



**Board of Riley County
Commissioners
Regular Meeting
Minutes
September 22, 2022**

115 North 4th Street
Manhattan, KS 66502
www.rileycountyks.gov

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 2 – Greg McKinley, Chair](#)

[District 3 – Kathryn Focke, Vice Chair](#)

[District 1 – John Ford, Member](#)

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	Administrative Assistant II	Present	8:30 AM
Craig Cox	Deputy County Counselor	Present	8:30 AM
Alvin Perez	Public Works Operations/Fleet Manager	Present	8:30 AM
Danny Mathies	Public Works Operator II	Present	8:30 AM
John Ellermann	Public Works Director/County Engineer	Present	8:30 AM
Darrin Hobbs	REACH Chair	Present	8:30 AM
Betra Lund	Public Works Senior Analyst	Present	8:30 AM
Mary Graham	Administrative Assistant II	Present	8:30 AM
Evelyn Clark	Public Works Administrative Clerk II	Present	8:30 AM
Christian Bright	Manhattan Mercury	Present	8:30 AM
Michele Reid	Payroll & Benefits Spec & HR Associate	Present	8:35 AM
Darell Edie	Budget & Finance Officer	Present	8:38 AM
Barry Wilkerson	County Attorney	Present	8:55 AM
Anna Burson	County Appraiser	Present	9:01 AM
Elizabeth Ward	Human Resource Manager	Present	9:35 AM
Cory Meyer	IT/GIS Director	Present	8:35 AM
Kris Schneider	Network Administrator	Present	8:35 AM
Shilo Heger	Treasurer	Present	9:40 AM
Vivienne Uccello	PIO	Present	9:50 AM
Jana Chingway	Senior Legal Assistant	Present	9:50 AM
Amanda Webb	Planning/Special Projects Director	Present	10:08 AM
Douglas Pishney		Present	10:00 AM
Rebecca Pishney		Present	10:00 AM
Bob Isaac	Planner	Present	10:20 AM
Julie Gibbs	Health Department Director	Present	10:23 AM
Russel Stukey	Emergency Management Director	Present	10:53 AM
Evan McMillan	Assistant County Engineer	Present	11:02 AM
Jason Rodgers	Asphalt Road Supervisor	Present	8:30 AM

James House	Public Works Operator II	Present	8:30 AM
William Bright	Public Works Operator II	Present	8:30 AM
Kerry Free	Public Works Operator II	Present	8:30 AM

Pledge of Allegiance**Public Comment**

1. Public Comments

Hobbs presented the employee of the month for October to Dan Mathies.

Commission Comments

2. Commission Comments

McKinley's Comments:

Wednesday, I attended the meeting of the North Central Kansas Regional Detention Facility and Secure Care Center. The State of Kansas has raised the per diem for the secure care. The main use of funds will be to raise wages. They have had trouble staffing and hope this will help. The judge that had questions about the facility has taken a tour and her concerns have been explained. There are three teachers that they use for the youth and they came in to discuss what they do. There is a real good program that helps the residents keep up with their schoolwork and for the older ones they work on the GED. They have a library and have plans to enlarge it. Because they do not have access to computers and TVs in their rooms the residents do a lot of reading.

I also worked on getting some answers for residents about a recent Planning Board decision.

Focke's Comments:

Monday afternoon, I attended the Law Enforcement Board meeting. The consent agenda included approval of three sets of minutes, approval of expenditures and credits, reports on crime figures, jail population, and the approval of the communications center policies. We were provided with a complete set of those policies. The General Agenda included a community advisory board report on their activities,

an approval of the financial audit, a task force agreement on drug trafficking, and the approval of a leave program policy.

Two executive sessions were held. One was on a disciplinary issue and the other on the selection process for a new director.

Wednesday I attended a meeting for community leaders sponsored by the Manhattan Arts Center Board of Directors concerning the future direction of the art center. The group was divided into focus groups that discussed questions on organization, marketing, strategic planning, and facilities. Each group made presentations on their discussions. There will be a community-wide survey coming out in the near future.

Later that afternoon, I attended the Rural Economic Development Advisory Board meeting. A presentation on a new Zeandale Community Center was given with plans to develop their 3-acre site into a new community park/center. Phase one will be for a pavilion and outdoor recreation area. Phase 2 will include a new 40 x 60 community building. One grant has been awarded by the Wamego Community Foundation and several more are being worked on. The board discussed details of the drawing presented, ownership of the property, and how important this will be for the area. Their foundation is called "Friends of Zeandale Community".

An additional discussion was held on childcare in the county. There will be a presentation by Zero to Thrive (Allen County) at our public works building on October 26th. More detailed information will be in the minutes.

I will be attending the Keats picnic on Sunday.

