



**Board of Riley County  
Commissioners  
Regular Meeting  
Minutes  
March 06, 2023**

115 North 4th Street  
Manhattan, KS 66502  
[www.rileycountyks.gov](http://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**

| <b>Attendee Name</b> | <b>Title</b>                                   | <b>Status</b> | <b>Arrived</b> |
|----------------------|------------------------------------------------|---------------|----------------|
| 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        |
| Lisa Daily           | Administrative Assistant II                    | Present       | 8:30 AM        |
| Lori Muir            | Real Estate Specialist                         | Present       | 8:31 AM        |
| Joseph Godown        | Administrative Analyst - Levy                  | Present       | 8:31 AM        |
| Michele Reid         | Payroll, Benefits & Employee Relations Manager | Present       | 8:34 AM        |
| Amanda Webb          | Planning/Special Projects Director             | Present       | 9:00 AM        |
| Darrin Hobbs         | Planning Compliance Specialist                 | Present       | 9:00 AM        |
| Craig Cox            | Deputy County Counselor                        | Present       | 9:04 AM        |
| Vivienne Leyva       | PIO                                            | Present       | 9:15 AM        |
| Elizabeth Ward       | Human Resource Director                        | Present       | 9:30 AM        |
| Tara Claussen        | Konza United Way                               | Present       | 9:30 AM        |
| Gina Snyder          | Downtown Manhattan                             | Present       | 9:30 AM        |
| Laurie Harrison      | Emergency Management Coordinator               | Present       | 9:30 AM        |
| Greg Steere          | RCPD                                           | Present       | 9:30 AM        |
| Shawn Drew           | United Way Campaign Chair                      | Present       | 9:30 AM        |

**Pledge of Allegiance**

**Public Comment**

1. Public Comments

**Commission Comments**

2. Commission Comments

Focke's Comments:

Thursday afternoon I caught up on some paperwork in the office. Caught up on paperwork that was stacked up at home and made calls on household paperwork and issues that needed attention. That evening I attended a meeting at the church.

Friday morning I visited a friend at Meadowlark. Hadn't been there in several years and was amazed at the amount of building that is going on. That evening I met with a group of friends for dinner in Aggieville.

Over the weekend I watched the KSU basketball game with friends, did some shopping, and enjoyed the weather.

Ford's Comments:

Thursday afternoon I was on a virtual call along with Rich Vargo, Elizabeth Ward, and Vivienne Leyva with Jay Larsen, County Commissioner from Knox County, Tennessee to discuss his Junior Commissioner Program that has been highlighted by NACo. Not sure what this could look like for Riley County moving down the road, but we will discuss this and see where it goes.

Also Thursday afternoon there was a meeting of the Flint Hills Mental Health Task Force. I missed the majority of it due to the prior call but some of the agenda items were an update on activity at the Crisis Stabilization Unit, an update from Ascension Via Christi and dialog on the transition to CCBHC into the future. Robbin Cole also gave an update on the Association's Legislative agenda as well.

Friday afternoon I met with Christine Weixelman from USD 383 to discuss the status of CiCo Park in the future, and to answer some questions from last Monday's conversation on the creation of a task force to look into the situation long term.

Also Friday afternoon I met with Katharine Hensler, Director of the Riley County Museum to see what they are working on, and the progress being made around the facility and programming and personnel needs. Appreciated the time spent and I can honestly say they are working very diligently as we move through spring.

Late Friday afternoon I met with Tracy Anderson, from Anderson, Knight Architects and Jason Hilgers from the City of Manhattan to discuss some ideas and plans for CiCo park in the future if Riley County chooses to vacate the fairgrounds and park once again.

Saturday I spent all-day with RCPD doing a ride along. I certainly chose the best and most entertaining day of the year to do this with it being Fake Patty's Day. But it did give me a different perspective on how the agency uses and plans its resources for these types of events. I started at 7:00 a.m. to hear their morning briefing and stayed until almost 5:00 p.m. and chatted with Director Brian Peete to catch up on a few items as well. Wanted to give a big shout out to LT. Luke Breault who I spent most of the day with driving around and Cpt. Greg Steere for allowing me to witness what they go through on this long day as well.

K-State dropped their last regular season game to West Virginia in Morgantown 89-81, but will have the 3<sup>rd</sup> seed in the upcoming Big 12 Tournament in Kansas City. Congratulations to Coach Jerome Tang who won Coach of the Year, Keyontae Johnson for winning Newcomer of the Year and being 1<sup>st</sup> Team All-Conference, and Markquis Nowell for being 1<sup>st</sup> All Defense and a 1<sup>st</sup> Big 12 Selection as well. Also K-State picked up three wins at home in baseball over the weekend too.

