



**Board of Riley County
Commissioners
Regular Meeting
Minutes
January 11, 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, Vice Chair](#)

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

[District 1 – John Ford, 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
Anna Burson	County Appraiser	Present	8:30 AM
Shilo Heger	Treasurer	Present	8:30 AM
Evan McMillan	Assistant County Engineer	Present	8:30 AM
Laurie Harrison	Emergency Management Coordinator	Present	8:30 AM
Brittany Phillips	Budget and Finance Officer	Present	8:30 AM
Michele Reid	Payroll, Benefits & Employee Relations Manager	Present	8:30 AM
Vivienne Leyva	PIO	Present	8:30 AM
Elizabeth Ward	Human Resources Director	Present	9:34 AM
Daryn Soldan	Manhattan Area Chamber of Commerce	Present	9:40 AM
Christian Bishop	Manhattan Area Chamber of Commerce	Present	9:40 AM
Julie Gibbs	Health Department Director	Present	9:55 AM
Alvin Perez	Public Works Operations/Fleet Manager	Present	10:30 AM

Pledge of Allegiance

Public Comment

1. Public Comments

Harrison said snow is likely coming tonight and tomorrow morning with a 70%-90% chance. Harrison encouraged residents to get gas and groceries now.

McMillan said they will start burning at the Transfer Station today.

Leyva reported the Saturday remote HHW collection at Howie's

Recycling is cancelled.

Commission Comments

2. Commission Comments

McKinley's Comments:

The fire board meeting Tuesday was postponed until next week.

Wednesday evening, I attended the Randolph City Council meeting. They submitted a grant application to the Water Fund for some water system improvements. I gave them the information on the BIL funds that we received at the KAC last month.

Focke's Comments:

Tuesday morning I had a doctor's appointment.

Most of my scheduled meetings this week were postponed or cancelled due to the winter storm. Shoveling snow was a major activity.

I participated in the personnel committee meeting for church via zoom on Tuesday and bell practice on Wednesday.

I'm waiting for some parts to fix the charging system on the car, so have been cautious in driving it. Hopefully, it will be fixed by the end of the week.

Spent time going over the Keats property option contract and made some suggestions to Shelley Woodard.

Ford's Comments:

Hopefully everyone was able to make out the first round of winter weather safe and soundly and are rapidly preparing for the next couple of rounds coming our way. Looks like we will officially have a winter this year unlike recent years it appears.

A huge thanks goes out to all of the local road and emergency crews as well as all of our first responders and law enforcement who went above and beyond as always during this recent round of inclement winter weather. You're always appreciated.

Monday afternoon I had a Zoom with President Genandt and others from MATC to discuss some new programming and incentives they are working on and how or if it would be relevant for Riley County moving forward. We had a very good dialog on this subject and certainly hope we can form some collaborations in the future as well.

Tuesday morning I joined KMAN 1350 for their In Focus program via Zoom. Also joining on the program was Anna Burson, Riley County Appraiser and Vivienne Levya, Riley County Public Information Officer. The hour went quickly as it usually does. We started off discussing this wave of winter weather and local efforts to clear roads and keep up with possible emergency efforts. Anna gave an update on things going on in her department and answered some questions that seem to be arising in real time, and items coming up possibly from the Kansas legislative session. I gave an update on items that are on the horizon for 2024, including work on the new EMS Headquarters, the update on the County Comprehensive Plan, this year's Presidential Election cycle and renovations occurring on the 4th Floor CPE building for elections, possible Strategic Planning, challenges with space and facilities and other county infrastructural needs to name a few.

Tuesday night I met with the Riley County Farm Bureau Board of Directors also via Zoom. I was able to give them an update on everything we are working on here in Riley County early in 2024. We also heard from State Representative Kenny Titus from the 51 District who gave a state update and the beginning of the legislative session. We also heard from Vicki James from the Food and Farm Council and what they are working on and their Food and RX and Power of Produce programs. Lastly we heard an update on the upcoming Riley County Farm Bureau Member Appreciation Event taking place in Leonardville on February 25th.

Also Tuesday evening I watched the K-State men's basketball play West Virginia in Morgantown. Kind of a scrappy back and forth game before the Wildcats pulled out ahead and won 81-67 moving to 12-3 and 2-0 in the Big 12 Conference.

