



**Board of Riley County
Commissioners
Regular Meeting
Minutes
December 21, 2023**

115 North 4th Street
Manhattan, KS 66502
www.rileycountyks.gov

Cindy Kabriel
785-565-6200

Commission Chambers

9:00 AM

[District 2 – Greg McKinley, Member](#)

[District 3 – Kathryn Focke, Chair](#)

[District 1 – John Ford, Vice Chair](#)

9:00 AM

Call to Order

Attendee Name	Title	Status	Arrived
John Ford	County Commissioner	Present	9:00 AM
Kathryn Focke	County Commissioner	Present	9:00 AM
Greg McKinley	County Commissioner	Present	9:00 AM
Rich Vargo	County Clerk	Present	9:00 AM
Shelley Woodard	Deputy County Counselor	Present	9:00 AM
Anna Burson	County Appraiser	Present	9:00 AM
Brittany Phillips	Budget and Finance Officer	Present	9:00 AM
Alvin Perez	Public Works Operations/Fleet Manager	Present	9:00 AM
Shannon Sterling	Legal Assistant	Present	9:00 AM
Darrin Hobbs	REACH Chair	Present	9:00 AM
Mary Graham	Administrative Assistant II	Present	9:00 AM
Julie Winter	PW Administrative Services Manager	Present	9:00 AM
Elizabeth Ward	Human Resources Director	Present	9:00 AM
Michele Reid	Payroll, Benefits & Employee Relations Manager	Present	9:00 AM
Evan McMillan	Assistant County Engineer	Present	9:00 AM
Gary Fike	County Extension Director	Present	10:00 AM
Lynne Berry	Extension	Present	10:00 AM
Megan Dougherty	Extension Agent	Present	10:00 AM
Gregg Eyestone	Extension Agent	Present	10:00 AM
John Jobe	Extension Agent	Present	10:00 AM
Amanda Webb	Planning/Special Projects Director	Present	10:00 AM
Betsy Hughes	Customer Service Representative I	Present	9:00 AM

Pledge of Allegiance

Public Comment

- Public Comments

Hobbs presented the Employee of the Month Award to Betsy Hughes,
Public Works Department.

McMillan said the Transfer Station will close at 12:00 (noon) on Saturday, December 23, 2023, and remain closed through Monday, December 25, 2023. We will reopen for business at 7:00 a.m. on Tuesday, December 26, 2023. The Transfer Station will also be closed on Monday, January 1, 2024, and reopen for business at 7:00 a.m. on Tuesday, January 2, 2024.

Commission Comments

2. Commission Comments

Focke's Comments:

Since Monday I've gone to several Christmas concerts and several holiday gatherings. I also worked in the office briefly on Tuesday and Wednesday, going over documents and the agenda items for today. I met with Shelley Woodard on the Keats property acquisition and other issues.

This morning, I attended "Good Morning Manhattan" breakfast meeting at Four Points by Sheraton sponsored by the Manhattan Area Chamber of Commerce. Dick Carter was the main presenter who outlined various issues upcoming in the next legislative session.

I will be leaving tomorrow morning for the Christmas holiday and will return a week from Saturday. I will be zooming into the December 28th meeting of the BOCC and am available by phone or e-mail for the next week.

Ford's Comments:

Monday afternoon I attended the December meeting of the Riley County Law Board at the Manhattan City Hall. After establishing a quorum and passing the consent agenda some of the items of discussion were comments and updates from the Fraternal Order of Police Lodge #17, and the Community Advisory Board. Several awards were presented including the VFW Post #1786 award for Law Enforcement Officer of the Year and Corrections Officer of the Year as well as two separate Life-Saving Awards for several dispatchers that took place late in 2023. We passed the 2024 RCLEA Meeting Resolution, a software server purchase through the RCPD Information Technology Reserve Fund, development of an active/school shooter training curriculum, lastly the GAAP Waiver after the 2022 Audit Presentation by James Gordon and Associates. We finished up the

meeting with an executive session on matters of non-elected personnel.

Tuesday afternoon I attended via Zoom the December State and Local Officials Webinar “U.S. Trends in Global Labor and Productivity” hosted by the Council of Foreign Affairs, A. Michael Spence, Distinguished Visiting Fellow at CFR, and Sharon Block, Professor of Practice and Executive Director of the Center for Labor at the Harvard Law School. Both speakers provided a global perspective on the changing landscape of labor and economic productivity. They also discussed this year’s strikes and the economic implications of increased collective labor activity in the United States, a very robust question-and-answer session followed their dialog.

Also Tuesday afternoon I attended the December Board of Directors meeting for the Manhattan Area Chamber of Commerce. The consent agenda was passed that included the minutes from the November meeting, financials through the end of November, and membership accounts. Discussion items included an update on all the 2024 officers and members of the applicable boards for 2024. Approval of consideration of the 2024 budgets were made by the board. A presentation by Mike Matson was made on the Chamber’s State Policy Priorities for 2024 and Jason Smith made a presentation on an Economic Development Strategy that will involve a consultant that should be done sometime around summertime in 2024. Staff gave updates on events and items they are working on, and lastly there was a reception for outgoing Manhattan Mayor Mark Hatesohl.

Wednesday afternoon we had the December Policy Board meeting of the Flint Hills Metropolitan Planning Organization. We got a financial update which is up to date and healthy. Both staff and KDOT provided us with updates. Among the items for approval were the minutes from the November meeting, the 2024 Transportation Improvement Program (TIP) Amendment #1, and the 2023 Urbanized Area Boundary. Discussion items including some IRS tax concerns from the fiscal 2018-2020 years, a safety performance measure update, a presentation specifically at US 24 and Flush Road, and discussions on a few operations manual updates that may occur in the new year.