Ford's Comments:

Monday afternoon I attended the September meeting of the Riley County Law Board. Some of items that were up for discussion were the approval of the new communication center policy and that was a long list as well, an update from Brent Riffel and the Community Advisory Board, several other votes including the 2022 RCLEA meeting resolution to have October and November meetings out in the county, the RCPD Audit Bid and Process agreement letter, and lastly General Order 2022-57 dealing with the agencies leave program. We ended the meeting with two executive sessions; one for affirmation of discipline and one to continue our discussion and plan for the hiring of a permanent director.

Tuesday afternoon I attended the September meeting of the Board of

Directors of the Manhattan Area Chamber of Commerce. We got an update on both financials and membership accounts, some of the other items for discussion was a change to the bylaw to be voted on later, a presentation on local entrepreneurship funding and strategy, a local delegation that went to Washington, DC to discuss policy and need, an update on the progress with Scorpion and a public information campaign, and lastly reports from all the staff.

Also Tuesday evening I met with the board of directors from the Riley County Farm Bureau, I took some time to thank them for their efforts in helping pass the new sales tax and I provided an update on some of the important things we have been working on and will continue to work on moving forward. They discussed their 2023 budget, upcoming events, and challenges they are having with their building as well.

Wednesday afternoon I chaired the September meeting of the Flint Hills MPO. We got an update on financials, a short-term disability plan, the 2021 audit, and the upcoming 2023 UPWP plan from Jared Tremblay, a pretty robust KDOT update from Matt Messina, and we voted to approve several items including Amendment #3 to our Transportation Improvement Plan (TIP), approval of the 2022 Limited English Proficiency Plan, and lastly approval of the 2022 Title VI Program Guidance.

Also Wednesday evening I attended the Ogden City Council meeting. I gave them an update on everything we are working on. They passed a series of municipal ordinances, a charter ordinance, they had an executive session, and ended with miscellaneous items from the council and city staff. Also wanted to point out their city Fall Festival next weekend on October 1st from 12:00 (noon) to 11:00 p.m. in downtown Ogden.

Business Meeting

3. Highway Use Permit, Clarkson Construction Co.

Move to approve the Highway Use Permit granting Clarkson Construction Co., permission to work in the right of way to trim and remove trees on Harold Road.

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

4. Accept Jim Larkins' resignation and appoint Patrick O'Neal as Ashland Township Treasurer

Move to accept Jim Larkins' resignation and appoint Patrick O'Neal as Ashland Township Treasurer.

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

5. Retail Dealer's 2022 Cereal Malt Beverages License for David & Danielle Tegtmeier (Liquid Art Winery)

Move to sign a Retail Dealer's 2022 Cereal Malt Beverages License for David & Danielle Tegtmeier (Liquid Art Winery), 1745 Wildcat Creek Road, Manhattan, Kansas 66503.

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

6. Legal Letter for 2021 Audit

Move to sign a Legal Letter for James Gordon & Associates CPA, P.A.

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

7. Sign Riley County Personnel Action Form(s)

The Board of County Commissioners signed a Riley County Personnel Action Form for Eddie Campbell, a Purchasing Agent, in the Public Works Department/Operations & Fleet, for Separation from County Service, effective August 3, 2022.

8. Sign Riley County Personnel Action Form(s)

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

- Kevin Vacanti, an Information Technician Specialist, in the IT/GIS Department, for Separation from County Service, effective October 6, 2022.

- Kayla Tornay, an Appraiser I-Personal Property, in the Appraiser's Department, for Separation from County Service, effective September 19, 2022.

9. Approve payroll/accounts payables (when completed)

Move to approve the payroll vouchers in the amount of \$625,154.27 and the following warrant vouchers for September 23, 2022:

2020 Budget

Capital Improvements Fund	\$44,301.00
Road & Bridge Cap Project	1,671.25
TOTAL.	\$45,972.25

2021 Budget

Road & Bridge Cap Project	\$151,989.19
Exp Lakesd Sew/UP Water	204.00
TOTAL.	\$152,193.19

2022 Budget

County General	\$1,278,993.14
Disaster Fund	16,693.75
Health Department	124,720.28
Court Technology	475.11
County Auction	532.01
Motor Vehicle Operations	14,900.98
Special Alcohol	1,832.76
Community Corrections	13,743.63
Capital Improvements Fund	38,420.47
Emergency 911	6,767.90
Solid Waste	228,470.45
County Building	9,323.37
Road & Bridge Cap Project	6,980.43
RCPD Levy/Op	18,587.36
Landfill Closure	2,665.51
Riley Co. Fire Dist. #1	33,607.94
University Park W&S	7,751.53
Hunters Island Water Dist	1,112.55

Carson Sewer Benefit Dist	2,748.07
Deep Creek Sewer	2,285.91
Moehlman Bottoms	159.57
Valleywood Operations	166.57
Terra Heights Sewer	1,812.28
Konza Water Operations	2,647.18
Univ Park W&S Cap Reserve	536.93
Lakeside Heights Sewer	33.10

TOTAL. \$1,815,968.78

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

Review Minutes

10. Board of Riley County Commissioners - Regular Meeting - Sep 19, 2022
8:30 AM

Move to approve the minutes.

