



**Board of Riley County
Commissioners
Regular Meeting
Minutes
February 06, 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
Rich Vargo	County Clerk	Present	8:30 AM
Clancy Holeman	Counselor/Director of Administrative Services	Present	8:30 AM
Craig Cox	Deputy County Counselor	Present	9:00 AM
John Ellermann	Public Works Director/County Engineer	Present	9:30 AM
Elizabeth Ward	Human Resource Director	Present	9:30 AM
Vivienne Leyva	PIO	Present	9:30 AM
Tara Claussen	Konza United Way Chief Executive Officer	Present	9:30 AM
Russel Stukey	Emergency Management Director	Present	10:00 AM
Amanda Webb	Planning/Special Projects Director	Remote	10:15 AM

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Focke's Comments:

Thursday, I spent time in the office returning phone calls and e-mails and reviewing various documents on the Keats project. That evening I attended a standing, monthly committee meeting at my church.

Friday I spent the day traveling to Overland Park for an appointment with the retinologist for a re-check of my eyes. I had to wait for several hours in KC after the appointment before I could drive home. I hadn't anticipating spending the day there.

Saturday, I worked out at the gym, got some work done around the house, and watched the KSU basketball game.

Ford's Comments:

Thursday afternoon I attended the meeting of the Crisis Intervention Team. Among the items of discussion were setting the date for this year's CIT Training, which will take place June 19th-23rd at the conference room in the Riley County Public Works building. The state CIT will be in attendance and will provide some resources and other items for the event as well. We also discussed the idea of making this a Flint Hills group, which would include entities from Junction City, Geary County, and the Geary County Sheriff's office, more to come on that one.

Thursday evening I attended the 74th annual meeting of the Riley County Conservation District at Pottorf Hall. Had a wonderful dinner that was served followed by an election of two new supervisors (Nathan Larson and Stan Johnson). We then heard a presentation from Walter Fick from the K-State Department of Agronomy titled "Old World Bluestem" and two conservation awards were presented. The Kansas Bankers Association Soil Conservation Award went to the SAVE Farm and the Riley County Conservation District Award went to the Schepp Ranch. Congratulations to both of them and for their work and efforts. We ended the evening events with a prize raffle. Had fun and was glad to be back in person for this event for the first time since 2020.

Friday afternoon I did go back through the Facebook Live of the RCPD Townhall with new Director Brian Peete over in Ogden. Thought that went pretty well to be honest and keep in mind there will be several more of these occurring throughout Riley County in the coming days.

Saturday I watched K-State fall in an ugly game versus Texas 69-66 at home. Not sure what happened in the second half, but it didn't end well. Hopefully, the Wildcats will get back to winning tomorrow night versus TCU.

McKinley's Comments:

Friday I was hooked up to the final plans and specs for the North County Ambulance Station. Spent a lot of time this weekend going over them. It has been a long time since I went through a full spec book. Plans will be going public soon with an early March bid date.

Saturday I did go to the basketball game. Most disappointing loss of the season is all I can say.

Business Meeting

3. Konza United Way 2023 Riley County Campaign Proclamation

Move to approve the proclamation for Konza United Way 2023 Riley County Campaign.

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

Review Minutes

4. Board of Riley County Commissioners - Regular Meeting - Feb 2, 2023 8:30 AM

Move to approve the minutes.

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

Review Tentative Agenda

5. Tentative Agenda

Press Conference Topics

6. Discuss Press Conference

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

7. Administrative Work Session
8. Pending County Projects County Counselor

- 9:00 AM 9. Executive session for preliminary discussions related to the acquisition of real property

Move the Board of Riley County Commissioners, including Chair Focke, Vice Chair Ford, and Commissioner McKinley, along with Clancy Holeman, County Counselor, and Craig Cox, Deputy County Counselor, attorneys for the Commission, recess into executive session pursuant to the preliminary discussions relating to the acquisition of real property exception to the Kansas Open Meetings Act, to discuss a potential offer of purchase, the open meeting to resume in the County Commission Chambers at 9:20 a.m. Rich Vargo, Riley County Clerk, will be present during a portion of the executive session to provide factual information.

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

- 9:20 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
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9:20 AM Darell Edie, Budget and Finance Officer

10. 2024 Budget Calendar

Edie presented the 2024 Budget Calendar for review.

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

9:30 AM Press Conference

11. RCPD Update - Greg Steere (3-5 minutes)

Steere presented a Riley County Police Department update.

12. United Way Campaign Month Proclamation - Kathryn Focke and Tara Claussen (2-3 minutes)

Focke presented the United Way Campaign Month Proclamation to Tara Claussen.

13. Public Notice - John Ellermann (2 minutes)

Ellermann reported the bridge replacement project at the intersection of Tabor Valley Road and Kaw Road is scheduled to begin Monday, February 6, 2023. The intersection of Tabor Valley Road and Kaw Road will be closed to through traffic during construction. Temporary roads have been installed at the intersection to provide access and movement around the construction area for local traffic. The project has been allotted 70 working days, and is expected to be completed by April 10, 2023, weather permitting.

9:45 AM Tara Claussen, Konza United Way Chief Executive Officer

14. Konza United Way

Claussen, Executive Director of the Local United Way, thanked the

Board for the proclamation.

Claussen discussed United Way's focus on the community needs.

Claussen discussed the assistance the United Way provides for residents.

Claussen stated they have more agencies requesting assistance in 2024. Claussen asked where else can you give, that has such a wide community focus.

Claussen invited the Board to the United Way Annual Investment Date of April 28, 2024.

10:00 AM Russel Stukey, Emergency Management Director

15. Staff Update EM/Fire/911

Stukey presented the EM/Fire/911 update.

10:15 AM Amanda Webb, Planning/Special Projects Director

16. Planning & Development fee schedule review - licenses

Webb reviewed the Planning & Development proposed fee schedule.

Focke asked, are the interior units inspected of the mobile homes as well when the lots are inspected?

Webb stated both the exterior and interior are inspected.

McKinley stated he does not have any question on the changes to the mobile homes as there is a large variation in sizes.

Focke and Ford said the changes look good to them.

10:45 AM Clancy Holeman, Counselor/Director of Administrative Services

17. Request to Fill Deputy County Counselor Position

Holeman presented the request to fill the Deputy County Counselor position for a five month training period.

Ward discussed the personnel fiscal impact.

Ward stated this position is not funded. Ward said in the past the Counselor's Office has had approximately \$15,000 in funds available each year for the last three years in the Counselor's budget, which has been unspent.

The Board agreed by consensus to transfer money to the Counselor's Office to cover the additional cost of this proposal as presented if needed at the end of the year.

Move to approve the requisition to open the Deputy County Counselor position and follow the timeline outline.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	John Ford, 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 Deputy County Counselor, in the Counselor/Administrative Service Department, at a Grade FF.

Focke discussed the small cities' meetings and asked if we want to spend the money for the 24 hours overtime or at regularly scheduled meeting times.

The Board agreed by consensus to have staff schedule the small cities Commission Board meetings in the evenings beginning at 6:00 p.m. on Thursdays, except Ogden which will be on a Monday at 6:00 p.m. at the Community Center. The meetings are to be quarterly if possible.

11:12 AM Adjournment

Move to adjourn.

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