



**Board of Riley County
Commissioners
Regular Meeting
Minutes
December 11, 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
Anna Burson	County Appraiser	Present	8:30 AM
Brittany Phillips	Budget and Finance Officer	Present	8:30 AM
Russel Stukey	Emergency Management Director	Present	8:31 AM
Katharine Hensler	Museum Director	Present	9:15 AM
Shilo Heger	Treasurer	Present	9:15 AM
Shelley Woodard	Deputy County Counselor	Present	9:28 AM
Amanda Webb	Planning/Special Projects Director	Present	9:30 AM
Julie Gibbs	Health Department Director	Present	9:31 AM
Elizabeth Ward	Human Resources Director	Present	9:35 AM
John Ellermann	Public Works Director/County Engineer	Present	9:40 AM

Pledge of Allegiance

Public Comment

1. Public Comments

Holeman said the executive session at 10:15 needs to be removed from today's agenda.

Move to remove the 10:15 a.m. executive session from today's agenda.

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

SECONDER:	Greg McKinley, County Commissioner
AYES:	Ford, Focke, McKinley

Commission Comments

2. Commission Comments

Focke's Comments:

Tuesday I worked in the office and went over evaluations and other business items. Met with Amanda Webb and Shelly Woodard on the grant possibilities and application process for the Keats wastewater project. There are several upcoming options for funding, and they are working with the consultant on applications.

The option contract for land purchase is complete and has been sent to the property owner.

Wednesday I went to the KAC conference in Wichita. I attended the keynote address on current job market conditions and how government entities are competing with private industries.

I attended a breakout session on infrastructure grants available through the state and national governments for projects. Applications need to be made with both the state and national programs. Kansas is divided into regions and there are consultants for each region, ours is Witt O'Brien's, who we've been working with. State monies are compensating these consultants.

After going through the exhibition hall, I headed home. Had several stops to make in Wichita and got home later that evening.

Thursday, I spent time catching up on issues and worked in the office to review today's meeting documents and department head evaluations. I also spent time discussing the Keats project with one of Governor Kelly's water advisors in Topeka. He is checking into the application process and was very helpful.

Community members in Keats have had several meetings to discuss the wastewater issues in their community. They have some representatives from KDHE meeting with them this week to discuss the project. Representative Bloom set this up.

Friday I had a meeting with my orthopedic surgeon and had my annual eye checkup.

This weekend I did some Christmas shopping and played in the Bell

Choir on Sunday morning.

Ford's Comments:

After last Monday's meeting I met with the Chair of the Riley County Law Board and the CALEA Accreditation Assessor Karen Ashley to discuss the reaccreditation process for RCPD. The conversation, dialog, and questions went very well and looks with maybe just a couple of small glitches in over 400 areas of criteria that RCPD should be well on its way to reaccreditation once again that only represent roughly 2% of all law enforcement agencies across the country.

Tuesday afternoon I attended via Zoom the monthly meeting of the Pawnee Mental Health Board of Directors. We didn't have our usual Finance Committee meeting prior to the regular meeting but will do that again in January. Among the items of discussion were a Chief Executive Officers report and update for the month of November which included a CCBHC letter to legislators, a mental health column and end of the year board forum handouts. We also got a Crisis Service and CSU update from Brynne Haverkamp, a marketing and development report and a shortened report from the finance oversight committee. Other business including approval of some annual business, 2024 calendar, review of the working committees, review of the board conflict of interest and disclosure form and the board's holiday recognition of Pawnee staff. Lastly, we went through the board's self-evaluation survey and discussed the results.

Tuesday through Thursday I spent in Wichita at the 48th Annual Kansas Association of Counties Conference and Exposition. Enjoyed having this event back in Wichita for the first time since 2019, and it was the largest event ever with over 800 officials and over 130 exhibits showcased at the event. Enjoyed all of the breakout session I attended on Wednesday including one on the ups and downs of social media. Enjoyed the keynote speaker and his take on the challenges of staffing and personnel in the post pandemic world. Our urban county discussion was once again interesting and full of value as well. I really enjoyed the exposition and it was good to see a few Riley County businesses in attendance there as well. Also the value of networking with other county officials is extremely valuable as well. Thanks to everyone at KAC for putting this together once again.

Thursday afternoon I attended the November meeting of the Crisis Intervention Team. We got an update from LT. Asher and the recent accreditation meeting. We worked on setting some goals for 2024 which included adding a dispatch section to CIT, working to raise public awareness and community outreach on local CIT efforts and helping with Pott. Co. and JCPD on the Co-Responder programs. Also

working on the 2024 CIT Training class, no specific time or date has been set and we are working on the appropriate course and presenter for the event. We will meet again in early February.

