



**Board of Riley County
Commissioners
Regular Meeting
Minutes
June 08, 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
Jessie Hubbard	Administrative Assistant II	Present	9:20 AM
Katharine Hensler	Museum Director	Present	9:23 AM
Christian Bishop	Manhattan Area Chamber of Commerce	Present	9:45 AM
George Kandt	Manhattan Area Chamber of Commerce	Present	9:45 AM
Julie Gibbs	Health Department Director	Present	10:00 AM
David Adams	EMS/Ambulance Director	Present	10:26 AM
John Ellermann	Public Works Director/County Engineer	Present	10:26 AM
Darell Edie	Budget & Finance Officer	Present	10:30 AM
Brian Peete	RCPD Director	Present	10:52 AM
John Martens	Assistant Fire Chief	Present	11:30 AM

Pledge of Allegiance

Public Comment

1. Public Comments

Holeman asked the Board to add an executive session to his administrative time on the agenda.

Move to add an executive session to the Counselor's administrative time.

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

Commission Comments

2. Commission Comments

Focke's Comments:

Tuesday, I spent some time in the office going over paperwork and working on upcoming projects and meetings. Later, I had a meeting with Julie Gibbs and discussed her thoughts and ideas on the 4-10 proposal presented at Monday's meeting. She agreed to be on "In-Focus" with me and Shilo Heger next Tuesday.

Wednesday, I attended the Westloop Business Association meeting at Rockin K's. Featured speakers were State Representatives Mike Dodson and Kenny Titus. Dodson talked about specific bills that had gone through the legislature this past session and spoke in length about how bills are presented and go through the process to be voted on (or not). Representative Titus discussed some of his committee assignments that include water programs and corrections/judicial. He also discussed the regulations on day care facilities and that he thought they were not flexible enough to attract new businesses. He also talked about the flat tax proposal (that he supported) and wasn't passed.

The Military Relations Luncheon was not held this week but will be held next Wednesday as a breakfast meeting in Junction City.

There's some sad and concerning news from my hometown of Atwood this week, as the Rawlins County High school (over 100 years old) was destroyed in a fire, determined an arson by two young boys, 12 & 13 years old, who are in custody. The entire interior has been destroyed, with the shell of the building still intact. Everyone is in shock, especially with school starting in 2 ½ months.

Ford's Comments:

Been a bit of a slow week, but certainly not a quiet one for sure.

Tuesday afternoon I took part in a webinar hosted by Amazon Business titled "Disaster Preparedness". It was a presentation discussing how Amazon Business is willing to work with local units of government when it comes to emergencies. In 2022 there were fifteen large weather

disasters (two in Kansas) according to the National Centers for Environmental Information. Procurement preparedness is also essential for emergency disaster planning and consequence management within governing agencies. This presentation talked about the early planning and effective preparation including mitigating extreme dangers of disasters, restoring essential services, and engaging in the reconstruction processes.

Also wanted to commend the Kansas Association of Counties for an excellent write up and history lesson on the Local Ad Valorem Tax Reduction fund. It's important moving forward that we all understand the value and importance of this transfer, and what it means to local units of government and their ability to provide services and to the Kansas taxpayer who funds these processes while keeping in particular property tax as low as possible while doing so.

Just a heads up but Ogden is having its annual summer event downtown hosted by the T-Bars Motorcycle Bike Club. It starts at 9:00 a.m. and runs till 11:00 p.m., and it will have a lot of booths with items for sale, food vendors and trucks, and live entertainment throughout the day as well. I do believe the proceeds go to numerous area related charities and 501 C3s too.

Lastly, I wanted to congratulate the Kentucky Wildcats for making it to their second Super Regional in baseball. They will be playing the best of three series over the weekend vs. LSU in Baton Rouge.

McKinley's Comments:

Tuesday evening, I attended the Leonardville City Council Meeting. I had been asked about clearing needed on the alley easement. The easement was designated on the plat, but they had to pass a resolution to open up the easement. This was passed and they are to start clearing the easement soon.

Wednesday was the Board of Directors meeting for Flint Hills ATA Bus. The main item of business was approval of the 2024 budget. We had a long presentation of what ATA bus has done and what it hopes to do. With the opening of Poyntz they now have four bus stop shelters. We had a discussion on what could be done to increase use. They also told us how other systems have stable funding such as with a sales tax. We did approve the proposed budget.

