



**Board of Riley County
Commissioners
Regular Meeting
Minutes
July 13, 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
Gary Fike	County Extension Director	Present	8:30 AM
Anna Burson	County Appraiser	Present	8:30 AM
Michele Reid	Payroll, Benefits & Employee Relations Manager	Present	8:34 AM
Evan McMillan	Assistant County Engineer	Present	8:35 AM
Laurie Harrison	Emergency Management Coordinator	Present	8:44 AM
Russel Stukey	Emergency Management Director	Present	8:46 AM
Elizabeth Ward	Human Resource Director	Present	8:54 AM
Amanda Webb	Planning/Special Projects Director	Present	9:27 AM
John Ellermann	Public Works Director/County Engineer	Present	9:45 AM
Shelley Hays	Administrative Analyst	Present	9:45 AM
Christian Bishop	Military Relations Manager Chamber of Commerce	Present	9:45 AM
Shilo Heger	Treasurer	Present	9:55 AM
Amy Manges	Register of Deeds	Present	9:58 AM
Daryn Soldan	Manhattan Area Chamber of Commerce	Present	9:45 AM
Craig Hopkins		Present	2:00 PM
Janet Pralle		Present	2:00 PM

Pledge of Allegiance

Public Comment

1. Public Comments

Holeman asked the Board to change the title of the executive session to "Performance Matter of Non-Elected Personnel".

Move to change the title of the executive session to "Performance Matter of Non-Elected Personnel".

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:

Monday after our meeting, I met with Elizabeth Ward. We discussed the 4-10 proposal and possible options, and other personnel issues.

Tuesday, I had an appointment to get a COVID booster and a 2nd Shingles shot and have had some lingering side effects for the past two days.

Wednesday, I had a dental appointment, stopped by the Historical Museum, and worked in the office going over budget numbers for today's meeting. I also followed up on phone calls and messages.

Ford's Comments:

Most of this week I have been busy with work related activities. It has been busy and rather challenging, but it is summertime and that is the way it usually goes.

Wednesday morning, I was on KMAN doing the In Focus morning program. Rich Vargo Riley County Clerk joined me to discuss the topics of budget, elections, and what is all occurring with those and several other topics including LAVTR, flexible scheduling, and several others. As always, I appreciated the time spent getting up on several important things going on here at Riley County.

Also Wednesday afternoon I had my monthly teams meeting with the National Association of Counties (NACo) Community Economic and Workforce Development. Our main purpose for this month's meeting was to go through the committee's proposed resolutions list that will be discussed and voted on during next week's Annual Conference and Exposition in Travis County (Austin) Texas. Some of those resolutions

included appropriations for new market tax credits, low-income housing, reauthorizations of funding to the Department of Housing and Urban Development, economic development, and finally a long and extensive conversation on a resolution on support for migrant immigration in the workforce.

Wanted to give Kudos to the Kansas Association of Counties (KAC) on their work and efforts to assist Kansas counties on getting back funding on the Local Ad Valorem Tax Reduction Fund. For Riley County and Riley County alone that 3.2 million dollars or almost 4 mil levy of property tax relief that is NOT coming back to us very critical of at this point for a variety of reasons.

McKinley's Comments:

Monday afternoon I went by the new ambulance station. They were installing soffit and fascia but not shingles. A representative from Schultz Construction said they will have the MEP contractors install their roof penetrations and then the roofing will be done.

Tuesday, I met with Jason Smith and Mike Matson from the Chamber of Commerce. We discussed several things including budgeting, fairgrounds, the 4-10 schedule and business park expansion.

Tuesday evening, I missed the fire board meeting because of conflicts.

When we had our meeting in Riley, they noticed how we had the agenda on the big screen and individual laptops. The Riley City Council is now looking into getting tablets or laptops for their meetings.

Tuesday evening, I attended a meeting at University Park with John Ellermann and Evan McMillan. They wanted an update on the work toward a lagoon system. None of the neighboring landowners were willing to sell some land for lagoons so they will have to be located on existing property owned by the district. They had a lot of good questions, and the meeting went well. Evan has been the lead on this project, so he was answering most of the questions. He did a great job of answering their questions and explaining why the decisions are being made.

Wednesday morning was Flint Hills Veterans Coalition. The main items covered were reviewing plans for the Veterans Day parade.

Wednesday evening, I attended a Catbacker event with the alumni team that is playing in the summer tournament starting in Wichita next week. We were able to talk to them individually and then they all spoke to the

crowd. They are all great guys, and it was a very fun evening.

Business Meeting

3. Purchase authorization for Brush110 skid unit, dirt work for Ashland Fire Station 102, dirt work for University Park Fire Station 110

Move to approve the Purchase Authorization for replacement of skid unit (tank/pump/plumbing) for Brush 110 in the amount of \$17,160.00 to be funded by the RCFD #1 fund.

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

Move to approve the Purchase Authorization for dirt work for Ashland Fire Station 102 in the amount of \$14,285.00 to be funded the RCFD #1 Fund.

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

Move to approve the Purchase Authorization for dirt work for University Park Fire Station 110 in the amount of \$17,170.00 to be funded by the RCFD #1 fund.

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

4. Signing of 2024 Extension Budget

Move to approve 2024 budget for the Riley County Extension Council.

