



**Board of Riley County
Commissioners
Regular Meeting
Minutes
October 26, 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
Gary Olds		Present	8:30 AM
Vivienne Leyva	PIO	Present	8:30 AM
Michele Reid	Payroll, Benefits & Employee Relations Manager	Present	8:30 AM
Elizabeth Ward	Human Resources Director	Present	8:30 AM
Brittany Phillips	Budget and Finance Officer	Present	8:30 AM
Anna Burson	County Appraiser	Present	8:30 AM
John Ellermann	Public Works Director/County Engineer	Present	8:30 AM
Darrin Hobbs	REACH Committee Chair	Present	8:30 AM
Julie Gibbs	Health Department Director	Present	8:30 AM
Bruce McMillan	Bruce McMillan AIA Architects PA	Present	8:30 AM
Shelley Woodard	Deputy County Counselor	Present	8:58 AM
Amanda Webb	Planning/Special Projects Director	Present	9:48 AM
Russel Stukey	Emergency Management Director	Present	9:50 AM
Joshua Gering	EMS/Ambulance Assistant Director	Present	9:54 AM
Tande Lentz		Present	10:00 AM
Doris Zimmerman	District Court	Present	8:30 AM

Pledge of Allegiance

Public Comment

1. Public Comments

Olds discussed comparisons to other states and other similar communities. Olds asked if we do comparisons of other counties in various service areas. Olds suggested at the next KAC conference to

ask what services other counties provide, which Riley County does not.

Hobbs presented the Employee of the Month Award to Doris Zimmerman, Courts Services.

Commission Comments

2. Commission Comments

Focke's Comments:

Tuesday I had a doctor's appointment and did a lot of work in my home office, going through old files and paperwork, getting rid of a lot.

Wednesday I had a lunch meeting with Julie Gibbs and Barry Wilkerson to discuss the substance abuse task force. It was a good discussion.

Afterwards, I spent time in the office going over today's meeting documents, following up on phone calls and messages and getting November and December scheduled.

I have been going through background information from the 1960's on CiCo Park agreements.

I made a schedule for the Joint City/County/County meeting this afternoon, allotting 20 minutes to each entity (Manhattan City, USD 383, and Riley County) so that each group can express their wants and needs for the park going forward. Clancy has agreed to be the timekeeper. We should be ready to discuss the county's position on this issue.

Ford's Comments:

Monday afternoon I had my yearly physical with my doctor which went amazingly well. Doctor is extremely happy with progress although we did switch up blood pressure medicine that will hopefully coincide with some other routine changes I'm making along the way and is still a bit high too. However everything else checked out with flying colors so we are good to go for another year and my general practitioner is now also located in the new Stormont Vail campus which is wonderful as well.

Monday afternoon I also took the time to advance vote in the upcoming local municipal elections. First time I got to see and use the new

tabulation equipment and software. Admittedly it was a very quick and smooth process and the poll workers who were on duty mentioned how voters have been very complementary on this change and really like being able to look over and see the ballot before it is tabulated so that's good. I always like to put in a plug for advance voting rather in the form of an advance ballot or in person. The process I can vouch for in person is quick and painless, and the staff handling it are professional and friendly. Plus you get a free sticker and pen so you really can't go wrong all the way around.

Also Monday afternoon I met Wyatt Thompson from the City of Manhattan to discuss our upcoming Joint City/County/County meeting on the topic of CiCo Park and the Fairground. We had a really good and civil dialog and brainstormed some ideas on how collectively we can communicate better through our process as we work through whatever processes needed to get to a final conclusion into the future. I appreciated Wyatt reaching out and know that probably wasn't an easy thing to do.

Tuesday morning I sat in on a Corporate Human Resources/Production round robin panel discussion at Florence that I thought was rather intriguing and informative enough to share parts of it. A lot of the challenges and concerns I believe Riley County will be facing is something as both a company (Florence) and corporation (Gibraltar) understands and knows they will be facing too. Without going into explicit details early discussion and planning is the direction they are choosing to go, and they are bringing the right people in both internally and externally to assist with that process as well. Just thought it was worth noting as it aligns with some of our early discussions here as well.

Tuesday afternoon I attended the October Board of Director's meeting of Pawnee Mental Health via Zoom. I had a finance committee update first with updated financials per meeting from Bob Johnson. Among the items of discussion from the monthly meeting were several program report updates including a CCBHC Advisory Board from Becky Woodard and results from a client survey from Rita Hoelscher. Robbin Cole gave a Chief Executive Officer's Report which included discussion on Area 4 of the Strategic Plan and an update on the Manhattan Facilities plan. Heard a Marketing and Development Report which included their FY23 Annual Report and a summary of the recent "Driving the Dream" event. Bob Johnson gave a Finance Oversight report with the September financials and other business included a review draft of Board Policy changes, a new KanCare attestation form, a Board Self Evaluation (which I've already taken) and board intentions for continued service. Lastly there is going to be a pretty big announcement coming from Pawnee here shortly, maybe today actually but soon so be looking for that as well.

Wednesday afternoon I met with my bariatric specialist at Stormont for my monthly visit. We are still trying to tweak and find the right balance of exercise, diet, and medicine to start moving the needle again but it is really a work in progress with my body being as stubborn as it appears to be currently.

Wednesday evening I moderated a City Council Candidates Forum over in Ogden. Something I have done for each of the last three local election over there in the city. We had seven of the nine city council candidates present not including the mayor which we did separately. We had ten audience written questions that were asked, and I have to say it is going to be a tough call for the voters there in the city, they have some really good candidates. This forum also gave me the opportunity to put in a plug for Monday evening's BOCC meeting which will take place there as well.

