



**Board of Riley County
Commissioners
Regular Meeting
Minutes
September 21, 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
David Adams	EMS/Ambulance Director	Present	8:30 AM
Brittany Phillips	Budget and Finance Officer	Present	8:30 AM
Anna Burson	County Appraiser	Present	8:30 AM
Craig Cox	Deputy County Counselor	Present	8:30 AM
Andy Thurlow		Present	8:30 AM
Wayne Kindle		Present	8:30 AM
Elizabeth Ward	Human Resource Director	Present	8:40 AM
Amanda Webb	Planning/Special Projects Director	Present	8:50 AM
John Ellermann	Public Works Director/County Engineer	Present	9:48 AM
Gary Fike	County Extension Director	Present	9:52 AM
Dave Lewis		Present	9:52 AM
Brian Peete	RCPD Director	Present	10:03 AM
Bob Isaac	Planner	Present	10:25 AM
David Alexander		Present	10:27 AM

Pledge of Allegiance

Public Comment

1. Public Comments

Adams updated the Board on the North County Ambulance Station.

Adams said the completion date is October 9, 2023 for ownership walk through with occupancy of the building October 12, 2023.

Adams suggested Saturday, October 14, 2023, for the open house and ribbon cutting.

Knutson, Keats resident, suggested the 110,000 acres south of Keats on Fort Riley for the sewer system. Knutson suggested using some of the Fort Riley land to the south of Keats Park. Knutson suggested our local federal Senator could be of assistance.

Thurlow, Keats resident, discussed the cost for residents to connect to the sewer system. Thurlow stated the numbers presented last night is not sustainable for the residents of Keats. Thurlow said we have to make the system affordable. Thurlow stated something needs to be done to get landowners to the table to sell a piece of property.

Kindle, Keats resident, said one of his properties is small enough if his system goes out there is nothing he can do. Keats said a community without a system should be able to get funding for a system.

Commission Comments

2. Commission Comments

Focke's Comments:

Tuesday, I attended the Appellate Court hearing that was held at the KSU Forum Hall. Deputy Counselor Craig Cox handled the legal argument for the county in the Kilner case. It was very interesting, as I had not attended one in the past. Craig did an excellent job.

That afternoon, I met with Amanda Webb, Craig Cox, and Shelley Woodard in the planning office to discuss the upcoming Keats community meeting. We reviewed the slide presentation for the meeting and assigned topics for Amanda Webb, Brian Foster, Craig Cox, and myself. We spent the next few days going over and revising the presentation.

Wednesday, I worked in the office to review documents for this meeting and finalized the presentation with Amanda Webb and Brian Foster for the Wednesday evening meeting.

Wednesday night, I attended the Keats meeting to present our recommendations for going forward with the lagoon project. There was a good attendance, including some new Keats homeowners. The presentation was divided up between Brian Foster (BG Consultants), Amanda Webb (planning), Craig Cox (Riley County), and myself. Also in attendance was Ben Hammil and Evan McMillan from Riley

County.

Costs of a potential project were compared between connecting to the City of Manhattan and a lagoon project in the surrounding area. A landowner has not been located that is willing to sell property needed for the lagoon to Riley County.

A lot of questions and concerns were raised by community members and a group of residents were meeting after our meeting was concluded. Three attended our BOCC meeting this morning to voice those concerns and suggestions.

Ford's Comments:

Monday afternoon I attended the September meeting of the Riley County Law Board meeting that was held over in Keats Park in Keats. We passed the consent agenda with one slight change, a paragraph that was in the salary program that we are going to revamp and come back to next month. There were no additions nor deletions to the General Agenda nor were there any public comments or anyone to give an update for the Fraternal Order of Police Lodge 17. Dennis Cook spoke and gave an update from the Community Advisory Board, and we had no executive sessions during this meeting as well. Big thanks to everyone in Keats, especially Mel Knutson and the family who brought spring salad, chicken pot pie with biscuits, and cookies for all to enjoy. I felt really bad that our meeting only lasted 8 ½ minutes the shortest by far in the nearly three years I've been on the board.