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

Review Tentative Agenda

11. Tentative Agenda

Press Conference Topics

12. Discuss Press Conference

9:00 AM

Barry Wilkerson, County Attorney

13. Staff update

Wilkerson presented an Attorney's staff update.

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

14. Administrative Work Session

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

Move the County Commission, including Chairman McKinley, Vice Chair Focke, and Commissioner Ford, recess into executive session on potential litigation for the purpose of consultation with Craig Cox, Deputy County Counselor, attorney for the commission, 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. Anna Burson, Riley County Appraiser, will be present during a portion of the executive session to provide factual information.

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

9:35 AM Cory Meyer, IT/GIS Director

16. IT/GIS Staff Update - September 2022

Meyer presented an IT/GIS update.

Meyer introduced Kristopher Schneider as the new Network Administrator.

17. Request to Refill Info Tech Specialist Position

Meyer said Kevin Vacanti is leaving Riley County and is requesting to fill his position.

Move to allow IT\GIS to proceed with the refill of the IT Specialist position.

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

The Board of County Commissioners signed a Riley County Position Action Form for an Information Technician Specialist, in the IT/GIS Department, at a grade M.

9:50 AM Craig Cox, Deputy County Counselor

18. Setting Aside Sale of Item #3 from July 8, 2022 Tax Auction

Cox discussed the process of the tax sale.

Cox said a property had a mortgage on it. Cox said it didn't show on the title search.

Cox said it was owned by a LLC and was sold to an individual.

Discussion followed on the title company being responsible for some of the reimbursement costs to be paid to the buyer.

Cox said he is meeting with the title company to discuss what happened.

Cox said he will keep the commissioners updated.

Move the Board approve the reversal of the sale of Item #3, 3445 Vanesta Drive and request for reimbursement of costs.

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

10:05 AM Vivienne Uccello, PIO

19. September 2022 Monthly Communications Update

Uccello presented a PIO update.

10:20 AM Bob Isaac, Planner

20. Acknowledge the approved Final Plat of Pishney Addition, accepting any easements, rights-of-way or licenses, as shown to be dedicated on the Final Plat.

Isaac presented a request to plat Pishney Addition.

Move to approve "Resolution No. 092222-46, A Resolution approving the Pishney Addition and accepting the street rights of way, easements and licenses as shown to be dedicated on the said plat", as it has been determined that the minimum requirements of the Riley County Land Development Regulations and Sanitary Code have been met.

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

10:30 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:	Kathryn Focke, County Commissioner
AYES:	Ford, Focke, McKinley

21. RCHD request to apply for KDHE grant

Gibbs discussed applying for a KDHE grant to reduce opioid use across the Wildcat Region. Gibbs said it will be jointly applied for with Pottawatomie County, Geary County, and the Riley County Health Department.

Move the Board of Health approve the grant application and allow RCHD to serve as the fiscal agent for this grant in the Wildcat Region.

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

10:40 AM Gary Fike, County Extension Director

22. Staff Report

Fike presented an Extension staff update.

10:55 AM Elizabeth Ward, Human Resource Manager

23. Riley County Employee Day 2022 Proposal

Ward discussed employee day on Columbus Day.

Move to approve the agenda and budget for the 2022 Riley County Employee Day.

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

11:15 AM John Ellermann, Public Works Director/County Engineer

24. Out of State Travel Request for Public Works

Ellermann presented an Out of State Travel Request for David Willis to attend the Equip Exposition.

Move to approve Out of State Travel Request for David Willis to attend the 2022 Equip Exposition in Louisville, Kentucky.

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

11:20 AM Evan McMillan, Assistant County Engineer

25. Industrial Shedder Replacement

McMillan presented a request to go out to bid for an industrial shredder.

McMillan said a few days ago they discovered a fuse out. McMillan said they have ordered a fuse to see if that will fix the shredder.

The Board of County Commissioners agreed with the time delays in getting items that staff could proceed with the bidding process in case the fuse doesn't fix the shredder.

Move to approve Public Works to go out for bid for an industrial shredder.

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

11:35 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:	Kathryn Focke, County Commissioner
AYES:	Ford, Focke, McKinley

26. RCHD Request for approval to replace health department sign.

Gibbs presented a request to replace the sign at the Health Department using supplemental COVID funds through an ELC grant and at no cost to Riley County.

Move to approve the request to replace the sign at Wharton Manor and Claflin with a new digital sign.

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

Adjournment

Move to adjourn.

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