



**Board of Riley County
Commissioners
Regular Meeting
Minutes
December 18, 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
Shilo Heger	Treasurer	Present	8:30 AM
Anna Burson	County Appraiser	Present	8:30 AM
Michele Reid	Payroll, Benefits & Employee Relations Manager	Present	8:45 AM
Robbin Cole	Pawnee Mental Health Services Director	Present	8:53 AM
Brittany Phillips	Budget and Finance Officer	Present	9:19 AM
Linda King	Tax and Accounting Supervisor	Present	9:26 AM
Donna Borgerding	Vehicle Supervisor/Deputy Treasurer	Present	9:26 AM
Jana Chingway	Office Manager	Present	9:28 AM
Elizabeth Ward	Human Resources Director	Present	9:32 AM
Shelley Woodard	Deputy County Counselor	Present	10:13 AM
Brian Foster	BG Consultants	Present	10:13 AM

Pledge of Allegiance

Public Comment

1. Public Comments

Heger announced the 1st half real estate and personal property taxes are due Thursday, December 20, 2023.

Holeman asked to change the nature of the executive session at 10:10 a.m. from acquisition of real property to potential litigation.

Move to change the nature of the executive session at 10:10 a.m. from

acquisition of real property to potential litigation.

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:

Thursday afternoon, I attended the Legislative Conference in the Commission Chambers attended by most of our state legislators, some of our department heads, and various other county officials, our lobbyist, and a KMAN reporter. A lengthy discussion was held by the group led by Clancy Holeman, on our priorities for the upcoming legislative session. A legislator from Leavenworth County also spoke about his proposed bill on exempting disabled veterans from property taxes. There is no income ceiling in his bill. Later I typed the notes from the Keats meeting on Wednesday night.

After the meeting, I had a doctor's appointment for an injection that had some side effects for the next several days.

This weekend, I finished the paperwork for department head evaluations and went over today's meeting documents. Over the weekend, I did some shopping and organizing in preparation for my upcoming trip on Friday and for Christmas.

Ford's Comments:

Thursday afternoon I had the December Microsoft Teams call with the National Association of Counties Veterans and Military Services Committee. After some opening remarks from our chair Trista Martinson, Commissioner Rasmey County, Minnesota we heard from Carol Kando-Pineda from the Federal Trade Commission, and she discussed resources available on avoiding military fraud. Chair Trista Martinson discussed policy resolution that will be coming up during February's Policy Conference in Washington, DC. Rachel Mackey Legislative Liaison to the committee from NACo gave us an update from Capitol Hill and lastly we had some time for a general discussion and wrap up before the close of the meeting.

Also Thursday afternoon I attended the Manhattan Area Habitat for Humanity Home Dedication and Ribbon Cutting for the new home built on 203 Elm in Ogden and to celebrate the Lemdadi family who will be moving into the new home after completing 400 hours of volunteer time on community repair projects and on the construction of their new home as part of the new Habitat program called “Pathways to Homeownership” There will be two more homes on the plat scheduled to be finished in the future as part of a land grant opportunity worked out at that location as well. Many community partners and local officials were on hand to celebrate this dedication as well.

Friday I came down and donated blood at the latest Riley County Blood Drive with the American Red Cross. The holiday season is a busy time of the year but also a time to give needed blood to blood banks and hospitals around the country. The American Red Cross has made it easy to set up a donation with their Rapid Pass system and they will contact you later to let you know where your donation has ended up as well.

Saturday morning I attended the breakfast meeting of the Riley County Republicans at DoughBro on the west side of town. Heard an update from House Representative Kenny Titus (51st District), USD 383, and others and I gave a short update on all that is going on here at Riley County. Most of the conversation and dialog centered around upcoming events in 2024 and the Presidential Election cycle next year as well.

Also on Saturday I attended the “Wreath Across America” Ceremony at the Fort Riley Cemetery up on post. This is an annual event to remember those who have served and made the ultimate sacrifice in the name of freedom for our country. Thankfully the weather held out long enough for us to get through the ceremony and for many of the veteran’s families to get to lay wreaths out at the ceremony as well.

Sunday I attended the K-State basketball game against Nebraska at Bramlage Coliseum. The first half went well to say the least, but the second half was a complete disaster, and the Wildcats dropped the game in ugly fashion 62-46. Also watched Jacksonville drop an ugly game as well at home to the Baltimore Ravens 23-7 on Sunday Night Football.

McKinley's Comments:

Worked in the office Friday morning catching up on a lot of paperwork.

Saturday morning I attended the Riley County Republicans meeting.

Kenny Titus discussed issues the state will be dealing with this year. Darell Edie discussed issues that the schools will be facing in the next few years. There was discussion on elections and several comments on how well they are run in Riley County.

Went to the K-State women's basketball game Saturday. They are really doing well and a lot of subs had significant playing time.

Sunday we went to the K-State men's game. They played decently in the first half.

After the game went to the Holiday open house at the Wolf House. I have been before but each time I learn a little more. This time I learned more about the other three buildings at the site.

Business Meeting

3. Highway Use Permit, WTC Communications Inc.

Move to approve the Highway Use Permit granting WTC Communications Inc, permission to bore/plow fiber optic cable according to the details and route shown on the map.

