



**Board of Riley County
Commissioners
Regular Meeting
Minutes
February 23, 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
Isaac Drake	Public Works	Present	8:30 AM
Jeremy Noll	Public Works	Present	8:30 AM
Anne Johnson	Public Works	Present	8:30 AM
Gloria Loberg	Public Works	Present	8:30 AM
Steve Schurle	Appraiser's Office	Present	8:30 AM
Anna Burson	County Appraiser	Present	8:30 AM
Vivienne Leyva	PIO	Present	8:30 AM
Craig Cox	Deputy County Counselor	Present	8:30 AM
Evan McMillan	Assistant County Engineer	Present	8:32 AM
Michele Reid	Payroll, Benefits & Employee Relations Manager	Present	8:37 AM
Darell Edie	Budget & Finance Officer	Present	8:39 AM
Cory Meyer	IT/GIS Director	Present	9:35 AM
David Adams	EMS/Ambulance Director	Present	9:35 AM
John Ellermann	Public Works Director/County Engineer	Present	10:04 AM
Mr. and Mrs. Curt Porter		Present	10:42 AM
Danny Williams	Appraiser's Office	Present	11:20 AM
Doug Russell	Assistant Fire Chief	Present	12:00 PM

Pledge of Allegiance

Public Comment

1. Public Comments

Schurle thanked the Board for sponsoring him for the Flint Hills Leadership Program. Schurle discussed the program and sessions held.

Commission Comments

2. Commission Comments

Focke's Comments:

Thursday, February 16th, I attended the Tom Hawk retirement event at the Alumni Center. It was well attended and I was able to see people that I hadn't seen for a long time.

Friday, I spent time in the office and met with Amanda Webb and Vivienne Leyva on the handouts for Keats. I also called to reserve several dates for a Tax District meeting. It was determined that March 9th would work the best.

The weekend I worked on recruiting several people for church council and other activities, went to the gym for some needed exercise, and did some deep cleaning at home. On Sunday I went with friends to the "Legends", i.e. "Brookville" restaurant in Abilene.

Tuesday I spent some time going over the Leonardville ambulance plans that will go out for bid soon. I also went over the final handout piece with Amanda Webb. That should be ready today.

Wednesday, I attended the third Annual Rural Revitalization Conference in Randolph. Unfortunately, no wi-fi signal was available in the building, so I couldn't follow up on calls and e-mails until I got home. That evening, I had hand bell practice and attended Ash Wednesday services.

Ford's Comments:

Sunday evening I attended the RCPD Employee Appreciation Banquet at the Bluemont Hotel. Was very well attended and a lot of community partners were present as well. Several employees won multiple awards and it was a good time to reflect on all that has happened since September of 2021, the last time we had this ceremony.

Tuesday afternoon I attended the Riley County Law Meeting at the Manhattan City Commission Room. Among the items of discussion were the approval of the consent agenda, which included the 2023

adjusted financial journal and other monthly reports, a Community Advisory Board update, heard from the Fraternal order of Police Lodge #17 and the events they have been working on, and discussed goals within a new strategic plan coming later on down the road. We also discussed in length the possibility of moving animal control over to RCPD, and we ended with two quick executive sessions.

Also Tuesday afternoon I attended the monthly Board of Directors meeting for the Manhattan Area Chamber of Commerce. Among the items of discussion were a membership account update as well as the financials through January. Got an update and report on the Tourism Strategic Plan, an update on the progress for the Wareham Theatre project from Blade Manges, and a state tax proposal update from Mike Matson. There were 4 more new appointments to the small business council, an update on entrepreneurship funding, childcare incubator, and a parks and recreation foundation. We adjourned early for the K-State basketball game.

Also made time to stop at Early Edition for Pancakes for Pawnee, a drive thru fundraiser to supports the efforts of Pawnee Mental Health. Food was delicious and of course it went to a great cause.

Wednesday I attended the 3rd Annual Rural Revitalization Conference in Randolph hosted by the K-State Research and Extension. Got an update from several state and federal agencies and the resources and programs they have available for small businesses, entrepreneurs, and other rural entities. After lunch we heard from four very good small rural business owners and what they do and how they got to where they are at. Very informational and educational, and very grateful they are here in Riley County as well.

Wednesday afternoon I had a Riley County Law Board orientation. It was a great opportunity to get an update on what RCPD is doing as an agency and to meet and chat with command staff. Had the chance to get a couple of questions and concerns addressed which was good, and then after that meeting I met with new RCPD Director Brian Peete. We had a very good conversation and I look forward to continuing with these dialogs moving forward.

Thankfully K-State basketball won two important games vs. nationally ranked Iowa State and Baylor, and K-State baseball started the season off with a 4-game sweep in Texas, which is wonderful. It's a great time to be a Wildcat.

McKinley's Comments:

Saturday morning I attended the Riley County Republicans' monthly

meeting. I gave a brief update on what the county is doing. Most of the discussion was about the school board and city elections coming up this year.

