



**Board of Riley County
Commissioners
Regular Meeting
Minutes
August 10, 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
Craig Cox	Deputy County Counselor	Present	8:30 AM
Vivienne Leyva	PIO	Present	8:30 AM
Brittany Phillips	Budget and Finance Officer	Present	8:30 AM
Anna Burson	County Appraiser	Present	8:30 AM
John Ellermann	Public Works Director/County Engineer	Present	8:30 AM
Shelley Woodard	Deputy County Counselor	Present	8:30 AM
Michele Reid	Payroll, Benefits & Employee Relations Manager	Present	8:30 AM
Sandi Harper	ISO II - Adult, Community Corrections	Present	9:20 AM
Shilo Heger	Treasurer	Present	9:20 AM
Daryn Soldan	Manhattan Area Chamber of Commerce	Present	9:45 AM
Christian Bishop	Manhattan Area Chamber of Commerce	Present	9:45 AM
James Munson		Present	9:45 AM

Pledge of Allegiance

Public Comment

1. Public Comments

Riley County Public Works Director/County Engineer, John Ellermann reported the CiCo Park Playground parking lot will be getting repaired the week of August 21, 2023.

Claussen, United Way, announced the Riley County Employee Campaign increased more than 50% last year and thanked the employees. Claussen presented a certificate to the Board.

Commission Comments

2. Commission Comments

Focke's Comments:

Monday, after our meeting I stayed in the office and did some planning for the week. I made copies of several items and re-cycled a lot of paper.

Tuesday morning, I came downtown, met a friend for lunch and walked around the downtown area, stopping to visit with some shop owners and talked to several people about the budget and taxes.

Tuesday evening, I attended the Fireside Chat hosted by the Historical Museum staff at Flight Crew coffee shop. They had a Riley County trivia contest, which was more of a "history lesson" for all of us with very in-depth questions. Katherine Hensler had a lot of information associated with all the questions, so it was very interesting.

It's been a quiet week for me in general, so I was able to get caught up on a lot of paperwork, personal, and commission business.

Ford's Comments:

Monday afternoon I visited with Katharine Hensler and staff at the Riley County Museum. I was needing to get some historical perspective and advice on a project I'm working on. Also, while I was there, I took some time to check out the new exhibits that are now on display. They have done an excellent job with those and it's worth the time to check it out.

Tuesday afternoon I attended the Community Showcase of support for K-State President Richard Linton. As you're aware President Richard Linton and the University announced his diagnosis of cancer. President Linton is receiving treatment and should hopefully fully recover. Several area pastors spoke, as well as Senator Jerry Moran and K-State Vice President Marshall Stewart. I thought the event, which was organized both by the University and Senator Moran, was well attended considering how quickly it came together. I also want to wish President Linton the very best moving forward and my thoughts are with his family during this time.

Tuesday evening, I attended the Farewell Social for Command

Sergeant Major Christopher L. Mullinax, of the 1st Infantry Division and Fort Riley at Victory Hall located in Fort Riley. It was a very well attended event and Major General John V. Meyer, III, Commanding General of the 1st Infantry Division and Fort Riley spoke and presented Command Sergeant Major Christopher L. Mullinax and his family with several very distinguished awards. A very good reception and banquet followed. I was able to catch up with a handful of people along with Fort Riley personnel that I haven't seen in quite a while, which was great.

Lastly, I want to send my condolences to the family of Jonah Oswald. Jonah Oswald was the Fairway City, Kansas Police Officer who lost his life in the line of duty Sunday morning. The Officer was only 29 years old and had served on the force in Fairway for 4 years. Officer Oswald leaves behind a wife and two young kids.

McKinley's Comments:

Monday after our meeting I had a long meeting with Gary Fike to talk about the fairgrounds and the task force. We discussed some of my thoughts on the fairgrounds and several other things going on in the county and extension.

After that I met with Bob Isaac and reviewed some of the items he has been working on.

Tuesday morning, I was on In Focus on KMAN. We discussed the budget, the 4-10 proposal and conclusion, LAVTR, and North County Ambulance building. It is always good to get information out to the public.

Tuesday afternoon I attended a public gathering to show support for President Linton. It was well attended.

Tuesday evening, I attended the Riley City Council and Wednesday the Randolph City Council. I gave them each about the same info that I did to In Focus. Riley had some questions about speed limit on the county road going into town. I have talked to John Ellermann about the situation.

Wednesday I also attended the Flint Hills Veterans Coalition. A short meeting with just a review of some of the parade plans.

Business Meeting

3. Audit Consent Authorization

Phillips presented the annual audit consent letter.

Move to approve the authorization of the release of this information to the auditors and sign the Legal Letter to Riley County Counselor for Sink Gordon and Associates.

