



**Board of Riley County
Commissioners
Regular Meeting
Minutes
February 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
John Ellermann	Public Works Director/County Engineer	Present	8:30 AM
Vivienne Leyva	PIO	Present	8:30 AM
Elizabeth Ward	Human Resource Director	Present	8:34 AM
Darell Edie	Budget & Finance Officer	Present	8:37 AM
Michael Boller	Noxious Weed Director	Present	8:59 AM
Julie Gibbs	Health Department Director	Present	9:00 AM
Anna Burson	County Appraiser	Present	9:51 AM
Patricia Council	Appraiser's Office	Present	10:00 AM
Jill Evans	Appraiser's Office	Present	10:00 AM
Julianne Wurtz	Appraiser's Office	Present	10:00 AM
Karen Grater	Appraiser's Office	Present	10:00 AM
Joetta Glessner	Appraiser's Office	Present	10:00 AM
Allen Todd	Appraiser's Office	Present	10:00 AM
Melanie Berry	Appraiser's Office	Present	10:00 AM
Steve Schurle	Appraiser's Office	Present	10:00 AM
Hailey Heptig	Appraiser's Office	Present	10:00 AM
Danny Williams	Appraiser's Office	Present	10:00 AM
Jim Cook	Appraiser's Office	Present	10:00 AM
Brad Jager	RCPD	Present	10:30 AM
Russel Stukey	Emergency Management Director	Present	10:30 AM
David Adams	EMS/Ambulance Director	Present	10:30 AM
Cory Meyer	IT/GIS Director	Present	10:30 AM
Brian Peete	RCPD Director	Present	10:30 AM
Amanda Webb	Planning/Special Projects Director	Present	10:30 AM
Joshua Gering	EMS/Ambulance Assistant Director	Present	10:30 AM
Laurie Harrison	Emergency Management Coordinator	Present	10:30 AM

Kurt Moldrup	Assistant RCPD Director	Present	10:30 AM
--------------	-------------------------	---------	----------

Pledge of Allegiance

Public Comment

1. Public Comments

Ellermann reported the bridge replacement project on Tabor Valley and Kaw Road will begin Monday, February 6, 2023.

Leyva asked the Board if they were okay with purchasing flag spreaders for the flags in the Board Chambers.

The Board agreed by consensus to order the flag spreaders for the Board Chambers flags.

Commission Comments

2. Commission Comments

Focke's Comments:

Monday night I attended the Livestock Association annual banquet. Guest speaker was KSU President Linton. He spoke about increasing emphasis on agricultural education going forward. He had a presentation that included student enrollment numbers and upcoming buildings to be renovated and/or replaced. After the presentation he took numerous questions from the audience.

Afterwards, an auction was held of the donated items followed by raffle ticket drawings for additional items.

Tuesday, I had a doctor's appointment in the morning and in the afternoon, I met with Julie Gibbs at the health department. We discussed upcoming events and meetings that I put on the calendar. The Governor's Public Health Conference will be held in Manhattan March 28th-30th. That evening, I watched the KSU/KU basketball game.

Wednesday, I attended the Military Relations Luncheon at the Hilton Garden Inn. The guest speaker was retired Lieutenant General Perry Wiggins, Executive Director of the Governor's Military Council. He spoke at length about veteran's issues and the need to support and work to keep them in Kansas after retirement. It was a good presentation. Rich Jankovich spoke briefly about AUSA activities. Upcoming Events

includes the Ft. Riley Spouses Club Night at the Saloon, an annual fundraiser, to be held on Saturday, February 25th.

The Military Relations Annual Meeting will be held on Friday, February 17th from 5:45 - 10:00 p.m. The next luncheon will be on March 1st at the Holiday Inn at the Campus. Due to the length of the lunch, I missed most of the meeting of the Heartland Works Board. I have the schedule for the next three meetings, which don't conflict with the Military Relations Luncheon.

Later, I attended the Westloop Business Association meeting at the Dream Car Collection. After the Treasurer's report, a presentation was made by Lori Feldkamp from Big Lakes who presented the 2023 events through December, for which they are looking for sponsorships. It is their 50th Anniversary this year. She also talked about the on-going fundraiser to replace their roof. Other short presentations were made by various business representatives in the group and all the attendees introduced themselves and gave brief updates on their companies.

Ford's Comments:

Monday afternoon I met with Amy Manges Riley County Register of Deeds to chat about a few items including staff, the future of the office, technology, and several other related issues and challenges. We chatted for close to an hour and a half and I certainly appreciated the dialog to get a better understanding of things in real time.

