



**Board of Riley County
Commissioners
Regular Meeting
Minutes
January 18, 2024**

115 North 4th Street
Manhattan, KS 66502
www.rileycountyks.gov

Cindy Kabriel
785-565-6200

Commission Chambers

9:00 AM

[District 2 – Greg McKinley, Vice Chair](#)

[District 3 – Kathryn Focke, Member](#)

[District 1 – John Ford, Chair](#)

9:00 AM

Call to Order

Attendee Name	Title	Status	Arrived
John Ford	County Commissioner	Present	9:00 AM
Kathryn Focke	County Commissioner	Present	9:00 AM
Greg McKinley	County Commissioner	Present	9:00 AM
Rich Vargo	County Clerk	Present	9:00 AM
Clancy Holeman	Counselor/Director of Administrative Services	Present	9:00 AM
Bob Isaac	Planner	Present	9:00 AM
Anna Burson	County Appraiser	Present	9:00 AM
Vivienne Leyva	PIO	Present	9:00 AM
Amy Manges	Register of Deeds	Present	9:00 AM
Elizabeth Ward	Human Resources Director	Present	9:03 AM
Shelley Woodard	Deputy County Counselor	Present	9:15 AM
Gary Fike	County Extension Director	Present	10:00 AM
John Ellermann	Public Works Director/County Engineer	Present	10:08 AM
Brian Peete	RCPD Director	Present	10:15 AM
Jeff Sackrider	WTC Manhattan Market Manager	Present	10:17 AM
Brittany Phillips	Budget and Finance Officer	Present	10:23 AM
Cory Meyer	IT/GIS Director	Present	10:30 AM
Ron Fehr	Manhattan City Manager	Present	11:16 AM

Pledge of Allegiance

Public Comment

1. Public Comments

Holeman asked to add an executive session to his 9:30 a.m. admin time on potential litigation.

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

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

Commission Comments

2. Commission Comments

McKinley's Comments:

I had a very busy day yesterday. Started by going to Topeka for the Senate Assessment and Taxation hearing on HB 2036. This is the bill about disabled veterans' property tax reduction bill. It was originally supposed to meet Tuesday for proponents and Wednesday for opponents and neutral. Because of weather, Tuesday was cancelled. The meeting ran long and I have to return next Tuesday to speak. I can discuss this more at one of our breaks.

In the afternoon, I attended the EMS Building budget review meeting with BHS. The numbers are coming in within the budget. BHS has a few more things to update and will have final numbers to present to us soon.

In the evening I attended a meeting in Leonardville organized by the agriculture subcommittee for the new Comprehensive Plan. There were about thirty people in attendance. Amanda Webb and Bob Isaac gave a presentation on what the agriculture existing planning requirements are particularly regarding housing. There were a lot of questions and discussions about a number of topics.

On a lighter note, I braved the cold to attend some great basketball games. Saturday I saw the women defeat #10 Texas and Tuesday the men defeated #9 Baylor. Both games were tight exciting game. Coach Tang is now 10-0 in overtime games and 3-0 against his former boss Scott Drew.

Focke's Comments:

This week has been a fairly quiet one with the holiday on Monday and the winter storms and frigid temperatures that we've been having.

Wednesday, I took my car back to the dealership to get it fixed and they had to reschedule until Friday.

I worked in the office on Wednesday morning, going over today's meeting and documents. That evening I went to bell choir practice.

Thursday morning, I was headed to "Good Morning Manhattan" when I was informed that it had been cancelled.

Friday, I will be attending the Chamber's Regional Leader Retreat at the Hilton Garden Inn.

Ford's Comments:

Thursday afternoon we had our January Teams call of the National Association of Counties Veterans and Military Services Committee. After some opening remarks and introductions from our Chair Trista Martinson, Commissioner, Rasmey County, Minnesota we heard from Dr. Sara Kintzle, Associate Research Professor, USC. She discussed and summarized the State of the American Veteran report that was researched and developed by the Suzanne Dworak School of Social Work at USC. We then heard from Commissioner Julie Jeppson from Anoka County, Minnesota on a veteran Medical Examiner Survey and Resolution she and her county has put together for passage by NACo dealing with death certification for those veterans that pass away after service. Rachel Mackey, Legislative Director for the Veteran and Military Service Committee with NACo gave us both an update from Capitol Hill and a preview of our meeting and resolutions that will be presented at next month's Legislative and Policy Conference in Washington D.C. Lastly, we followed up with some general discussion and wrap-up.

