



**Board of Riley County
Commissioners
Regular Meeting
Minutes
January 26, 2023**

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
Cindy Kabriel	Senior Administrative Assistant	Present	8:30 AM
Clancy Holeman	Counselor/Director of Administrative Services	Present	8:30 AM
Albert Lee	Public Works	Present	8:30 AM
Anna Burson	County Appraiser	Present	8:30 AM
Darrin Hobbs	Planning Compliance Specialist	Present	8:32 AM
Elizabeth Ward	Human Resource Manager	Present	8:56 AM
Barry Wilkerson	County Attorney	Present	8:57 AM
Craig Cox	Deputy County Counselor	Present	9:08 AM
Pat Collins		Present	9:35 AM
Russel Stukey	Emergency Management Director	Present	9:35 AM
Vivienne Leyva	PIO	Present	9:41 AM
Shelly Williams	Community Corrections Director	Present	9:49 AM
Michael McNatt	Community Corrections	Present	9:49 AM
Jessie Hubbard	Administrative Assistant II	Present	10:00 AM
Darell Edie	Budget & Finance Officer	Present	9:50 AM
Ron Fehr	Manhattan City Manager	Present	10:10 AM
Shilo Heger	Treasurer	Present	10:46 AM

Pledge of Allegiance

Public Comment

1. Public Comments

Lee thanked the Riley County Commission for the Employee Training Day and the financial presentation.

Commission Comments**2. Commission Comments****Focke's Comments:**

Monday afternoon I attended the Intergovernmental Luncheon held at Rockin K's meeting room. It was sponsored by the USD 383 School Board and Curt Hermann chaired the meeting. Presentations were made by all entities present, including Ft. Riley, City of Manhattan, NBAF, Chamber of Commerce, representatives from Senator Moran's and Representative Mann's offices, and Riley County.

Later that afternoon, I met with Julie Gibbs at the RCHD. I hadn't visited with her since December and got caught up on activities at the health department and we scheduled several upcoming meetings that I will attend.

Tuesday evening, I watched the City Commission meeting and took note of the 10 year tax abatement for a building project on Kimball by the KSU Foundation. Also discussed was the first reading of an ordinance forbidding an elected official to serve in two elected official positions. It will be discussed again at a future meeting.

Wednesday, I spent some time in my office going over the meeting information for today, getting set up with the Paylocity system, and answering e-mails.

Wednesday afternoon I attended the Public Health Advisory Council at FCRC on Claflin Road. The new chair is Phil Mattox with a full board membership of various health and community members.

Debbie Nuss, representing the Health & Wellness Committee, did a presentation on the CHIP/Working group. Results of the extensive community meeting held last year were presented with the main community issues being transportation, housing, and mental health. Their next meeting will be on February 22nd.

Ford's Comments:

Monday at noon I attended the first Intergovernmental meeting of 2023 at the KSU Office Complex, Rockin K's provided lunch and USD 383 is hosting this year. Had a very good turnout and our discussion centered mostly around local and legislative issues and challenges.

Also Monday afternoon I met with Jerry Lonergan from the Flint Hills

Regional Council, had really good dialog and it was good to hear and get an idea of what they are working on for 2023.

Monday afternoon I met with Riley County Treasurer Shilo Heger to discuss a few items including the motor registration bill, the new and old sales tax, as well as projections and how to update those figures. We also discussed county investments and several other items too. Had a good conversation and always appreciate her expertise on things and look forward to chatting about these items again soon.

Tuesday morning I was on the local government panel discussion with Leadership Manhattan, which is sponsored by the Manhattan Area Chamber of Commerce. Mike Matson moderated the discussion and Manhattan City Mayor Mark Hatesohl and I answered a variety of question on our positions and the duties and responsibilities that come with it. This is the third year I've done this, and I always enjoy taking the time for the discussion with various business leaders from the area.

Tuesday afternoon I attended the Board of Directors Meeting with Pawnee Mental Health via Zoom. Among the items of discussion were a Chief Executive Officers report from Robbin Cole, followed by a therapy and recovery services report, discussion on both marketing and development, and a Pawnee new logo and format as well as a committee to complete the process. Other business included the board calendar for CY 2023, new organizational chart, appointment of new legal counsel (Casey Walker), report on board appointments, election of new officers, transfer of new documents to the secretary, solicit new committee chairs and members, reorganization of old board members, and lastly an executive session relating to confidential data to trade secrets.

Tuesday night I had a special session meeting with staff and the city council over in Ogden. Had a very productive and informative discussion on development in the area with Daryn Soldan, and I followed up with some dialog on potential grants and funding opportunities to help with some of the needs and challenges in the city.

Got home just in time Tuesday night to watch K-State lose to Iowa State 80-76 in Ames. Tough team and tough place to play but the Wildcats even in a loss played well I thought.

Wednesday afternoon as I was traveling to Topeka I took in via Microsoft Teams the January meeting of the NACo Community Economic and Workforce Development Committee. We had some opening remarks from our Chair Martha Schrader and then followed up by a legislative update from Capitol Hill, next month's legislative policy conference preview in Washington DC and an overview of the submitted interim policy resolutions by Michael Matthews, Legislative

Director, CEWD with the National Association of Counties, and lastly we followed up with an open dialog with thoughts and concerns.

Also Wednesday afternoon I attended the Local Government Day event hosted by the Kansas Association of Counties in Topeka. We first heard from KAC Executive Director Bruce Chladny and then got a full presentation from Deputy Director and General Counsel Jay Hall on what the organization is doing, new website features, and other legislative items. After that we traveled over to the Beacon and listened to Lt. Gov. David Toland make some remarks which was followed by a four-member legislative panel answering questions on some critical local issues and challenges, and very nice networking reception followed. I had the chance to catch up with a lot of people from around the state.