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

4. 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

5. Sign Riley County Employee Action Form(s)

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

- Election Board Workers, in the Clerk/Election Department, for Separation from County Service, effective December 15, 2023.

Atchison, Taralettha H.	Oberhelman, Tanner D.
Bartlett, Mary E.	Ordonez, Kenneth

Berggren, Bonnie	Ortiz, Ellie
Bogle, Ian C.	Ott, Abigail
Boro, Sara	Palenske-Feldhausen, Jane
Boutte, Chloe M.	Paull, Darci
Broughman, Corey L.	Pride, Abigail
Brown, Patricia	Quinlan, Marian
Bunger, Mitchell	Reese, Ava M
Butcher, Mary	Remig, Valentina M.
Collins, Hutton C.	Rippee, Shauntia
Crist, Leanna	Rodriquez, Victory
Cronn, Beverly	Rohlman, Sharon
Cuthbert, Randall G.	Schurle, Nancy J
Drees, Ronnie	Sherwood, Dorothy
Elumogo, Collins	Siebold, Barbara
Fisher, Lacy A.	Sims, Trudy
Franz, Rodney	Smith, Karen
Glessner, Alyx R.	Snyder, Blaine M
Goodyear, Kenneth D.	Stamey, Robert W
Hawkins, Catherine E.	Starling, Gavin
Higgins, Grace S.	Stone, Joann
Hudson, Andrew J.	Sundgren, Beverly
Ince, Geraldine	Sutton, Mary Ellen
Irvin, Dennis	Thein, Brent M
Kallhof, Pamela	Thompson, Myannah
Kearns, Michael	Titus, Kenneth B
King, Heather	Ukena, Jennifer
Kovar, Rachael G.	Wadick, Kenneth
Kyle, Zoe E.	Wadick, Patricia
Larson, Mary E.	Walters, Phyllis
Logan, Tara Y.	Willich, Earl
Lookhart, George L.	Willich, Sharon
McGinty, Mathew	Wood, Nancy
Newkirk, Glenda K.	Zurek, Emma
Nielsen, Monty E.	

- Tripp Schmidt, a new hire, as an As Needed Volunteer Firefighter Stipend, in the Riley County Fire District #1 Department, at a Range TASND.
- Michael Morrissey, a Traffic Control Technician, in the Public Works Department, for Separation from County Service, effective December 8, 2023.

Review Minutes

6. Board of Riley County Commissioners - Regular Meeting - Dec 14, 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 Robbin Cole, Pawnee Mental Health Services Director

9. Pawnee Mental Health Services update

Cole announced that her retirement date is May 1, 2024.

Cole provided a Pawnee Mental Health Services update.

9:15 AM David Adams, EMS/Ambulance Director

10. Staff Update

Adams presented an EMS/Ambulance staff update.

9:30 AM Press Conference

11. Dark Store Clarification - Anna Burson (2-3 minutes)

Burson discussed the article in the Mercury claiming the Dark Store Theory is used by the "government". Burson said it is not used by the county but by tax representatives of companies for a lower value.

12. Presentation of retirement plaque to Linda King - Kathryn Focke (3 minutes)

Focke presented a retirement plaque to Linda King, County Treasurer's Office, for 28 years of service.

9:40 AM Elizabeth Ward, Human Resources Director

- 9:40 AM 13. Executive session to discuss a performance matter involving non-elected personnel

Move the County Commission, including Chairwoman Focke, Vice Chairman Ford, and Commissioner McKinley, with Elizabeth Ward, Human Resource Director; Brittany Phillips, Budget and Finance Officer; Vivienne Leyva, PIO; and Rich Vargo, County Clerk, recess into executive session on a performance matter of non-elected personnel, an exception to the Kansas Open Meetings Act, and to protect the privacy of the employee, the open meeting to resume in the County Commission Chambers at 10:00 a.m.

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

- 10:00 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
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10:00 AM Brittany Phillips, Budget and Finance Officer

14. 2023 Budget Amendment Hearing

Phillips presented the 2023 budget amendment.

Focke opened the public hearing for the 2023 budget amendment.

No public comment.

Focke closed the public hearing for the 2023 budget amendment.

Move to approve the 2023 budget amendment as presented and sign the "Amended Certificate for Calendar Year 2023."

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

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

15. Administrative Work Session

10:10 AM 16. Executive session for preliminary discussions relating to the acquisition of real property

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, 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 10:30 a.m. Rich Vargo, County Clerk; Brittany Phillips, Budget and Finance Officer; Amanda Webb, Planning/Special Projects Director; and Brian Foster, BG Consultants, will be present during a portion of the executive session to provide factual information.

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

10:30 AM

Move the Board of County Commissioners come out of executive session.

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

10:30 AM

Amanda Webb, Planning/Special Projects Director

17. Comprehensive Plan Update Year-to-Date Report

Webb presented a review of the Comprehensive Plan update.

11:30 AM

David Adams, EMS/Ambulance Director

18. Station Project Update

Adams presented an update on the EMS/Ambulance North Station and Public Safety Headquarter projects.

11:44 AM

Adjournment

Move to adjourn.

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

AYES:	Ford, Focke, McKinley
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12:00 PM Law Enforcement Agency Meeting

19. Law Board Meeting Agenda