



**Board of Riley County
Commissioners
Regular Meeting
Minutes
January 25, 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
Vivienne Leyva	PIO	Present	8:30 AM
Anna Burson	County Appraiser	Present	8:30 AM
Brittany Phillips	Budget and Finance Officer	Present	8:32 AM
Shelley Woodard	Deputy County Counselor	Present	8:39 AM
Amanda Webb	Planning/Special Projects Director	Present	9:35 AM
Cory Meyer	IT/GIS Director	Present	9:35 AM
Jeff Schurle		Present	8:30 AM
Brian Foster	BG Consultants	Present	9:50 AM
Randy DeWitt		Present	10:20 AM
Shilo Heger	Treasurer	Present	10:37 AM
Elizabeth Ward	Human Resources Director	Present	10:43 AM

Pledge of Allegiance

Public Comment

1. Public Comments

Leyva reported Riley County experienced its first viral social media post this month. A January 12th post on the RCFD#1 Facebook page earned a reach of 3,316,418 people with an engagement total of 108,667 likes, comments, and shares. The post featured a photo of a burned and melted power strip with advice to plug space heaters directly into a wall outlet to avoid causing a fire. The information was derived from advice on the National Fire Protection Association. With the widespread impact of severe winter weather and arctic temperatures

across the region, the advice was both timely and helpful, and hopefully prevented structure fires.

Commission Comments

2. Commission Comments

McKinley's Comments:

Went to the Intergovernmental Luncheon on Monday. Heard an update on Manhattans plans. Did find a parking spot which I was not expecting.

Tuesday, I attended the Senate Hearing on HB2036. I gave an opposition testimony and also a Leavenworth County Commissioner gave an opposition. My main point was that the Homestead Act was expanded to include disabled veterans by this committee a couple of years ago. Having two systems would be confusing. The Homestead Act included income limits which this bill did not have. After this hearing they discussed a bill that would expand the Homestead for veterans and that is a much better plan.

After the hearing I ran into Clancy Holeman, and we discussed the hearings we had each attended.

Wednesday, I went to the Leonardville ambulance station to review some sheet rock problems with the contractor.

Monday evening the K-State women won a tough game at Baylor to stay in first place in the conference.

Wednesday evening the K-State men played at Iowa State. It appears that the home team officiating has been expanded from Allen Fieldhouse to Hilton.

Focke's Comments:

Monday at noon, I attended the Intergovernmental Luncheon hosted by KSU at the Bluemont Room in the K-State Student Union. A presentation was made by Jared Wassinger, Assistant City Manager of Manhattan, who gave an update on "CrossroadsMHK", the strategic plan of the city. They have been working on it for several years.

Other discussion was on various activities and programs in the area, and discussion on potential agenda topics for this year. There were a lot

of suggestions from the group. The next meeting will be on Monday, February 26th.

Tuesday evening, I attended the monthly meeting of the Riley County Democrats held at the Douglass Center. There was a large crowd in spite of the weather.

Wednesday, I spent some time going over the meeting agenda and documents for today's meeting. I spent quite a bit of time reading through the Keats environmental proposal applicants and ranking each of the four proposals.

That evening, I attended bell choir practice at my church.

Ford's Comments:

Monday afternoon I attended the first Intergovernmental Luncheon of 2024 hosted by K-State at the Bluemont Room in the K-State Union. We heard an update on the City of Manhattan's strategic plan "CrossroadsMHK" for Jared Wasinger, Assistant City Manager. Afterward we heard updates from many of the various agencies and organizations in attendance, discussed some state legislative issues, and got a preview of some of the other presentations and updates we will hear throughout the year in 2024 during this meeting.

Also, on Monday afternoon I met with Riley County Planning Director Amanda Webb to discuss a few items including some community concerns and questions on the update to the Riley County Comprehensive Plan, some thoughts, and ideas on how to move forward on a possible county strategic plan to coincide with the Comprehensive Plan update, and some discussion on several rural projects including Keats. Appreciated her taking time out of a busy start to the week to go through these projects with me.

Later Monday afternoon I also met with Riley County Treasurer Shilo Heger to discuss several items including some of the personnel and logistical challenges in her department that the State of Kansas is presenting, other legislative concerns including the Motor Vehicle Registration Bill, the OpenGov platform, and several other things related to the Treasurer's office. I too appreciated the time she took on a Monday afternoon to chat with me to catch up on all of these items as well.

