



**Board of Riley County
Commissioners
Regular Meeting
Minutes
September 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	Present	8:30 AM
Rich Vargo	County Clerk	Present	8:30 AM
Clancy Holeman	Counselor/Director of Administrative Services	Present	8:30 AM
Anna Burson	County Appraiser	Present	8:30 AM
Brittany Phillips	Budget and Finance Officer	Present	8:30 AM
Elizabeth Ward	Human Resource Director	Present	8:56 AM
Julie Gibbs	Health Department Director	Present	8:56 AM
Daryn Soldan	Manhattan Area Chamber of Commerce	Present	9:39 AM
Christian Bishop	Manhattan Area Chamber of Commerce	Present	9:39 AM
Shanika Rose	Chronic Disease Risk Reduction Coordinator	Present	10:00 AM
David Willis	Parks Manager	Present	10:25 AM
Katharine Hensler	Museum Director	Present	11:09 AM

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Focke's Comments:

Tuesday morning I was on the “In Focus” radio program on KMAN.

Vivienne Leyva, PIO joined us to discuss the press release on the mill levy and budget that she had sent out. We also discussed the budget calendar and other county topics. I gave upcoming events and vaccinations at the health department, including the Okt-FLU-ber Fest on October 12th, COVID, flu, RSV, and vaccinations. We had several phone calls.

Wednesday, I attended the leadership meeting at the health department where program directors gave updates.

Later, I attended the Opioid Task Force Meeting that was well attended. Director Peete led the discussion on a plan of action that includes a “steering committee”. I volunteered to be on the committee, along with eight or nine others.

I attended bell choir practice in the evening.

Ford's Comments:

Monday, I had lunch at Tallgrass Taphouse with Shawn Drew, Market President & CEO and Commercial Division Manager with Commerce Bank to discuss some related items. We also discussed the changes in banking here in recent times, what the needs for space and facilities are, and the work and efforts of both Riley County and Commerce Bank here in the downtown sector. Very insightful dialog and I certainly appreciated Shawn’s time.

Wednesday afternoon I attended via Microsoft Teams the first NACo Community Economic and Workforce Steering Committee of the 2023-24 session. Among the items of discussion were some opening remarks by the Chair Martha Schrader, Commissioner, Clackamas County, Oregon. She also discussed some changes in the structure of these monthly meetings in trying to get committee members to reach out to their federal delegation to get them involved on this call. Our guest speaker on the call was Kevin Shrawder, Senior Analyst, Economic and Government Studies for NACO, he discussed and gave an update on NACo’s Housing Task Force and their final report and set of recommendations. Next, Michael Matthews, Legislative Director for the committee and NACo gave us an update from Capitol Hill in Washington D.C., and we ended the call with an open discussion and several committee members mentioned some ideas for the next couple of meetings.

Wanted to make sure everyone was aware of this morning’s Zoom call that is being hosted by Senator Roger Marshall that is taking all agriculture industry and community leaders from Kansas into account in discussing and raising awareness of the many stressors facing our

farmers and ranchers and the toll it can and does take on their mental health. The call is also supposed to help guide and direct everyone to the resources available in different parts of the state and how we can better connect those resources to those that are struggling.

McKinley's Comments:

Yesterday morning was the Flint Hills Veterans Coalition meeting. Setting up final plans for the Veterans Day parade. Entries are coming in good numbers for the parade.

Last night was the Randolph City Council. Someone is purchasing a rundown building to tear it down and put up a new building for a business. They also approved a new subdivision plat that has 20+ lots for houses.

Business Meeting

3. Riley County District Court 2024 Budget

Move to approve the Riley County District Court 2024 Annual Budget to be submitted to the Office of Judicial Administration.

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

4. Discuss Joint City/County/County Meeting Agenda

No topics.

5. Intergovernmental Luncheon Agenda Topics and Attendees

No topics.

Review Minutes

6. Board of Riley County Commissioners - Regular Meeting - Sep 11, 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

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

- 9:00 AM 9. Executive session to discuss a performance matter involving non-elected personnel

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 employee, an exception to the Kansas Open Meetings Act, with Clancy Holeman, Riley County Counselor, attorney for the Commission, and Elizabeth Ward, Human Resource Director, the open meeting to resume in the County Commission Chambers at 9:30 a.m.

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

- 9:30 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
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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

9:30 AM Anna Burson, Appraiser

10. Appraiser's Office September Staff Update

Burson presented the Appraiser's Office staff update.

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

11. Economic development update

Soldan presented an economic development update.

Bishop presented a military update.

10:00 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:	John Ford, County Commissioner
SECONDER:	Greg McKinley, County Commissioner
AYES:	Ford, Focke, McKinley

12. RCHD Monthly Update

Gibbs presented the Health Department update.

13. RCHD WIC FY2024 Contract Approval

Gibbs presented the WIC contract for approval.

Move to approve the Contract between Kansas Department of Health and Environment and Kansas WIC Local Agency for FFY2024 to continue WIC services to the Riley County, Fort Riley, and Pottawatomie County residents.

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

14. RCHD Health Educator's Update

Rose presented the Health Educator report.

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

10:45 AM Clancy Holeman, Counselor/Director of Administrative Services

15. Administrative Work Session

10:45 AM 16. 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, 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 11:10 a.m. David Willis, Parks Manager, will be present during a portion of the executive session to provide factual information.

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

11:10 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

11:10 AM

Katharine Hensler, Museum Director

17. Museum Staff Report

Hensler presented the Museum staff report.

11:25 AM

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

18. Monthly Cash Flow Report for August 2023

Phillips presented the monthly cash flow reports.

11:45 AM

Clancy Holeman, Counselor/Director of Administrative Services

19. Support Letter - City of Ogden's Grant Application for "Reconnecting Communities and Neighborhoods" Funds

Holeman presented the support letter for the City of Ogden.

Move to approve and sign the letter of support for the City of Ogden's Grant Application for "Reconnecting Communities and Neighborhoods" funds.

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

The Board discussed scheduling a grand opening/open house for the new north county ambulance facility.

11:56 AM Adjournment

Move to adjourn.

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