



**Board of Riley County
Commissioners
Regular Meeting
Minutes
December 29, 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	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
Yolande Adair	Random Woods HOA President	Present	8:30 AM
Shilo Heger	Treasurer	Present	8:30 AM
Anna Burson	County Appraiser	Present	8:30 AM
Jo Reed	Deeds Supervisor/Deputy Register of Deeds	Present	8:30 AM
Jill Seaton	Legal Assistant/Office Manager	Present	8:30 AM
Michele Reid	Payroll & Benefits Spec & HR Associate	Present	8:30 AM
Amanda Webb	Planning/Special Projects Director	Present	9:00 AM
Jacob Kujath	Sink Gordon & Associates	Present	9:35 AM
Darell Edie	Budget & Finance Officer	Present	9:42 AM

Pledge of Allegiance

Public Comment

- Public Comments

Reed announced the Register of Deeds' Office will close to the public today at 2:00 p.m. for year end closing.

Commission Comments

- Commission Comments

McKinley's Comments:

Last Wednesday I attended the North Central Kansas Regional Juvenile Detention Facility board meeting. This was our annual brunch from Cracker Barrel meeting. We had the largest attendance of the year. Steve Greene from Jewell County brought his replacement because he did not run for reelection after 12 years in the position. We passed and signed a resolution of congratulations for Brad Scholz who is retiring after 29 years of service at the facility.

Friday, which was Christmas Adam, we went to Kansas City for Christmas with my son and oldest daughter and their families. In the evening we went to the Kauffman Center for Performing Arts where we saw the movie Elf with accompaniment by the Kansas City Symphony. It was my first time in the Kauffman Center, and I was impressed with the building. We all had a great time, and it was great to get together. The six adults were outnumbered by the seven kids which included six teenagers, but we all survived.

We started birthday celebrations yesterday with four kids and a son-in-law having birthdays in 10 days.

Focke's Comments:**Ford's Comments:**

First off, I hope everybody had a wonderful and safe Christmas Holiday break and enjoyed the extra day off due to the constraints from Mother Nature. I spent the Christmas break and weekend in both Ellis and Barton Counties with friends and their families. Had a really wonderful time, ate a lot of food (probably shouldn't have) and watched a lot of NFL football as well to go along with it.

Monday December 19th, I attended the December meeting of the Riley County Law Board. Among the items of discussion was an update from the Community Advisory Board and special recognition as well, an update from the Fraternal Order of Police #17, passed the RCLEA 2023 Meeting Resolution, a full 2021 Audit Report from James Gordon and Associates, passed GAAP Waiver as defined, end of year expenditure report from Cpt. Josh Kyle, and had a short executive session to discuss matters of non-elected personnel.

Tuesday December 20th, I attended the monthly meeting of the Board

of Directors for the Manhattan Area Chamber of Commerce. Among the items discussed were elections of the 2023 Board Officers, Board Appointees, and other Standing Committees. We also got an update on financials through November 30, 2022, and membership accounts. We also discussed the Small Business Council and possible appointments, consideration of the 2023 budget, the K-State Foundation request for tax abatement with the new office park building, end of the year comments and recognition, and some upcoming events in 2023 including the Leadership retreat in January and the return of Good Morning Manhattan in person and every month in 2023. Staff lastly gave a few updates as well.

Wednesday December 21st, I also continued the dialog amongst community partners at the Chamber of Commerce on finding a replacement for Janet Nichols the Military Relations Liaison there at the Chamber. We are working to develop both a job description, mission statement, and a list of goals and items to achieve with the position. We should have more final discussion after the beginning of the year and then the search will begin to find someone to fill the role.

Also on Wednesday December 21st, we had the last meeting of year for the Flint Hills Metropolitan Planning Organization. Started the meeting with a financial update, went through the audit report for 2021, discussed the NEVI Grant being administered through the state, KDOT gave us an update as well, and we voted on and approved Amendment #4 to the Transportation Improvement Program. We will meet in person during January's meeting to go through some early in the year items.

It was also good to see the K-State Men's Basketball team finish out the non-conference schedule by sluggishly beating Radford 73-65 at Bramlage Coliseum to run their record to 11-1 before the start of Big 12 play vs. West Virginia.

Wanted to give a shout out to Perry Piper in the Riley County Planning Department as he received the 2022 Sanitarian of Year by the Kansas Environmental Health Association (KEHA) this fall. Perry is also serving as President of this association currently as well and I always enjoy seeing our employees and staff get recognized and rewarded for their hard work and efforts in their related fields for Riley County.

Also last week the National Association of Counties announced the creation of its Housing Task Force, comprised of over 30 county leaders from across the nation. The group will identify county-led solutions and innovations for addressing America's housing affordability and stability crisis. This Housing Task Force will explore intergovernmental partnerships that support housing solutions among

Federal, State and Local officials, along with private, nonprofit homeownership and rental partners. More information can be found on NACo's website.

