-year anniversary of consolidation of local agencies into one that now makes up RCPD and that should be good to hear about the various people.

Saturday I attended the K-State vs UCF game at Bramlage Coliseum. Good to see the Wildcats start off Big 12 play with a convincing 77-52 win. Hopefully they can keep that momentum up moving forward as well.

Sunday I watched some NFL football and watched my Jacksonville Jaguars lose to Tennessee 28-20 which means not only they lost the AFC South Division but a chance at the playoffs as well. I guess better luck next year.

Business Meeting

3. Proclamation for Dr. Martin Luther King, Jr. Community Celebration and Day of Service

Move to approve the Proclamation for Dr. Martin Luther King, Jr. Community Celebration and Day of Service Proclamation.

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

4. Sign Tax Roll Corrections

Move to approve the Tax Roll Corrections.

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

5. Laurie Harrison ISP application

Move to approve Laurie Harrison's application to become an ISP member.

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

6. Advisory Board appointment letters and Resolution

Move to table the appointments to Council/Advisory Boards.

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

7. Sign Riley County Employee Action Form(s)

The Board of County Commissioners signed Riley County Employee Action Forms for the following:

- Anthony Baker, an As Needed MCH Intern, in the Health Department, for Separation from County Service, effective December 28, 2023.
- Ashlyn Easterday, a new hire, as a Payroll Clerk, in the Clerk's Department, at a Range 8, at \$22.21 per hour.

Review Minutes

8. Board of Riley County Commissioners - Regular Meeting - Jan 4, 2024
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

9. Tentative Agenda

Press Conference Topics

10. Discuss Press Conference

9:00 AM

Rich Vargo, County Clerk

11. Year to date budget and expenditure reports

Vargo presented the year to date budget and expenditure reports.

9:15 AM

Amanda Webb, Planning/Special Projects Director

12. KDHE Local Environmental Protection Program (LEPP) Grant

Webb presented the KDHE LEPP Grant application.

Move to direct staff to submit a formal LEPP grant application to KDHE.

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

9:30 AM

Press Conference

13. Dr. Martin Luther King, Jr. Community Celebration and Day of Service Proclamation - Chair and Susanne Glymour (3-5 minutes)

Ford presented the Dr. Martin Luther King Jr. Community Celebration and Day of Service Proclamation to Susanne Glymour.

Bryan and Glymour discussed the Dr. Martin Luther King Jr. Celebration activities.

14. Personal Property Renditions - Anna Burson (2-3 minutes)

Burson said the 2024 Personal Property renditions were mailed December 29, 2023.

Burson said these notices are not bills or valuation notices, they are simply a list of personal property owned and under Kansas Statute do require a signature and return to our office by March 15th to avoid penalties.

Burson said owners of manufactured homes please note the prior year value listed on the rendition is inaccurate due to the system conversion. The 2024 value will be listed on your notice of value which will be mailed in May.

Burson said a postage paid envelope was included for convenience. It is important for property owners to sign the form, update it with any changes, and return them to our office by the deadline to avoid penalties.

Burson said if you have questions relating to the renditions, please feel free to contact our office at 785-537-6310.

9:35 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:	Greg McKinley, County Commissioner
SECONDER:	Kathryn Focke, County Commissioner
AYES:	Ford, Focke, McKinley

15. Temporary Change in Position Description

Gibbs presented the request for a temporary change in position description to the Health Educator role.

Move to approve the temporary supervision responsibilities added to the current Health Educator role.

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

Move to recess as the Board of Health and reconvene as the Board of County Commissioners.

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

9:45 AM

David Adams, EMS/Ambulance Director

16. Request To Fill Open Position

Adams presented the request to fill the full-time EMT position.

Move to approve to fill the full time EMT 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 an EMT, in the EMS/Ambulance Department, at a Range EMT.

10:00 AM Shelley Woodard, Deputy County Counselor

17. A Resolution Updating Parking Lot Enforcement to Include Newer Parking Lots

Woodard presented the Parking Lot Enforcement resolution.

Move to approve “Resolution No. 010824-01, A Resolution establishing parking and traffic regulations for motor vehicles within the west half of lot 208; lots 209, 210, 211, 212, 216; west half of lot 201; lots 202, 203, 204; and lots 405, 406, and 413, plus the vacated portion of 5th Street adjacent to lots 204 and 413, plus the vacated portion of 5th Street adjacent to lots 405 and 212, plus lot 397, all in Ward two, City Of Manhattan, Riley County, Kansas, commonly known as Riley County Courthouse Plaza.”