Thursday morning I attended Good Morning Manhattan hosted by the Manhattan Area Chamber of Commerce at the Four Points by Sheraton. Guest speaker was Dick Carter from the Carter Group. Dick spoke of the legislative focus, priorities, and challenges with the upcoming 2024 Kansas Legislative session. The Chamber also drew the two names for the \$2,000 and \$5,000 prize from this holiday season’s “Think MHK” initiative to help encourage small business shopping for Christmas.

McKinley's Comments:

Yesterday was the meeting for the North Central Kansas Regional Juvenile Detention Facility & Geary County Secure Care Center. We approved the new complaint protocol and tabled the drug testing protocol for some revisions. They presented a review of all the programs that are in place for the juveniles.

The K-State women's basketball team had a couple of easy wins. Ayoka Lee shot and made her first 3 point shot of her career.

Business Meeting

3. Corrected Aggieville Substation Agreement

Move to approve the corrected Lease Renewal Agreement with GJL Real Estate Limited Partnership for the Aggieville Substation.

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

4. Advisory Board appointment letters and Resolution

Move to approve the following appointments and “Resolution No. 122123-63, A Resolution appointing Riley County representatives to Council/Advisory Boards.”

Ed Burch Comm Dist 1	No expiration	Parks Board
Kelly Briggs Comm Dist 1	No expiration	Solid Waste Management Committee
Jack Platt Comm Dist 2	January 1, 2024 - December 31, 2026	Riley County Planning Board\Board of Zoning Appeals
John Wienck Comm Dist 2	January 1, 2024 December 31, 2026	Riley County Planning Board\Board of Zoning Appeals

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

5. 2024 Amended Non-Exempt Pay Scale Rate Chart

Ward presented the corrected 2024 pay scales effective Saturday,

December 23, 2023.

Move to approve the corrected 2024 pay scales effective December 23, 2023.

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

6. Sign Riley County Employee Action Form(s)

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

- Derrick Doty, an As Needed Museum Assistant, in the Museum Department, for Separation from County Service, effective December 20, 2023.
- Tessa Hartman, a new hire, as an As Needed Volunteer Firefighter Stipend, in the Riley County Fire District #1, at a Range TASND.
- Jack Aiton, a new hire, as an As Needed Volunteer Firefighter Stipend, in the Riley County Fire District #1, at a Range TASND.
- Linda King, a Tax Supervisor, in the Treasurer's Department, for Separation from County Service, effective December 29, 2023 (corrected).
- Dale Hock, a new hire, as an As Needed Volunteer Firefighter Stipend, in the Riley County Fire District #1, at a Range TASND.
- Natascha Johnson, a Juvenile Intake & Assessment On-Call Officer, in the Community Corrections Department, for Separation from County Service, effective December 19, 2023.
- Jennifer Steele-Gray, an On Call Juvenile Intake Officer, in the Community Corrections Department, for Separation from County Service, effective December 31, 2023.
- Shari Morrand, for a promotion, as a Tax Supervisor, in the Treasurer's Department, at a Range 15, effective December 23, 2023.

7. Sign Riley County Position Action Form(s)

The Board of County Commissioners signed a Riley County Position Action Form for a Community Health Educator, in the Health Department, at a Range 4.

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

Review Minutes

8. Board of Riley County Commissioners - Regular Meeting - Dec 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

9. Tentative Agenda

Press Conference Topics

10. Discuss Press Conference

Move to cancel the 10:30 a.m. executive session.

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

9:30 AM

Clancy Holeman, Counselor/Director of Administrative Services

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 9:50 a.m.

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

9:50 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 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

Move to add an executive session to the end of today's agenda.

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

9:50 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
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13. RCHD Contracts for 2024

Move to approve the following agreements for the Health Department:

- Temporary and Limited Real Property License with Konza Dental and Primary Care Clinic
- Temporary and Limited Real Property License with Positive Connections Medical Case Manager
- Medical Director Consultation and Services with Cary Herl, MD
- OB-GYN Medical Consultation and Services with Women's Health Group provider, Rebeka Weber, MD, a Physician Medical Consultant.

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

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

10:00 AM Gary Fike, County Extension Director

14. Pottorf Hall Update and Issues

Fike presented the Pottorf Hall status and issues.

Fike asked for an engineering firm to evaluate the structural issues at Pottorf Hall.

Discussion followed on Pottorf Hall and the Fair Grounds.

10:15 AM Amanda Webb, Planning/Special Projects Director

15. Keats lagoon Environmental Assessment - Request for Proposals for professional services

Webb presented the Environmental Assessment services.

Move to direct staff to issue the RFP for consultant services to perform the Keats non-discharging lagoon environmental assessment.

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

10:30 AM Clancy Holeman, Counselor/Director of Administrative Services

16. Executive session to discuss a performance matter involving non-elected personnel

Cancelled.

10:30 AM Clancy Holeman, Counselor/Director of Administrative Services

17. Review and Possibly Approve EagleView Contract and Attached Contractual Provisions Attachment

Holeman presented the EagleView contract.

Meyer discussed the EagleView contract.

Move the Board authorize the Chairman to sign the contract and attached “Contractual Provisions Attachment” as presented.

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

10:40 AM Executive 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 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 11:10 a.m.

RESULT:	ADOPTED [UNANIMOUS]
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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

McKinley discussed the employee letter going out and the Board never seeing it.

McKinley said he would like to see it in the future prior to it going out.

11:15 AM

Adjournment

Move to adjourn.

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