



**Board of Riley County
Commissioners
Regular Meeting
Minutes
December 28, 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	Remote	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
Elizabeth Ward	Human Resources Director	Present	8:30 AM
Vivienne Leyva	PIO	Present	8:30 AM
Brittany Phillips	Budget and Finance Officer	Present	8:30 AM
Anna Burson	County Appraiser	Present	8:30 AM
Lori Muir	Real Estate Specialist	Present	8:30 AM
Evan McMillan	Assistant County Engineer	Present	8:30 AM
Shelley Woodard	Deputy County Counselor	Present	8:30 AM
Danny Williams	Assistant County Appraiser	Present	8:30 AM
Steve Schurle	Commercial Real Estate Analyst	Present	8:30 AM
Shilo Heger	Treasurer	Present	8:30 AM
Barry Wilkerson	County Attorney	Present	8:53 AM
John Ellermann	Public Works Director/County Engineer	Present	9:45 AM
Bruce McMillan	Bruce McMillan AIA Architects PA	Present	9:45 AM
Justin Jennings	Bruce McMillan AIA Architects PA	Present	9:45 AM
Keirsten Cragg	Administrative Assistant I	Present	9:47 AM

Pledge of Allegiance

Public Comment

1. Public Comments

McMillan stated the Transfer Station will be closed on Monday, January 1, 2024.

Holeman asked to add an executive session to his admin time today.

Move to add an executive session to Holeman's administrative time today.

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

Ford said ladies and gentlemen, fellow elected officials, and supporters of education, I stand before you today with great excitement and pride to share in the celebration of tonight's athletic showdown. Our Kansas State University Wildcats will face off against the North Carolina State Wolfpack at the 2023 Pop Tart Bowl!

As we all know, our university has always been a shining beacon of academic excellence, community engagement, and, of course, a source of immense Wildcat pride! At this evening's Pop Tart Bowl, our Wildcats will bring their A-game to demonstrate not only their prowess on the field but also their spirit of camaraderie and sportsmanship.

This event is not just about touchdowns and victories; it's about fostering a sense of togetherness and working toward a common goal. It's a reminder that even in the midst of our busy lives, we can come together, cheer for our team, and enjoy the lighter side of life. Today, we are sharing Pop Tarts with all county employees, and we encourage them to take time out of their busy day to enjoy a treat with their colleagues.

So, let's rally behind our Wildcats as they embark on this exciting adventure. Let's fill the stands with our purple pride, bring the community together, and show the world that when it comes to embracing fun and supporting our university, there's no place like Manhattan, Kansas!

Thank you and GO CATS!!!

Commission Comments

2. Commission Comments

Focke's Comments:

In Virginia at my daughter's until Saturday.

Ford's Comments:

Hopefully everyone had a wonderful and safe Christmas holiday weekend. As usual I spent mine with friends out in Hays, Kansas, and rural Barton County. Had a wonderful time and as always it came and went by far too fast.

Friday afternoon I met with Jeff Sackrider from WTC on a state grant opportunity called ADOPT (Advancing Digital Opportunities to Promote Technology). It is tailor made to help provide 14.7 million in free and reliable Wi-Fi to underserved public spaces in Kansas. Riley County of course fits the definition and requirements perfectly and they would like the county's help and could provide access to a couple of key areas for us as well.

Had the chance over the weekend to watch a lot of college and NFL football and I'm looking forward to tonight's Pop Tarts Bowl vs NC State.

I also want to wish everybody a safe and wonderful New Year's 2024, and a blessed start to the New Year's as well.

McKinley's Comments:

I enjoyed a great Christmas with family. I did have my first try at disc golf with the grandsons.

Business Meeting**3. 2023 GAAP Waiver Resolution**

Move to approve "Resolution No. 122823-64, A Resolution exempting Riley County, Kansas, from the provisions of KSA 75-1120a(a)" (2023 GAAP Waiver Resolution).

