



**Board of Riley County
Commissioners
Regular Meeting
Minutes
February 22, 2024**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 2 – Greg McKinley, Vice Chair](#)

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

[District 1 – John Ford, Chair](#)

8:30 AM

Call to Order

Attendee Name	Title	Status	Arrived
John Ford	County Commissioner	Present	8:30 AM
Kathryn Focke	County Commissioner	Remote	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
Anna Burson	County Appraiser	Present	8:30 AM
John Ellermann	Public Works Director/County Engineer	Present	8:30 AM
Shelley Woodard	Deputy County Counselor	Present	8:30 AM
Vivienne Leyva	PIO	Present	8:30 AM
Bob Isaac	Planner	Present	8:30 AM
Lori Muir	Real Estate Specialist	Present	8:30 AM
Brittany Phillips	Budget and Finance Officer	Present	8:30 AM
Larry Cale	3313 Valleydale Drive	Present	8:30 AM
Michele Reid	Payroll, Benefits & Employee Relations Manager	Present	8:35 AM
Joe Godown	Administrative Analyst - Levy Clerk's Office	Present	8:30 AM
David Willis	Parks Manager	Present	9:30 AM
Shelly Williams	Community Corrections Director	Present	9:50 AM
Jessie Hubbard	Administrative Assistant II	Present	9:50 AM

Pledge of Allegiance

Public Comment

1. Public Comments

Cale discussed concerns with a builder raising the level of a neighboring property on Valleydale Drive causing flooding on other individual's properties. Cale stated the builder did not have appropriate authority to raise his property. Cale said no other permits should be issued until a civil engineering study has been completed.

Commission Comments

2. Commission Comments

Focke's Comments:

No comments.

McKinley's Comments:

Last Thursday we had a city/county/county meeting. Manhattan officials were discussing the possibility of an RHID project. I still have questions on the program.

Sunday evening was the RCPD employee appreciation dinner. There was a nice crowd, and they gave out their yearend awards.

Monday evening, we attended the Manhattan Catbackers event. The speakers were Jason Mansfield the volleyball coach, and Conner Riley and Matt Wells the offensive coordinators for the football team. They each gave a little bit of their life story and their coaching paths. It was all very interesting.

Tuesday afternoon I met with Rich Vargo, then Clancy Holeman, and then Amanda Webb. I was reviewing information from two constituent calls to see what we can do. One was abandoned vehicles in Bridgeview Heights and the other was a drainage problem in the Valleywood area. We also touched on a few other things during the visits.

Wednesday was the Juvenile Detention Center board meeting. The January meeting was cancelled by the weather, so we reviewed year end financials and monthly reports. We approved a new drug and alcohol policy for employees and sent a letter to DCF about search policy for incoming youths. January was the quarterly site visit from DCF, and the center received a good report.

Wednesday evening, we went to the K-State women's basketball game. They played West Virginia who was tied with us for second in the Big 12. A very exciting game that went into overtime. Only about a third full but the crowd was loud and enthusiastic.

Ford's Comments:

Thursday afternoon I attended the City/County/County meeting here at the BOCC Chambers. I listened to the City of Manhattan go through and explain their process for workforce housing moving forward and the potential for the use of the RHID and MIHD programs and what involvement and responsibilities from the county that will also require moving forward. Good dialog but as with a lot of these programs a lot to unpack in the process as well, and there will be more dialog I'm sure into the future.

Friday I wasn't feeling that great and had so much to catch up on I chose to watch the K-State Landon Lecture on-line rather than attending in person. The lecture was given by Kansas Governor Laura Kelly at Forum Hall in the Student Union. The Governor's speech discussed civil discord and being bipartisan in the current political climate. Following the lecture K-State President Richard Linton and First Lady Sally Linton shared brief remarks on the Health Promoting University in the Union Courtyard, and the school's commitment to becoming a Next-Generation Land Grant University that promotes health within their mission.

Saturday, I went to the K-State-TCU game at Bramlage Coliseum and watched the Wildcats drop a tough one on a last second shot 75-72. Also, the Wildcats dropped another game 62-56 to the Texas Longhorns in Austin Monday night to drop their overall record to 15-12 on the season with just a handful of games left to play.