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

4. 2023 G.O. Temporary Notes - University Park Sewer District and Lakeside Heights Sewer District

Move to approve "Resolution No. 081023-42, A Resolution authorizing issuance of General Obligation temporary notes of Riley County, Kansas, in the total principal amount of \$275,000 to provide funds for the temporary financing of the costs of sanitary sewer project authorized by the county; and setting forth the terms, details, form and conditions of the General Obligation Temporary Notes" for the University Park Sewer District and Lakeside Heights Sewer District.

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:

- Julianne Snyder, an Administrative Assistant, in the County Attorney's Department, for Separation from County Service, effective August 18, 2023.
- Jana M. Kurczewski Chingway, for a promotion, as an Officer Manager, in the County Counselor's Department, at a Range 16, effective August 21, 2023.
- Alex Bauer, a new hire, as a Volunteer Firefighter Stipend, in the Riley County Fire District #1, at a Range TASND.
- Willie Vela, a new hire, as a Volunteer Firefighter Stipend, in the Riley County Fire District #1, at a Range TASND.

6. Discuss Joint City/County/County Meeting Agenda

Nothing.

7. Approve payroll/accounts payables (when completed)

Move to approve the payroll vouchers in the amount of \$662,948.53 and the following warrant vouchers for August 11, 2023:

2021 Budget

Road & Bridge Cap Project	\$4,008.00
TOTAL.	\$4,008.00

2023 Budget

County General	\$511,443.07
Disaster Fund	80,892.50
Health Department	85,511.85
21 st Distr Adult Drug Crt	7.35
Community Corrections	22,403.30
Economic Development	325.75
Emergency 911	1,112.49
Solid Waste	5,603.15
County Building	22,570.72
Road & Bridge Cap Project	36.00
RCPD Levy/Op	20,816.04
Landfill Closure	708.24
Riley Co Fire Dist #1	17,797.72
University Park W&S	904.18
Hunters Island Water Dist	5.12
Deep Creek Sewer	1,105.56
Moehlman Bottoms	2.45
Terra Heights Sewer	1,620.00
Konza Water Operations	14.69
TOTAL.	\$772,880.18

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

Move to sign the KS State Bank bid for the High Plains Ranch Road Bid.

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

Review Minutes

8. Board of Riley County Commissioners - Regular Meeting - Aug 7, 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

9. Tentative Agenda

Press Conference Topics

10. Discuss Press Conference

9:00 AM

Clancy Holeman, Counselor/Director of Administrative Services

11. Administrative Work Session

Holeman asked the Board to add an executive session at the end of the meeting today.

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

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

12. Request to refill position – Legal Assistant

Holeman presented the Riley County Position Action Form for the Legal Assistant position.

Move the Board approve opening of the position of Legal Assistant for recruitment.

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 a Legal Assistant, in the County Counselor's Department, at a Range 12.

13. Approval of Kansas Association of Counties Legislative Request Forms

Holeman presented the KAC Legislative Request Form.

Move the Board authorize counsel to submit originals of these Legislative Request Forms to KAC.

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

9:20 AM

Sandi Harper, Community Corrections Director

14. Request to Fill On-call Juvenile Intake Officers

Harper presented the request to fill the On-Call Juvenile Intake Officers positions.

Move to approve authorizing RCCC to advertise and hire additional JIAS On-Call Officers to on-call roster.

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 On-Call Juvenile Intake & Assessment Officer, in the Community Corrections Department, at a Range 1.

9:30 AM Shilo Heger, Treasurer

15. July 2023 Revenue Reporting - Riley County Treasurer

Heger presented the Treasurer's Report.

9:45 AM Daryn Soldan, Manhattan Area Chamber of Commerce

16. Economic development update

Soldan presented the Chamber update.

Munson discussed the Washburn Small Business Development Center.

Bishop presented an update on Fort Riley activities.

10:00 AM John Ellermann, Assistant County Engineer

17. Agreement with Terracon for University Park Geotechnical Engineering

Ellermann presented the University Park Geotechnical Engineering agreement.

Move to approve the Agreement for Services with Terracon to perform the geotechnical study for a base fee of \$11,850.00 for University Park lagoons.

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

10:10 AM John Ellermann, Public Works Director/County Engineer

18. Public Safety Headquarters - Construction Manager at Risk Agreement

Ellermann presented Public Safety Headquarters BHS Construction, Construction Manager at Risk Agreement.

Move to approve the Agreement with BHS Construction, Inc. for Construction Manager at Risk services for the Riley County Public Safety Headquarters.

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

19. Out of State Travel Request

Ellermann presented the out-of-state travel request.

Move to approve the Out of State Travel Request for David Willis to attend the annual 2023 National Recreation and Parks Association Conference in Dallas, Texas.

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

10:30 AM

Budget and Planning Committee - Brittany Phillips, Budget and Finance Officer

20. Monthly Cash Flow Report for July 2023

Phillips presented the monthly cash flow reports.

10:34 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 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 10:55 a.m.

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

10:55 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

The Board discussed concerns with employees working on their time off by responding to work emails and related items. The Board said they will discuss the concern at the County Officials Luncheon.

11:03 AM

Adjournment

Move to adjourn.

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