



**Board of Riley County
Commissioners
Regular Meeting
Minutes
May 25, 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
Vivienne Leyva	PIO	Present	8:30 AM
Elizabeth Ward	Human Resource Director	Present	8:30 AM
Katharine Hensler	Museum Director	Present	8:30 AM
Michele Reid	Payroll, Benefits & Employee Relations Manager	Present	8:30 AM
Shilo Heger	Treasurer	Present	8:30 AM
Anna Burson	County Appraiser	Present	8:30 AM
Dawn Munger	Curator of Collections	Present	8:30 AM
Darrin Hobbs	Planning Compliance Specialist	Present	8:30 AM
Craig Cox	Deputy County Counselor	Present	8:32 AM
Shelley Woodard	Deputy County Counselor	Present	8:41 AM
Darell Edie	Budget & Finance Officer	Present	8:50 AM
Cory Meyer	IT/GIS Director	Present	9:35 AM
Shelly Williams	Community Corrections Director	Present	9:50 AM
Jessie Hubbard	Administrative Assistant II	Present	9:50 AM
John Ellermann	Public Works Director/County Engineer	Present	9:54 AM
Lori Muir	Real Estate Specialist	Present	10:18 AM
Julie Gibbs	Health Department Director	Present	11:00 AM
Shelley Hays	Administrative Analyst	Present	11:00 AM
Evan McMillan	Assistant County Engineer	Present	11:13 AM
Lisa Jones	As Needed Museum Assistant	Present	8:30 AM

Pledge of Allegiance

Public Comment

1. Public Comments

Hobbs presented the Employee of the Month Award to Lisa Jones.

Commission Comments

2. Commission Comments

Focke's Comments:

Monday afternoon, I spent some time in the office going over a lot of paperwork and emails.

Later that evening, I attended a Democratic Party event that was in honor of Tom Hawk. It was well attended and Tom shared a lot of experiences in his career. Several other guests were in attendance, including the new Kansas Democratic Chair.

Tuesday, I planted some shrubs in the yard (the last ones) and did some office work. In the afternoon, I did an interview for a podcast for the radio station owned by Eagle Broadcasting. It was the first of podcasts that they are doing with local elected officials. That evening, I attended a reception sponsored by Senator Moran prior to the opening on Wednesday morning of NBAF. It was a very large crowd and a good time for networking and meeting some new people, including Jeff Wolf, president of Scorpius. The project is still pressing forward, but they've had to make some major revisions.

Wednesday, I focused on today's meeting materials, and wrote a draft of a letter that will go to landowners around the Keats area. Spent the afternoon in the office and went over the letter with Amanda Webb and Craig Cox. It should be ready to go early next week, probably Tuesday due to the holiday on Monday. I also went over the materials for the public hearing materials for today.

Ford's Comments:

Monday afternoon I met with RCPD Director Brian Peete, and Assistant Director Kurt Moldrup at the Law Enforcement Center to discuss several items. Had a really good dialog and we discussed the budget, the long-term strategic plan for the agency, the Law Enforcement Center and its needs including exploring funding options for a new facility down the road, contractual services for legal services, and fitness for the agency as well.

Wednesday afternoon I listened in on a National Membership call with

NACo on committee assignments for the 2023-2024 term including my Community Economic and Workforce Development committee. I also was briefed on a new committee they are developing called the Artificial Intelligence Exploratory Committee to help examine policies, practices, potential applications, and consequences of AI. The committee will be comprised of fifteen county elected and appointed officials from across the country and will focus on the county governance of these ideas in regards to AI. I may look at getting an appointment to the Veterans and Military Services Committee if there is an opening for the next year as well to help with relations with Fort Riley.

Looks like K-State Baseball may have played their way out of the NCAA Tournament with a crushing 16-3 loss to TCU yesterday. Guess they get top seed Texas today so hopefully we can get a win there.

I spent the rest of the week recovering from a mystery digestive illness that kept me from attending a couple of events both on Tuesday and Wednesday.

McKinley's Comments:

Monday evening we went to the Manhattan Catbacker Tour. It was held on the new outdoor football practice facility. They had food trucks available before the meeting. Speakers included players from several sports, Gene Taylor, and coaches Mitti, Dibbini, Maligi, and Klieman. It was a fun evening and we have some great coaches working at K-State.

Tuesday evening was the Riley City Council meeting. They have a new person running the housing authority that used to work for Manhattan Housing Authority. She has a list of things she wants to do to improve Riley Centre. Had a couple of permits approved for new houses and all the lots in the east side development have been sold. One of the councilmen is building a new website for the city. They also approve the hiring of a code enforcer. That work will be taken to the court they have set up now.