Sunday, I attended the Riley County Police Department Employee Appreciation Reception at the Bluemont Hotel/Goolsby's. We had a catered dinner by CocoBolos and awards ceremony that included the agencies "Of the Year" and "Core Values" awards presented to those employees for their work and efforts during 2023. Congratulations to all who did win awards and a big thank you for all you do for the agency and for the community as well.

Also, over the weekend the #24 K-State Baseball team started their season in Scottsdale, Arizona going 2-1 with wins vs. Boston College and Georgetown, but also dropping a mid-week game to future Big 12 opponent Arizona State as well to close the week out at 2-2 overall.

Tuesday afternoon I attended the February meeting of the Riley County Law Board at Manhattan City Hall. Not an overly long agenda but we did pass the usual consent agenda which included some updates to agency policies and also included the standard monthly crime reports and a semiannual alcohol enforcement report. General agenda items included public comments from Dennis Cook, Aggieville Business District Director who discussed the upcoming Fake Patty's Day event. We discussed and voted on two Addendum of Understanding dealing with the 2022, and 2023 Midwest High Intensity Drug Trafficking

Area Topeka DEA Task Force and the majority of the meeting and discussion centered around the 2024-2028 Multi-Year Strategic Plan and department goals and objectives that were presented to the board by Director Brian Peete.

Also Tuesday afternoon I attended the February Board of Directors meeting of the Manhattan Area Chamber of Commerce. Both the agenda and the consent agenda which included minutes from the January meeting, financials through January, and membership accounts were passed. Discussion items included a state legislative update from Dick Carter and Mike Matson and Statement on the Jobs Fund and Funding Programs for Community Projects by Chamber CEO Jason Smith. A Chamber project status report was given which included progress on a potential business park plat, the childcare accelerator, the City/County/County meeting on housing and the RHID/MIHD programs, and the Chamber's economic development strategy moving forward. Lastly, we heard updates from staff and everything they are working on and events that will be happening here on the horizon.

Wednesday I meet with Jared Tremblay, Planning Manager with the Flint Hills Metropolitan Planning Organization to discuss several items they are working on including the Connect 2050 Plan, efforts with the city on the east Manhattan Corridor plan, ideas on fixing and redeveloping parts of Highway 24 with KDOT and local jurisdictions and several other items pertaining to this list. There will be a lot more dialog as we move through 2024 for sure.

Wednesday evening, I attended Manhattan Area Chamber of Commerce Business After Hours event hosted by WTC out at the KSU Office Park and Rockin K's. This was a very well attended event and a packed house and WTC fiber gave a pretty big community announcement as they are making a 50-million-dollar fiber expansion investment here in the City of Manhattan over the next 36 months. Also amazing is the fact that this expansion is being funded entirely through local means to bring ultra-fast and reliable internet to just about all Manhattan homes, which is incredible. I can't personally wait to have quality high speed internet from a local company who actually cares about the service they are providing.

Also Thursday evening I attended the Ogden City Council meeting. I gave them a summary of my recent dialog with both congressional and federal staff while in Washington, D.C. on Riley Avenue, and several other things we are working on here in Riley County pertinent to the city as well. Stuck around to see Russell Shipley, CPA go through this year's city audit on the budget and for the council to discuss direction for the upcoming county tax sale that will be occurring later this year.

Lastly the #10 K-State women's basketball team won a couple of close

games this week vs. UCF in a nailbiter at home Saturday 60-58 and vs. #22 West Virginia also at home 73-64 in OT, so congratulations to them as well.

Business Meeting

3. Accept Chris Hunter's resignation and appoint Wyatt Moore as Wildcat Township Clerk

Move to accept Chris Hunter's resignation and appoint Wyatt Moore as Wildcat Township Clerk.

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

4. Sign Tax Roll Corrections

Move to approve the Tax Roll Corrections.

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

5. Advisory Board letter correction

Move to sign the corrected letter appointing Steve Hargrave to the 21st District Judicial Nominating Commission term through March 4, 2028.

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

6. Sign Riley County Employee Action Form(s)

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

- KayLeigh Amaro, a new hire, as a part-time Election Assistant, in the Clerk/Election Department, at a Range TASND, at \$15.00 per hour.
- Steven Snyder, a Facility and Grounds Technician II, in the Parks/Public Works Department, for Separation from County Service, effective January 22, 2024.