Tuesday afternoon I attended the monthly Board of Directors of the Manhattan Area Chamber of Commerce. Among the items of discussion was an update on membership accounts and financials through August 31st. We also discussed the Chamber's federal priorities here locally and their upcoming trip to Washington, D.C. to discuss it with the federal delegation. Next came a pretty in-depth dialog on a Shop Small Campaign being planned over the holiday season this year, there will be more to come on this. Jason Smith, President/CEO at the Chamber discussed the Chamber's annual board retreat in Kansas City and the upcoming AUSA Conference in Washington, D.C. Both events are happening in October. We heard several local updates including progress at Wareham Hall and the Midtown Project in Aggieville. Staff also gave updates on what they are working on currently to end the meeting.

Wednesday afternoon I attended via Zoom the monthly meeting of the Riley County Rural Economic Development Advisory Board. We discussed some early components of next year's Rural Revitalization Conference centered around the idea of the "Future of Rural Kansas."

Some of the questions that were talked about included who the target audience is, possible location for the event, sponsors, and what to do for lunch/snacks. We also discussed possible topics and the bigger picture including demographics, population shifts, and a speaker that can cover it. Other possible areas included education, farm and rural transitions, small business development and growth, and other issues including housing, workforce development and connecting to opportunity. The tentative date for this event is February 28th.

Just as a friendly reminder the submission deadline for this year's "I Love My County Because..." art competition sponsored by NACo is next Friday, September 29th at 11:59 p.m. EDT. I know this is short notice at this point, but I would love to see someone from Riley County enter and win. It is open to all youth grade levels K-12 and you just create and submit artwork showing what you love most about their county. Winning artwork is included in a 2024 calendar with your own month, featured in NACo's "County News" and also highlighted in the 2024 Annual Conference in Tampa, Florida this year. Anyone can reach out to me and I will be glad to assist with the process.

McKinley's Comments:

Yesterday was the monthly meeting of the Juvenile facility. There are fifteen counties in this region and every quarter we meet in one of the other ones. This month was in Jewell County. We reviewed some policies and revised the drug policy to institute random testing of the employees. There are questions about whether drug tests are allowed on juveniles. The state passed a bill requiring that juveniles in detention receive mental health therapy and the state will pay for it. There was a long discussion about some complaints a commissioner had heard and how they should be handled with the board and the director.

On the way back from Mankato I stopped by the new ambulance station. There was a progress meeting with the contractor that was concluded before I arrived. There has been a lot of progress in the last few weeks and it is really beginning to take shape.

Business Meeting

3. 2022 Management Representation letter with James Gordon & Associates CPA, P.A.

Move to approve and sign the 2022 Management Representation Letter to James Gordon & Associates CPA, P.A.

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

4. Riley County Shared Leave Request Form

Move to approve the Riley County Shared Leave Request Forms.

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:

- Katherine Mangum, a new hire, as an Administrative Assistant I, in the County Attorney's Department, at a Range 4, at \$18.84 per hour.
- Nathaniel Davis, a new hire, as an As Needed Volunteer Firefighter Stipend, in the Riley County Fire District #1 Department, at a Range TASND.
- Rick Johnson, a new hire, as an As Needed Election Board Worker, in the Election Department, at a Range TEMP.
- Marisa Larson, a new hire, as an As Needed Election Board Worker, in the Election Department, at a Range TEMP.
- Judith Ahrens, a new hire, as an As Needed Election Board Worker, in the Election Department, at a Range TEMP.
- Dennise Taber, a new hire, as an As Needed Election Board Worker, in the Election Department, at a Range TEMP.
- Coty Gilman, a new hire, as an As Needed Election Board Worker, in the Election Department, at a Range TEMP.
- Corey Ptacek, a new hire, as an As Needed Election Board Worker, in the Election Department, at a Range TEMP.
- Barbara Johnson, a new hire, as an As Needed Election Board Worker, in the Election Department, at a Range TEMP.
- Alysha Daley, a new hire, as an As Needed Election Board Worker, in the Election Department, at a Range TEMP.
- Sabrina Nevares, a new hire, as a part-time Elections Clerical Assistant, in the Election Department, at a Range TASND, at \$15.00 per hour.
- Ava Modin, a new hire, as a part-time Elections Clerical Assistant, in the Election Department, at a Range TASND, at \$15.00 per hour.

