



**Board of Riley County
Commissioners
Regular Meeting
Minutes
July 20, 2023**

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

Cindy Kabriel
785-565-6200

Commission Chambers

9:00 AM

[District 2 – Greg McKinley, Member](#)

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

[District 1 – John Ford, Vice 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
Cindy Kabriel	Senior Administrative Assistant	Present	9:00 AM
Clancy Holeman	Counselor/Director of Administrative Services	Present	9:00 AM
Anna Burson	County Appraiser	Present	9:00 AM
Elizabeth Ward	Human Resource Director	Present	9:00 AM
Amy Manges	Register of Deeds	Present	9:02 AM
Evan McMillan	Assistant County Engineer	Present	9:03 AM
Brittany Phillips	Budget and Finance Officer	Present	9:04 AM
Gary Fike	County Extension Director	Present	9:55 AM
John Ellermann	Public Works Director/County Engineer	Present	9:56 AM
Kurt Moldrup	RCPD	Present	10:11 AM
Ron Fehr	Manhattan City Manager	Present	10:13 AM
Shelley Woodard	Deputy County Counselor	Present	9:25 AM
Craig Cox	Deputy County Counselor	Present	9:30 AM
Bob Isaac	Planner	Present	10:47 AM
Julie Gibbs	Health Department Director	Present	11:02 AM
Vickie James	Food and Farm Council Coordinator	Present	4:00 PM
Mark Hatesohl	Manhattan City Commissioner	Present	4:00 PM
John Matta	Manhattan City Commissioner	Present	4:00 PM
Linda Morse	Manhattan City Commissioner	Present	4:00 PM
Shanika Rose	Chronic Disease Risk Reduction Coordinator	Present	4:00 PM

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Focke's Comments:

Monday afternoon I set up a meeting with a property owner in the Keats area with Brian Foster and myself for Tuesday morning and looked over the GIS in the area to get familiar with the location. I also met with Anna Burson to discuss department and appraisal issues with her. I am in strong support of her leadership.

Tuesday morning, I met with Brian Foster and the property owner, and we rode with him on his ATV to get an overview of his land and possible locations for a lagoon.

That afternoon, I met with “Team Keats” in the planning department conference room. Brian Foster joined us on a conference call. We made some plans going forward that will be on the agenda for Monday.

Tuesday evening, I attended a monthly meeting of the Riley County Democrats at the Douglass Community Center. Sydney Carlin spoke about the past legislative session and the bills that got passed. She took a lot of questions on funding and other issues, and I spoke with her briefly afterwards.

Wednesday, I caught up on paperwork, e-mails and phone calls; and went over the agenda for today’s meeting. Later in the afternoon, I had an appointment with my primary care physician.

Ford's Comments:

Monday afternoon I attended the July meeting of the Riley County Law Board at Manhattan City Hall. This was one of our shorter meetings in recent times as we have already completed the budget cycle for 2024. A couple of items of discussion were approving the consent agenda as presented, we had an update on the Fraternal Order of Police Lodge #17, and we discussed two agendas for having two fall meetings out in the county (Zeandale and Keats) and followed that up with passing the RCLEA 2023 Meeting Resolution No. 23-05 that will allow us to have those meeting. We ended the meeting with two short executive sessions on non-elected personnel and an affirmation of discipline.

Also Monday afternoon I met with President Jim Genandt and Harry

Watts at MATC. I wanted to circle back to them to discuss their internship and entrepreneurial programs and what possible impact that could have for Riley County if we were partners. We discussed their ongoing capital campaign for the campus and what that is going to mean for the college as well. Also spent some time reminiscing on the timeline for accreditations that dates all the back to when I attended MATC in 2002 and 2003. Great dialog and MATC has been and will continue to be a great asset to the region.

Tuesday afternoon I attended the monthly Board of Directors meeting of the Manhattan Area Chamber of Commerce. Among the items of discussion were approval of the consent agenda, an update on both membership accounts and financials, a presentation of the Beyond Tomorrow Downtown Plan by the City of Manhattan with a pretty robust dialog afterwards. Daryn Soldan gave an update on the Entrepreneurial Ecosystem here locally and all that is transpiring. Mike Matson discussed a letter of concern with Riley County's proposal on hours of operations. Other staff members gave an update on what they are working on currently and I mentioned the now online community survey on the update to the county's Comprehensive Plan.

Thursday morning, I attended Good Morning Manhattan hosted by the Manhattan Area Chamber of Commerce at the Four Points Sheraton. The new Parks and Recreation Director for the City of Manhattan, Aaron Stewart gave a presentation and lead a pretty good question and answer session afterwards. Stephanie Pierce from HYPE also spoke, giving an update on what they are working on and what they do for many of our young professionals here in the Flint Hills region.

McKinley's Comments:

After our meeting on Monday, I went by and talked to Mike Boller about a question someone had asked me about the types of things Hazardous Waste can accept.