Wednesday I listened in on the first Teams call of the National Association of Counties Community Economic and Workforce Development Committee. After some opening remarks from our Chair Martha Schrader, Commissioner, Clackamas County, Oregon we heard from Richard Cho, Senior Advisor to the Secretary for Housing and Services at the U.S. Department of Housing and Urban Development on the 2024 Point in Time Count Report. Presentation two was from Heather Voorman, AVP, Government Affairs for the National Association of Home Builders and Paul Karrer, Program Manager, Energy Codes and Standards for the National Association of Home Builders and they discussed the Federal Housing Finance Agency Plan

to Adopt the latest energy codes. Michael Matthews, Legislative Director CEWD, NACo gave us our usual update from Capitol Hill and provided us with a preview of next month's Legislative and Policy Conference in Washington, D.C. that I will be attending.

Late Wednesday afternoon I met with John Ellermann, Riley County Public Works Director to discuss a few items including recent snow removal due to the winter storm, the upcoming Township meeting in March, townships in general, discussions on some interdepartmental challenges, and the future to name a few. This is first of many meetings with all the department heads I like to do first thing in the year, and I appreciated him staying late on a Wednesday to discuss these items with me.

Business Meeting

3. Approval of 2024 Official Depositories

Move to approve the following official depositories eligible to receive Riley County funds:

Capitol Federal Savings and Loan, Manhattan
Central National Bank, Manhattan
Commerce Bank, Manhattan
Community 1st Bank, Manhattan
Intrust Bank, Manhattan
KS State Bank, Manhattan
Landmark National Bank, Manhattan
Outdoor Bank, Leonardville
Riley State Bank, Riley
Sunflower Bank, Manhattan
UMB Bank, Manhattan
United Bank & Trust, Manhattan

Kansas Municipal Investment Pool

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

4. Sign a Tax Roll Correction

Move to approve the Tax Roll Correction.

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

5. Sign Riley County Employee Action Form(s)

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

- Heather Bigwood, an As Needed Museum Assistant, in the Museum Department, for Separation from County Service, effective January 19, 2024.
- David Cobb, a new hire, as a Volunteer Firefighter Stipend, in the Riley County Fire District #1 Department, at a Range TASND.
- Kristal Brewer, a Clerk Analyst II - Motor Vehicle, in the Treasurer's Department, for Separation from County Service, effective January 19, 2024.

6. Discuss Joint City/County/County Meeting Agenda

No topics.

7. Intergovernmental Luncheon Agenda

No topics.

8. Approve payroll/accounts payables (when completed)

Move to approve the payroll vouchers in the amount of \$747,690.10 and the following warrant vouchers for January 12, 2024:

2024 Budget

County General	\$1,542,474.51
Health Department	76,954.95
Economic Development	32,389.15
Emergency 911	167,960.90
Solid Waste	4,752.31
County Building	2,008.86
RCPD Levy/Op	1,352,091.37
Riley Co Fire Dist #1	7,075.73
Fire Dist Project	5,869.80
KDOC Adult Services	15,545.65
KDOC Juvenile Services	3,547.70
KDOC Juv Reinvestment	1,292.73

BJA Grant	194.22
Kansas Fights Addiction	5,575.79
Caroline Peine Grant	480.00
TOTAL	\$3,218,213.67

2023 Budget

County General	\$195,004.47
Disaster Fund	17,295.00
Health Department	7,408.29
Court Technology	11,937.00
Court Services	300.00
Treasurer Tech Fund	9,900.00
Motor Vehicle Operations	177.67
Community Corrections	150.00
Capital Improvements Fund	39,635.48
Emergency 911	874.00
Solid Waste	3,476.57
County Building	28,382.04
Road & Bridge Cap Project	84,819.38
RCPD Levy/Op	10,540.28
Landfill Closure	796.44
Riley Co Fire Dist #1	2,256.14
Hunters Island Water Dist	6.26
Carson Sewer Benefit Dist	3,333.36
Moehlman Bottoms	2.99
Konza Water Operations	17.97
TOTAL	\$416,313.34

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

Review Minutes

9. Board of Riley County Commissioners - Regular Meeting - Jan 8, 2024
8:30 AM

Move to approve the minutes.

