



**Board of Riley County
Commissioners
Regular Meeting
Minutes
August 14, 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	Absent	8:30 AM
Rich Vargo	County Clerk	Present	8:30 AM
Clancy Holeman	Counselor/Director of Administrative Services	Present	8:30 AM
Gary Olds		Present	8:30 AM
Anna Burson	County Appraiser	Present	8:30 AM
Elizabeth Ward	Human Resource Director	Present	8:32 AM
Brittany Phillips	Budget and Finance Officer	Present	8:34 AM
Chase Hageman	Mercury	Present	8:54 AM
Barry Wilkerson	County Attorney	Present	9:15 AM
John Ellermann	Public Works Director/County Engineer	Present	9:15 AM

Pledge of Allegiance

Public Comment

1. Public Comments

Olds suggested for 2025 to post the proposed budget on the Riley County Website.

Olds discussed his concerns with ad valorem tax.

Olds discussed KSA 79-2929, regarding answering and hearing objections to the budget.

Olds stated he read an article about the Chamber president wanting to grow business in the community. Olds said he does not think a governing body should say growing businesses would decrease taxes.

Holeman asked the Board to add an executive session to the end of today's agenda.

Move to add an executive session to Clancy Holeman's administrative time.

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

Commission Comments

2. Commission Comments

Focke's Comments:

Thursday afternoon, I met with Julie Gibbs at the Health Department. We caught up on their activities for the past several months. They have been busy with various outreach programs and training sessions. I plan to go to the opioid task force meeting in September. Their first meeting was well attended. Julie attended a training conference in Denver and will have a report for the commission this month. She brought back a lot of information that she is sharing with her staff.

Friday, I spent time going over the commission packet for today's meeting and am continually getting rid of outdated papers in the office - always time-consuming.

The weekend was spent cleaning house, some yard work, and bill paying.

I went over and planned for upcoming invitations and events in the weeks ahead.

Ford's Comments:

Thursday afternoon I had lunch at Tallgrass Taphouse with Reid Petty from Congressman Mann's office and Tyler Mason from Senator Roger Marshall's office to discuss a few items. We discussed several bills the Senator is working on, what to expect from both the farm and defense bills, Fort Riley and its economic and critical impact to the region, and lastly some upcoming grant possibilities for several county

related projects.

Also Thursday afternoon I had our monthly Pre-Law Board meeting at the Riley County Law Enforcement Center. Pretty standard meeting and dialog and not a lot going on for the August Law Board as well. Do keep in mind that September's and October's meetings will be in Keats and Zeandale respectively.

Friday afternoon I met with K-State Extension Director Gary Fike to discuss a couple of items including the Fairgrounds and the Fairgrounds Task Force, the 2023 Fair and how it went this year, and a couple of items and ideas for the Rural Economic Development Committee as well. Appreciated the time and conversation as usual.

Also Friday afternoon I met with members of McCownGordon at Rockin K's up on K-State to catch up and chat about some projects going on around the area including the new K-State Office Building. We also chatted about the new Riley County Comprehensive Plan, fairgrounds and rodeo, and got an update on the projects going on up at Kansas State University moving forward as well.

Had a pretty quiet weekend. Watched a lot of preseason NFL games, including my Jacksonville Jaguars, and was certainly happy for the rain and cooler temperatures it provided as well.

McKinley's Comments:

Absent.

Business Meeting

3. Sign Riley County Employee Action Form(s)

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

- Michael Morrissey, a new hire, as a Traffic Control Tech, in the Public Works Department, at a Range 5, at \$19.89 per hour.
- Paul Tosh, for a position change, as an Operator II, in the Public Works/Solid Waste Department, at a Range 7, at \$23.98 per hour, effective August 19, 2023.

Review Minutes

4. Board of Riley County Commissioners - Regular Meeting - Aug 10, 2023 8:30 AM

Move to approve minutes.

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

Review Tentative Agenda

5. Tentative Agenda

Press Conference Topics

6. Discuss Press Conference

9:00 AM

Rich Vargo, County Clerk

7. Year to date budget and expenditure reports

Vargo presented the year to date budget and expenditure reports.

9:15 AM

Barry Wilkerson, County Attorney

8. Request to fill open position - Administrative Assistant I

Wilkerson presented the request to fill the Administrative Assistant I position.

Move to approve the County Attorney's Office advertise to hire the open Administrative Assistant I position.

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

The Board of County Commissioners signed a Riley County Position Action Form for an Administrative Assistant I, in the County Attorney's Department, at a Range 4.

9:20 AM

John Ellermann, Public Works Director/County Engineer

9. Request to fill an open Mechanic Technician II Position

Ellermann presented the request to fill the Mechanic Technician II position.

Move to approve the Public Works Department advertise to hire the open Mechanic Technician II position.

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

The Board of County Commissioners signed a Riley County Position Action Form for a Mechanic Tech II, in the Public Works Department, at a Range 8.

9:30 AM

Press Conference

10. Public Notice - John Ellermann (1-2 minutes)

Ellermann said Riley County will begin a pavement repair project on Monday, August 21, 2023, at the CiCo Park Playground on the northwest corner of Wreath Avenue and Dickens Avenue intersection. Use of the Park will be restricted during the project. The project should be completed by Friday, August 25, 2023.

11. Income and expense questionnaire in mail - Anna Burson (2-3 minutes)

Burson said commercial property owners know it is that time of year again. Income and expense questionnaires are being mailed out on August 17th to Riley County business owners. We ask that these are completed and returned no later than September 8th.

Burson said the information received from the survey will be maintained confidential in accordance to Kansas Law and the standards of professional appraisal practice.

Burson said to clarify and address any concerns with how this information is used. It will not be used to value the specific properties from which you provide the information, but it will be used in conjunction with data on other similar properties to calibrate our valuation models. This information is vital in establishing typical rents, occupancy, and expenses here in Riley County for various types of commercial property such as (retail, office, and multifamily). Getting this information from our local business helps to ensure values are set reflecting the market conditions exclusive to Riley County.

Burson said the questionnaire can be downloaded from our website in the event you misplace the letter or need another copy.

9:35 AM John Ellermann, Public Works Director/County Engineer

12. Public Works Project Update

Ellermann presented the Public Works projects update.

Ellermann discussed cleaning up the old CASA space on the CPE 4th floor.

9:50 AM Clancy Holeman, Counselor/Director of Administrative Services

13. Administrative Work Session

14. Pending County Projects County Counselor

9:50 AM Executive Session

Move the County Commission, including Chairwoman Focke and Vice Chairman Ford, 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 10:05 a.m.

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

10:05 AM

Move the Board of County Commissioners come out of executive session.

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

10:06 AM

Adjournment

Move to adjourn after the County Officials Luncheon.

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

12:00 PM

County Officials Luncheon

15. County Official's Luncheon Agenda

The Board attended the County Officials Luncheon.

