



**Board of Riley County
Commissioners
Regular Meeting
Minutes
December 08, 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
Rich Vargo	County Clerk	Present	8:30 AM
Clancy Holeman	Counselor/Director of Administrative Services	Present	8:30 AM
Russel Stukey	Emergency Management Director	Present	8:55 AM
John Ellermann	Public Works Director/County Engineer	Present	9:09 AM
Elizabeth Ward	Human Resource Manager	Present	9:20 AM
Michele Reid	Payroll & Benefits Spec & HR Associate	Present	9:20 AM
Donna Borgerding	Vehicle Supervisor/Deputy Treasurer	Present	9:20 AM
Katharine Hensler	Museum Director	Present	9:30 AM
Anna Burson	County Appraiser	Present	9:30 AM
Jason Smith	Manhattan Area Chamber of Commerce Director	Present	9:45 AM
Julie Gibbs	Health Department Director	Present	10:00 AM
Jan Scheideman	Child Care Facilitator/Manager	Present	10:07 AM
Heather Ritchey	Child Care Licensing Supervisor	Present	10:11 AM

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

McKinley's Comments:

Tuesday evening I went to the Leonardville City Commission with David Adams and John Ellermann. For access to the back of the ambulance location we need to open up the alley in back of the property to the west. We will pay to asphalt the alley and trees will need to be cleared. Clancy Holeman will be in contact with the city attorney to work out the details.

Leonardville Pride has raised money this year and purchased new Christmas lights which have been installed and look very nice.

Wednesday afternoon was the Flint Hills ATA bus board meeting. They presented the recently completed audit. Their response to recent promotions have brought in some needed applicants for drivers. The bus shelter in Westloop was opened last week.

Wednesday evening we attended the Holiday Reception at President Linton's residence. There was a good group of people. I had never been in there and it is a nice house.

Focke's Comments:

Monday late afternoon, I received a call from several people concerned about the joint City/County planning boards' meeting that evening that was discussing the use of CiCo Park facilities by the high school. As I couldn't attend the meeting, I called several members of the county parks & rec. board, but was unable to get in touch with any of them that late in the day. Will follow up on the issue.

Tuesday, I planned the menu and shopped for the community meal on Thursday night.

That afternoon, members of the Common Table took a tour of the 9th Grade Center's cafeteria, with Eric Reid, that may possibly be used for community meals in the future. It would be an excellent space for community meals, but details would have to be worked out. We also learned of plans for the rest of the building when the students move to the Manhattan High School campus in the fall of 2023.

The Common Table members met after the tour for their December meeting. Meals are fairly stable in numbers with locations seeing 60-80 people per night. Meals are taken from several locations to the Manhattan Emergency Shelter, the CSU (Pawnee Mental Health), Be Able and the "Center of Hope" (shelter for below 40 degrees) at the Vineyard Church. A lot of discussion was had on the food recovery

system that has been re-activated through the efforts of Vicki James and the KSU training table. A new system of getting the extra food distributed has been established.

Wednesday I attended the Military Relations Luncheon at the Hilton Garden Inn. The guest speaker was Dr. Robert Smith, Director, Fort Riley Museum Complex. He discussed the renovations to the Fort's museums, which should be re-opened in 2023. They are booking tours, but don't know the exact date. An interesting story was told about "Comanche" the horse, that was the only living survivor of Custer's Last Stand at Little Big Horn. They had a replica made of the horse which had been preserved through taxidermy, and it is one of the museum's new exhibits. It took eight soldiers to uncrate it and get it to the exhibit.

After the luncheon, I went to the Lutheran Church to prepare casseroles for the Thursday night meal with the cooking team.

"Business After Hours" will be next Wednesday evening, December 14th at Briggs Auto from 5:30 - 7:00 p.m.

The next luncheon will be on February 1st.

Ford's Comments:

Monday afternoon over the lunch hour I had a meeting with members of the military community and other community partners at the Chamber of Commerce to discuss the open Military Relations Liaison position. As we are all aware Janet Nichols has moved on to a position with the Kansas Commission on Veterans Affairs thus leaving this position open. The meeting centered around what do we want, what are the needs, and what are the expectations for this position before someone is officially hired. I believe there will be several of these discussion meetings with community partners and a strategy for how to approach the position will be garnered from it.

Also on Monday we got through and completed the process of department head evaluations for 2022. Very glad to have this done and off the plate for the rest of December. I really liked the new streamlined process we incorporated and used this year. Still think a couple of refinements may be needed in the future but it's working out a lot better.

Monday evening I attended the Fort Riley Annual Holiday Tree Lighting Ceremony at the Ware Parade Field. Highlights of the event included the lighting of a 20-foot-tall tree, a visit from Santa Claus

himself, the children choir from Fort Riley and Youth Services and a speech before the lighting from Brigadier General Niave Knell, 1st Infantry Division and Fort Riley Deputy Commanding General. Beautiful evening for this ceremony and the event was well attended. Children at the event got to meet Santa Claus afterward and hot chocolate and cookies were available for the crowd as well.

Tuesday morning I did catch a part of the ceremony virtually honoring Command Sargent Major Alber Serrano as he relinquished his role as the command of the “Demon” Brigade, and I wish him the best of luck in his future endeavors.

