



**Board of Riley County
Commissioners
Regular Meeting
Minutes
March 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
Cindy Kabriel	Senior Administrative Assistant	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
Craig Cox	Deputy County Counselor	Present	8:30 AM
Darrin Hobbs	REACH Committee Chair	Present	8:30 AM
Michele Reid	Payroll, Benefits & Employee Relations Manager	Present	8:30 AM
Vivienne Leyva	PIO	Present	8:30 AM
Elizabeth Ward	Human Resource Director	Present	8:30 AM
John Ellermann	Public Works Director/County Engineer	Present	8:30 AM
Julie Gibbs	Health Department Director	Present	8:30 AM
Jacob Clarke	Health Department	Present	8:30 AM
Gina Palmero-Muir	Health Department	Present	8:30 AM
Shelley Hays	Administrative Analyst	Present	8:30 AM
Tasha Drake	Health Department	Present	8:30 AM
Lori Muir	Real Estate Specialist	Present	8:30 AM
Larry Limbocker		Present	8:30 AM
Barry Wilkerson	County Attorney	Present	8:58 AM
Shelly Williams	Community Corrections Director	Present	9:50 AM
Mike McNatt	Community Corrections	Present	9:50 AM
Bob Isaac	Planner	Present	10:15 AM
Ron Fehr	Manhattan City Manager	Present	10:31 AM
Amy Manges	Register of Deeds	Present	10:53 AM
Skylar German	Health Department	Present	8:30 AM
Falastina Kair	Health Department	Present	8:30 AM
Mallory Breeden	Health Department	Present	8:30 AM
Alyssa McCoy	Health Department	Present	8:30 AM
Debbie Shaver	Health Department	Present	8:30 AM
Jinny Thompson	Health Department	Present	8:30 AM

Thereasa Stewart	Health Department	Present	8:30 AM
Olivia Clark	Health Department	Present	8:30 AM
Stacy Licklider	Health Department	Present	8:30 AM
Kayla Mathis	Health Department	Present	8:30 AM
Danielle Kitt	Health Department	Present	8:30 AM
Shanika Rose	Chronic Disease Risk Reduction Coordinator	Present	8:30 AM
Mark Hatesohl	Manhattan City Commissioner	Present	4:00 PM
John Matta	Manhattan City Commissioner	Present	4:00 PM
Wynn Butler	Manhattan City Commissioner	Present	4:00 PM
Pat Weixelman	Pottawatomie County Commissioner	Present	4:00 PM
Linda Morse	Manhattan City Commissioner	Present	4:00 PM
Brian Peete	RCPD Director	Present	4:00 PM
Wyatt Thompson	Interim Director Parks & Recreation	Present	4:00 PM
Kurt Moldrup	RCPD Assistant Director	Present	4:00 PM

Pledge of Allegiance

Public Comment

1. Public Comments

Hobbs presented the Employee of the Month Award to Jacob Clarke.

Ward read a thank you note to the commissioners from Shannon Sterling who won a day off in a drawing for the Konza United Way Campaign.

Limbocker discussed and asked questions about the appraisal process and his properties.

Commission Comments

2. Commission Comments

Focke's Comments:

Monday afternoon I took my daughter to the KCI airport for her trip back to Virginia. As I was taking the airport exit, I received a call from Counselor Holeman about the emergency fire order. As I couldn't sign it in person, he contacted Vice-Chair Ford to sign the paperwork. The airport was easier to access on Monday, but they still don't have very clear signage. Hopefully that will be corrected soon.

Tuesday, I attended a Zoom meeting of the Board of Heartland Works. The main topic was to hear the audit report for 2022. It was a lengthy discussion, and the board is in good financial shape and the board approved the report.

That afternoon, I met with County Appraiser, Anna Burson on several issues. Their office is super busy with property value appeals.

Wednesday afternoon, I attended a very lengthy meeting at my church concerning the weekly meals being provided in conjunction with Common Table. That evening, I attended Lenten services.

