



**Board of Riley County
Commissioners
Regular Meeting
Minutes
March 02, 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
Amanda Webb	Planning/Special Projects Director	Present	8:30 AM
John Ellermann	Public Works Director/County Engineer	Present	8:30 AM
Kevin Larson	Riley County Council on Aging	Present	9:45 AM
Steve Schurle	Appraiser's Office	Present	8:33 AM
Michele Reid	Payroll, Benefits & Employee Relations Manager	Present	8:34 AM
David Adams	EMS/Ambulance Director	Present	8:45 AM
Katie Pursley	Riley County Council on Aging	Present	9:45 AM
Shelly Williams	Community Corrections Director	Present	10:30 AM
Jessie Hubbard	Administrative Assistant II	Present	10:30 AM
Michael Boller	Noxious Weed Director	Present	10:30 AM
Alvin Perez	Public Works Operations/Fleet Manager	Present	10:40 AM
Russel Stukey	Emergency Management Director	Present	10:40 AM
Lori Muir	Real Estate Specialist	Present	11:00 AM
Joseph Godown	Clerk's Office	Present	11:01 AM

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Focke's Comments:

Monday, I attended the Intergovernmental Luncheon. A presentation on school finance 101 was made by Lew Faust, Director of Business Services for USD 383. He went through all the state and local funding basics, student weighting and the base formula for calculating residential and commercial property tax amounts. Next meeting will be on March 27th.

That afternoon I attended the Riley County Solid Waste Management Committee. Agenda items included minutes from January, updates from public works and current committee members. Several members have resigned. Amanda Webb went over the procedures for the 2024 five year plan, to begin working this year. A lot of good discussion ensued around what changes and updates need to be made going forward. Current Chairman, Steve Galitzer announced that he will be resigning and the committee asked him to stay on and help a new chairman get oriented. Steve would like to step down in one month, but will stay on the committee to help.

Tuesday evening I attended the Kansas Broadband Road Show sponsored by the Kansas Department of Commerce. Each table was a focus group and attendees answered six questions that were posed, and then reported issues on Broadband issues in their areas. There will be federal funding available to Kansas, but a lot of information will be needed from communities throughout Kansas.

Wednesday I attended the Military Relations Luncheon at the Holiday Inn, Campus. Guest speaker was Gary Westerman, Regional Operations Manager of the Kansas Works. His presentation was on the Kansas Works program to assist veterans transitioning from the service to jobs in the private sector in Kansas.

Later that afternoon, I attended the Westloop Business Association at the Midwest Car Museum. Special guests were the football coach and five players from Manhattan High School that played in the championship game and are going to college in the fall. Two are coming to KSU. They brought a video that highlighted the game and celebrations afterwards. The second presentation was by MSG Bradley Spaid from the Fort Riley Transition Assistance Program. They work with soldiers that will be leaving the service in 18 months and work with them on job skills that can translate to the Kansas jobs. Some programs they have are placing interns in businesses, resume building, and an upcoming Career Fair March 21-23rd. He offered to help business owners or other organizations find good employees. He gave his contact number to the group.

Ford's Comments:

Monday afternoon I went to meet my doctor in Topeka for my bi-monthly checkup. There was both some good news and bad news, but nothing too serious that can't be fixed with a few changes along the way here in early 2023. This is also why I wasn't able to attend the February Intergovernmental Luncheon meeting.

Tuesday afternoon I met with Rich Vargo, Riley County Clerk and Elizabeth Ward, Riley County Human Resources Director to discuss a few personnel and staff related items, this dialog was just to provide some thoughts and ideas on a couple of items that will be discussed along the way here in 2023.

Tuesday afternoon I attended via Zoom the monthly Board of Directors Meeting for Pawnee Mental Health. It started with a Financial Committee meeting and update on the agency's financials to start 2023. The regular business meeting included an update on the Employee Life Survey, and the results by George Macko followed by the Chief Executive Officers Report by Robbin Cole. We also got a Marketing and Development report from staff. Committee reports from the Executive and Finance groups followed. Other business including reviewing the meeting structure, appointing committee members and chairs, moving meeting back to daylight savings time in March, and discussed new board member orientation. Lastly, we had an executive session on data related to trade secrets.

Wednesday I met with Ogden City Clerk David Ward, Angela Schnee, and Mayor Bob Pence to discuss several items including city renovations, DCIP funding, KDOT related changes, and my discussions with Congressional staff while in Washington, D.C. Afterward I stuck around for the city council meeting and updated them on several items that Riley County is working on that pertains to the city.

Great to see K-State beat Oklahoma last night 85-69 on Senior Night. With the Texas loss last night that puts the Wildcats into second place with the last game on the road versus West Virginia.

Interesting to see both Jupiter and Venus in the evening sky last night and also heard the chirping of some robins this morning, which is another sure sign spring is officially on its way.

McKinley's Comments:

Monday after our meeting I attended the Intergovernmental Luncheon meeting. The program was a review of school finance.

Tuesday morning Clancy Holeman, Barry Wilkerson, and I had a meeting with the judges about indigent attorneys. We will discuss it more later. After the meeting Clancy and I met with Barry to review the meeting. Later I had a meeting with Clancy to review several items that will be coming up later this year and to just catch up in general.

Tuesday evening I went to the Kansas Broadband Roadshow meeting. They are having a series of these meetings across the state to review the needs across the state. Interesting conversations about the problems faced in this area.

After that I attended the Riley City Commission meeting. RCPD Director Peete had been there earlier and there was a good crowd to meet with him. I updated them on the Leonardville ambulance station and our quarterly meetings in the small cities.

Last night I attended the K-State basketball game. It was a great send off for the seniors' final home game.