Tuesday afternoon I attended the monthly meeting (a little early this month) via Zoom of the Pawnee Mental Health Board of Directors. I started off with a Finance Committee Meeting where April Swartz gave an update on the annual audit and 990 report along with Bob Hanson. Some of the items of discussion were the full Audit and 990 report, Chief Executive Officer report from Robbin Cole, ACMHCK 2023 Policy Agenda, a report from the Finance Oversight Committee and a review of the October financials. We also had several introductions including Curtis Hawkinson, CEO of Community Memorial Health Care and Peggy Barrett from Cloud County. Other business including approval of the 2023 Board Calendar, annual review of the board conflict of interest, board self-evaluation, review of committee work and establishment of the standing committees, we also recognized resigning board members, and made a board recognition of Pawnee staff and discussed whether to go back to in-person meetings only.

Tuesday evening I attended the first K-State Men’s Basketball game in quite awhile watching the Wildcats beat Abilene-Christian 81-64 in front of a very sparse crowd. Kudos to the K-State student body for providing the atmosphere during the contest.

Business Meeting

3. Notices to Township Boards - Cereal Malt Beverage Licenses for Liquid Art Winery (1745 Wildcat Road) and Dara's Fast Lane (5321 Tuttle Creek Blvd and 1132 Pillsbury Drive)

Move to sign the Notices to Township Boards - Cereal Malt Beverage Licenses for Liquid Art Winery (1745 Wildcat Road) and Dara's Fast Lane (5321 Tuttle Creek Blvd and 1132 Pillsbury Drive).

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

Review Minutes

4. Board of Riley County Commissioners - Regular Meeting - Dec 5, 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

5. Tentative Agenda

Press Conference Topics

6. Discuss Press Conference

9:00 AM David Adams, EMS/Ambulance Director

7. Building Update

Adams presented the North County EMS Station and Public Safety Headquarters building project updates.

Adams and Stuke discussed keeping the current EMS/Ambulance station for storage for EMS/Ambulance and Riley County Fire District #1.

9:30 AM Elizabeth Ward, Human Resource Manager**8. 2022 Holiday Leave Request**

Ward presented the 2022 holiday leave request.

The Board discussed the 2022 holiday leave request.

Move to approve two days of holiday leave for 2022, on Friday, December 23rd and Friday, December 30th.

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

9:45 AM Jason Smith, Manhattan Area Chamber of Commerce**9. Economic development update**

Smith presented an economic development update.

10:00 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

10. RCHD Monthly Update

Gibbs presented the Health Department update.

11. Permission to Submit ECBG Grant Renewal Application

Scheideman presented the ECBG grant application for Raising Riley.

Move to approve the Riley County Health Department submit the grant application as presented to the Children's Cabinet and Trust Fund.

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

12. RCHD CCL Program 2023 Fee Revision

Gibbs presented the Revision of Child Care Licensing Fees.

Move to approve the amendment and adopt the new CCL fees, which will take effect in 2023.

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 Commissioners.

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

10:30 AM **Clancy Holeman, Counselor/Director of Administrative Services**

13. Administrative Work Session

Holeman discussed the Riley County Legislative Conference for next Monday from 12:00 - 2:00 p.m.

10:50 AM **Anna Burson, Appraiser**

10:50 AM 14. Executive Session to discuss confidential legal advice regarding potential litigation issues

Move that the County Commissioners, including Chairman McKinley, Vice Chair Focke, and Commissioner Ford, 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 11:20 a.m. Anna Burson, Riley County Appraiser, and Marion Johnson 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

11:20 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

11:20 AM

John Ellermann, Public Works Director/County Engineer

15. Out of State Travel Request

Ellermann presented two Out of State Travel Requests.

Move to approve the Out of State Travel Requests for Evan McMillan and Alvin Perez to attend the 2023 National Association of County Engineers (NACE) Annual Meeting and Management & Technical Conference in Orange Beach, Alabama.

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

11:30 AM Cindy Kabriel, Administrative Assistant II

16. Advisory Board appointments

Move to approve the following appointments.

Robert Mertz Comm Dist 1	Fair Board 4 year
Brent Camerlinck Comm Dist 2	Fair Board 4 year
Kelsey Thomas Comm Dist 3	Fair Board 4 year
Alan Adolph Comm Dist 3	Hunters Island Water District 3 year
Linda Morse Comm Dist 3	NCFH Area Agency on Aging 2 year
Anne Browne Comm Dist 1	Pawnee Mental Health Services 3 year
John Ford Alternate Comm Dist 1	Pawnee Mental Health Services 3 year
Diane Hoobler Comm Dist 1	RCPB\BOZA 3 year
Phillip Lyles Comm Dist	Riley County Public Health Council 3 year
Robert Callahan Comm Dist 3	Riley County Public Health Council 3 year
Julie Miller Comm Dist 2	Riley County Public Health Council 3 year
Jean DeDonder Comm Dist 2	Riley County Public Health Council 3 year
Jada Sharp Comm Dist 2	Rural Economic Development 3 year
Lorn Clement Comm Dist 3	Rural Economic Development 3 year
James Armendariz (Adult Appointment) Comm Dist 1	Joint Corrections Advisory Board 2 year
James Armendariz (Juvenile Appointment) Comm Dist 1	Joint Corrections Advisory Board 3 year

Dana Martinez (Adult Appointment) Comm Dist 1	Joint Corrections Advisory Board 2 year
Dana Martinez (Juvenile Appointment) Comm Dist 1	Joint Corrections Advisory Board 3 year

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

11:35 AM

Adjournment

Move to adjourn.

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