



**Board of Riley County
Commissioners
Regular Meeting
Minutes
June 01, 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
Anna Burson	County Appraiser	Present	8:30 AM
Michele Reid	Payroll, Benefits & Employee Relations Manager	Present	8:39 AM
Laurie Harrison	Emergency Management Coordinator	Present	8:54 AM
Michael Boller	Noxious Weed Director	Present	8:57 AM
Russel Stukey	Emergency Management Director	Present	9:00 AM
Baldwin Fisher	Emergency Management Planner	Present	9:00 AM
Jim Genandt	President & CEO, MATC	Present	9:22 AM
Darell Edie	Budget & Finance Officer	Present	9:35 AM
Harry Watt		Present	9:39 AM
Amanda Webb	Planning/Special Projects Director	Present	9:52 AM
Steve Schurle	Commercial Analyst	Present	10:07 AM
Carl Treece		Present	10:30 AM
Carson Kober	Sunflower Children's Collective Executive Director	Present	10:30 AM
David Adams	EMS/Ambulance Director	Present	11:01 AM
Julie Gibbs	Health Department Director	Present	11:07 AM
Vivienne Leyva	PIO	Present	11:39 AM
Cindy Kabriel	Senior Administrative Assistant	Present	11:43 AM

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Focke's Comments:

Thursday I finished the letter to ten property owners in Keats, and got it to Cindy Kabriel that afternoon. All the enclosures were ready, so it went in the mail on Friday. I have had one response to it this week.

Friday I had several medical appointments and spent time in the office. We had a person break the barriers to the trail on the west side of Anneberg Park and drive up to the bridge over Wildcat Creek. As the driver drove back, he narrowly missed a person walking on the path. Police were called, but the driver had taken off. I have never seen that before.

Saturday I caught up on household chores and went to the Brookville Hotel for lunch with a friend. It was very busy.

Monday I rode the excursion train in Abilene with several friends and then had lunch at the Hitching Post.

Tuesday I spent time in the office and e-mailed some appraiser information to a property owner in Keats. I also added him to the e-mail list that Amanda Webb uses to update citizens in the taxing district.

Wednesday I had a dental appointment and then worked on a report with Brian Foster concerning our analysis of private wastewater systems. It's not quite finished, but will get copies to you when it is complete.

That evening I went to the community dinner in Keats and visited with constituents.

Ford's Comments:

Thursday afternoon I listened in on the May Connecting Kansas Counties Zoom Call hosted by KAC. Featured presenter was Jack Linehan, Senior Partnerships Manager, National Fitness Campaign. He discussed the NFC and Blue Cross and Blue Shield of Kansas grant funding coming in 2024 with the "Bring a Fitness Court to Your Community". This work will be making a call on all county government leaders, civic and educational leaders, and community champions to help fight against sedentary lifestyles and preventable

diseases by helping everyone work together to increase outdoor and wellness activities that are accessible and free and will be within a 10-minute bike ride of every American.

Also Thursday afternoon I met up with Lori Feldkamp, Director of Big Lakes Developmental Center to take a tour of the facility and go through in more depth the challenges and issues facing the agency. It had been since early 2019 that I last had a chance to visit the facility.

Friday I went out to Clay Center and attended Pawnee Mental Health's Annual ACS 10 Picnic at Utility Park and the City Zoo. It was a great afternoon for a picnic, and I really enjoyed talking with staff and everyone who attended.

Later Friday afternoon I spoke with KSNT/Topeka reporter Matthew Self via phone on Riley County's status as the only Kansas County designated with "persistent poverty" based on data from the U.S. Census. Had a good dialog with him, and the article he wrote explained the facts well and I certainly appreciate that.

On my way home from Clay Center Friday I stopped by the North EMS Facility construction site to see progress. Looks like they are moving right along, and it was kind of nice to see the layout in person finally rather than on a piece of paper or blueprints. Looking forward to seeing this project get done.