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

5. Riley County Trash Services 2023 - Staff Recommendation

Move to accept the low bid submitted by Howie's Trash Services in the amount of \$26,734.80 per year with the option to renew the contract annually for four additional years.

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

6. Advisory Board appointment letters and Resolution

Move to approve the following appointments and “Resolution No. 071323-38, A Resolution appointing Riley County representatives to Council/Advisory Boards.”

Matthew Rutkowski Comm Dist 1	July 13, 2023- December 31, 2025	Riley County Public Health Council 3 year
Katherine Pope Comm Dist 2	August 1, 2023- July 31, 2027	North Central Kansas Libraries System Board 4 year
Krista Long Comm Dist 2	No term expiration	Solid Waste Management Committee

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

7. Sign Riley County Employee Action Form(s)

The Board of County Commissioners signed a Riley County Employee Action Form for Kyle Lewis, a new hire, as an As Needed Intern, in the Emergency Management Department, at a Range TASND.

8. Discuss Joint City/County/County Meeting Agenda

No items.

9. Intergovernmental Luncheon Agenda

- LAVTR Discussion - Clancy Holeman

10. Approve payroll/accounts payables (when completed)

Move to approve the payroll vouchers in the amount of \$673,857.23 and the following warrant vouchers for July 14, 2023:

2022 Budget

County General	\$ 4,050.00
Disaster Fund	12,232.64
TOTAL.	\$16,282.64

2023 Budget

County General	\$1,631,553.80
Disaster Fund	116,185.00
Health Department	86,800.26
Court Services	300.00
Motor Vehicle Operations	191.05
Community Corrections	29,040.93
Capital Improvements Fund	145,137.50
Economic Development	30,508.00
Emergency 911	556.89
Solid Waste	5,893.10
County Building	11,446.65
RCPD Levy/Op	1,092,490.61
Riley Co Fire Dist #1	12,720.27
University Park W&S	2,014.76
Hunters Island Water Dist	10.24
Deep Creek Sewer	280.16
Moehlman Bottoms	4.90
Terra Heights Sewer	980.00
Konza Water Operations	29.38
TOTAL.	\$3,166,143.50

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

Review Minutes

11. Board of Riley County Commissioners - Regular Meeting - Jul 10, 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

12. Tentative Agenda

Press Conference Topics

13. Discuss Press Conference

9:00 AM Clancy Holeman, Counselor/Director of Administrative Services

14. Administrative Work Session

- 9:00 AM 15. 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 a performance matter of non-elected personnel, to protect the privacy of the employees, an exception to the Kansas Open Meetings Act, with Clancy Holeman, Riley County Counselor, attorney for the commission; Elizabeth Ward, Human Resource Director; and Anna Burson, County Appraiser, 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 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

9:20 AM

**Clancy Holeman, Counselor/Director of Administrative Services or
Shelley Woodard, Deputy County Counselor**

16. Temporary Construction Easement for North County EMS Station

Holeman presented the North County EMS Station project Temporary Construction Easement.

Move to approve the Temporary Construction Easement solely for the purpose of constructing a concrete driveway to the EMS station with Glenn Clark in the amount \$300.00.

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

9:30 AM

Budget and Planning Committee - Rich Vargo, County Clerk

17. Monthly Cash Flow Report for June 2023

Vargo presented the monthly cash flow reports.

9:45 AM

Daryn Soldan, Manhattan Area Chamber of Commerce

18. Economic development update

Soldan presented an update on economic development.

Bishop presented an update on military relations activities.

10:00 AM Rich Vargo, County Clerk

19. 2024 COLA Adjustment and Budget

Vargo presented the clarification on the 2024 COLA adjustment.

Vargo presented the updated proposed 2024 Budget Development Worksheets.

The Board discussed the impacts of COLA.

The Board discussed the proposed 2024 Budget.

Move to approve the 2024 Riley County Budget as presented.

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

10:45 AM Adjournment

Move to adjourn after the Fence Viewing.

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

1:30 PM Leave for Fence View in north county

20. This fence view will be held today, beginning at approximately 2:00 p.m., when the BOCC, County Clerk, and County Counselor arrive at the property. The landowner applicant requesting the fence view is Craig Hopkins and the adjoining landowner neighbor is Janet Pralle. The partition fence to be “viewed” by the BOCC is between the two properties at the following location: From the South: Take Route 77 north to Indian Hill Road. Turn right (east) onto Indian Hill and follow approximately 1 mile to the property on the left. Dilapidated wooden

barn and stone garage foundation visible on the left. From the North: Take Route 77 south to Indian Hill Road. Turn left (east) onto Indian Hill and follow approximately 1 mile to the property on the left. Dilapidated wooden barn and stone garage foundation visible on the left. This fence view will begin at approximately 2:00 p.m. and will end by 3:00 p.m.

Holeman discussed the fence view process.

Holeman stated the Board is not required to make a decision today.

Hopkins discussed the purchase of the 40-acres and the fence building.

Hopkins said the fence was completed in April.

Hopkins stated he was told a fence had to be built to have a fence viewing.

Pralle asked for the Board to view the corner of the fence regarding access to water.

Pralle discussed the sale of the property to Hopkins.

Pralle said it was determined by zoning to leave it agricultural.

Pralle discussed concerns Hopkins expressed about cows on his property.

Pralle stated her electric fence suits her needs.

Pralle said she does not feel responsible for his fence.

3:13 Ended.