- Jack Schrader, a new hire, as an As Needed Volunteer Firefighter Stipend, in the Riley County Fire District #1 Department, at a Range TASND.

7. Approve payroll/accounts payables (when completed)

Move to approve the payroll vouchers in the amount of \$706,877.61 and the following warrant vouchers for February 23, 2024:

2024 Budget

County General	\$665,903.44
Disaster Fund	295,809.00
Health Department	97,318.26
County Auction	360.71
Motor Vehicle Operations	1,349.97
Capital Improvements Fund	32,510.85
Emergency 911	1,864.88
Solid Waste	203,507.53
County Building	3,168.52
Road & Bridge Cap Project	4,391.61
RCPD Levy/Op	20,678.66
Landfill Closure	940.85
Riley Co Fire Dist #1	21,639.81
University Park W&S	3,160.24
Hunters Island Water Dist	827.73
Carson Sewer Dist	1,063.92
Deep Creek Sewer	175.30
Moehlman Bottoms	191.93
Valleywood Operations	805.80
Terra Heights Sewer	382.03
Konza Water Operations	2,216.29
Lakeside Heights Sewer	217.80
University Park Lagoon	7,454.00
KDOC Adult Services	12,974.14
KDOC Juvenile Services	8,820.14
KDOC Juv Reinvestment	962.20
BJA Grant	16,600.95
21 st Jud Dist DC ADSAP	56.25
Kansas Fights Addiction	5,863.73
City Alcohol Funds	17,438.44
Caroline Peine Grant	50.00
GMCF Grant	338.28

TOTAL \$1,429,043.26

2023 Budget

County General	\$29,822.85
Disaster Fund	80,162.00
Health Department	919.10
Court Services	950.00
County Auction	1,740.00
Emergency 911	929.63
Riley Co Fire Dist #1	2,748.18
Hunters Island Water Dist	13.08
Carson Sewer Benefit Dist	115.51
Deep Creek Sewer	75.03
Valleywood Operations	86.33
Konza Water Operations	337.32
University Park Lagoon	12,280.50
TOTAL	\$130,179.53

2022 Budget

Univ Park W&S Cap Reserve	\$5,389.30
TOTAL	\$5,389.30

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

Review Minutes

8. Board of Riley County Commissioners - Regular Meeting - Feb 15, 2024 9:00 AM

Move to approve the minutes.

RESULT:	ACCEPTED AS AMENDED [UNANIMOUS]
MOVER:	Greg McKinley, County Commissioner
SECONDER:	Kathryn Focke, County Commissioner
AYES:	Ford, Focke, McKinley

Review Tentative Agenda

9. Tentative Agenda

Press Conference Topics

10. Discuss Press Conference

9:00 AM Barry Wilkerson, County Attorney

11. Staff update

9:05 AM John Ellermann, Public Works Director/County Engineer

12. 2024 Equipment & Vehicle Internet Auction

Ellermann presented the 2024 Equipment & Vehicle Internet Auction.

Move to authorize Public Works to contract with Purple Wave, Inc, of Manhattan, Kansas to conduct an "Internet Only" auction to sell surplus vehicles and equipment and sign the Notice of Intent to Sell Excess Personal Property.

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

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

13. Administrative Work Session

Holeman presented SB 162, unincorporated area nuisance abatement act. Holeman stated it passed the senate committee yesterday.

9:35 AM

John Ellermann, Public Works Director/County Engineer

14. Request to fill an open Facility & Grounds Technician II and Parks Seasonal Positions

Ellermann presented the request to fill the Facility & Grounds Technician II and Parks Seasonal positions.

Move to approve the Public Works Department advertise for the open Facility & Grounds Technician II and Seasonal Parks positions.

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

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

- a Facility & Grounds Technician II, in the Parks/Public Works Department, at a Range 6.
- Seasonal Laborers, in the Parks/Public Works Department, at a Range Seasonal (SSNL).

9:50 AM

Shelly Williams, Community Corrections Director

15. Staff Update

Williams presented the Community Corrections staff update.

16. Carryover Reimbursement Budget Adjustment - Adult Services

Hubbard presented the FY24 Adult Services Carryover Reimbursement.

Move to approve the FY24 Adult Services Carryover Reimbursement Personnel Budget Narrative modification moving \$600.00 out of salaries and into agency operations.

