



**Board of Riley County
Commissioners
Regular Meeting
Minutes
November 02, 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
Brittany Phillips	Budget and Finance Officer	Present	8:30 AM
Anna Burson	County Appraiser	Present	8:30 AM
Vivienne Leyva	PIO	Present	8:30 AM
Michele Reid	Payroll, Benefits & Employee Relations Manager	Present	8:45 AM
Michael Boller	Noxious Weed Director	Present	8:51 AM
Elizabeth Ward	Human Resources Director	Present	8:57 AM
Amanda Webb	Planning/Special Projects Director	Present	9:06 AM
Anne Smith	aTa Bus	Present	9:47 AM
David Adams	EMS/Ambulance Director	Present	10:30 AM
Russel Stukey	Emergency Management Director	Present	10:30 AM
Shilo Heger	Treasurer	Present	10:30 AM
Amy Manges	Register of Deeds	Present	10:30 AM

Pledge of Allegiance

Public Comment

1. Public Comments

Leyva said an article appearing in the November 1, 2023 print edition of the Manhattan Mercury contained incorrect information about the Keats Sewer Project. The article claimed the total cost of the project increased to \$16,000 and that “the plan is to connect Keats’ sewage to Manhattan’s system.” That information is not true. I am working with Planning and Development Director Amanda Webb to write a response to the reporter and newspaper editor in an effort to share the facts.

While connecting Keats to the City of Manhattan sewer system was previously discussed as one option, that solution would cost much more than a non-discharging lagoon and has not been pursued as a feasible solution. The \$16,000 referenced in the article does not represent project cost, but rather refers to consulting fees with BG Consultants to perform site visits and analysis.

Focke encouraged the Mercury to send staff to the meeting or to call to get accurate information.

Holeman asked to add an executive session to his time today.

Move to add an executive session to Holeman's administrative time today.

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:

Tuesday I had a meeting with the County Counselor and the Deputy County Counselor concerning an upcoming meeting with a property owner in the Keats area. That meeting is set for next Monday.

Wednesday I attended the Military Relations Luncheon at Four Points by Sheraton Hotel. Presentations were made by SBA Director Wayne Bell and Pete Frasco of the consulting business, "Flint Hills Veterans Entrepreneurs". They discussed the "Boots to Business Program" that helps veterans establish small businesses in the region, which includes 55,000 veterans. Upcoming events were announced that included the Veterans Day activities on November 10th and Operation Santa Claus.

I zoomed into the HWI meeting right after the luncheon and they approved the setting up of sub-committees for several issues. The national unemployment rate is at 2.8%, with 2.7% in our region. Next meeting will be on February 7, 2024.

That afternoon, I attended the Westloop Business Association meeting. Eric Reid, Superintendent of USD 383, gave a presentation with Q & A

afterwards. He discussed the transition of the 9th grade students to the main high school and how that went. He said it took several days for the new students to find their way around. He also discussed CiCo Park, and how USD 383 and the community would benefit from having a better location for school track, and baseball and softball teams.

After this presentation, two City Commission candidates gave brief talks about what they stood for. Mark Hatesohl and Rosemary Loucks were present.

Wednesday night, I attended the annual meeting of Riley County Extension in Leonardville. New officers were sworn in, several extension appreciation recognitions and an Extension Council Appreciation Award was given. A program on an African trip was done by Glenn Brunkow (Kansas Farm Bureau).

Ford's Comments:

For the first time in quite some time it has been a rather slow week for a change. I have been working on catching up on things at work as we just completed a rather challenging annual inventory and are really behind on our production schedule with the Thanksgiving holiday looming as well.

Wednesday night I attended the Riley County Extension Annual Meeting at the Sikes Venue up in Leonardville. It was very well attended and heard open call to order and welcome from Chair Linda Teener, Gary Fike provided an introduction of guest and staff, and Carla Nemecek, Extension Officer and Eastern Region Director provided a greeting and some remarks. A short business meeting followed and an election of new officers took place. Rich Vargo was on hand to swear in those officers. Dinner was catered by TCB Street and Eats, some special awards and recognitions were presented, and the evening program was "African Adventures" presented by Glenn Brunkow from the Kansas Farm Bureau.