Monday evening, I met with a group at Wine Dive to discuss the update to the Riley County Comprehensive Plan, rural growth and development, as well as county economic development plans and ideas, and challenges with housing and childcare. In all honesty it was a very

productive dialog and I look forward to following up on it sometime in the near future.

Tuesday, I spent the afternoon working from home. First thing was a Zoom meeting for the monthly Board of Directors of Pawnee Mental Health. We didn't have a Finance Oversight Committee meeting this month so the topics of discussion during the regular business meeting included approval of several meeting minutes in December and January, a Chief Officer's Report from Robbin Cole, and a short Chief Financial Officer's report and update. We also heard from the Marketing and Development team and everything they are working on including Pancakes for Pawnee which is taking place on February 13th this year. We heard a CCBHC Advisory Board report and a review of the November financials from the Finance Oversight Committee. Other business conducted included approval of the mission/vision/values/beliefs statement, appointment of legal counsel, updated organizational chart, new board appointments, board reappointments, elections of new officers, transfer of custody documents to the new secretary, and the solicitation of committee chairs and its members. Last item to note Michael Rezkalla has been hired as the new Chief Executive Officer to take over for Robbin Cole. He will be officially starting on March 4th and will be taking over operation in May when Robbin retires. Michael and his family will be joining us from Massachusetts.

Also Tuesday I spent some time going through and reviewing all the new policy resolutions submitted through NACo's Community Economic and Workforce Development Committee that we will be discussing in a special teleconference call on February 5th and will discuss in length during our national meeting during the Legislative Policy Conference being held in Washington, D.C. Saturday February 10th. That meeting is a two-part all-day meeting to go through each resolution in its entirety before moving on to be voted on at the Annual Conference this summer in Philadelphia.

Wednesday afternoon I traveled to Topeka for KAC's Local Government Day. We first heard from Executive Director Bruce Chladny who updated us on several things the association is working on followed by Jay Hall, Deputy Director and General Counsel who went through several legislative items and issues that Kansas counties have. We then heard from State Representative and Former Finney County Commissioner Dr. Bill Clifford who went through the legislative session so far and answered a series of questions on the challenges facing counties. We then traveled over to "The Beacon" and met up with city officials from the League of Municipalities and a moderated panel discussion that included State Senators Dinah Sykes and Larry Alley and State Representatives Vic Miller and Chris Croft. That followed up by a reception where we had the chance to chat and

dialog with legislators and other state officials.

Congratulations to the #4 nationally ranked K-State women's basketball team for beating #12 Baylor on the road Monday night 58-55, unfortunately the men didn't fare so well in Ames losing a hard-fought battle to Iowa State 78-67.

Business Meeting

3. Accept Marion (Larry) Noble's resignation and appoint Jennifer Hancock as Grant Township Clerk

Move to accept Marion (Larry) Noble's resignation and appoint Jennifer Hancock as Grant Township Clerk.

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. Sign Riley County Employee Action Form(s)

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

- Bradley Pray, a new hire, as an As Needed Election Worker, in the Election Department, at a Range TASND.
- Anthony Crawford, a new hire, as an As Needed Election Worker, in the Election Department, at a Range TASND.
- Lauren Boyd, for a job change, as a Clerk Analyst II - Motor Vehicle, in the Treasurer's Department, at a Range 9, at \$24.29 per hour.
- Jessica Larabee, for a job change, as a Clerk Analyst II - Motor Vehicle, in the Treasurer's Department, at a Range 9, at \$23.24 per hour.
- John Martens, a Deputy Fire Chief, in the Riley County Fire District #1 Department, for Separation from County Service, effective February 16, 2024.

- Glenda Taylor, a Custodian I, in the Public Works Department, for Separation from County Service, effective January 23, 2024.
- Hannah Coates, for a promotion, as a full time Paramedic, in the EMS/Ambulance Department, at a Range PARAM, effective January 6, 2024.