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

17. Carryover Reimbursement Budget Adjustment - Juvenile Service

Hubbard presented the FY24 Juvenile Services Carryover Reimbursement.

Move to approve the FY24 Juvenile Services Carryover Reimbursement Personnel Budget Narrative modification moving \$600.00 out of salaries and into agency operations.

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

10:05 AM Vivienne Leyva, PIO

18. February 2024 Public Information Officer Update

Leyva presented the PIO communications update.

10:20 AM Bob Isaac, Planner

19. Replat Lots Twenty-one (21), Twenty-two (22), and Twenty-three (23), and part of Lot Twenty-nine (29), in Pride Subdivision, together into one (1) lot.

Isaac presented the Pride Subdivision Unit 2 replat request.

Move to approve "Resolution No. 022224-05, A Resolution approving the Pride Subdivision Unit Two plat and accepting the street rights-of-way, easements and licenses as shown to be dedicated on the plat", as it was determined that it meets the requirements of Articles 26-5, 26-8 and 26-9 of the Manhattan Development Code and the Riley County Sanitary Code.

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

10:35 AM Bob Isaac, Planner

20. Plat a 3.35-acre tract of land into a single residential lot.

Isaac presented the Stone House Subdivision plat request.

Move to approve “Resolution No. 022224-06, A Resolution approving the Stone House Subdivision plat and accepting the street rights-of-way, easements and licenses as shown to be dedicated on said plat”, as it has been determined that the minimum requirements of the Riley County Land Development Regulations and Sanitary Code have been met.

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

10:50 AM

Bob Isaac, Planner

21. Plat two contiguous, unplatted tracts into a single lot.

Isaac presented the Star School Subdivision plat request.

Move to approve “Resolution No. 022224-07, A Resolution approving the Star School Subdivision plat and accepting the street rights-of-way, easements and licenses as shown to be dedicated on said plat”, as it has been determined that the minimum requirements of the Riley County Land Development Regulations and Sanitary Code have been met.

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

11:05 AM

John Ellermann, Public Works Director/County Engineer/Bruce McMillan, Bruce McMillan Architects

22. Bid Opening for 4th Floor Plaza East Building Riley County Election Office Renovation

The Board of County Commissioners opened the following bids for the 4th floor Plaza East Building Riley County Election Office Renovation.

<u>Company</u>	<u>Base Bid</u>	<u>Alternate #1</u> (HVAC WT Honeywell Controls)	<u># of days/</u> <u>start date</u>	<u>Total Bid</u>
Icon Structures	\$438,000	\$19,500	105	\$457,500

212 S. 4 th Street, Ste. 110 Manhattan, KS 66502			03-11-24	
Riley Construction 201 6 th Street Wamego, KS 66547	\$469,000	\$20,000	112 03-04-24	\$489,000
BHS Construction 301 S. 4 th Street, Ste. 210 Manhattan, KS 66502	\$492,911	\$19,269	111 03-04-24	\$512,180
Architect's Estimate (base bid only)	\$515,000			

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

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

11:20 AM Shelley Woodard, Deputy County Counselor

23. Prairie Paws Animal Shelter Services

Woodard presented the Prairie Paws Animal Shelter Agreement for Services.

Woodard asked if Riley County is going to include all of the third class cities in Riley County.

Focke said she feels the small cities should contribute.

Woodard said any court holds would be an additional cost.

Woodard stated they will record data on the number of animals in Riley County.

The Board agreed by consensus for staff to continue to discuss the contract on a per animal fee.

Woodard said she will reach out to the small cities to see if they want to be included in Riley County's contract or have their own.

11:40 AM Shelley Woodard, Deputy County Counselor

Sanitary Code Variance for Jones

Webb and Woodard presented the Sanitary Code Variance for Jones.

Move the Board adopts the findings of the Hearing Officer and grant Jeffery and Susan Jones a variance from the 50-foot property boundary setback that would require the lateral fields be located on the owner's lot which would allow the Jones's to continue utilizing the existing lateral fields that would expire at the time any of the lateral fields fail, become non-functional, or otherwise become not fully operational, or if the Jones's sell or otherwise convey the property.

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

11:55 AM

Adjournment

Move to adjourn.

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