



**Board of Riley County
Commissioners
Regular Meeting
Minutes
August 24, 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
Keirsten Cragg	Administrative Assistant I	Present	8:30 AM
Clancy Holeman	Counselor/Director of Administrative Services	Present	8:30 AM
Amanda Webb	Planning/Special Projects Director	Present	8:30 AM
Ben Hamill	Environmental Health Technician	Present	8:30 AM
Evan McMillan	Assistant County Engineer	Present	8:30 AM
Michele Reid	Payroll, Benefits & Employee Relations Manager	Present	8:30 AM
Brittany Phillips	Budget and Finance Officer	Present	8:30 AM
Anna Burson	County Appraiser	Present	8:30 AM
Shilo Heger	Treasurer	Present	9:35 AM
John Ellermann	Public Works Director/County Engineer	Present	9:35 AM
Shelly Williams	Community Corrections Director	Present	9:48 AM
Vivienne Leyva	PIO	Present	9:35 AM
Becky Goff		Present	8:30 AM
Connor Knightley		Present	8:30 AM
Kevin Larson		Present	9:58 AM
Bob Isaac	Planner	Present	10:16 AM
Craig Cox	Deputy County Counselor	Present	10:24 AM
Julie Gibbs	Health Department Director	Present	10:44 AM
Elizabeth Ward	Human Resource Director	Present	10:45 AM
Shelley Woodard	Deputy County Counselor	Present	10:24 AM
Brian Foster		Present	11:00 AM

Pledge of Allegiance

Public Comment

1. Public Comments

Webb presented Ben Hamill, the new Environmental Health Technician for Planning & Development.

Holeman asked the Board to add two executive sessions, one during his administrative time and one at the end of today's agenda.

Move to add an executive session to Clancy Holeman's administrative time and one at the end of today's agenda.

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 afternoon I spent some time in the office after our meeting and met briefly with Clancy Holeman. That afternoon, I spent some time with Gary Fike discussing the fairground task force regarding their time frame and the Rural Economic Development Advisory Board activities.

Most of the week, I've been keeping up with watering trees and plants in my yard and staying out of the heat as much as possible plus doing some physical therapy exercises.

Wednesday, I heard from Brian Foster regarding Keats. "Team Keats" then had a meeting with him and counsel in the Planning Department conference room. After that, I worked in my office on today's meeting, answering e-mails and returning phone calls.

Ford's Comments:

Monday afternoon I attended the August meeting for the Riley County Law Board at the Manhattan City Hall. Among the topics of discussion

were approval of the consent agenda which included the minutes for the previous meeting, expenditures, population numbers, monthly crime reports and a semiannual alcohol enforcement report.

Items on the general agenda included an update from the Fraternal Order of Police Lodge #17, Board member comments, a promotion announcement for now Captain Mark French, several lifesaving awards presented along with a certificate of appreciation, discussion on the Kansas Law Enforcement Accreditation Program for law enforcement agencies, and approval of the Edward Bryne Memorial Justice Assistance Grant. Also, as a reminder, the September 18th meeting will take place in Keats Park at 3221 Reservation Drive.

Also, Monday I, Clancy Holeman, Riley County Counselor and Shelley Woodard, Deputy Riley County Counselor met with State Representative Mike Dodson to discuss a handful of items including, SB 162 (County Nuisance Abatement) LAVTR, county home rule and several other relatable topics as well. Overall, I thought the discussion went well and there was a lot of ground covered as we work toward the 2024 Legislative Session in Topeka.

The rest of the week has been just working and trying to stay out of the incredible heat that has seemed to settle in upon us.

McKinley's Comments:

Tuesday evening, I attended the Riley City Council. They had their RNR and budget hearings with no public comment. I updated them on our budget, the new ambulance station and work on their speed limit request.

Wednesday, we had our monthly update with Schultz Construction on the new ambulance station. The back driveway concrete should go in next week, the sheetrock inside was finished yesterday, and the horizontal siding is supposed to arrive mid-September. The new completion date is mid-October.

Business Meeting

3. Solid Waste Fees

Move to approve "Resolution No. 082423-44, A Resolution establishing certain fees to be assessed to users of the Riley County Solid Waste Facility", effective October 1, 2023, to increase the Solid Waste Facility disposal fees for Municipal Solid Waste and White Goods to \$64.00/ton with a \$16.00 minimum charge and the cost of tire disposal and other fees to:

- Small Tires (Passenger car, trailer, etc.)- \$4.50
- Medium Tire (Truck, skid steer, etc.)- \$9.00
- Large tire (Semi truck, tractor, etc.)- \$18.00
- Tractor/Tracks tires - \$30.00
- \$5.00 additional fee for mounted tire
- Commercial Brush- \$12.00/ton with a \$6.00 minimum charge
- Freon Removal on refrigeration and air conditioning units-\$15.00
- Sale of compost- \$25.00/ton with \$12.50 minimum charge

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

4. Order Assigning Partition Fence Responsibility

Move to approve the Order Assigning Partition Fence Responsibility for Hopkins/Marshall and Pralle.

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

5. Action on Mobile Device Reimbursement Form

Move to approve the Mobile Device Reimbursement Form.

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

6. Sign Riley County Employee Action Form(s)

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

- Daniel Moulrier, a new hire, as an Appraiser II - Residential, in the Appraiser's Department, at a Range 8, at \$22.98 per hour.
- Logan Starks, a Seasonal Laborer, in the Public Works/Parks

Department, for Separation from County Service, effective July 20th, 2023.