Also Thursday afternoon I attended the "Year of Victory" Ceremony up on Fort Riley with Commanding Major General John V. Meyer III and Deputy Commanding Major General Daniel Noyes both giving speeches to commemorate the event. A reception then followed the ceremony.

Thursday evening I attended the 50 Year Consolidation Ceremony for RCPD at the Law Enforcement Center. I was able to say words on the occasion as were current Mayor Wynn Butler, former Mayor Mark Hatesohl, current Director Brain Peete, former Director Brad Schoen, and others including County Attorney Barry Wilkerson and Law Board Chair John Matta also spoke. Very well attended event by the community and media, and they had a very nice reception as well to celebrate the anniversary and to remember all that went into the consolidation itself 50 years ago.

Over the weekend I stayed inside and stayed warm. Watched the NFL

Playoffs, the K-State women beat #10 Texas at home in a thriller, the K-State men lose a tough one to Texas Tech and Kentucky drop a tough one to Texas A&M.

Tuesday afternoon I attended the January meeting of the RCPD Law Board at City Hall. Among the items of discussion was approval of the consent agenda, dialog on the 2025 budget timeline, and a series of executive sessions on non-elected personnel to work out the details of the annual performance evaluation of the RCPD Director and the execution of an updated employment contract reflective of 2024.

Also Tuesday afternoon I attended the monthly Board of Directors meeting of the Manhattan Area Chamber of Commerce. Some of the items that were discussed included an update on financials from December 2023, as well as memberships accounts, other items included a presentation from Kristin Brighton on the HirePaths program, a vote to place Lisa Sisley as Chamber DEI Chair, dialog on an upcoming economic development consultant agreement, and a 2024 Chamber Board checklist. We also heard from new Board Chair Jake Wassenberg, an update on Friday's Leadership Retreat at the Hilton Garden Inn, and various reports from staff and other upcoming events.

Tuesday evening I watched the K-State men's team dispatch #9 Baylor in overtime 68-64 which was fun and nerve wracking to see at the same time, but a solid win at home, nevertheless.

Wednesday afternoon I attended the January meeting of the Flint Hills Metropolitan Planning Organization. Some of the items discussed at the meeting were an update on all the 2023 financials and several staff updates from last year. KDOT gave an update on several items including a summary from last year's Local Consult. Action items that we approved included the minutes from last month's meeting, Amendment #1 to the Unified Planning Work Program, several updates, and changes to the MPO Operations Manual, and we table a Transit Performance Preservation Measure until a later date. Lastly we got several updates on the other end-of-year expenditures and carryovers, and an update on action dealing with the IRS.

Wednesday evening I attended the Ogden City Council meeting for the first time in a while. Had the chance to meet and have dialog with their new council members.

Business Meeting

3. Signatures on the Certificate of Appreciation acknowledging Riley County Planning Board/Board of Zoning Appeals members Diane

Hoobler and Nathan Larson for their years of service.

Move to sign the Certificate of Appreciations for Diane Hoobler and Nathan Larson.

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

4. Advisory Board appointment letters and Resolution

Move to approve the following appointments and “Resolution No. 010824-02, A Resolution appointing Riley County representatives to Council/Advisory Boards.”

Larry Couchman Comm Dist 1	January 18, 2024- December 31, 2027	Fair Board 4 year
Brenda Jordan Comm Dist 2	January 18, 2024- December 31, 2027	Fair Board 4 year
Lisa Brummett Comm Dist 3	January 18, 2024- December 31, 2027	Fair Board 4 year
Ron Wilson Comm Dist 1	January 18, 2024- December 31, 2026	Rural Economic Development 3 year
Krista Long Comm Dist 2	January 18, 2024- August 31, 2025	Food and Farm Council 3 year
Barbara De Santo Comm Dist 1	January 18, 2024- December 31, 2025	North Central-Flint Hills Area Agency on Aging 2 year
Kitty Pursley Comm Dist 1	January 18, 2024- December 31, 2026	Museum Board of Trustees 3 year
Kevin Larson Comm Dist 2	January 18, 2024- December 31, 2026	Museum Board of Trustees 3 year

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

- Daniel Trechter, a new hire, as an EMT, in the EMS/Ambulance Department, at a Range EMT, at \$18.69 per hour.
- Holly Hill, a new hire, as an As Needed Museum Assistant, in the Museum Department, at a Range TASND, at \$15.00 per hour.
- Brantlee Shearmire, a new hire, as an As Needed Museum Assistant, in the Museum Department, at a Range TASND at \$15.00 per hour.
- Daphne Medina-Lorta, a new hire, as an As Needed Intern/Volunteer, in the Health Department, at a Range TASND.
- Jaspreet Bains, a new hire, as an As Needed Intern/Volunteer, in the

Health Department, at a Range TASND.