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

Review Tentative Agenda

10. Tentative Agenda

Press Conference Topics

11. Discuss Press Conference

9:00 AM Clancy Holeman, Counselor/Director of Administrative Services

12. Administrative Work Session

Holeman presented a draft letter to the Senate Assessment and Taxation in opposition to HB 2036, property tax exemption for veterans.

The Board discussed changes to the draft letter.

The Board agreed by consensus to add 100% veteran's disability, elections as a service, and the distinction from disabled residents.

9:20 AM Vivienne Leyva, PIO

13. Request for Permission to Share Video Updates with the Public

Leyva requested permission to share video updates by the Chairperson on Commission Meeting Agenda items. Leyva said the videos would be live on the Riley County Facebook Page.

Ford said it could be another tool in our toolbox to inform and engage the public.

Focke suggested a day ahead of time rather than just before the meeting.

McKinley said we could also inform them on where they can watch the

meetings.

The Board agreed by consensus to support the efforts of enhancing community engagement through the use of regular video updates on Board of Riley County Commission agenda items, with the Chairperson of the Board as the spokesperson.

9:30 AM Shilo Heger, Treasurer

14. December 2024 Revenue Reporting - Riley County Treasurer

Heger presented the Treasurer's report.

15. Request to fill Clerk Analyst II Position - Treasurer

Heger presented the request to fill the Clerk Analyst II Position.

Move to approve the request to fill Clerk Analyst II position in the Treasurer's Office.

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

9:45 AM Daryn Soldan, Manhattan Area Chamber of Commerce

16. Economic development update

Soldan presented an economic development update.

Bishop discussed Fort Riley activities.

10:00 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:	Greg McKinley, County Commissioner
SECONDER:	Kathryn Focke, County Commissioner

AYES:	Ford, Focke, McKinley
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17. RCHD Update

Gibbs presented the Health Department budget and update.

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

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

10:30 AM Budget and Planning Committee - Brittany Phillips, Budget and Finance Officer

18. Monthly Cash Flow Report for December 2023

Phillips presented the monthly cash flow reports.

10:40 AM Alvin Perez, Operations and Fleet Manager

19. Bid opening for two (2) dump body

The Board of County Commissioners opened the following bids for two dump body:

Company	One Unit	Option for Steel for Two (2)	Total Bid for Two (2)
American Equipment Co 3250 Harvester Road Kansas City, KS 66115	\$60,252.00	\$113,266.00	\$120,504.00
Master Tech Truck & Equipment 5115 N Broadway Wichita, KS 67219	\$92,377.00	\$173,484.00	\$184,754.00
Reed Company, LLC 4455 N Hwy 99 Wamego, KS 66547	\$60,675.00	\$91,600	\$121,350.00
		AR 400 bed \$92,750	

Move to refer the bids to staff for evaluation and recommendation.

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

10:45 AM Alvin Perez, Operations and Fleet Manager

20. Bid opening for 15T Hydraulic Dovetail Trailer

The Board of County Commissioners opened the following bids for a 15T Hydraulic Dovetail Trailer:

Company	Total Bid
Blue Valley Trailers 225 S East Waterville, KS 66548	\$39,000.00
D & L Sales 1934 N Topeka Blvd Topeka, KS 66608	\$39,700.00
Hoyt's Trailer Center 2613 NW Stina Ct Topeka, KS 66618-1100	\$44,800.00

Move to refer the bids to staff for evaluation and recommendation.

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

10:50 AM Alvin Perez, Operations and Fleet Manager

21. Bid opening for a 1 1/2 Ton 4x4 Regular Cab-Chassis Truck

The Board of County Commissioners opened the following bids for a 1 1/2 Ton 4x4 regular cab-chassis truck:

Company	Total Bid
Laird Noller Ford 2245 SW Topeka Blvd Topeka, KS 66611	\$ 68,967.00
Shawnee Mission Ford 11501 Shawnee Mission Parkway Shawnee Mission, KS 66203	\$ 66,243.00
Rush Enterprises 7700 NE 38 th Street Kansas City, MO 64161	\$101,732.00

Move to refer the bids to staff for evaluation and recommendation.

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

Holeman presented the revised draft of the letter to the Senate Assessment and Taxation Committee in opposition to HB 2036.

Move to sign a letter to Chair Caryn Tyson and Senate Assessment and Taxation in opposition to HB 2036, veterans tax exemption.

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

11:08 AM

Adjournment

Move to adjourn.

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