



**Board of Riley County
Commissioners
Regular Meeting
Minutes
October 12, 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
Elizabeth Ward	Human Resource Director	Present	8:30 AM
John Ellermann	Public Works Director/County Engineer	Present	8:30 AM
Anna Burson	County Appraiser	Present	8:30 AM
Brittany Phillips	Budget and Finance Officer	Present	8:40 AM
Dan Knight		Present	8:52 AM
Russel Stukey	Emergency Management Director	Present	8:56 AM
Doug Russell	Assistant Fire Chief	Present	8:56 AM
Evan McMillan	Assistant County Engineer	Present	8:56 AM
Shilo Heger	Treasurer	Present	9:18 AM
Daryn Soldan	Manhattan Area Chamber of Commerce	Present	9:41 AM
Christian Bishop	Manhattan Area Chamber of Commerce	Present	9:41 AM
Allison Mood	Manhattan Area Chamber of Commerce	Present	9:41 AM
Julie Gibbs	Health Department Director	Present	9:57 AM
Jan Scheideman	Child Care Facilitator/Manager	Present	10:15 AM
Ginny Petersen	Riley County Genealogical Society	Present	10:50 AM
Brian Foster	BG Consultants	Present	11:11 AM
Shelley Woodard	Deputy County Counselor	Present	9:20 AM

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Focke's Comments:

Monday I attended Employee Day at the AMC Theaters. It was a well-organized event with two keynote speakers, service awards, and the Employee of the Year Award. There were two breakout sessions with four choices to attend, door prizes, and evaluations of the day, ending in team building sessions for each department.

I really enjoyed the day, especially seeing most of our employees in one place.

Tuesday I met with Team Keats in the morning to discuss options going forward for the sewer district.

In the afternoon, I attended the Mental Health Summit sponsored by the Health and Wellness Committee held in Pottorf Hall. There were four group topics of which attendees chose two. I participated in the "Suicide" and "Substance Abuse" groups. Each group had a series of questions to discuss and a facilitator to record the answers. We will be getting a report of the discussions from the Wellness Committee.

Later that night, I attended the Personnel Committee meeting at my church.

Wednesday I attended the "Opioid Task Force" at the FCRC of the health department. There was a lot of discussion about the Steering Committee proposed - how many and who. There will be more information forthcoming.

After that, I came into the office and went over the agenda and meeting reports for today.

Later, I got my flu shot and then attended bell choir practice at the church.

Ford's Comments:

Last Thursday post meeting I met with Riley County Extension Director Gary Fike to discuss some items related to CiCo Park, the Fairgrounds, Pottorf Hall, and the future of the Riley County Fair moving forward.

Also last Thursday I attended the October meeting of the Crisis Intervention Team that included members from Pawnee Mental Health, RCPD, and the Pottawatomie County Sheriff Department. Most of the discussion centered around the recent state CIT meeting and next year's CIT Training that will be taking place here in Manhattan that will include a segment for both dispatch as well as correction. We spent most of the rest of the time discussing challenges in both the area jails at this time.

Last Thursday evening I attended a Candidate Forums for both the Manhattan City Commission and the USD 383 School Board hosted by the Riley County Republicans at Pottorf Hall. Both forums were very well attended by both the community and the candidates, and I thought they went well with the questions that were asked and the answers that were given.

Friday was about football with both K-State and Manhattan High playing games that night. Thankfully Manhattan High won beating Junction City 38-7 at Bishop Stadium to keep the Silver Trophy at home, but unfortunately, K-State laid an egg in Stillwater losing 29-21 to Oklahoma State in a very ugly game.

Saturday I spent some time at home watching football and catching up on some last-minute items before leaving on Sunday.

Sunday morning I left at 5:30 a.m. for Washington, D.C. and arrived just a bit before 12:00 (noon) eastern time and got settled and prepared for the week including getting the right badges and entry passes to the various events throughout the conference.

Monday morning was the start of the AUSA Conference at the Walter Washington Conference Center with the opening ceremony with AUSA President Robert Brown speaking followed by the Secretary of Army Christine Wormuth. Several individuals and AUSA Chapter Awards were presented at the ceremony as well. There was a United States Army Diversity presentation through its history that was given during the ceremony and video from the Army 10-mile marathon was viewed to complete the ceremony. Afterward we had a Flint Hills AUSA Chapter Luncheon at the Clyde's Gallery of Plaza at the Capital One Center where Chapter President Rich Jankovich spoke and the guest speaker for the event was Commanding General of Fort Riley on the 1st Infantry Division John V Meyer III. Lastly for the day we met with Steve Hyjek from Baker-Donaldson, who is our State Lobbyist on site in Washington, D.C. to discuss the current state both militarily and legislatively. We later ate dinner at a place called Founders and Distillers to round out the day.