- Juliet Balman, Grace Bannister, Wesa Brantl, Betty Burlingham, Ava Hornung, Aidan Murphy, Shae Murphy, Patricia Petty, and Kimberly Zervas, as Temporary As Needed Election Board Workers, for Separation from County Service, effective January 12, 2024.
- Dorothy Claussen, Patricia Payne, Gail Eyestone, Amber Shuman, and Frances Jackson, as new hires, as Temporary As Needed Election Board Workers, at a Range TEMP.

Ward said Evan McMillan asked the Board to consider Administrative Leave for the Transfer Station personnel due to the Transfer Station being closed.

Move to grant Administrative Leave for the Transfer Station employees for Monday and Tuesday.

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

Review Minutes

6. Board of Riley County Commissioners - Regular Meeting - Jan 11, 2024 8:30 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

9:15 AM Amy Manges, Register of Deeds

9. 2023 Year End Revenue

Manges presented the 2023 Year End Revenue for the Register of Deeds' Office.

9:30 AM Clancy Holeman, Counselor/Director of Administrative Services

9:30 AM 10. Administrative Work Session

Move the County Commission, including Chairman Ford, Vice Chairman McKinley, and Commissioner Focke, recess into executive session on potential litigation for the purpose of consultation with Shelley Woodard, Deputy 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 9:40 a.m.

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

9:40 AM Move the Board of County Commissioners come out of executive session.

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

Move the record reflect no binding action was taken during the executive session.

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

9:40 AM **Shelley Woodard, Deputy County Counselor**

9:40 AM 11. Executive session to discuss confidential legal advice regarding potential litigation issues

Move the County Commission, including Chairman Ford, Vice Chairman McKinley, and Commissioner Focke, recess into executive session on potential litigation for the purpose of consultation with Shelley Woodard, Deputy 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 10:00 a.m.

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

10:00 AM Move the Board of County Commissioners come out of executive session.

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

10:00 AM **Gary Fike, County Extension Director**

12. Extension Staff Update: Focus on Building Rural Communities and VITA

Fike presented the Extension staff update.

10:15 AM Brian Peete, RCPD Director

13. RCPD update

Peete presented a Riley County Police Department update.

10:30 AM Jeff Sackrider, WTC Manhattan Market Manager

14. ADOPT Grant

Sackrider presented the ADOPT Grant Program with WTC. Sackrider said there are approximately sixty locations in Manhattan identified as underserved.

Sackrider said WTC will install, maintain, and donate internet service for the projects.

Sackrider said there are a few locations within Riley County which could utilize the service.

Sackrider asked if the County is supportive of receiving the free Wi-Fi from WTC. Sackrider said they need partners in this to include support letters and co-investment. Sackrider estimated the project being at least \$250,000. Sackrider said the grant does require a 10% match. Sackrider stated funding from Riley County would help the application.

Ford suggested a \$5,000 contribution to the grant application.

Focke asked if they are looking at any of the small communities in north county.

Sackrider said out by the lake. Sackrider stated they have looked at other towns, but WTC does not currently have service in those areas.

Meyer said Riley County currently provides the service at the Health Department and Museum.

Meyer stated there is a need at various locations and he supports the project.

11:00 AM Ron Fehr, Manhattan City Manager

15. Manhattan City update

Fehr presented the City of Manhattan update.

11:30 AM Shelley Woodard, Deputy County Counselor

16. Resolution Authorizing Real Estate Tax Foreclosure Sale

Woodard presented the resolution authorizing the Real Estate Tax Foreclosure Sale.

Move to approve "Resolution No. 011824-03, A Resolution authorizing Real Estate Tax Foreclosure Sale."

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

11:45 AM Rich Vargo, County Clerk

17. Request to Fill- Election Assistants

Vargo presented the request to fill three Election Assistant positions.

Move to approve the hiring process to fill three Election Assistant positions.

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 Temporary As Needed Part Time Election Clerical Assistant (3 total positions), in the Clerk/Election Department, at a Range TASND.

Holeman said next Tuesday at 9:30 a.m. some type of hearing will be held on SB 162 on nuisance abatement authority.

Holeman asked if any of the Board would like to attend the hearing.

Focke said she might be able to attend.

12:02 PM**Adjournment**

Move to adjourn.

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