Thursday night I attended the Tri-Valley Chapter of the Kansas Society of Professional Engineers Legislative Discussion and Dinner at the Midwest Car Museum. Always enjoy this event which is my fourth year. We enjoyed an update on what they are working on during the legislative session, and we heard from area legislators and local elected officials. Dinner from the Farmhouse was wonderful as always too.

Friday afternoon I had lunch at Bourbon and Baker with Reid Petty, District Director for Congressman Tracy Mann and Tyler Mason, Military Relations Director for Senator Roger Marshall. We spent some time discussing some federal related issues and challenges we are facing here locally, and they had some questions on several items and initiatives that we are working on currently here in Riley County.

The weekend I spent catching up on a few things, watching some football and basketball, and preparing for the upcoming week.

McKinley's Comments:

Last week was spent at the Kansas Association of Counties conference in Wichita. I attended a number of workshops but will just mention a few highlights.

There was a discussion on LAVTR. There seems to be a lot of momentum to get this restarted but the main roadblock is the leadership. Hoping enough members can overcome this.

Had a workshop on maximizing federal grants. They went over a lot of information that we will try to use on funding several projects.

Jay Hall gave a great presentation on how the legislative process works in Topeka. I learned a lot about this but was also discouraged by how few legislatures it takes to block bills.

The keynote speaker on Tuesday was Dan Meers who works as KC Wolf, the Chiefs mascot. Going in I was not expecting much from this but I was wrong. He is a very dynamic speaker with a good message and great stories.

Thursday evening I attended the local professional engineer's legislative night. The meeting was held at the Midwest Dream Car Collection. There were new cars to see since the last time I had been there. The speaker was their representative that works in Topeka to see

what legislation might affect their work. Also all the local legislatures spoke on what they will be working on this year.

Business Meeting

3. Purchase Authorization for CIP Project 16 -16EM002 Pottorf Hall Replacement Generator

Move to approve a Purchase Authorization for installation of the replacement of a 60 KW emergency generator at Pottorf Hall from Economy Electric Inc. as the sole source provider in the amount of \$40,126 with funds to come from CIP Project 16 -16EM002.

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

4. CIP Amendment 16-16EM002

Move to approve the CIP Project Amendment Form for an additional \$40,126 to amend the Pottorf Hall Emergency Generator Replacement project 16-16 EM 002 for the Emergency Management/Public Works Departments.

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

5. 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

Vargo presented the Lease Renewal Agreement for the Aggieville Substation.

Move to approve the Lease Renewal Agreement with GJL Real Estate Limited Partnership for RCPD's Aggieville Substation at 1113 Moro Street.

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

Review Minutes

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

7. Tentative Agenda

Press Conference Topics

8. Discuss Press Conference

9:00 AM Rich Vargo, County Clerk

9. Year to date budget and expenditure reports

Vargo presented the year to date budget and expenditure reports.

9:15 AM Katharine Hensler, Museum Director

10. Museum Staff Report - November 2023

Hensler presented the Museum staff report.

9:30 AM

Press Conference

11. 2023 First Half Tax Information - Shilo Heger (2-3 minutes)

Heger presented the following on 2023 Real Estate and Personal Property Taxes:

- ❖ 2023 First Half Taxes are due December 20th, 2023.
- ❖ If personal property, intangible taxes, watercraft taxes, 16/20 M taxes, or oil first half taxes are not paid by December 20th the taxes become due in full with interest accruing daily.
- No motor vehicle transactions may be processed if any of these tax types are delinquent.
- ❖ There are many options to pay:
 - Checks may be mailed to 110 Courthouse Plaza, Manhattan 66502 and must be postmarked December 20th.
 - Use the drop box in the front of the building behind the mailbox or the drop box in the lobby beginning December 14th.
 - Pay online at www.rileycountyks.gov.
 - We have a new credit card processor.
 - Credit/Debit card payments will incur 2.5% convenience fee on the amount charged or a minimum charge of \$2.95.
 - E-Check will incur a \$1.50 convenience fee.
 - Other options include PayPal (2.5% convenience fee on the amount charged- \$2.95 minimum charge)
 - PayPal credit – this option allows you to have the taxes paid through PayPal and then you spread the payments back to PayPal over 6 months.
 - Pay by phone 785-377-5385. Have your statement information when you call.
 - Pay in person.
 - Go to the Treasurer's page at www.rileycountyks.gov to make an appointment.
 - Walk-ins welcome.
 - ❖ Delinquent taxes will accrue interest at the following rates:
 - Real estate taxes 11% or 15% if the total outstanding for the taxpayer is more than \$10,000.
 - Personal property 6% or 10% if the total outstanding for the taxpayer is more than \$10,000.
 - ❖ We offer escrow programs to assist taxpayers with paying either their current taxes or delinquent taxes.
 - ❖ Call our office at 785-537-6321 if you have any questions or if you need any additional information.