Lastly, just as a heads up I have started having correspondence on the valuation notices that went out, dialog has been civil thus far but a lot of concern about the large rising values over the last couple of years.

#### McKinley's Comments:

I attended the north county republicans meeting in Randolph Saturday. Representative Bloom was there to discuss some of the things going on in Topeka. I updated them on the North County ambulance station and told them about the commission meetings coming to the small towns. I also discussed the effects locally of the new sales tax proposal and the property tax exemption expansion.

I have also been answering emails about several parts of the appraisals that were sent out.

### Business Meeting

3. Highway Use Permit, Larry Hoobler & Ag Drainage, Inc.

Move to approve the Highway Use Permit granting Larry Hoobler and Ag Drainage, Inc. permission to work in the right of way to install an 18" metal road culvert to sleeve an underground drainage system.

|                |                            |
|----------------|----------------------------|
| <b>RESULT:</b> | <b>ADOPTED [UNANIMOUS]</b> |
|----------------|----------------------------|

|                  |                                    |
|------------------|------------------------------------|
| <b>MOVER:</b>    | John Ford, County Commissioner     |
| <b>SECONDER:</b> | Greg McKinley, County Commissioner |
| <b>AYES:</b>     | Ford, Focke, McKinley              |

4. Accept Robert William Deemie's resignation and appoint Travis Shanahan as Grant Township Trustee

Move to accept Robert William Deemie's resignation and appoint Travis Shanahan as Grant Township Trustee.

|                  |                                    |
|------------------|------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>         |
| <b>MOVER:</b>    | John Ford, County Commissioner     |
| <b>SECONDER:</b> | Greg McKinley, County Commissioner |
| <b>AYES:</b>     | Ford, Focke, McKinley              |

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

Move to approve the Portable Communication Device Allowance Form.

|                  |                                    |
|------------------|------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>         |
| <b>MOVER:</b>    | John Ford, County Commissioner     |
| <b>SECONDER:</b> | Greg McKinley, County Commissioner |
| <b>AYES:</b>     | Ford, Focke, McKinley              |

### Review Minutes

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

Move to approve the minutes.

|                  |                                    |
|------------------|------------------------------------|
| <b>RESULT:</b>   | <b>ACCEPTED [UNANIMOUS]</b>        |
| <b>MOVER:</b>    | John Ford, County Commissioner     |
| <b>SECONDER:</b> | Greg McKinley, County Commissioner |
| <b>AYES:</b>     | Ford, Focke, McKinley              |

### Review Tentative Agenda

7. Tentative Agenda

9:00 AM

Amanda Webb, Planning/Special Projects Director

8. Code enforcement presentation

Hobbs presented the code enforcement processes.

Webb discussed the Environmental Health Violations.

Move to approve the contract with C.J. Rieg for the County Attorney's Office.

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|------------------|------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>         |
| <b>MOVER:</b>    | John Ford, County Commissioner     |
| <b>SECONDER:</b> | Greg McKinley, County Commissioner |
| <b>AYES:</b>     | Ford, Focke, McKinley              |

**Press Conference Topics**

9. Discuss Press Conference

**9:30 AM**

**Press Conference**

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

Steere discussed the house party day RCPD monitored over the weekend.

Steere discussed the RCPD Town Hall Meetings.

Steere presented an update on RCPD activities.

11. Downtown Manhattan Update - Gina Synder (3-5 minutes)

Snyder presented a Downtown Manhattan update.

12. Severe weather awareness - Laurie Harrison (2 minutes)

Harrison announced this week is Severe Weather Awareness Week in Kansas.

Harrison said they encourage residents to look at their emergency

weather plans and kits.

13. 2023 United Way Campaign - Elizabeth Ward and Kathryn Focke (3-5 minutes)

Ward and Claussen announced Riley County Employees donated \$7,756 to United Way. Ward stated Commissioner Ford agreed to match up to \$1,000 to the United Way Campaign.

Focke drew the name, Shannon Sterling, for the 8 hours of Administrative Leave, as a donor to the United Way Campaign.

Claussen thanked the Board for hosting the United Way Campaign in the Riley County organization.

Claussen introduced Shawn Drew the United Way Campaign Chair.

Drew thanked the Board for their participation and support of the United Way Campaign.

**10:00 AM Russel Stukey, Emergency Management Director**

14. Staff Update for month of February

Stukey presented an Emergency Management/Riley County Fire District #1 staff report.

**10:28 AM Adjournment**

Move to adjourn.

|                  |                                    |
|------------------|------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>         |
| <b>MOVER:</b>    | John Ford, County Commissioner     |
| <b>SECONDER:</b> | Greg McKinley, County Commissioner |
| <b>AYES:</b>     | Ford, Focke, McKinley              |