Also on my way home I took the time to stop by "The Fork in Road" for the first time in Riley. Picked up some goodies including some cinnamon rolls and carrot cake that was enjoyed over the Memorial Day weekend.

Speaking of Memorial Day, I was able to take in two separate events on Monday. The first took place out at the Kansas Veterans Cemetery off of Wildcat Creek Road. They once again had the cemetery decorated beautifully and I'm thankful for all who helped in that cause. Guest speakers included the Governor of Kansas, Laura Kelly, and CPT Luke Admire. We also had a roll call, moment of silence, placing of two wreaths, and a carnation laying. Cemetery Manager Bryan Nelson read the names of each new veteran who have been interred there since Memorial Day 2022. Second event I attended was with the VFW Post 1786 out at the Valley View Cemetery. They too spent a lot of time and care decorating which was amazing. They asked if I would be willing to give a keynote address which I was honored to do, explaining what the true meaning of Memorial Day is and what it means to me. Thanks to everyone that took the time to invite me to these events.

Tuesday afternoon there was a monthly Board of Directors meeting of

Pawnee Mental Health. I missed the meeting both in person and virtually due to activities at work, but just a quick update per the agenda. We had a finance committee meeting before the board meeting to go over the March and April finances. Robbin Cole gave a Chief Executive Officer's report from both March and April, we had two program updates, Community Services group from Shelli Schottler, and the Diversity and Inclusion group from Jurdene Coleman. Marketing and Development gave a report as did the Finance Committee. Discussion on renewals for insurance was had and there was an executive session to discuss non-elected personnel.

Lastly, congratulations to Manhattan for being listed as the number one midsized city in the United States by TravelAwaits. Their writeup on the community was spot on and amazing. Also wanted to give a shout out to Abilene who was listed at number one for small cities as well. For them it's the third year in a row with this honor, so it looks like Kansas was well represented.

McKinley's Comments:

I had another call about the problems with township roads. I told him we are looking into options.

Had a good weekend. Sunday with my brothers, Monday with my oldest daughter's family and a call from my youngest daughter announcing her engagement.

Yesterday we had a progress meeting at the North County Ambulance project. Things going well, should pour the floor slab early next week.

Business Meeting

3. 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

4. Highway Use Permit, Evergy

Move to approve the Highway Use Permit granting Evergy permission to work in the right of way installing a new overhead electric line to

serve a new house on W. 59th Avenue.

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

5. Approve payroll/accounts payables (when completed)

Move to approve the payroll vouchers in the amount of \$675,771.34 and the following warrant vouchers for June 2, 2023:

2022 Budget

Disaster Fund	\$80,640.00
Capital Improvements Fund	807.00
TOTAL.	\$81,447.00

2023 Budget

County General	\$447,407.51
Disaster Fund	1,442.10
Health Department	94,389.23
Motor Vehicle Operations	203.36
Community Corrections	19,984.14
Economic Development	1,034.86
Emergency 911	278.77
Solid Waste	6,412.60
County Building	9,246.05
Road & Bridge Cap Project	1,804.00
RCPD Levy/Op	9,102.98
Riley Co Fire Dist #1	10,749.09
University Park W&S	413.93
Hunters Island Water Dist	2,085.71
Carson Sewer Benefit Dist	833.33
Deep Creek Sewer	6.01
Moehlman Bottoms	937.93
Terra Heights Sewer	12.56
Konza Water Operations	3,765.63
Lakeside Heights Sewer	1.09
TOTAL.	\$610,110.88

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

The BOCC agreed by consensus to renew the Association of the United States Army (AUSA) membership for 3 years for Chairwoman Focke and Commissioner Ford.

Review Minutes

6. Board of Riley County Commissioners - Regular Meeting - May 25, 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

Laurie Harrison, Emergency Management Coordinator

9. Local Emergency Operation Plan Concurrence

Harrison presented the LEOP Concurrence Sheet.

Move to approve the Board of Riley Commission Chairwoman sign the LEOP concurrence sheet.