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

18. Public Works Project Update

Ellermann presented a Public Works projects update.

19. CPE 4th Floor Renovation - Election Officer

Ellermann presented the Addendum No. 1 with Bruce McMillan Architects for the design of the CPE 4th floor renovations Elections Office.

Move to approve Addendum No. 1 with Bruce McMillan Architects for the design of the CPE 4th floor renovations Elections Office.

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

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

10:40 AM 20. Administrative Work Session

Move the County Commission, including Chairman Ford, Vice Chairman McKinley, and Commissioner Focke, recess into executive session on pending litigation for the purpose of consultation with Shelley Woodard, Deputy Riley County Counselor, attorney for the commission, which would be 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 11:00 a.m.

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

11:00 AM Move the Board of County Commissioners come out of executive session.

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

21. Pending County Projects County Counselor

11:00 AM Katharine Hensler, Museum Director

22. Staff Update - Riley County Historical Museum

Hensler presented the Museum staff update.

11:15 AM John Ellermann, Public Works Director/County Engineer

23. 2024 Community Park Fund Allocation Request and Transfer to CIP

Move to approve the following 2024 Community Park allocations as presented and recommended by the Riley County Park Advisory Board and the transfer of \$33,000 to CIP for future larger projects:

	Requested	Approved
RANDOLPH		
one piece premium tetherball set	\$808.50	\$808.50
or two piece pole tetherball set	\$430.00	\$0.00
door closers on park bathroom doors	\$600.00	\$600.00
water fountain on park restroom	\$3,500.00	\$3,500.00
	\$5,338.50	\$4,908.50
LEONARDVILLE		
new restroom	\$10,000.00	\$11,000.00
	\$10,000.00	\$11,000.00
UNIVERSITY PARK		
build basketball/pickleball courts (84x54 slab of concrete)	\$25,000.00	\$11,000.00
	\$25,000.00	\$11,000.00
ZEANDALE PARK		
water fountain	\$2,500.00	\$2,500.00
trash can	\$700.00	\$391.50
concrete for pavilion 35 x 45	\$17,000.00	\$11,000.00
	\$20,200.00	\$13,891.50
RILEY		
PVC border	\$1,900.00	\$1,900.00
two loads of kiddie cushion	\$5,000.00	\$5,000.00
bball backboard and rims	\$1,300.00	\$1,300.00

	\$8,200.00	\$8,200.00
OGDEN		
new restroom	\$20,800.00	\$11,000.00
	\$20,800.00	\$11,000.00
KEATS		
cable and ballards	\$5,000.00	\$0.00
	\$5,000.00	\$0.00
FAIRMONT		
concrete slab for disc golf t-pad	\$2,000.00	\$0.00
	\$2,000.00	\$0.00
Requested Total		\$96,538.50
Approved Total		\$60,000.00

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

24. 2023 City of Manhattan Park Receivables Account Write-Off

Ellermann presented the 2023 City of Manhattan Park account receivables write-off.

Move to approve the write-off of the Park Fund accounts receivable charges assessed to the City of Manhattan for CiCo Park maintenance as presented in the amount of \$342.72 for 2023.

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

Stukey reported the original estimate was for 1"/hour and has been increased to 2"/hour and increased our accumulation to 6"-9" of snow with significant wind. Stukey says tomorrow will be extra hazardous, and the rest of today not good.

The Board agreed by consensus to close the County Offices today, Monday, January 8, 2024 at 1:00 p.m. and tomorrow, Tuesday, January 9, 2024 all day due to inclement weather.

11:40 AM

25. Executive Session

Move the County Commission, including Chairman Ford, Vice Chairman McKinley, and Commissioner Focke, recess into executive session on pending litigation for the purpose of consultation with Shelley Woodard, Deputy Riley County Counselor, attorney for the commission, which would be 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 12:00 p.m.

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

12:00 PM

Move the Board of County Commissioners come out of executive session.

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

Holeman presented a written testimony for the Board to consider in support of SB 196 on the reinstatement of LAVTRF.

Move to approve the letter to the Senate Assessment and Taxation Committee in support of SB 196, to reinstate LAVTRF funding.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Kathryn Focke, 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