There is good news for the City of Ogden. The Kansas Build Fund and their Advisory Committee awarded the city \$399,000 toward the Reconnecting Communities 1.5 million BIL Grant. This project is for the Riley Avenue transportation project which is Ogden City's main corridor and connects Fort Riley to the greater region. This was one of two awards granted and Ogden will be the first one to receive this new match fund from the State. This grant will allow the City of Ogden to get all the pieces in place needed for federal projects. It will also enable them to hire a firm to assist me with grant writing and research. If we receive the grant from the feds we have a very strong chance of being awarded a capitol construction grant in the next cycle.

Lastly I wanted to make sure everyone is aware of an Open House that is taking place out at the SAVE Farm from 10:00 a.m. to 2:00 p.m. on Tuesday October 31st. We are all invited, and they hope we can make an appearance on behalf of Riley County.

McKinley's Comments:

Nothing going on this week but I make up for it with meetings until 7:00 p.m. tonight.

I was able to get a lot of work done inside and outside at home.

Business Meeting

3. RCHD Electronic Health Record Contract Renewal with CDP

Move to approve the Amendment to extend the term of the agreement for one year with Custom Data Processing, Inc. and the Riley County Health Department.

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

4. Agreement with Bruce McMillan, AIA Architects PA for 4th floor CPE renovation

Move to approve an Agreement with Bruce McMillan, AIA Architects PA for the 4th floor CPE renovation for Elections.

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

5. CIP Project Activations

Move to approve the following CIP Project Funding Authorization Forms totaling \$1,792,537.

Emergency Management	Outdoor Warning Siren update	\$ 85,000.00
Public Works - Facilities	Carnegie Elevator Modernization	\$ 75,000.00
Public Works - Facilities	Health Department Elevator Modernization	\$ 75,000.00
Public Works - Facilities	Carnegie Boiler	\$ 75,000.00
LEC	Replace roof	\$400,000.00
Public Works - Operations	Dump Truck Bed (Unit 26)	\$ 70,000.00
Public Works - Operations	Dump Truck Bed (Unit 27)	\$ 70,000.00
Public Works - Operations	550 Diesel Truck w/ snow plow and spreader	\$120,000.00
Public Works - Operations	32' Hydraulic Gooseneck Trailer	\$ 45,000.00
Public Works - Parks	Large Area Mower with Cab	\$ 72,000.00
Public Works - Parks	Playground Equipment at CiCo Park	\$ 75,000.00
Clerk/Elections	CPE 4 th floor renovation - Elections	\$350,000.00
EMS/Ambulance	Zoll "X" Series Cardiac Monitor	\$ 48,726.00
EMS/Ambulance	Patient Mover Replacement	\$ 69,265.00
EMS/Ambulance	Overhead Alerting System	\$187,545.61

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

6. Action on Certification of Voting Delegate for KAC 48th Annual Conference & Exhibition

Move to appoint Greg McKinley, as the voting delegate for the KAC

48th Annual Conference & Exhibition; John Ford, as 1st Alternate; and Kathryn Focke, as 2nd Alternate.

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

7. Sign Riley County Employee Action Form(s)

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

- John Christie, an Information Technology Specialist, in the Information Technology Department, for Separation from County Service, effective October 18, 2023.
- Margaret McGhee, a new hire, as an As Needed Election Board Worker, in the Election Department, at a Range TEMP.
- Natascha Johnson, a new hire, as an As Needed On-Call Juvenile Intake & Assessment Officer, in the Community Corrections Department, at a Range 1 at \$17.52 per hour.
- Sarah White-Becker, a new hire, as an As Needed On-Call Juvenile Intake & Assessment Officer, in the Community Corrections Department, at a Range 1 at \$17.52 per hour.
- Chestine Randles, a new hire, as an As Needed On-Call Juvenile Intake & Assessment Officer, in the Community Corrections Department, at a Range 1 at \$17.52 per hour.

Review Minutes

8. Board of Riley County Commissioners - Regular Meeting - Oct 23, 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

Press Conference Topics

10. Discuss Press Conference
 - Rich Vargo - General Election

9:00 AM John Ellermann, Public Works Director/County Engineer

11. Riley County Space Needs Assessment

Ellermann presented a draft Request for Proposals for a Space Needs Assessment.

The Board discussed the proposal.

The Board agreed by consensus to wait until after the County Officials Luncheon.

9:15 AM Clancy Holeman, Counselor/Director of Administrative Services

12. Administrative Work Session

- 9:25 AM 13. 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, Elizabeth Ward, Human Resources Director, and Michele Reid, Payroll & Benefits Specialist & HR Associate, the open meeting to resume in the County Commission Chambers at 9:45 a.m.

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

- 9:45 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

9:35 AM Vivienne Leyva, PIO

14. 2023 October Communications Update

9:50 AM Shelley Woodard, Deputy County Counselor

15. Keats Sewer Project Feasibility and Date for Public Hearing

Woodard presented the Keats Sewer Project Feasibility and Date for Public Hearing.

Move the Board to set a public hearing for the feasibility of the Keats Sewer Project for November 16, 2023, at 11:05 a.m.

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

10:05 AM Vivienne Leyva, PIO and Steve Schurle, Commercial Real Estate Analyst

16. 2023 Riley County Employee Day Overview

Schurle and Leyva presented the 2023 Riley County Employee Day Overview.

Ward said this is an employee led work group planning the Employee Day.

10:32 AM Adjournment

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

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 (County will be hosting at Manhattan City Hall, City Commission Room, 1101 Poyntz)

17. City/County/County Meeting Agenda

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