Monday evening I attended the Riley County Livestock Association Annual Meeting and Steak Fry out at Pottorf Hall. Had a very good dinner prepared by the association and we heard from the President of the chapter and the lobbyist working in Topeka on important vested legislation and lastly we heard from K-State President Richard Linton and all the university is doing for the agricultural interest for the area and for the state of Kansas. That was followed by a live auction and raffle. Had a lot of fun and as usual appreciated the invite.

Tuesday afternoon I met with Mike Boller Riley County Noxious Weed and Household Hazardous Waste Director at his office. We discussed a multitude of topics, including staff/personnel, the future needs of the operation, budgeting on items with inflation, and other constraints as well as some past items concerning the department. Had a really great and in-depth conversation for which I was glad to have.

Tuesday night I watched K-State fall to Kansas in Lawrence 90-78. Not a great game but I still think we are in good shape and legit at this point in time. Our time at Allen Fieldhouse will come down the road I do believe that. Congratulations goes out to the K-State women's team for

picking up a solid victory versus nationally ranked Iowa State.

Thursday morning I met with Riley County EM Director/Fire Chief Russel Stukey to chat about some rural fire items, volunteer staff, the two new rural stations to come, and dispatch at the new Public Safety Headquarters that is under design. Appreciated his thought and observations on these subjects and it provides some needed insight on things moving forward for me.

McKinley's Comments:

Monday evening I went to the Riley County Livestock Association annual meeting. Good meal and had a chance to talk with some people I don't see often. The program was a talk by President Linton followed by a long question and answer with him. Every time I hear him I am more impressed. He brings up problems and what they are doing to resolve them and did not dodge any questions. I think he will do a great job at K-State.

Tuesday I had a meeting with Rothwell Landscaping, John Ellermann, and Jerry Howard about Christmas lights on the county buildings. It does not look like that will work but we can discuss it later.

Watched the basketball game Tuesday night. Was not the outcome we wanted but I think we are still in a good position in the conference.

Business Meeting

3. CIP OPENGOV PROJECT AMENDMENT

Move to approve the CIP Project Amendment Form and Change Order for OpenGov in the amount of \$10,175.00 for the Clerk's Department.

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

4. Action on Portable Communication Device Allowance Form(s)

Move to approve the Portable Communication Device Allowance Form.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	John Ford, County Commissioner

SECONDER:	Greg McKinley, County Commissioner
AYES:	Ford, Focke, McKinley

5. Sign Riley County Personnel Action Form(s)

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

- Donna Spillane, a new hire, as an Appraiser III - Residential, in the Appraiser's Department, at a Range 12.
- Paulina Gatica, a rehire, as a MRC Unit Leader, in the Health Department, at a Range 7.

Review Minutes

6. Board of Riley County Commissioners - Regular Meeting - Jan 30, 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

7. Tentative Agenda

Press Conference Topics

8. Discuss Press Conference

9:00 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

9. RCHD Clinic Staff Out of State Travel Request

Gibbs presented the out of state travel request.

Move to approve the Out of State Travel Request for Deborah Shaver to attend the 340B Coalition Conference in March. The cost is roughly \$2,480 for registration and travel expenses. This will be covered through the Immunization Action Plan (IAP) and Family Planning grants.

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

10. RCHD Community Health Educator request for out of state travel

Gibbs presented the out of state travel request.

Move to approve an Out of State Travel Request for Asia Sampson to attend the RX and Illicit Drug Summit. The cost of the conference and travel would be roughly \$2,049. This would be entirely paid for through Covid ELC funds.

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

11. Riley County Health Department Request to Interpreter's hours by 5 hours/week

Gibbs presented the request to increase the interpreter hours by 5 more hours per week.

Move to approve the request to increase the interpreter's hours by 5 hours per week.

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

The Board of County Commissioners signed a Riley County Position Action Form for a Medical Interpreter, in the Health Department, (increase hours to 25).

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

9:15 AM Michael Boller, Noxious Weed Director

12. Staff Update

Boller presented the Noxious Weed/HHW staff report.

9:30 AM Elizabeth Ward, Human Resource Manager

13. Travel Request for Society of Human Resources Annual Conference

Ward presented the out of state travel requests.

Move to approve the Out of State Travel Requests for Elizabeth Ward and Michele Reid to attend the Annual SHRM Conference in Las Vegas, Nevada.

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

9:40 AM Clancy Holeman, Counselor/Director of Administrative Services

14. Administrative Work Session

Holeman presented a letter of support for enhancement to the KDHE budget of \$1.4 M for health departments.

