



**Board of Riley County  
Commissioners  
Regular Meeting  
Minutes  
May 22, 2023**

115 North 4th Street  
Manhattan, KS 66502  
[www.rileycountyks.gov](http://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  |
| Cory Meyer     | IT/GIS Director                               | Present | 8:40 AM  |
| Elizabeth Ward | Human Resource Director                       | Present | 8:43 AM  |
| Darell Edie    | Budget & Finance Officer                      | Present | 8:47 AM  |
| Lori Feldkamp  | Big Lake Developmental Center Director        | Present | 9:15 AM  |
| Amanda Webb    | Planning/Special Projects Director            | Present | 9:17 AM  |
| Vivienne Leyva | PIO                                           | Present | 9:23 AM  |
| Julie Gibbs    | Health Department Director                    | Present | 10:50 AM |

**Pledge of Allegiance**

**Public Comment**

1. Public Comments

Holeman asked to add an executive session to the end of today's agenda.

Move to add an executive session to the end of today's agenda.

|                  |                                    |
|------------------|------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>         |
| <b>MOVER:</b>    | John Ford, County Commissioner     |
| <b>SECONDER:</b> | Greg McKinley, County Commissioner |
| <b>AYES:</b>     | Ford, Focke, McKinley              |

**Commission Comments**

## 2. Commission Comments

## Focke's Comments:

Friday I had an appointment with my plumbing company to do the bi-yearly maintenance on my furnace and air conditioner. It also included service to my on-demand water heater. That afternoon, I went into the office to catch up on paperwork and went over the agenda and items for today's meeting. Afterward, I spent a short time with Amanda Webb and then got my yearly car registration renewal in the Treasurer's office.

Saturday, I caught up on personal business, shopping, etc.

The rest of the weekend I did yard work, enjoyed the great weather, and generally caught up on home chores.

## Ford's Comments:

Thursday afternoon I listened in on the Council on Foreign Affairs May State and Local Officials Webinar "Navigating U.S. Economic Uncertainty" Brad W. Setser, CFR's Whitney Shepardson Senior Fellow, lead a conversation on the likelihood of an economic recession, the current debt ceiling debate, and recent instability in the U.S. banking sector. A very good question and answer session followed on each of the discussed topics as well.

Friday afternoon I went to Topeka to meet with my doctor. Although my weight loss has kind of plateaued a bit all my other vitals and key demographic are continuing to move in the right direction. We are currently going to work to change the routine and get to working off some more weight as summertime now approaches. This could also be the last time having to go to Topeka as the new Stormont Vail Center will be open here in Manhattan in August.

Saturday morning I joined the Riley County Republicans for their monthly coffee talk at DoughBro over on the westside of town. Kenny Titus State Representative from the 51<sup>st</sup> District gave an update on the end of the state legislative and veto session in Topeka. I also gave an update on what we are working on here in Riley County, answered some questions and concerns, and we heard from several other local officials and school board candidates who are running in the upcoming municipal elections.

Lastly stopped in at the Treasurer's office this morning to get my tags and taxes paid for the year on the truck. As usual it was quick and painless as it always is even though they are down customer service reps in their office. Really like the new online appointment software that makes the process simple and streamlined as well.

McKinley's Comments:

Friday I worked in the office reviewing budgets and cleaning up the office. They delivered the new shredder console in our area and I made use of it as I cleaned the office.

Saturday I went to Kansas City. Visited with my daughter's family and attended a high school graduation.

The rest of the weekend was spent outside enjoying the great weather.

### Business Meeting

3. Highway Use Permit, CL Backhoe

Move to approve the Highway Use Permit for Jordanna Beikman, homeowner, who is requesting permission to have CL Backhoe work in the right of way along Kansas Avenue to repair a sanitary sewer service line from the back of house located at 105 S. Iowa Street, Riley, Kansas to the corner of Kansas Avenue and S. Iowa Street.