Tuesday morning we went up to Capitol Hill to discuss with staff from

Senator Moran and Marshall's office and Congressman Mann and LaTuner's Office the priorities and concerns from the Manhattan and Riley County side. I want to give a big shout out to Christian Bishop, Military Relations Director for the Chamber, Christine Benne, VP of Flint Hills AUSA Chapter, and Tyler Mason for Senator Moran's office for putting this meeting together. Later on I took some time to check out the exposition that was at the center as well and came back for the Chapter social that took place at the hotel with members of the Fort Riley Community including the Commanding General, the new Sargent Major, several high-ranking command staff, and numerous current NCO's. Great time was had by all. We finished the evening with an amazing dinner at Old Ebbitt Grill.

Wednesday I spent most of the day traveling back from Washington, D.C. in which I got back early afternoon just enough time to catch the October Community Economic and Workforce Development Committee Teams call. CEWD Chair Martha Schrader Commissioner, Clackamas County, Oregon gave some opening remarks and then Tiffany Erbelding, Director ROCKit, X4 Health spoke about county case studies on the Community ROCKit Strength-Based Problem-Solving Model. Michael Matthews, Legislative Director for CEWD for NACO gave us a very chaotic update on what is going on up on Capitol Hill and it is very sombering at the moment. There was some time for open discussion and dialog most of which was centered around current legislative concerns and the conflict between Israel and Hamas that started over the weekend.

McKinley's Comments:

Last Friday was another Master Gardener class. The subjects were vegetable gardens and landscaping.

Saturday we attended Fall Fest in Riley. The weather was great and they had a large crowd.

Monday was Employee Day that went well. For team building I attended the axe throwing with the Noxious Weed Department. I won the second game, but that was my peak because I finished a distant last on the last two games.

Tuesday morning was my turn on In Focus at KMAN. Julie Gibbs and Dr. Jacob Clarke were there for the first section. They wanted to get the word out about Oct-flu-berfest which is the flu shots that were available in the afternoon from 3:00-6:00 p.m. They also discussed vaccines in general and what the outlook for Covid is this winter. I talked about the new ambulance station opening and progress on the new EMS headquarters. We also discussed the upcoming elections

including registration dates and early voting schedule.

Tuesday evening was the quarterly Riley County Fire Board meeting. A lot of things were discussed and no matter how they try to speed things up the meeting always lasts about 2 and a half hours.

Wednesday was Flint Hills Veterans meeting with finalizing plans for the parade and discussing the scholarships to be awarded in November to veterans attending K-State or MATC. No applications from MCC yet.

Business Meeting

3. Highway Use Permit, Twin Valley 10481 Madison Creek Rd

Move to approve the Highway Use Permit granting Twin Valley Telephone permission to complete the work in the right of way to bury fiber to 10481 Madison Creek Road.

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

4. Highway Use Permit, Twin Valley 17599 Welsh Rd

Move to approve the Highway Use Permit granting Twin Valley Telephone permission to complete the work in the right of way to bury fiber to new home at 17599 Welsh Road.

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

5. Highway Use Permit, Twin Valley 8130 N 52nd

Move to approve the Highway Use Permit granting Twin Valley Telephone permission to complete the work in the right of way to bury fiber to new home at 8130 N 52nd Road.

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

6. Highway Use Permit, Twin Valley 13640 Gardiner Rd

Move to approve the Highway Use Permit granting Twin Valley Telephone permission to complete the work in the right of way to bury fiber to 13640 Gardiner Road, Randolph.

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

7. Advisory Board appointment letters and Resolution

Move to approve the following appointments and “Resolution No. 101223-56, A Resolution appointing Riley County representatives to Council/Advisory Boards.”

Joseph Whitlock Comm Dist 3		Solid Waste Management Committee
Grace Tua Comm Dist 1	October 12, 2023 - December 31, 2025	Public Health Advisory Council

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

8. Sign a Tax Roll Correction

Move to approve the Tax Roll Correction.

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

9. Sign Riley County Employee Action Form(s)

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

- Nancy Knorp, a new hire, as an As Needed Election Board Worker, in the Clerk/Election Department, at a Range TEMP.
- Kiku Nagia-Velasquez, a new hire, as an As Needed Election Board Worker, in the Clerk/Election Department, at a Range TEMP.
- Sharon Pollman, a new hire, as an As Needed Election Board Worker, in the Clerk/Election Department, at a Range TEMP.
- Kamaranga Henedige Sayomi Peiris, a new hire, as an As Needed

Election Board Worker, in the Clerk/Election Department, at a Range TEMP.

- Scout Molder, a new hire, as an As Needed Election Board Worker, in the Clerk/Election Department, at a Range TEMP.
- DeAnn Breault, a new hire, as an As Needed Election Board Worker, in the Clerk/Election Department, at a Range TEMP.