Holeman presented a letter of support for HB 2148 for the treasurer's motor vehicle registration fees.

Holeman stated it would be beneficial to have them both submitted to the State today.

Move to sign letters of support for HB 2148 motor vehicle registration fees and enhancement of KDHE budget.

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

10:00 AM Anna Burson, Appraiser

15. Appraiser's Office Employee Recognition & Staff Update

Burson recognized Joetta Glessner, 17 years in Appraiser's Office, for her completion of the Register Mass Appraiser's designation.

Burson presented the Appraiser's Office staff update.

16. Request for out of state travel to the IAAO Conference in Salt Lake City, Utah

Burson presented the out of state travel requests.

Move to approve the Out of State Travel Requests for Anna Burson, Steve Schurle, and Melanie Berry to attend the IAAO Conference in Salt Lake City, Utah.

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

17. Work Session: Design of Public Safety Headquarters Building

Holeman opened the discussion on a final decision regarding the total operational space to potential inclusion of a space for centralized dispatch for emergency services.

Vargo gave a brief description of what has gotten us to this point on the centralized dispatch space.

Adams stated in a large scale emergency it would be beneficial to have dispatch adjacent to the EOC. Adams said on a day to day basis it would not be necessary.

Stukey stated nothing is broken is the current space and future space available. Stukey discussed the space shortage in the current location.

Ford said he appreciated the comments but the issue is just not about now but what about the needs in the future 5-20 years down the road.

Stukey said the trend around the state is separate dispatch centers as an independent agency.

Ford stated it should be a consideration at this point.

Morrison stated a basement can be a part of the facility in this location.

Adams reminded the Board as the building is designed today without the third floor this facility is 90-95% full.

Morrison suggest we also consider the existing EMS facility regarding parking and using some of the existing building parking.

McKinley asked if it is not going to be a full dispatch now, but in the future, what needs to be done?

Morrison stated if the PSAP is being moved over we need more consoles, administrative space, break room, and parking. Morrison said it will add 1,000-1,100 square feet of space.

McKinley suggested if not moving it now, why not just reconfigure the training space.

McKinley asked Peete if he has seen examples of centralized dispatch.

Peete stated in the Chicago area and the last place he worked it is always political as the location of dispatch.

Ford said he needs to know the cost of the shell.

Morrison said the estimated cost of the "shell" third floor would add \$2M in additional funding.

McKinley asked for an estimate on the total facility.

Morrison stated they are working on it, but estimate \$500/sq. ft.

Focke asked if we decide to do the shell in the future it would be much more costly, correct?

Morrison said yes and they tend to not get done.

Focke said she likes to be proactive to the future and plan for it.

Focke asked for a consensus or to table the item.

Vargo asked if the new director could say how he feels about a new dispatch center.

Peete stated he would prefer to have it where it is at.

The Board agreed by consensus to design the basement for the ability for the PSAP to be expanded in the future to full PSAP and for the design of the 3rd floor of the facility.

11:10 AM

John Ellermann, Public Works Director/County Engineer

18. Request to fill an open Facility & Grounds Technician II

Ellermann presented the request to fill the Facility & Grounds Technician II.

Move to approve the Public Works Department advertise for the open Facility & Grounds Technician II position.

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

The Board of County Commissioners signed a Riley County Position Action Form for a Facility & Grounds Technician II, in the Public Works Department, at a Range 6.

11:15 AM

Clancy Holeman, Counselor/Director of Administrative Services

19. Request to Fill Deputy County Counselor Position

Holeman presented the request to fill the Deputy County Counselor position due to the retirement of the incumbent Deputy County Counselor.

The Board asked for the numbers to be updated on the fiscal impact.

Move to table the requisition to open the Deputy County Counselor position and follow the timeline.

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

11:30 AM Rich Vargo, County Clerk

20. Commissioner Districts Adjustments

Vargo presented the Riley County Commission redistricting figures and maps.

Move to approve the 2023 Riley County Commission redistricting as presented with District #1-24,084, District #2-24,119 and District #3-23,756.

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

Meyer reported CASA's last day was Friday, January 27, 2023 and what is left they are agreeing to abandon and Riley County can do with as they wish. Meyer stated the Riley County inventory has been identified and some is trash and other non-usable items.

Holeman said what will determine what we need to do with it other than the trash and courts items would go to county auction.

11:57 AM Adjournment

Move to adjourn.

RESULT:	ADOPTED [UNANIMOUS]
----------------	----------------------------

MOVER:	John Ford, County Commissioner
SECONDER:	Greg McKinley, County Commissioner
AYES:	Ford, Focke, McKinley