Business Meeting

3. Appraiser's website subscription agreement with Trusted Home Team Realty

Move to approve Real Estate Sales Data Search Service Agreement with Trusted Home Team Realty, Laura Ebert, Broker for the appraiser's website subscription.

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

4. 2023 Riley County Pay Scale Resolution

Move to approve "Resolution No. 122922-55, A Resolution establishing the pay scale for classified, professional, and EMS employees of Riley County, Kansas."

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

6. Sign Riley County Personnel Action Form(s)

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

- Leslie James, for a promotion, as a Medical Clerk II, in the Health Department, at a pay range 7, at \$24.76 per hour.

- Janelle Tomandl, an As Needed Clerical, in the Election Department, for Separation from County Service, effective December 22, 2022.
- Larry Freeby, an As Needed Security, in the Public Works Department, for Separation from County Service, effective November 18, 2022.

7. Approve payroll/accounts payables (when completed)

Move to approve the payroll vouchers in the amount of \$677,869.09 and the following warrant vouchers for December 30, 2022:

2020 Budget

Road & Bridge Cap Project	\$1,992.50
TOTAL.	\$1,992.50

2021 Budget

County General	\$5,795.00
Road & Bridge Cap Project	123,028.40
TOTAL.	\$128,823.40

2022 Budget

County General	\$812,511.83
Disaster Fund	105,615.39
Health Department	73,590.65
Register Deeds Tech Fund	149.97
County Auction	46.14
Motor Vehicle Operations	4,446.98
Community Corrections	15,620.77
Capital Improvements Fund	13,000.00
Emergency 911	5,619.59
Solid Waste	15,344.54
County Building	1,450.16
Road & Bridge Cap Project	20,468.32
RCPD Levy/Op	37,645.60
Landfill Closure	876.59
Riley Co. Fire Dist. #1	13,675.38
University Park W&S	3,434.15
Exp Lakesd Sew/UP Water	110.89

Hunters Island Water Dist	1,943.30
Carson Sewer Benefit Dist	1,104.55
Deep Creek Sewer	222.56
Moehlman Bottoms	763.53
Valleywood Operations	128.20
Terra Heights Sewer	1,813.27
Konza Water Operations	4,884.52
Lakeside Heights Sewer	39.70
University Park Lagoon	3,080.00

TOTAL. \$1,137,586.58

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

Move to sign the Authorization for Opioid Settlement Direct Deposit.

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

Review Minutes

8. Board of Riley County Commissioners - Regular Meeting - Dec 15, 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

9. Board of Riley County Commissioners - Regular Meeting - Dec 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

10. Tentative Agenda

Press Conference Topics

11. Discuss Press Conference

9:00 AM

Clancy Holeman, Counselor/Director of Administrative Services

12. Administrative Work Session
13. Selection of Date for Public Hearing; Approval of Publication Notice for Annexation Request by Midwest Concrete Materials, Inc.

Holeman presented the MCM Island Annexation Request.

Holeman stated the Board is required to hold a public hearing and make a finding approving the request.

Holeman said the Board has 30 days from the date the resolution was received, December 21, 2022.

Holeman stated the first date for the public hearing is January 13, 2023. Holeman said the last day to hold the hearing is January 17, 2023.

Holeman said the annexation resolution for the Board would be on the agenda on January 19, 2023.

Ford stated this is a good example of why counties need constitutional home rule.

The Board by consensus agreed to hold the Public Hearing on Saturday,

January 14, 2023 at 9:00 a.m. and sign the Notice of City of Manhattan, Kansas, Intent to Annex Proposed Landing Business Park.

14. Amendment and Extension of Agreement for Coroner Services

Holeman presented the Amendment to the Coroner Services Agreement.

Move to approve the "Amendment to Agreement for Coroner Services" as presented.

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

9:20 AM

Amanda Webb, Planning/Special Projects Director

15. Request to refill Planning & Development's As-Needed Clerical Assistant position

Webb presented the request to fill the As-Needed Clerical Assistant position.

Move to approve to refill the As-Needed Clerical Assistant position for Planning & Development.

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 As Needed Clerical, in the Planning and Development Department, at a pay grade Temporary and As Needed.

9:35 AM

Cory Meyer, IT/GIS Director

16. Network Usage Policy Update N-5 within the Personnel Policy

Meyer presented the Network Usage Policy Update N-5.

Meyer stated there is no cost incurred with the recommended changes.

Move to approve the changes to policy N-5 (d) as proposed.

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

17. Network Usage Policy Update N-3 within the Personnel Policy

Meyer presented the Network Usage Policy Updates N-3.

Move to approve the changes to policy N-3 adding that Multi-Factor Authentication be required for all email accounts.

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

9:50 AM Jacob Kujath, Sink Gordon & Associates

18. 2021 Audit Presentation

Kujath presented the 2021 Audit.

Kujath stated there were no significant journal entries.

Kujath said Riley County received the highest audit designation available as Unmodified Opinion.

Kujath stated there are no material weaknesses and no significant deficiencies to report.

Edie stated he has already started on next year's audit.

10:09 AM Adjournment

Move to adjourn.

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