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| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>         |
| <b>MOVER:</b>    | John Ford, County Commissioner     |
| <b>SECONDER:</b> | Greg McKinley, County Commissioner |
| <b>AYES:</b>     | Ford, Focke, McKinley              |

4. Proclamation - National Public Works Week - May 21-27, 2023

Move to approve the Proclamation for National Public Works Week - May 21-27, 2023.

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| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>         |
| <b>MOVER:</b>    | John Ford, County Commissioner     |
| <b>SECONDER:</b> | Greg McKinley, County Commissioner |
| <b>AYES:</b>     | Ford, Focke, McKinley              |

5. Sign a Tax Roll Correction

Move to approve the Tax Roll Correction.

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| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>         |
| <b>MOVER:</b>    | John Ford, County Commissioner     |
| <b>SECONDER:</b> | Greg McKinley, County Commissioner |
| <b>AYES:</b>     | Ford, Focke, McKinley              |

6. Sign Riley County Personnel Action Form(s)

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

- Kimberly Ahlvers, a Records Assistant I, in the Register of Deeds Department, for Separation from County Service, effective March 10, 2023.
- Perry Piper, an Environmental Health Specialist, in the Planning & Development Department, for Separation from County Service, effective March 10, 2023.
- Will Moore, a Paramedic, in the EMS/Ambulance Department, for Separation from County Service, effective January 21, 2023.
- Sydney Weber, an Appraiser II - Commercial, in the Appraiser's Department, for Separation from County Service, effective January 13, 2023.
- Joshua Wichman, an EMT, in the EMS/Ambulance Department, for Separation from County Service, effective February 27, 2023.
- Logan Starks, a new hire, as a Seasonal Laborer, in the Parks/Public Works Department, at a Range SSNL, at \$14.00 per hour.
- Scout Molder, an Election Assistant, in the Clerk/Elections Department, for Separation from County Service, effective May 12, 2023.
- Marla Johnson, a Human Resource Clerical Assistant, in the Clerk's Department, for Separation from County Service, effective May 4, 2023.
- Julianna Poe, a Clerical Assistant, in the Appraiser's Office, for Separation from County Service, effective May 4, 2023.

**Review Minutes**

7. Board of Riley County Commissioners - Regular Meeting - May 18, 2023 9:00 AM

Move to approve the minutes.

|                  |                                    |
|------------------|------------------------------------|
| <b>RESULT:</b>   | <b>ACCEPTED [UNANIMOUS]</b>        |
| <b>MOVER:</b>    | John Ford, County Commissioner     |
| <b>SECONDER:</b> | Greg McKinley, County Commissioner |

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| <b>AYES:</b> | Ford, Focke, McKinley |
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**Press Conference Topics**

8. Discuss Press Conference

**Review Tentative Agenda**

9. Tentative Agenda

**9:00 AM Cory Meyer, IT/GIS Director**

10. 2024 IT/GIS BUDGET

Meyer presented the 2024 IT/GIS budget request.

**9:15 AM Lori Feldkamp, Big Lakes Developmental Center Director**

11. Big Lakes Developmental Center update

Feldkamp presented the Big Lakes Developmental Center update.

**9:30 AM Press Conference**

12. National Public Works Week Proclamation - Kathryn Focke and John Ellermann (3-5 minutes)

Focke read the National Public Works Week Proclamation.

**9:40 AM Amanda Webb, Planning/Special Projects Director**

13. Comprehensive Plan update - monthly report

Webb presented the Comprehensive Plan update.

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

14.    Administrative Work Session
15.    Pending County Projects County Counselor

- 10:10 AM      16.    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, 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 10:30 a.m.