10. Intergovernmental Luncheon Agenda

No topics for Riley County.

Review Minutes

11. Board of Riley County Commissioners - Regular Meeting - Oct 5, 2023 9:30 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

12. Tentative Agenda

Press Conference Topics

13. Discuss Press Conference

9:00 AM

Russel Stukey, Emergency Management Director/Fire Chief

14. Bid opening for Riley County Fire District #1, Station 102, Ashland

The Board of County Commissioners opened the following bids for the Riley County Fire District #1, Station 102, Ashland:

<u>Company</u>	<u>Base Bid</u>	<u># of working days</u>	<u>Alt #1 Mechanical</u>	<u>Alt #2 Electrical</u>	<u>Alt #3 Post Frame Building</u>	<u>Alt #4 Paint</u>	<u>Voluntary Alt #5</u>
K-Construction, Inc. 515 Main Street Alta Vista, KS 66834	\$232,623	210	\$27,624	\$61,393	-\$33,269	-\$1,285	
Schultz Construction 4345 Rory Circle Manhattan, KS 66502	\$195,000	75	\$19,600 + 5 days	\$31,900 + additional days	No bid	-\$625	-\$1,700
Riley Construction Co., Inc. 201 6 th Street Wamego, KS 66547	\$199,200	160	\$11,900	\$48,500	-\$17,050	\$900	
Engineer's Estimate	\$200,000		\$15,000	\$50,000	-\$17,500	\$1,000	

Move to refer the bids to staff for evaluation and recommendation.

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

9:10 AM

Evan McMillan, Assistant County Engineer

15. Bid opening for Fancy Creek Road bridge replacement

The Board of County Commissioners opened the following bids for Fancy Creek bridge replacement:

<u>Company</u>	<u>Proposed # of working days:</u>	<u>Proposed starting date:</u>	<u>Base Bid</u>
Bridges, Inc. 911 SW 14 th Street Newton, KS 67114	100	11/20/23	\$448,318.83
King Construction Co., Inc. 301 N. Lancaster Avenue Hesston, KS 67062	120	02/01/24	\$389,978.83
L & M Contractors, Inc. 1405 KS-96 Hwy Great Bend, KS 67530	110	01/08/24	\$492,814.00
Ebert Construction Co., Inc. PO Box 198 Wamego, KS 66547	110	03/15/24	\$463,071.85
Reece Construction Co., Inc. PO Box 3227 Salina, KS 67402-3227	90	11/27/23	\$361,981.98
Engineer's Estimate			\$530,522.50

Move to refer the bids to staff for evaluation and recommendation.

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

9:20 AM **Shelley Woodard, Deputy County Counselor**

16. Executive session to discuss confidential legal advice regarding pending litigation issues

Move the County Commission, including Chairwoman Focke, Vice Chairman Ford, and Commissioner McKinley, recess into executive session on pending litigation for the purpose of consultation with Shelley Woodard, Deputy County Counselor, attorney for the Riley County 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 9:37 a.m.

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

9:37 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

9:30 AM **Shilo Heger, Treasurer**

17. September 2023 Revenue Reporting - Riley County Treasurer

Heger presented the September Treasurer's report.

9:45 AM

Daryn Soldan, Manhattan Area Chamber of Commerce

18. Economic development update

Mood discussed career fairs in the area and work force conferences she has attended.

Bishop discussed the AUSA Annual Conference.

Soldan said work is continuing on the entrepreneur front.

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

19. RCHD Monthly Update

Gibbs presented the RCHD update.

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

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. RCHD Raising Riley Update

Scheideman presented a Raising Riley update.

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

10:30 AM Budget and Planning Committee - Brittany Phillips, Budget and Finance Officer

21. Monthly Cash Flow Report for September 2023

Phillips presented the monthly cash flow reports for September 2023.

10:50 AM Clancy Holeman, Counselor/Director of Administrative Services

22. Administrative Work Session

Holeman presented an update.

11:10 AM Ginny Petersen, RCGS

23. Riley County Genealogical Society update

Petersen presented a Riley County Genealogical Society update.
Peterson thanked the commissioners for their support.

11:20 AM Shelley Woodard, Deputy County Counselor

- 11:20 AM 24. 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 Clancy Holeman, 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, in order to discuss a potential offer of purchase, the open meeting to resume in the County Commission Chambers at 11:50 a.m. Rich Vargo, County Clerk, and Brian Foster, BG Consultants, will be present during the executive session to provide factual information.

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

- 11:50 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

- 11:51 AM 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 Clancy Holeman, 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, in order to discuss a potential offer of purchase, the open meeting to resume in the County Commission Chambers at 12:05 p.m. Rich Vargo, County Clerk, and Brian Foster, BG Consultants, will be present during the executive session to provide factual information.

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

12:12 PM

Adjournment

Move to adjourn.

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