Ford's Comments:

Monday afternoon we had the March meeting of the Riley County Law Board at Manhattan City Hall. Amongst the items of discussion were the approval of the consent agenda which included all the monthly reports and expenditures as well as the minutes from the February meeting. Items from the general agenda included several public and board member comments, updates from the Fraternal Order of Police Lodge #17, the Community Advisory Board, a proclamation for the National Public Safety Telecommunications Week, two officer promotions and pinnings, a very robust discussion on this year's Fake Patty's Day, and lastly approval of both of the audit engagement letter and an information technology reserve fund expenditure.

Also Monday afternoon I worked with Clancy Holeman, Riley County Counselor and Vivienne Leyva, Public Information Officer on getting a Local Emergency Disaster Declaration in place for the fire that occurred in the southeast portion of Riley County in the median of 177 near Deep Creek. Thanks to everyone who helped contain the fire, and I'm very thankful no structures were damaged nor were there any loss of life as well due to the fire.

Tuesday I attended the monthly Board of Directors meeting with the Manhattan Area Chamber of Commerce. Got an update on both financials and membership accounts through February 28th, a presentation from Daryn Soldan on the entrepreneurship request that was presented to the Manhattan City Commission, an update on the Midtown Aggieville project from Back 9 Development, and staff updated us on other programming and activities as well.

Tuesday evening I attended the Riley County Farm Bureau Association Board Meeting. I took some time to update them on what is going on here in Riley County including SB 162 "Nuisance Abatement Act", discussion on the Riley County Fairgrounds, and conversation on the Township Unit and what that could look like moving forward. Had a

great dialog and a lot of question, but I certainly appreciated the time they allotted for me to discuss these items.

Congratulations to the K-State Women's Basketball team is defeating Wyoming and making an entry in the Women NIT Super 16 Round where I believe they will be playing Washington in Seattle. Also looking forward to tonight's game vs. Michigan State in the Sweet Sixteen on the men's side in New York City.

McKinley's Comments:

Quiet week so far. I took some time to catch up on emails and review our meeting.

Had a call yesterday from KSNT wanting to record something on the dangerous dog resolution we are working on. They came out to our house and recorded about 10 minutes of questions and comments and in the broadcast they used about 5 seconds. Last night's report was straight forward and mostly correct but this morning's version had a spin to it.

Still working on some home remodeling but finally found an electrician and plumber to come out and do some work. They have all been very busy.

Business Meeting

3. 2023 Asphalt Overlay Program Bid Recommendation

Move to approve the bid for Alternate 1 submitted by Shilling Construction Co., Inc. in the amount of \$1,280,252.00 for the asphalt overlay program.

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

4. Approve payroll/accounts payables (when completed)

Move to approve the payroll vouchers in the amount of \$658,501.31 and the following warrant vouchers for March 24, 2023:

2022 Budget

County General	\$15,594.46
Solid Waste	173.81
County Building	378.61
TOTAL.	\$16,146.88

2023 Budget

County General	\$509,615.97
Disaster Fund	206.16
Health Department	109,933.23
21 st Distr Adult Drug Crt	402.60
Court Technology	9,236.63
EMS Grants	832.63
County Auction	310.57
Motor Vehicle Operations	946.37
Special Alcohol	5,325.00
Community Corrections	18,170.19
Capital Improvements Fund	10,175.00
Emergency 911	6,162.78
Solid Waste	187,784.77
County Building	12,112.71
RCPD Levy/Op	16,695.45
Landfill Closure	618.59
Riley Co Fire Dist #1	27,734.19
University Park W&S	6,085.02
Hunters Island Water Dist	888.05
Carson Sewer Benefit Dist	683.47
Deep Creek Sewer	301.92
Moehlman Bottoms	214.36
Valleywood Operations	178.00
Terra Heights Sewer	862.86
Konza Water Operations	1,936.63
Lakeside Heights Sewer	38.71
High Plains Ranch - Ben Dis	881.98
TOTAL.	\$928,333.84

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

Review Minutes

5. Board of Riley County Commissioners - Regular Meeting - Mar 20, 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

6. Tentative Agenda

Press Conference Topics

7. Discuss Press Conference

9:00 AM Barry Wilkerson, County Attorney

8. Staff update

Wilkerson presented an Attorney's Office update.

Wilkerson thanked the commission for their support.

Ford thanked Wilkerson for helping with the RFP for the indigent services.