McKinley's Comments:

Tuesday received another call about problems with the township roads.

Wednesday I attended the KAC Local Government Day at the KAC Office. The first session was presented by Jay Hall. He updated what KAC is doing and went over all the information that is available on the KAC website and the state legislature website. He also discussed what we should do when presenting testimony to the legislative committees.

Second session was with the League of Kansas Municipalities. There was a short presentation by David Toland on the work that he was doing as Secretary of Commerce. They then had a legislative panel with four panelists. A democrat and a republican from the senate and representatives. There were a few helpful answers but mostly they each just spewed the partisan sparring which is most of what they do in Topeka.

Business Meeting

3. Sign Tax Roll Corrections

Move to approve the Tax Roll Corrections.

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

4. Action on Portable Communication Device Allowance Form(s)

Move to approve the Portable Communication Device Allowance Form.

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

5. Authorize Chair to sign Community Rating System (CRS) recertification letter.

Move to authorize the Chair to sign the recertification letter for National Flood Insurance Program Community Rating System.

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

6. Approve payroll/accounts payables (when completed)

Move to approve the payroll vouchers in the amount of \$660,624.57 and the following warrant vouchers for January 27, 2022:

2022 Budget

County General	\$136,581.49
Disaster Fund	40,063.34
Health Department	3,866.94
Court Technology	749.99
Court Services	475.00
County Auction	528.44
Motor Vehicle Operations	13,827.45
Emergency 911	8,516.99
Solid Waste	194,466.99
County Building	4,015.03
Road & Bridge Cap Project	579.01
RCPD Levy/Op	2,067.52
Landfill Closure	683.93
Riley Co. Fire Dist. #1	7,443.91
University Park W&S	5,967.86
Hunters Island Water Dist	1,226.24
Carson Sewer Benefit Dist	126.78
Deep Creek Sewer	749.60
Moehlman Bottoms	349.78
Valleywood Operations	170.19

Terra Heights Sewer	484.79
Konza Water Operations	2,715.04
Univ Park W&S Cap Reserve	8,464.00
Lakeside Heights Sewer	16.02
University Park Lagoon	880.00
TOTAL.	\$435,016.33

2023 Budget

County General	\$523,879.81
Health Department	44,664.21
Community Corrections	10,489.53
Capital Improvements Fund	2,867.84
Emergency 911	163,074.37
Solid Waste	256.39
County Building	1,361.12
RCPD Levy/Op	17,774.38
Riley Co Fire Dist #1	18,959.54
Hunters Island Water Dist	12.67
TOTAL.	\$783,339.86

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

Review Minutes

7. Board of Riley County Commissioners - Regular Meeting - Jan 23, 2023 8:30 AM

Move to approve the minutes.

RESULT:	ACCEPTED AS AMENDED [UNANIMOUS]
MOVER:	Greg McKinley, County Commissioner
SECONDER:	John Ford, 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

11. 2022 Accomplishments and 2023 Goals

Wilkerson presented the Attorney's Office 2022 Accomplishments and 2023 Goals.

Wilkerson thanked the commission for their support and for giving him the means to do it.

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

12. Administrative Work Session

- 9:22 AM 13. Executive session to discuss confidential legal advice regarding potential litigation issues

Move the County Commission, including Chair Focke, Vice Chairman Ford, and Commissioner McKinley, recess into executive session on potential litigation for the purpose of consultation with Clancy Holeman, Riley County Counselor, and Craig Cox, 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. David Adams, EMS/Ambulance Director will be present during a portion of the executive session to provide factual information.

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

9:35 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 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

9:35 AM

Russel Stukey, Emergency Management Director/Fire Chief

14. RCFD #1 Updated SOG / Policy Approval

Stukey presented the updated RCFD #1 SOG/Policy.

Move to approve the Riley County Fire District #1 updated Standard Operating Guidelines and Departmental Policies as presented.

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

9:50 AM

Shelly Williams, Community Corrections Director

15. Greater Manhattan Community Foundation Grant Application

Williams introduced Michael McNatt.

Williams presented and discussed the application for the Greater Manhattan Community Foundation Grant.

The Board agreed by consensus for Community Corrections to apply for a Greater Manhattan Community Foundation Grant.

16. Monthly Staff Update Adult Services Line-Item Adjustments

Williams presented line-item adjustments for adult services.

Move to table both the line-item adjustments for adult and juvenile services.

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

17. Monthly Staff Update Juvenile Services Line-Item Adjustments

10:05 AM Vivienne Leyva, PIO

18. Communications Update for January 2023

Leyva presented a PIO update.

10:20 AM Ron Fehr, Manhattan City Manager

19. Manhattan City General Update

Fehr presented a City of Manhattan update.

10:50 AM Shilo Heger, Treasurer

20. Request to Fill Open Customer Service I Position

Heger presented a request to fill a Customer Service Representative I.

Move to approve the request to fill the Customer Service Representative I in the Treasurer's Office.

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

SECONDER:	John Ford, County Commissioner
AYES:	Ford, Focke, McKinley

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

Discussion followed on adding the 911 dispatch to the public safety headquarters and parking for commissioners on non-commission days.

McKinley said he would like to serve on the building committee for the new facility.

Ford said he is not for it.

Focke agreed it would be a good idea.

Move for Commissioner McKinley to serve on the Leonardville EMS Station and Riley County Public Safety Headquarters Building Committee.

RESULT:	ADOPTED [2 TO 1]
MOVER:	Kathryn Focke, County Commissioner
SECONDER:	Greg McKinley, County Commissioner
AYES:	Focke, McKinley
NAYS:	Ford

11:18 AM

Adjournment

Move to adjourn.

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