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

4. Sign Riley County Employee Action Form(s)

The Board of County Commissioners signed Riley County Personnel

Action Forms for the following:

- Rory Cozadd, a new hire, as a Public Works Operator II, in the Public Works Department, at a Range 7, at \$22.50 per hour.
- Carly Tyler, a new hire, as a Medical Reserve Corps Unit Leader, in the Health Department, at a Range 7, at \$23.40 per hour.

5. Approve payroll/accounts payables (when completed)

Move to approve the payroll vouchers in the amount of \$693,079.64 and the following warrant vouchers for December 29, 2023:

2023 Budget

County General	\$523,106.23
Health Department	134,712.24
21 st Distr Adult Drug Crt	351.53
EMS Grants	239.92
County Auction	232.89
Motor Vehicle Operations	2,724.84
Community Corrections	23,295.36
Capital Improvements Fund	323,463.48
Emergency 911	3,550.60
Solid Waste	228,347.28
County Building	22,232.67
Road & Bridge Cap Project	24,895.27
RCPD Levy/Op	6,576.68
Landfill Closure	9,310.75
Riley Co Fire Dist #1	29,738.16
Fire Dist Projects	1,350.00
University Park W&S	7,152.81
Hunters Island Water Dist	2,881.91
Carson Sewer Benefit Dist	206.17
Deep Creek Sewer	365.97
Moehlman Bottoms	1,011.83
Valleywood Operations	125.00
Terra Heights Sewer	2,886.52
Konza Water Operations	6,794.03
Lakeside Heights Sewer	74.01
University Park Lagoon	4,488.00

TOTAL \$1,360,114.15

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Greg McKinley, County Commissioner
SECONDER:	Kathryn Focke, County Commissioner

AYES:	Ford, Focke, McKinley
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Review Minutes

6. Board of Riley County Commissioners - Regular Meeting - Dec 21, 2023 9:00 AM

Move to approve the minutes.

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

Review Tentative Agenda

7. Tentative Agenda

Press Conference Topics

8. Discuss Press Conference

9:00 AM Barry Wilkerson, County Attorney

9. Staff update

Wilkerson presented the County Attorney's staff update.

9:15 AM Clancy Holeman, Counselor/Director of Administrative Services**9:15 AM 10. Administrative Work Session**

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 Shelley Woodard, Deputy County Counselor, and Clancy Holeman, 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 9:35 a.m. Anna Burson, 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

9:35 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 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

9:35 AM

Jessie Hubbard, Administrative Assistant II

11. CY24 Adult City Alcohol Grant

Move to approve the 2024 CSFAB Special Alcohol Fund Grant Agreement with the City of Manhattan for Riley County Community Corrections - Adult Services.

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

12. CY24 Juvenile City Alcohol Grant

Move to approve the 2024 CSFAB Special Alcohol Fund Grant Agreement with the City of Manhattan for Riley County Community

Corrections - Juvenile Services.

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

9:40 AM

Shilo Heger, Treasurer

13. Request to fill Clerk Analyst II Tax Position - Treasurer

Heger presented the request to fill the Clerk Analyst II-Tax Position.

Move to fill the Clerk Analyst II tax position in the Treasurer's Office.

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

The Board of County Commissioners signed a Riley County Position Action Form for a Clerk Analyst II - Motor Vehicle/Tax, in the Treasurer's Department, at a Range 9.

9:50 AM

Rich Vargo, County Clerk

14. CPE 4th Floor Renovation-Elections Division

Vargo presented the request to proceed with the CPE 4th Floor Renovation for the Elections Division.

Vargo asked the Board to increase authorize the increase for the project from \$350,000 to \$583,875.

Move to approve to amend the CIP 4th Floor Renovation Project-Election Division project from \$350,000 to \$720,000, the current estimated cost including the roof repairs.

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

Adjournment

Move to adjourn.

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