Saturday I attended the K-State basketball game. They were able to turn things around with a nice win over Iowa State.

Tuesday morning I went to the prebid meeting for the North County Ambulance Station. There were five general contractors attending, but no big questions.

Then I had a meeting with Cory Meyer and caught up with what is going on in IT/GIS. One thing I learned is how much time is spent on security for the county systems.

Tuesday evening I attended another K-State basketball game. The second half looked like a return to the higher level play from earlier in the year. Sandstorm playing with the lights turned down had a huge response from the entire crowd. Coach Tang even commented on it after the game.

Yesterday I attended the Rural Revitalization Conference put on by Extension in Randolph. There were presentations on state and federal programs available to help start up businesses. The afternoon had speakers from four local small businesses talking about how they started businesses and were keeping them growing. They all had great stories of their ups and downs getting started.

Business Meeting

3. Highway Use Permit, Twin Valley Telephone

Move to approve the Highway Use Permit granting Twin Valley Telephone permission to work in the right of way to bury fiber optic cable to 8687 Alert Road.

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

4. Highway Use Permit, Twin Valley Telephone

Move to approve the Highway Use Permit granting Twin Valley Telephone permission to work in the right of way to bury fiber optic cable to 14151 Alert Road.

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

5. Highway Use Permit, Twin Valley Telephone

Move to approve the Highway Use Permit granting Twin Valley Telephone permission to work in the right of way to bury fiber optic cable to 9321 Barton Road. Bore under Barton Road to existing hand hole (buried fiber vault).

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

6. Highway Use Permit, Twin Valley Telephone

Move to approve the Highway Use Permit granting Twin Valley Telephone permission to work in the right of way to bury fiber optic cable to 12821 Madison Creek Road.

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

7. Hunter's Island Rate Resolution

Move to approve "Resolution No. 022323-07, A Resolution modifying the rates for water usage in the Hunter's Island Water Benefit District in Riley County, Kansas, and repealing resolutions in conflict therewith."

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

8. University Park Rate Resolution

Move to approve "Resolution No. 022323-08, A Resolution modifying the rates for water & sewer usage in the University Park Sewer and Water Benefit Districts in Riley County, Kansas, and repealing resolutions in conflict therewith."

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

9. Konza Rate Resolution

Move to approve "Resolution No. 022323-09, A Resolution modifying the rates for water usage in the Konza Water Benefit District in Riley County, Kansas, and repealing resolutions in conflict therewith."

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

10. Deep Creek Rate Resolution

Move to approve "Resolution No. 022323-10, A Resolution modifying the rates for sewer usage in the Deep Creek Sewer Benefit District in Riley County, Kansas, and repealing resolutions in conflict therewith."

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

11. Fancy Creek Rd Bridge replacement Project- Twin Valley Telephone Utility Agreement

Move to approve an Agreement relative to performing certain work and/or the occupancy of the County's highway right-of-way by the facilities of a utility with Twin Valley Telephone to relocate any of their facilities which would be in conflict with the construction of the Fancy Creek Road Bridge Replacement. There will be no cost to Riley County.

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

12. Riley County Grounds Maintenance Extension of Contract - Rothwell Landscaping, Inc.

Move to approve the Extension of Contract Riley County Grounds

Maintenance with Rothwell Landscape Inc. for one more year. This is the first extension of the original contract in the amount of \$19,602.00 to be paid in 9 monthly installments of \$2,178.00/month from April 2023 to November 2023.

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

13. Bid Approval

Move to accept the low bid submitted by KS StateBank for General Obligation Temporary Notes Series A, 2023 for High Plains Ranch for an interest rate of 5.39%.

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

14. Sign Riley County Personnel Action Form(s)

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

- Tyler Dugger, a Customer Service Representative I, in the Treasurer's Department, for Separation from County Service, effective February 3, 2023.
- Pillai Balaraman, a new hire, as an Intern, in the Health Department.
- Erica Kegley, a new hire, as an Intern, in the Health Department.
- Paulina Gatica, a rehire, as a MRC Unit Leader, in the Health Department, at \$21.73 per hour.
- Julieanne Wurtz, for a transfer, as an Appraiser III-Residential, in the Appraiser's Department, at \$31.39 per hour.
- Cole Frimmel, a new hire, as an Engineering Technician I, in the Public Works Department, at \$26.98 per hour.
- Bailey Cox, a new hire, as a Customer Service Representative II, in the Treasurer's Department, at \$19.03 per hour.
- Riley Isbel, a Facility & Grounds Tech I, in the Public Works/Parks Department, for Separation from County Service, effective February 1, 2023.