While I was there, John Ellermann came by to discuss what would be involved if the county took over township roads. We all discussed some of the things this would require. I left and they continued the discussion.

I had a quiet birthday yesterday and we went out to eat last night.

Business Meeting

3. Flat Rock Rd. Culvert Replacement Project No. O.3-1.3

Move to approve the Contract Agreement with Ebert Construction Co., Inc. for Flat Rock Road culvert replacement in the amount of \$215,012.82.

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

4. Union Rd. Culvert Replacement Project No. I.0-9.9

Move to approve the Contract Agreement with Reece Construction Co., Inc. for Union Road culvert replacement in the amount of \$199,790.16.

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

- Courtney Beffa, an EMT, in the EMS/Ambulance Department, for Separation from County Service, effective July 17, 2023.
- The following Volunteer Firefighter Stipend, in the Riley County Fire District #1 Department, for Separation from County Service, effective February 1, 2023.
 - Cortney Plemons
 - Charlie Copeland
 - Sean Bach
 - Zacharie Beard
 - Austin Cisneros
 - Jesse Moore
 - Meganne Morrand
 - Jacob Stroda
 - Michael Lobsinger
 - Thomas Taphorn

Review Minutes

6. Board of Riley County Commissioners - Regular Meeting - Jul 17, 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

9:15 AM Amy Manges, Register of Deeds

9. Year-To-Date-Revenue

Manges presented the Register of Deeds year to date revenue.

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

10. Administrative Work Session

- 9:30 AM 11. 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 Shelley Woodard, Deputy County Counselor; Craig Cox, Deputy County Counselor; and Clancy Holeman, County Counselor, attorneys 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 9:50 a.m. County Appraiser, Anna Burson 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

9:50 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

9:50 AM

Shilo Heger, Treasurer

12. June 2023 Revenue Reporting - Riley County Treasurer

Heger presented the June treasurer's report.

10:00 AM

Gary Fike, County Extension Director

13. Fairgrounds Task Force Update

Fike presented a Fairgrounds Task Force update.

Fike said the main questions are where to go for the location and where the money comes from.

10:15 AM

Kurt Moldrup, RCPD Assistant Director

14. RCPD update

Moldrup presented a Riley County Police Department update.

10:30 AM Ron Fehr, Manhattan City Manager

15. City of Manhattan General Update

Fehr presented a City of Manhattan update.

11:00 AM Bob Isaac, Planner

16. Replat Lots 4-10 Blue River Hills 2nd Addition into one lot.

Isaac presented a request to replat Lots 4-10 Blue River Hills 2nd Addition into one lot.

Move to approve "Resolution No. 072023-39, A Resolution approving the Blue River Hills Addition Unit Seven plat and accepting the street rights of way, easements and licenses as shown to be dedicated on said plat," as it was determined that all the requirements of the Riley County Land Development Regulations and the Sanitary Code have been met.

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

11:15 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:	Greg McKinley, County Commissioner
SECONDER:	John Ford, County Commissioner
AYES:	Ford, Focke, McKinley

17. RCHD Update

Gibbs presented a staff update.

18. WIC Out of State Travel Requests

Gibbs presented Out of State Travel Requests for three WIC staff.

Move to approve the Out of State Travel Requests for Cathrine Jones, Rebecca Potvin, and Krista Legarreta, three WIC staff to attend the 2023 Breastfeeding: Baby's Natural Choice Conference" in La Vista, Nebraska in August.

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

19. WIC Out of State Travel Request

Gibbs presented Out of State Travel Requests for two WIC employees.

Move to approve the Out of State Travel Requests for Kaylyn Speth and Rebecca Potvin, WIC employees to attend the NWA WIC Technology, Innovation, and Vendor Management Conference in Portland, Oregon.

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

20. Community Health Educator Update

Sampson presented a Community Health Educator update.

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

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

11:45 AM

Clancy Holeman, Counselor/Director of Administrative Services

- 11:45 AM 21. 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 Shelley Woodard, Deputy County Counselor, and Clancy Holeman, County Counselor, attorneys 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 12:00 p.m. County Appraiser, Anna Burson 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

- 12:00 PM 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

Adjournment

- 12:01 PM Move to adjourn after the Joint City/County/County Meeting at City Offices at 4:00 p.m.

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

AYES:	Ford, Focke, McKinley
--------------	-----------------------

McKinley left the meeting.

4:00 PM Joint City/County/County Meeting (at City Offices)

22. City/County/County Meeting Agenda

James presented a Food and Farm Council Annual Report.

James said they are looking for funding for a coordinator position part time.

James said she will be stepping down as the coordinator but will remain a volunteer.

Morse discussed the County Appraiser's report of appeals to BOTA and would like more of an explanation about the three-page report that was in the commission packet.

4:58 Adjourned.