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

9:15 AM Michael Boller, Noxious Weed Director

10. Riley County Noxious Weed Staff Update

Boller presented the Noxious Weed/HHW staff update.

9:30 AM Anna Burson, Appraiser

11. Appraiser's Office June 1st Staff Update

Burson presented the Appraiser's Office staff update.

9:45 AM Jim Genandt, MATC

12. 2024 MATC FUNDS REQUEST

Genandt presented the 2024 MATC appropriation funding request.

10:00 AM Amanda Webb, Planning/Special Projects Director

13. Planning & Development - Staff Update

Webb presented the Planning & Development staff update.

10:15 AM Clancy Holeman, Counselor/Director of Administrative Services

14. Administrative Work Session

15. Small City Sales Tax Loss Reimbursement Agreement—City of Ogden

Holeman presented the City of Ogden Small City Agreement.

Move to approve the Interlocal Service Agreement with the City of Ogden.

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

- 10:15 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, a matter 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. County Appraiser, Anna Burson and Steve Schurle, Commercial Analyst, will be present during a portion of this executive session to provide factual information.

RESULT:	ADOPTED [UNANIMOUS]
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.

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

- 10:35 AM Carson Kober, Sunflower Children's Collective

17. SUNFLOWER CHILDRENS COLLECTIVE FORMERLY CASA

Kober presented the 2024 Sunflower Children's Collective appropriation request.

10:45 AM

John Ellermann, Public Works Director/County Engineer

18. Tuttle Cove Rd - Vacation of Right-of-Way

Ellermann asked the Board to accept the petition and approve the Notice of Public Hearing for Road Vacation Tuttle Cove Road.

Move to accept the petition and approve the Notice of Public Hearing as proposed.

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

19. Ogden Scenic Overlook Park - Carl Treece

Ellermann presented the right-of-way for a possible scenic overlook park on Skyway Drive.

Move to approve the use of county right-of-way for a possible scenic overlook park on Skyway Drive.

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

11:05 AM

Darell Edie, Budget and Finance Officer

20. GEN-GEN, CIP, BOND & INT, ECO DEVO, RCPD, FUND 53 OPIOID

Edie presented the General-General Services, CIP, Bond & Interest, Economic Development, RCPD, and Opioid Fund 53 budget requests.

11:20 AM

Julie Gibbs, Health Department Director

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

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

21. RCHD Out of State Travel Request

Gibbs presented the out of state travel request.

Move to approve the Out of State Travel Request for Paulina Gatica to attend an MRC Regional Workshop #3 in Indianapolis, Indiana. All costs covered through the NACCHO scholarship awarded to our MRC program.

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

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

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

11:25 AM

Elizabeth Ward, Human Resource Director

22. Update to Pandemic-related leave policy

Ward presented the Pandemic-Related Leave update.

Move to end expanded access to ESL and leave without pay due to the end of the pandemic.

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

11:35 AM Elizabeth Ward, Human Resource Director

23. NACo High Performance Leadership Academy and Flint Hills Regional Leadership Program Nominees

Ward presented the NACo High Performance Leadership Academy recommendations.

Move to approve Julie Gibbs and Cory Meyer for the NACo High Performance Leadership Academy and Amanda Webb for the Flint Hills Regional Leadership Program.

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

11:45 AM Clancy Holeman, Counselor/Director of Administrative Services

24. Request to refill position – County Counselor

Holeman presented a request to refill the County Counselor position.

Move to approve the plan to replace and onboard the County Counselor position and the following timeline for filling this position:

- March 1, 2024 - open position for advertising and begin focused recruiting efforts
- March through April, 2024 - candidate review
- May, 2024 - interviews and selection
- June 30, 2024 - expected start date for new candidate
- June 30, 2024 to December 31, 2024 - cross training and onboarding of new counselor
- December 31, 2024 - full transition to new County Counselor and Holeman's retirement.

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

12:01 PM Adjournment

Move to adjourn.

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