6. Approve payroll/accounts payables (when completed)

Move to approve the payroll vouchers in the amount of \$678,830.47 and the following warrant vouchers for September 22, 2023:

2022 Budget

Road & Bridge Cap Project	\$158.75
TOTAL.	\$158.75

2023 Budget

County General	\$ 861,846.01
Disaster Fund	228,265.70
Health Department	105,390.68
21 st Distr Adult Drug Crt	598.23
County Auction	391.09
Motor Vehicle Operations	955.44
Community Corrections	14,391.86
Capital Improvements Fund	10,921.71
Emergency 911	6,220.78
Solid Waste	251,819.64
County Building	5,007.40
RCPD Levy/Op	16,474.45
Landfill Closure	1,280.55
Riley Co Fire Dist #1	21,618.99
University Park W&S	5,946.28
Hunters Island Water Dist	1,015.35
Carson Sewer Benefit Dist	178.81
Deep Creek Sewer	604.80
Moehlman Bottoms	138.70
Valleywood Operations	600.78
Terra Heights Sewer	1,203.26
Konza Water Operations	2,768.66
Lakeside Heights Sewer	177.17
University Park Lagoon	10,433.95
TOTAL.	\$1,548,250.29

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

Review Minutes

7. Board of Riley County Commissioners - Regular Meeting - Sep 18, 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

8. Tentative Agenda

Press Conference Topics

9. Discuss Press Conference

9:00 AM Shelley Woodard, Deputy County Counselor

- 9:00 AM 10. Executive session for preliminary discussions relating to the acquisition of real property

Move that the Board of Riley County Commissioners, including Chairwoman Focke, Vice Chairman Ford, and Commissioner McKinley, along with Shelley Woodard, Deputy County Counselor, and Craig Cox, Deputy County Counselor, attorneys for the commission, recess into executive session pursuant to the preliminary discussions relating to the acquisition of real property exception to the Kansas Open Meetings Act, to discuss a potential offer of purchase, the open meeting to resume in the County Commission Chambers at 9:30 a.m. Amanda Webb, Planning/Special Projects Director and Rich Vargo, County Clerk, 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
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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

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

Shelley Woodard, Deputy County Counselor

11. Administrative Work Session

9:30 AM

12. 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, 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 9:40 a.m.

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

9:40 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**Diane Hoobler**

13. Proposed Mural for Fire St. 101 Zeandale

Stukey and Hoobler presented a proposal for a mural for Fire Station 101 Zeandale.

Move to approve the proposed mural for Fire Station 101 at Zeandale.

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

10:00 AM**Gary Fike, County Extension Director**

14. General Extension Staff Update

Fike and Lewis discussed the Fairgrounds Task Force work.

Lewis said the Kansas State Foundation has become involved in the project. Lewis stated years ago an agriculturally based ground was considered at the Riley County shops location. Lewis said he believes being adjacent to Kansas State University an agriculturally based event center would be successful.

Lewis said they would like to see a joint meeting with the City and County Officials to discuss the future of CiCo Park. Lewis said USD 383 and MATC have interest in the CiCo Park land.

Fike said the Fairgrounds Task Force recommendation is to revamp the

Committee to include the County, City of Manhattan, and USD 383.

Lewis thanked the Board for creating the Fairgrounds Task Force.

10:15 AM Brian Peete, RCPD Director

15. RCPD update

Peete presented a Riley County Police Department update.

10:30 AM Bob Isaac, Planner

16. Replat Lots 11, 12, and 13 of Vista Acres into two (2) lots.

Isaac presented the request to replat lots 11, 12, and 13, of Vista Acres into two lots.

Move to approve "Resolution No. 092123-53, A Resolution approving the Vista Acres No. 5 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 have been met.

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

10:45 AM Bob Isaac, Planner

17. Replat Lots 1 thru 5 and 9 thru 12, Block 9, Lakeside Heights, into one (1) lot.

Isaac presented the request to replat lots 1-5 and 9-12 Block 9, Lakeside Heights Unit Seven into one lot.

Move to approve "Resolution No. 092123-54, A Resolution approving the Lakeside Heights 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

11:00 AM Elizabeth Ward, Human Resources Director

18. Rapid Paycard Contract Approval

Ward presented the Rapid Paycard Contract.

Move to approve and sign the Corporate Prepaid Card Program Agreement with Green Dot Corporation.

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

11:10 AM Adjournment

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

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

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

19. City/County/County Meeting Agenda

The Board attended the Joint City/County/County meeting.