9:35 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:	Greg McKinley, County Commissioner
AYES:	Ford, Focke, McKinley

12. RCHD Request to extend Medical Clerk Position

Gibbs presented the request to extend the temporary medical clerk position through June 2024.

Move to approve extending the temporary medical clerk position through June 2024.

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 Medical Clerk (extending until June 2024), in the Health Department, at a Range 5.

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

9:40 AM

Clancy Holeman, Counselor/Director of Administrative Services

13. Administrative Work Session

14. Pending County Projects County Counselor

9:40 AM

15. 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 on potential litigation for the purpose of consultation with Clancy Holeman, Riley County Counselor, and Shelley Woodard, Deputy County Counselor, attorneys 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 9:50 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:	Greg McKinley, County Commissioner
AYES:	Ford, Focke, McKinley

9:50 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 no binding action was taken during the executive session.

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

16. Keats Sewer Project Kansas Water Office Grant Application

Woodard presented the Keats Sewer Project Kansas Water Office Grant Application.

Move the Board approve submitting grant applications to the Kansas

Water Office for both the non-discharging lagoon and for the connection to the City of Manhattan sewer for the Keats Sewer Project.

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

10:00 AM John Ellermann, Public Works Director/County Engineer

17. Public Works Project Update

Ellermann presented the Public Works projects update.

10:15 AM Clancy Holeman, Counselor/Director of Administrative Services

18. Executive session to discuss a performance matter involving non-elected personnel

Removed.

11:45 AM Lunch

1:00 PM Executive Sessions to discuss department head evaluations

1:00 PM 19. Cory Meyer, IT/GIS Director

Move the County Commission, including Chairwoman Focke, Vice Chairman Ford, and Commissioner McKinley, with Elizabeth Ward, Human Resources Director, recess into executive session on a performance matter of non-elected personnel, an exception to the Kansas Open Meetings Act, for the purpose of a department head evaluation of Cory Meyer, IT/GIS Director, and to protect the privacy of employee, the open meeting to resume in the County Commission Chambers at 1:20 p.m.

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

1:20 PM

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 no binding action was taken during the executive session.

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

1:20 PM

20. Julie Gibbs, Health Department Director

Move the County Commission, including Chairwoman Focke, Vice Chairman Ford, and Commissioner McKinley, with Elizabeth Ward, Human Resources Director, recess into executive session on a performance matter of non-elected personnel, an exception to the Kansas Open Meetings Act, for the purpose of a department head evaluation of Julie Gibbs, Health Department Director, and to protect the privacy of employee, the open meeting to resume in the County Commission Chambers at 1:40 p.m.

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

1:40 PM

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 no binding action was taken during the executive session.

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

1:40 PM

21. Clancy Holeman, Counselor/Director of Administrative Services

Move the County Commission, including Chairwoman Focke, Vice Chairman Ford, and Commissioner McKinley, with Elizabeth Ward, Human Resources Director, recess into executive session on a performance matter of non-elected personnel, an exception to the Kansas Open Meetings Act, for the purpose of a department head evaluation of Clancy Holeman, Counselor/Director of Administrative Services, and to protect the privacy of employee, the open meeting to resume in the County Commission Chambers at 2:00 p.m.

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

2:00 PM

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 no binding action was taken during the executive session.

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

2:00 PM

22. Shelly Williams, Community Corrections Director

Move the County Commission, including Chairwoman Focke, Vice Chairman Ford, and Commissioner McKinley, with Elizabeth Ward, Human Resources Director, recess into executive session on a performance matter of non-elected personnel, an exception to the Kansas Open Meetings Act, for the purpose of a department head evaluation of Shelly Williams, Community Corrections Director, and to

protect the privacy of employee, the open meeting to resume in the County Commission Chambers at 2:20 p.m.

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

2:20 PM

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 no binding action was taken during the executive session.

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

2:24 PM

Adjournment

Move to adjourn.

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