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| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>         |
| <b>MOVER:</b>    | John Ford, County Commissioner     |
| <b>SECONDER:</b> | Greg McKinley, County Commissioner |
| <b>AYES:</b>     | Ford, Focke, McKinley              |

- 10:30 AM      Move the Board of County Commissioners come out of executive session.

|                  |                                    |
|------------------|------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>         |
| <b>MOVER:</b>    | John Ford, County Commissioner     |
| <b>SECONDER:</b> | Greg McKinley, County Commissioner |
| <b>AYES:</b>     | Ford, Focke, McKinley              |

Move the record reflect action shall be taken consistent with the consensus reached in executive session.

|                  |                                    |
|------------------|------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>         |
| <b>MOVER:</b>    | John Ford, County Commissioner     |
| <b>SECONDER:</b> | Greg McKinley, County Commissioner |
| <b>AYES:</b>     | Ford, Focke, McKinley              |

**10:30 AM Amanda Webb, Planning/Special Projects Director**

17. Environmental Health Specialist transition update

Webb presented the EHS transition update.

**10:45 AM Anna Burson, Appraiser**

18. Request to Refill Personal Property Appraiser I Position

Burson requested to fill the Personal Property Appraiser I position.

Move to approve posting and refilling the Personal Property Appraiser I position as soon as possible.

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| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>         |
| <b>MOVER:</b>    | John Ford, County Commissioner     |
| <b>SECONDER:</b> | Greg McKinley, County Commissioner |
| <b>AYES:</b>     | Ford, Focke, McKinley              |

The Board of County Commissioners signed a Riley County Position Action Form for an Appraiser I Personal Property, in the Appraiser's Office, at a Range 5.

**10:55 AM Julie Gibbs, Health Department Director**

Move to recess as the Board of County Commissioners and convene as the Board of Health.

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| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>         |
| <b>MOVER:</b>    | John Ford, County Commissioner     |
| <b>SECONDER:</b> | Greg McKinley, County Commissioner |
| <b>AYES:</b>     | Ford, Focke, McKinley              |

19. RCHD Request to Apply for Kansas Fights Addiction Funds

Gibbs presented the Health Department's request to apply for the Kansas Fights Addiction funds.

Move to approve the request to apply for the Kansas Fights Addiction funds through Sunflower Foundation.

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| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>         |
| <b>MOVER:</b>    | John Ford, County Commissioner     |
| <b>SECONDER:</b> | Greg McKinley, County Commissioner |
| <b>AYES:</b>     | Ford, Focke, McKinley              |

Move to recess as the Board of Health and reconvene as the Board of County Commissioners.

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| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>         |
| <b>MOVER:</b>    | John Ford, County Commissioner     |
| <b>SECONDER:</b> | Greg McKinley, County Commissioner |
| <b>AYES:</b>     | Ford, Focke, McKinley              |

11:01 AM

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

Move the County Commission, including Chairwoman Focke, Vice Chairman Ford, and Commissioner McKinley, recess into executive session on a performance matter, to protect the privacy of the employee, an exception to the Kansas Open Meetings Act, with Clancy Holeman, Riley County Counselor, attorney for the Commission, and Elizabeth Ward, Human Resource Director, the open meeting to resume in the County Commission Chambers at 11:15 a.m.

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| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>         |
| <b>MOVER:</b>    | John Ford, County Commissioner     |
| <b>SECONDER:</b> | Greg McKinley, County Commissioner |
| <b>AYES:</b>     | Ford, Focke, McKinley              |

11:15 AM

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

|                  |                                    |
|------------------|------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>         |
| <b>MOVER:</b>    | John Ford, County Commissioner     |
| <b>SECONDER:</b> | Greg McKinley, County Commissioner |
| <b>AYES:</b>     | Ford, Focke, McKinley              |

Move the record reflect action shall be taken consistent with the consensus reached in executive session.

|                  |                                    |
|------------------|------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>         |
| <b>MOVER:</b>    | John Ford, County Commissioner     |
| <b>SECONDER:</b> | Greg McKinley, County Commissioner |

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| <b>AYES:</b> | Ford, Focke, McKinley |
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**11:16 AM      Adjournment**

Move to adjourn.

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| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>         |
| <b>MOVER:</b>    | John Ford, County Commissioner     |
| <b>SECONDER:</b> | Greg McKinley, County Commissioner |
| <b>AYES:</b>     | Ford, Focke, McKinley              |