This morning they are scheduled to pour the concrete floor for the North County Ambulance Station.

Business Meeting

3. Election Software & System Equipment Upgrade

Move to approve the Riley County Capital Improvement Program, CIP Project Funding Authorization Form for Election Systems & Software (ES&S) Equipment upgrade for the Clerk/Elections Department in the amount of \$300,475.00.

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

4. Sign Riley County Personnel Action Form(s)

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

- Marie Stevens, a new hire, as a Customer Service Representative I, in the Treasurer's Department, at a Range 4, at \$18.12 per hour.
- Betsy Hughes, a new hire, as a Customer Service Representative I, in the Public Works Department, at a Range 4, at \$18.94 per hour.

5. Discuss Joint City/County/County Meeting Agenda

Review Minutes6. Board of Riley County Commissioners - Regular Meeting - Jun 5, 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 Clancy Holeman, Counselor/Director of Administrative Services

9. Administrative Work Session

9:00 AM 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, Riley County Counselor, attorney for the Riley County 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 9:20 a.m.

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

9:20 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 action shall be taken consistent with the consensus reached in executive session.

RESULT:	ADOPTED [UNANIMOUS]
----------------	----------------------------

MOVER:	John Ford, County Commissioner
SECONDER:	Greg McKinley, County Commissioner
AYES:	Ford, Focke, McKinley

9:20 AM Jessie Hubbard or Sandi Harper, Community Corrections

10. Out of State Travel Request

Hubbard presented the out of state travel requests.

Move to approve the Out of State Travel Requests for Intensive Supervision/Drug Court Officers Brett Clark and Megan Lewis to attend RISE23 in Houston, Texas.

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

9:30 AM Katharine Hensler, Museum Director

11. Request to Fill Open As-Needed Museum Assistant Position

Hensler presented the request to fill the As-Needed Museum Assistant position.

Move to approve the request to fill the As-Needed Museum Assistant position.

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

The Board of County Commissioners signed a Riley County Position Action Form for an As Needed Museum Assistant, in the Museum Department, at a Range TASND, at \$15.00 per hour.

9:45 AM Jason Smith, Manhattan Area Chamber of Commerce

12. Economic development update

Bishop gave an update on Fort Riley activities.

Kandt presented an update on economic development.

10:00 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

13. RCHD Update

Gibbs presented the Health Department update.

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

10:30 AM Budget and Planning Committee - Darell Edie, Budget and Finance Officer

14. Monthly Cash Flow Report for May 2023

Edie presented the monthly cash flow reports.

10:50 AM David Adams, EMS/Ambulance Director

15. Building Update

Adams presented the North County Ambulance Facility and Public Safety Headquarters Facility update.

11:10 AM Brian Peete, RCPD Director

16. Feasibility Study

Peete discussed the RCPD Feasibility Study.

Peete reported the plan shows a need for facility expansion.

Peete recommended a feasibility study to assess the facility needs.

Ford asked the cost of the feasibility study and the process after its completion.

Peete estimated \$20,000-\$30,000, which will be paid by RCPD.

Peete stated the average daily population is at 110 and there is inadequate staffing.

Peete said he believes the facility is built to hold 120-130 population.

Peete stated the problems are created by the types of individuals incarcerated.

Focke asked how those with mental health issues are handled.

Peete stated there are not appropriate facilities for those with mental health issues.

Peete said his intent is to let the Board know RCPD plans to do the feasibility study, but not expect the County to act on the study immediately.

11:25 AM John Ellermann, Public Works Director/County Engineer

17. Truck Update

Ellermann presented the CIP amendments.

Move to approve Amendment #2 for CIP Project 21-21PW009 and CIP Project 21-21PW010 for two tandem axle trucks with plow and spreader for the Public Works Department for a total project cost of \$477,352.00 (\$238,676.00 each).

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

SECONDER:	John Ford, County Commissioner
AYES:	Ford, Focke, McKinley

11:40 AM**John Martens, Riley County Fire District #1**

18. Out of State Travel Request for volunteer firefighters

Martens presented the out of state travel requests.

Move to approve the Out of State Travel Requests for Jane Dunstan and Logan Linenberger to attend the National Volunteer Fire Council Training Summit in Oklahoma City, Oklahoma.

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

The Board discussed the topic of 4 day/10-hour schedules.

Adjournment

Move to adjourn.

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