7. Approve payroll/accounts payables (when completed)

Move to approve the payroll vouchers in the amount of \$648,668.07 and the following warrant vouchers for August 25, 2023:

2021 Budget

Capital Improvements Fund	\$196,395.00
TOTAL.	\$196,395.00

2022 Budget

County General	\$ 450.00
Capital Improvements Fund	213,648.65
Road & Bridge Cap Project	315.00
Univ Park W&S Cap Reserve	5,588.00
TOTAL.	\$220,001.65

2023 Budget

County General	\$1,106,824.85
Disaster Fund	6,097.56
Health Department	111,890.81
County Auction	93.44
Motor Vehicle Operations	3,314.30
Community Corrections	22,126.66
Capital Improvements Fund	155,537.50
Emergency 911	5,636.83
Solid Waste	236,340.40
County Building	4,495.45
RCPD Levy/Op	299.63
Landfill Closure	4,797.69
Riley Co Fire Dist #1	23,953.96
Fire Dist Projects	5,433.96
University Park W&S	10,159.33
Hunters Island Water Dist	3,668.03
Carson Sewer Benefit Dist	2,693.24
Deep Creek Sewer	367.94
Moehlman Bottoms	1,457.69

Valleywood Operations	406.42
Terra Heights Sewer	1,004.17
Konza Water Operations	6,767.51
Univ Park W&S Cap Reserve	6,336.00
Lakeside Heights Sewer	31.55
High Plains Ranch – Ben Dis	50.79

TOTAL. \$1,719,785.71

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 21, 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

Ford stated that Director Peete's name is misspelled on the August 31st agenda and he would like to see someone from EMS to attend the North County meetings at both facilities.

Press Conference Topics

10. Discuss Press Conference

9:00 AM

Barry Wilkerson, County Attorney

11. Staff update

Wilkerson presented his staff update.

Wilkerson stated they have a Jury Trial going on right now. He stated they have started interviews for the open Administrative Assistant position and hopes to have someone hired by the end of September.

9:15 AM

Clancy Holeman, Counselor/Director of Administrative Services

12. Administrative Work Session

9:15 AM

Executive Session

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 9:35 a.m.

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

9:35 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
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9:35 AM Brittany Phillips, Budget & Finance Officer

13. Budget Discussion

Move to advise staff to increase the investment income to \$2,000,000.

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

9:50 AM Shelly Williams, Community Corrections Director

14. Monthly Staff Update

Williams presented the Community Corrections staff update.

15. KDOC FY23 Adult Services Year-End Outcome Report

Move to approve the KDOC FY23 Adult Services Year-End Outcome Report.

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

16. KDOC FY23 Juvenile Services Year-End Outcome Report

Move to approve the KDOC FY23 Juvenile Services Year-End Outcome Report.

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

10:05 AM Vivienne Leyva, PIO

17. August 2023 Communications Update

Leyva presented the August PIO Communications update.

Leyva asked the Board of Commissioners to help with a "Brand Narrative Statement - Brainstorming Exercise".

10:20 AM Bob Isaac, Planner

18. Replat Lot 4 of Terra Heights Addition No. 2 and an unplatted vacated portion of the south right-of-way of Tuttle Cove Road, into two lots.

Move to approve "Resolution No. 082423-45, A Resolution approving the Terra Heights Addition No. 6 plat and accepting the rights of way, easements and licenses as shown to be dedicated on the said plat". 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

10:35 AM John Ellermann, Public Works Director/County Engineer

19. Tecumseh Booster Station Easement

Move to approve a permanent Grant of Easement with the City of Manhattan for the Tecumseh Road Water Booster Station.

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

10:50 AM Julie Gibbs, Health Department Director

- 10:50 AM 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

20. Funding for Community Health Educator Position

Move to approve funding for a part time Community Health Educator from September 2023 through December 2023.

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 Community Health Educator, in the Health Department, at a Range 4.

11:12 AM

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

11:10 AM

John Ellermann, Public Works Director/County Engineer

21. Walters Drive - Resolution Restricting Left Turn Movements

Move to approve "Resolution No. 082423-46, A Resolution changing restricting left turn movements on to Tuttle Creek Boulevard (US-24) from Walters Drive in Riley County, Kansas" between the hours of 7:00-9:00 a.m. and 3:00-6:00 p.m.

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

11:19 AM

Executive session for preliminary discussions relating to the acquisition of real property

Move the Board of Riley County Commissioners, including Chairwoman Focke, Vice Chairman Ford, and Commissioner McKinley, along with Clancy Holeman, County Counselor; Craig Cox,

Deputy County Counselor; and Shelley Woodard, Deputy County Counselor; attorneys for the Riley County Commission, along with Anna Burson, Riley County Appraiser, Amanda Webb, Planning and Development Director, and Brian Foster, of BG Consultants, Inc., recess into executive session pursuant to the preliminary discussions relating to the acquisition of real property exception to the Kansas Open Meetings Act, the open meeting to resume in the County Commission Chambers at 12:05 p.m.

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

12:05 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 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

Ford asked Chairwoman Focke and Commissioner McKinley to get with Lori Bishop with the Flint Hills Volunteer Center regarding the 9/11 Day of Remembrance Event.

12:07 PM

Adjournment

Move to adjourn.

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

AYES:	Ford, Focke, McKinley
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