Business Meeting

3. A Resolution Establishing Planning & Development Fees for Riley County, Kansas

Move to approve "Resolution No. 030223-13, A Resolution establishing Planning & Development fees for Riley County, Kansas."

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

Holeman asked the Board to add discussion at the end of the meeting for SB 248 & SB 252.

The Board agreed by consensus to add the discussion on SB 248 & SB 252 at the end of the meeting.

4. Appraiser website contract with Jolene Roberts

Move to approve the Real Estate Sales Data Search Service Agreement for Jolene Roberts with MHK Sells for the Appraiser's Office.

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

5. Bid Recommendation - 2023 Crushed Limestone Chips

Move to approve the bid submitted by Bayer Construction Co. to supply approximately 2,000 tons of 3/8" CM-K crushed/washed limestone chips in the amount of \$30.30 per ton.

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

6. Sign a Tax Roll Correction

Burson stated Go Katz has multiple parcels and this one is residential.

Move to approve the Tax Roll Correction.

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

7. Advisory Board appointments and Resolution appointing Riley County representatives to Council/Advisory Boards,

Move to approve the following appointments and Resolution No. 030223-14, A Resolution appointing Riley County representatives to Council/Advisory Boards.

Patricia Peterson	March 2, 2023- December 31, 2025	Museum Board of Trustees 3 year
Sarah Ziegler	March 2, 2023- December 31, 2025	Riley County Public Health Council 3 year

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

8. Riley County Shared Leave Request Form

Move to approve the Riley County Shared Leave Request Form.

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

Review Minutes

9. Board of Riley County Commissioners - Regular Meeting - Feb 27, 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

10. Tentative Agenda

Press Conference Topics

11. Discuss Press Conference

9:00 AM

John Ellermann, Public Works Director/County Engineer

12. Bid opening for North Riley County EMS Station

The Board of County Commissioners opened the following bids for the North Riley County EMS Station:

<u>Company</u>	<u>Addendum 1</u>	<u>Addendum 2</u>	<u># of days for construction</u>	<u>Base Bid</u>
Kendall Construction 2551 NW Button Road Topeka, KS 66618	Yes	Yes	52 weeks	\$913,633
Riley Construction Co., Inc.	Yes	Yes	210 days	\$807,965

201 6 th Street Wamego, KS 66547				
Icon Structures, Inc. 212 S. 4 th Street, Suite 110 Manhattan, KS 66502	Yes	No	365 days for generator 210 days	\$953,000
Schultz Construction 1213 Hylton Heights, Suite 129 Manhattan, KS 66502	Yes	Yes	47 weeks for generator 240 days	\$799,000
Engineer's Estimate				\$838,125

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

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

9:15 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:	John Ford, County Commissioner
SECONDER:	Greg McKinley, County Commissioner
AYES:	Ford, Focke, McKinley

13. FY 24 OPEI Letter of Intent and Amendment for Contract Renewal/Signature

Spencer presented the FY 24 OPEI letter of intent and amendment for renewal.

Move to approve and sign the OPEI letter of intent and amendment to the contract for renewal.

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

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

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

9:30 AM Anna Burson, Appraiser

14. Appraiser's Office Staff Update

Burson presented the Appraiser's Office staff update.

9:45 AM Kevin Larson, Riley County Council on Aging

15. Riley County Council on Aging update

Larson presented the Riley County Council on Aging update.

10:00 AM Amanda Webb, Planning/Special Projects Director

16. Planning & Development - Staff Update

Webb presented the Planning and Development staff update.

10:15 AM Clancy Holeman, Counselor/Director of Administrative Services

17. Administrative Work Session

10:15 AM 18. 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, attorney 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 10:30 a.m.

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

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

10:30 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

10:30 AM

Shelly Williams, Community Corrections Director

19. FY22 Unexpended Funds Awarded & Budget Amendment FY22 Riley County Appropriations

Williams presented the FY22 Unexpended Funds Award amendments.

Williams stated Community Corrections will return \$2,765.61 from the FY2022 Riley County Appropriation to the County.

Move to approve the FY22 Unexpended Funds Award amendments as submitted.

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

20. 2023 County Special Alcohol Fund Allocations

Williams presented the County Special Alcohol fund allocation recommendations.

The Board agreed by consensus to ask for year end reports on how the funding is used.

Move to approve funding USD #378 in the amount of \$1,200, USD #384 in the amount of \$900 and RCCC for Drug Court in the amount of \$3,225 out of County Alcohol Tax dollars.

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

10:45 AM David Adams, EMS/Ambulance Director

21. Building Update

Adams presented updates on the North County EMS Station and Riley County Public Safety Headquarters.

11:00 AM John Ellermann, Public Works Director/County Engineer

22. County Road Systems in Kansas

Ellermann discussed the options for County Road Systems.

The Board discussed the options for County Road Systems.

11:20 AM Clancy Holeman, Counselor/Director of Administrative Services

23. Approval of Form of Agreement between County Attorney & Contract Attorney

Holeman presented the agreement between the County Attorney & Contract Attorney.

Move the Board authorize counsel to present the agreement in its current form to the BOCC for signature Monday, March 6, 2023.

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

Holeman discussed the potential impacts of SB 248 & SB 252.

Holeman stated KAC is asking for assistance on the potential impact of SB 248. Holeman said the spreadsheet only shows a portion of the potential impact.

Heger reviewed the spreadsheet information.

Holeman asked to provide this information to our delegation and KAC.

The Board agreed by consensus to provide the information to our delegation and KAC.

Holeman discussed SB 252 regarding a county competing against an existing business being exempt from property tax.

The Board agreed by consensus to notify the delegation and KAC there will be a detrimental impact to local units of government.

11:48 AM Adjournment

Move to adjourn.

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