15. Approve payroll/accounts payables (when completed)

Move to approve the payroll vouchers in the amount of \$651,179.70 and the following warrant vouchers for February 24, 2023:

2022 Budget

County General	\$65,100.24
Disaster Fund	2,636.25
Health Department	652.84
Emergency 911	907.49
RCPD Levy/Op	2,151.94
Riley Co. Fire Dist. #1	4,188.07
Hunters Island Water Dist	14.97
Konza Water Operations	114.22
University Park Lagoon	880.00
TOTAL.	\$76,646.02

2023 Budget

County General	\$455,177.94
Health Department	82,495.08
Court Technology	629.94
County Auction	278.90
Moto Vehicle Operations	1,442.07
Community Corrections	23,986.90
Capital Improvements Fund	41,674.67
Emergency 911	5,872.03
Solid Waste	213,730.81
County Building	18,091.93
RCPD Levy/Op	17,010.61
Landfill Closure	722.55
Riley Co Fire Dist #1	22,425.02
University Park W&S	5,422.40
Hunters Island Water Dist	866.17
Carson Sewer Benefit Dist	118.95
Deep Creek Sewer	210.72
Moehlman Bottoms	132.08
Valleywood Operations	154.72
Terra Heights Sewer	1,123.18
Konza Water Operations	1,866.69
Lakeside Heights Sewer	32.59
TOTAL.	\$893,465.95

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

AYES:	Ford, Focke, McKinley
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Review Minutes

16. Board of Riley County Commissioners - Regular Meeting - Feb 16, 2023 9:00 AM

Move to approve the minutes.

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

Review Tentative Agenda

17. Tentative Agenda

Press Conference Topics

18. Discuss Press Conference

9:00 AM Barry Wilkerson, County Attorney

19. Staff update

Wilkerson presented the County Attorney's Office update.

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

20. Administrative Work Session

- 9:15 AM 21. Executive session to discuss confidential legal advice regarding potential litigation issues

Move the County Commission, including Chairwoman 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. County Attorney Barry Wilkerson, Riley County Attorney, will be present for 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

9:35 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 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

9:35 AM

Cory Meyer, IT/GIS Director

22. IT/GIS Staff Update - February 2023

Meyer presented the IT/GIS staff update.

23. Out of State Travel Request - ESRI User Conference

Meyer presented the out of state travel requests.

Move to approve the Out of State Travel Requests for Jacob Galyon

and Sherie Taylor to attend the ESRI GIS User Conference in San Diego, California in the amount of \$2,215.00 each.

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

9:50 AM David Adams, EMS Director

24. EMS/Ambulance Staff Update

Adams presented the EMS/Ambulance staff update.

10:05 AM Vivienne Leyva, PIO

25. Communications Update for February 2023

Leyva presented the PIO Communications update.

10:20 AM Darell Edie, Budget and Finance Officer

26. High Point Road G.O. Temporary Note Resolution No. 022323-

Edie presented the General Obligation Bond Resolution for the High Plains Road Project.

Move to approve "Resolution No. 022323-11, A Resolution authorizing the issuance of General Obligation Temporary Notes of Riley County, Kansas, in the total principal amount of \$161,000 to provide funds for the temporary financing of the costs of certain projects as authorized by the county; and setting forth terms, details, form and conditions of the General Obligation Temporary Notes."

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

10:30 AM Amanda Webb, Planning/Special Projects Director

27. Request to refill Environmental Health Specialist position

Webb presented a request to refill the Environmental Health Specialist position.

Move to approve the refilling of the EHS position as well as allow for contract services during the period between permanent placement.

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 an Environmental Health Specialist, in the Planning & Development Department, at a grade 16.

28. Keats public meeting request

Webb presented the Keats Public Meeting for the sewer improvements request.

Webb stated she would like to send the letters to the Keats area out today.

The Board agreed by consensus to send the letter to the Keats area residents and to hold the public meeting on the Keats sewer project.

29. Planning & Development Department fee schedule review

Webb presented the fee schedule review.

Ford stated he prefers to leave the daycare inspection fee at zero rather than increase to \$50.

The Board discussed the daycare inspection fee.

The Board agreed by consensus to leave the daycare inspection fee at no charge.

11:10 AM

John Ellermann, Public Works Director/County Engineer

30. Bala City - Vacation Request of Certain Roads

Ellermann presented the vacation request for certain roads in Bala City.

Focke opened the Public Hearing.

No Public Comment.

Focke closed the Public Hearing.

Move to approve "Resolution No. 022323-12, Resolution providing for an order vacating a portion of 3rd Street, Garfield Street and the Alley of Block 13 right-of-way, in Bala City, Riley County, Kansas."

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

11:30 AM Anna Burson, Appraiser

31. Riley County Appraiser's "Who we are, what we do, valuation 2023"

Burson presented information on what the County Appraiser's Office does in appraising property.

12:00 PM Russel Stukey, Emergency Management Director

32. Request permission to solicit bids for fire station construction project.

Stukey presented the request to solicit bids for the Ashland and University Park Fire Stations.

Move to approve RCFD #1 administration advertise solicitation of bids for the Ashland Station 102 and University Park Station 110 building project with funds to come from RCFD Capital Outlay.

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

12:05 PM Adjournment

Move to adjourn.

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