6. Approve payroll/accounts payables (when completed)

Move to approve the payroll vouchers in the amount of \$769,976.83 and the following warrant vouchers for January 26, 2024:

2024 Budget

County General	\$342,631.88
Health Department	88,230.23
Emergency 911	1,375.43
Solid Waste	4,948.37
County Building	4,427.30
RCPD Levy/Op	1,921.70
Riley Co Fire Dist #1	10,328.35
Fire Dist Projects	975.75
University Park W&S	185.00
Lakeside Heights Sewer	12.13
KDOC Adult Services	6,520.32
KDOC Juvenile Services	6,408.35
KDOC Juv Reinvestment	969.68
BJA Grant	2,696.24
21 st Jud Dist DC ADSAP	790.40
Kansas Fights Addiction	5,525.73
City Alcohol Funds	15.70
RL County Alcohol Funds	239.40-
GMCF Grant	1,549.00
TOTAL	\$479,272.16

2023 Budget

County General	\$194,894.31
Disaster Fund	4,072.00
Health Department	61,254.22
Register of Deeds Tech Fund	81.99
County Auction	2,533.04
Motor Vehicle Operations	11,370.92
Community Corrections	828.49
Capital Improvements Fund	2,091.61

Emergency 911	1,816.66
Solid Waste	213,953.13
County Building	3,059.95
RCPD Levy/Op	2,712.14
Landfill Closure	1,162.36
Riley Co Fire Dist #1	10,604.20
University Park W&S	6,953.99
Hunters Island Water Dist	2,253.61
Carson Sewer Benefit Dist	283.35
Deep Creek Sewer	313.40
Moehlman Bottoms	819.24
Valleywood Operations	32.84
Terra Heights Sewer	877.26
Konza Water Operations	5,849.56
Lakeside Heights Sewer	70.31
University Park Lagoon	5,368.00
TOTAL	\$533,256.58

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

Review Minutes

7. Board of Riley County Commissioners - Regular Meeting - Jan 22, 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

8. Tentative Agenda

Press Conference Topics

9. Discuss Press Conference

9:00 AM Barry Wilkerson, County Attorney

10. Staff update

Wilkerson presented the County Attorney's Office update.

Wilkerson discussed a recent homicide court case which emphasized the space and movement needs in the courthouse. Wilkerson stated space needs in courts should be addressed.

9:15 AM Clancy Holeman, Counselor/Director of Administrative Services

11. Administrative Work Session

- 9:15 AM 12. Executive session to discuss confidential legal advice regarding potential litigation issues

Move the County Commission, including Chairman Ford, Vice Chairman McKinley, and Commissioner Focke, recess into executive session on potential litigation for the purpose of consultation with Clancy Holeman, County Counselor, and Shelley Woodard, Deputy County Counselor, attorneys 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 9:35 a.m.

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

- 9:35 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

9:35 AM Cory Meyer, IT/GIS Director

13. IT/GIS Staff Update - January 2024

Meyer presented the IT/GIS update.

9:50 AM Amanda Webb, Planning/Special Projects Director

14. Keats Environmental Assessment - Request for Professional Services procedure

Webb presented the Keats RFP proposals.

Foster stated he has worked with two of the firms in the past and would consider them based on past experience.

Foster discussed the process the firms will go through.

Foster said he is familiar with Governmental Assistance Services and Fishburn Consulting. Foster said Fishburn mentioned a timeline which may be a concern.

Focke stated those two firms were her top two proposals.

Move to hire Governmental Assistance Services for the Keats Sewer Project Environmental Services in the amount of \$6,500. Due to the timelines of the project the Board chose to forgo the interview process through the Procurement Policy. The second top vendor discussed concerns with meeting the timeline.

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

10:20 AM Amanda Webb, Planning/Special Projects Director

15. Stadel Road Sewer Benefit District - update

Webb presented an update on the Stadel Road Sewer Benefit District.

The Board discussed the project.

The Board agreed by consensus to proceed with the project as a City Benefit District.

10:40 AM Brittany Phillips, Budget and Finance Officer

16. CIP Amendment 23-23PW001

Phillips presented the CIP project amendment for the Carnegie Elevator Modernization.

Ellermann discussed the required upgrades to the elevator.

The Board discussed doing two or three of the elevators needed.

Move to approve the CIP Certification of Project Amendment Form for the Carnegie Elevator Modernization Project, for the Public Works-Facilities Department, in the amount of \$145,000 for a total of \$220,000.

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

10:50 AM Shilo Heger, Treasurer

17. Request to Fill Customer Service Representative I Position - County Treasurer

Heger requested to fill the Customer Service Representative 1 (2 positions) in the Treasurer's Department.

Move to approve the request to fill the Customer Service Representative I (2 positions) in the Treasurer's Department.

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

The Board of County Commissioners signed a Riley County Position Action Form for a Customer Service Representative I (2 positions), in the Treasurer's Department, at a Range 4.

10:59 AM**Adjournment**

Move to adjourn.

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