Wednesday I attended the dedication and ribbon cutting for NBAF. There were a lot of notable people there including Governor Kelly and former governors Sebelius and Brownback, Senators Marshall and Moran and former Senator Roberts along with a lot of local state representatives and senators. Opening remarks were by President Linton and Mayor Hatesohl. There was a panel discussion with members from USDA and DHS. Dr Clavijo the NBAF director also spoke. Kelly, Moran, and Roberts also spoke. The final address was by Secretary of Agriculture Tom Vilsack. All of the speakers discussed

how the facility came to be located here and the importance of it to Manhattan, the state, and the entire county.

Business Meeting

3. Sign Tax Roll Corrections

Move to approve the Tax Roll Corrections.

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

4. Outstanding Check Resolution

Move to approve "Resolution No. 052523-28, Resolution for voiding outstanding checks issued by Riley County prior to April 30, 2021."

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

5. Sign Riley County Personnel Action Form(s)

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

- Logan Brock, a new hire, as a Volunteer Fire Fighter Stipend, in the Riley County Fire District #1 Department, at a Range TASND.
- Cherokee Foster, a new hire, as a Volunteer Fire Fighter Stipend, in the Riley County Fire District #1 Department, at a Range TASND.
- Nicole Alcala, a Personal Property Appraiser I, in the Appraiser's Department, for Separation from County Service, effective May 15, 2023.
- Joshua Schwanke, for a promotion, as a Paramedic, in the EMS/Ambulance Department, at a Range Paramedic, at \$19.98 per hour.

6. Sign Riley County Position Action Form(s)

The Board of County Commissioners signed a Riley County Position Action Form for an Environmental Health Technician, in the Planning & Development Department, at a Range 13.

Previously approved by the Board.

Review Minutes

7. Board of Riley County Commissioners - Regular Meeting - May 22, 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

8. Tentative Agenda

Press Conference Topics

9. Discuss Press Conference

9:00 AM Darell Edie, Budget and Finance Officer

10. 2024 BOCC, Coroner, Juvenile Detention, Special Alcohol, War Memorial, and Insurance Budget Requests

Edie presented the BOCC, Coroner, Juvenile Detention, Special Alcohol, War Memorial, and Insurance budget requests.

9:15 AM Shelley Woodard, Deputy County Counselor

11. Administrative Work Session

- 9:15 AM 12. 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 for the purpose of consultation with Shelley Woodard, Deputy County Counselor, attorney for the commission, on potential litigation, a matter which is 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.

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**

13. IT/GIS Staff Update - May 2023

Meyer presented the IT/GIS staff update.

- 9:50 AM **Shelly Williams, Community Corrections Director**

14. 2024 Community Corrections Budget and Appropriation Requests

Williams presented the 2024 Community Corrections budget request.

Ellermann presented a Highway Use Permit.

Move to approve the Highway Use Permit granting Every permission to work in the right-of-way to replace two overhead power poles on the south side of Barton Road west of Walnut Creek Road.

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

10:05 AM Vivienne Leyva, PIO

15. Communications Update for April/May 2023

Leyva presented the PIO Communications update.

10:20 AM Craig Cox, Deputy County Counselor

16. High Plains Ranch Road Benefit District Assessment Hearing

Cox presented the High Plains Ranch Benefit District assessment resolution.

Focke opened the Public Hearing for the High Plains Ranch Benefit District.

Cox discussed the project.

No public comment.

Focke closed the Public Hearing.

Move to approve “Resolution No. 052523-29, A Resolution of Riley County, Kansas, levying special assessment taxes on certain real properties in the county, for the purpose of paying a portion of the costs of road improvements benefiting such real properties; providing for giving notice of said special assessment taxes by publication and mailing; and providing for the collection of special assessment taxes (High Plains Ranch Road Improvements).”

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

10:50 AM Rich Vargo, County Clerk

17. 2024 Clerk, Elections, and Tech Fund Budget Requests

Vargo presented the 2024 Clerk, Elections, and Tech Fund budget requests.

11:05 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

18. 2024 Riley County Health Department Budget Request

Gibbs presented the 2024 Health Department budget request.

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

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

11:25 AM Evan McMillan, Assistant County Engineer

19. 2024 Benefit Districts, Landfill, and Solid Waste Budget Requests

McMillan presented the 2024 Benefit Districts, Landfill, and Solid Waste budget requests.

11:40 AM Clancy Holeman, Counselor/Director of Administrative Services

20. Request to refill position – County Counselor

Will be rescheduled.

11:30 AM Adjournment

Move to adjourn.

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