Speaking of the Riley County Extension, Congratulations to our very own Lynne Berry who won and was honored as the state winner of the "Outstanding Local Unit Professional" for 2023. Can't think of anyone more deserving of this award for her hard work and efforts on behalf of Riley County.

McKinley's Comments:

Tuesday, I attended my granddaughter's first basketball game of the season. She had a good game and they won a close battle.

Wednesday evening I went to the Riley County Extension annual meeting. Heard a presentation by Glenn Brunkow. He spent two weeks in Africa this summer on an extension trip and had some slides and good stories.

Business Meeting

3. Flint Hills MPO Regional Trails Project Letter of Intent to the U.S. DOT Thriving Communities Program

Move to approve Riley County be included as a regional partner on the Flint Hills MPO Regional Trails Project Letter of Intent to the U.S. DOT Thriving Communities Program.

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

4. 2024 Pawnee Mental Health Contract Approval

Move to approve the Contract with Pawnee Mental Health Services for 2024.

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

5. Thank you letter to Ogden City for use of their facility

Move to sign a thank you letter to Ogden City for use of their facility for a Riley County Commission Meeting.

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

6. Approve payroll/accounts payables (when completed)

Move to approve the payroll vouchers in the amount of \$682,216.15 and the following warrant vouchers for November 3, 2023:

2022 Budget

County General	\$6,600.00
Road & Bridge Cap Project	302.40
TOTAL.	\$6,902.40

2023 Budget

County General	\$852,358.06
Disaster Fund	16,090.02
Health Department	79,515.87
Motor Vehicle Operations	172.97
Community Corrections	22,701.66
Emergency 911	2,479.33
Solid Waste	6,163.95
County Building	2,970.28
Road & Bridge Cap Project	168,966.65
RCPD Levy/Op	2,204.78
Riley Co Fire Dist #1	19,360.73
University Park W&S	1,558.73
Hunters Island Water Dist	3,562.52
Carson Sewer Benefit Dist	61.85
Deep Creek Sewer	160.63
Moehlman Bottoms	1,384.82
Valleywood Operations	182.84
Terra Heights Sewer	292.75
Konza Water Operations	8,001.60
Lakeside Heights Sewer	40.03
University Park Lagoon	5,984.00
TOTAL.	\$1,194,214.07

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 - Oct 30, 2023 6:00 PM

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 Elizabeth Ward, Human Resources Director

10. Human Resources Monthly Update

Ward presented the Human Resources update.

9:15 AM Michael Boller, Noxious Weed Director

11. Staff Update

Boller presented the Noxious Weed update.

9:30 AM Amanda Webb, Planning/Special Projects Director

12. Long Range Planning / City & County joint planning

Webb presented the Long Range Planning/City & County Joint Planning.

9:50 AM Anne Smith, aTa Bus Director

13. Letter of support for aTa Bus for a grant application

Smith presented the letter of support for the aTa Bus grant application.

Move to approve a letter of support for a grant for aTa Bus.

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

10:00 AM Amanda Webb, Planning/Special Projects Director

14. Planning & Development - Staff Update

Webb presented the Planning and Development update.

10:15 AM Clancy Holeman, Counselor/Director of Administrative Services

- 10:17 AM 15. Administrative Work 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, 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 10:30 a.m.

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

- 10:30 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 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

10:30 AM Ron Fehr, Manhattan City Manager

16. General update City of Manhattan

No update.

11:00 AM Elizabeth Ward, Human Resources Director

17. 2024 Pay scale implementation and resolution

Ward presented the 2024 pay scales and resolutions.

Move the Board approve the proposed 2024 pay scales, pay scale rates and salary resolutions for the 2024 payroll year, effective December 23, 2023, and sign “Resolution No. 110223-58, A Resolution establishing the pay scale for classified, professional and EMS employees of Riley County, Kansas” and “Resolution No. 110223-59, A Resolution establishing the salaries for certain elected and appointed officials and other professional positions of Riley County, Kansas”.

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

18. Riley County 2024 Performance Review Proposal

Ward presented 2024 Department Head Performance Review proposals.

The Board discussed performance review proposals.

The Board agreed by consensus for Ward to develop a plan as discussed for department head performance reviews.

11:13 AM**Adjournment**

Move to adjourn.

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