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

9. Administrative Work Session

Holeman discussed the local emergency declaration that needed to be put in place under the state law in order to get reimbursed. The declaration will last seven days.

Holeman said he has been working on resolution 1610 with Anna

Burson, County Appraiser and Vivienne Leyva, PIO.

Holeman said the Virtual Legislative Conference will be held 10:30-11:30 a.m. on Monday, April 10th.

Holeman said he is on the Intergovernmental Luncheon Agenda to discuss legislation.

Holeman discussed the opioid settlement.

9:35 AM Riley County Commissioners

10. Task Force Nominations on Fairground Relocation

Focke presented proposed appointments to a Task Force for the Riley County Fairground.

The commission discussed the proposed membership list for the Fairground Task Force.

The commissioners agreed by consensus to the following proposed membership list of 10 positions for appointments to the task force and for Gary Fike to send letters to the entities requesting a recommendation by April 28, 2023. No positions will be held by an elected official.

- Riley County Commissioners representatives - 1 appointment each (3)
- Riley County Extension Board
- Riley County Fair Board
- Riley County Rural Economic Development Board
- KSU Foundation
- Manhattan City Commission representative
- Kaw Valley Rodeo
- Kansas State University College of Agriculture

9:50 AM Shelly Williams, Community Corrections Director

11. Staff Update Juvenile Intake & Assessment Services Program

Williams presented a staff update.

Williams presented and discussed the Juvenile Intake and Assessment Services Program.

10:05 AM Elizabeth Ward, Human Resource Director

12. Riley County EAP Contract

Ward presented and discussed the Riley County EAP Contract with Pawnee Mental Health Services.

Move to approve the contract with Pawnee Mental Health Services for an Employee Assistance Program covering Riley County employees and their families.

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

13. Request to Fill-As Needed HR Clerical position

Reid presented a request to fill the As Needed Human Resources Clerical position.

Move to approve the request to fill the position of a part-time Human Resources Clerical Assistant for the Riley County Clerk's office.

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 Human Resources Clerical Assistant Part Time, in the Riley County Clerk's Department, at a Range Temporary and As Needed.

10:20 AM Bob Isaac, Planner

14. Replat Lot 1 and Lot 2 of Schurle Ranch Unit Two into two lots and update the Final Development Plan associated with the Planned Unit Development zoning designation for the property.

Isaac presented a request to replat Lot 1 and Lot 2 of Schurle Ranch Unit Two.

Move to approve "Resolution No. 032323-16, Resolution approving

the request to amend the final development plan associated with the Planned Unit Development zoning designation of certain real estate located in Wildcat Township" as it was determined to be in substantial conformance with the Preliminary Development Plan and meets the minimum requirements of the Riley County Land Development Regulations and the Sanitary Code.

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

Resolution

Move to approve "Resolution No. 032323-17, A Resolution approving the Schurle Ranch Unit three plat and accepting the street rights of way, easements and licenses as shown to be dedicated on said plat", as it was determined that all the requirements of the Riley County Land Development Regulations and Sanitary Code have been met.

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

10:35 AM Ron Fehr, Manhattan City Manager

15. City of Manhattan General Update

Fehr presented a City of Manhattan update.

11:05 AM Amy Manges, Register of Deeds

16. Request to Fill Open Position

Manges presented a request to fill the position of the Records Assistant I.

Move to approve the request to refill the position of Records Assistant I.

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

AYES:	Ford, Focke, McKinley
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The Board of County Commissioners signed a Riley County Position Action Form for a Records Assistant I, in the Register of Deeds Department, at a Range 4.

Adjournment

Move to adjourn after the Joint City/County/County Meeting at 4:00 p.m. at City Offices.

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

4:00 PM

Joint City/County/County Meeting (at City Offices)

17. City/County/County Meeting Agenda

Thompson presented a presentation on "Animal Shelter and Animal Control Update and Discussion".

Thompson discussed outsourcing the Animal Shelter to a third party and the benefits.

Thompson and Fehr discussed RCPD taking over animal control.

Discussion followed on the Animal Shelter, Animal Control, and pet licensing.

Hatesohl said more discussion will be in the future.

5:00 Adjourned.