



**Board of Riley County
Commissioners
Regular Meeting
Minutes
February 26, 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	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
Anna Burson	County Appraiser	Present	8:30 AM
Vivienne Leyva	PIO	Present	8:30 AM
Allen Todd	Appraisal Analyst	Present	8:30 AM
Bruce McMillan	McMillan Architects	Present	8:30 AM
John Ellermann	Public Works Director/County Engineer	Present	8:30 AM
Joshua Gering	EMS/Ambulance Assistant Director	Present	8:30 AM
Evan McMillan	Assistant County Engineer	Present	8:30 AM
Shannon Sterling	Legal Assistant	Present	8:30 AM
Scott Edger	Manhattan Mercury	Present	8:30 AM
Danny Williams	Assistant County Appraiser	Present	8:30 AM
Steve Schurle	Commercial Real Estate Analyst	Present	8:30 AM
Elizabeth Ward	Human Resources Director	Present	8:30 AM
Michele Reid	Payroll, Benefits & Employee Relations Manager	Present	8:30 AM
Lori Muir	Real Estate Specialist	Present	8:30 AM
Brittany Phillips	Budget and Finance Officer	Present	8:30 AM
Laurie Harrison	Emergency Management Coordinator	Present	8:38 AM
Robbin Cole	Pawnee Mental Health Services Director	Present	9:00 AM
Alvin Perez	Public Works Operations/Fleet Manager	Present	9:30 AM
Brad Wege	Bridge Supervisor	Present	9:30 AM
Don Shelton	Public Works Operator II	Present	9:30 AM
Russel Stukey	Emergency Management Director	Present	9:10 AM
Shilo Heger	Treasurer	Present	9:15 AM
Jeremy Noll	Custodial Manager	Present	9:30 AM
Penny Bellman	Custodian I	Present	9:30 AM
Amanda Webb	Planning/Special Projects Director	Present	9:30 AM
Barry Wilkerson	County Attorney	Present	9:30 AM

Sandi Harper	ISO II - Adult, Community Corrections	Present	9:30 AM
Albert Lee	Utilities Technician	Present	9:30 AM
Andrew Woods	Engineering Technician	Present	9:30 AM
Eric Poulin	Public Works Operator II	Present	9:30 AM
Michael Fry	Paramedic	Present	9:30 AM
Tonia Driggs	Legal Secretary	Present	9:30 AM
Shelley Woodard	Deputy County Counselor	Present	10:03 AM
Joseph Godown	Administrative Analyst - Levy	Present	10:30 AM
Wyatt Thompson	Manhattan City Assistant Manager	Present	10:45 AM

Pledge of Allegiance

Public Comment

1. Public Comments

Sterling, on behalf of REACH, presented the Employee of the Month Award to Steve Schurle.

Ellermann reported on March 11, 2024 Public Works crews will be going to four 10-hour days.

Commission Comments

2. Commission Comments

Focke's Comments:

No comments.

McKinley's Comments:

Just enjoyed the fake spring weather over the last few days.

Ford's Comments:

Friday morning, I met with Kathy Sexton via Teams, who is the Senior Management Consultant at Wichita State University, and Former City Manager for the City of Derby amongst other roles related to local government on the subject of strategic planning and development. She has worked with many entities including recently with the League of Municipalities and KAC in the past as well on retreat planning and

meeting outlines. Got a lot of valuable information from our dialog and she may be a good possibility for a moderator when we decide on our retreat to discuss county planning as well down the road.

Also Friday I met with Amanda Webb, Riley County Planning Director and Special Project Manager and Elizabeth Ward, Human Resources Director via Teams to discuss some details and logistics of county strategic planning and the initial discussed retreat to put all of those ideas together and get them moving forward some down the line here in 2024. Had a good dialog and was able to lay out some of my thoughts and ideas on the subject.

Also Friday I met with Andrea Orellana, Drug Endangered Children Coordinator from the Riley County Health Department to discuss drug education and in particular the effects it is having locally on children. Several different programs are possible to help fill in these gaps and help. She discussed the role of her part-time position that is to safeguard the welfare of children who are at risk by substance abuse in drug related environments and this position will work on several objectives including identification and assessment, intervention, and support, provide education and awareness through collaboration and coordination, and find prevention measures through advocacy.

Lastly on Friday I met with George Kandt and Allison Muth at the Manhattan Area Chamber of Commerce to discuss possibly being a mentor in their mentorship program under their HYPE Young Professionals of Manhattan groups. While I've never really considered myself much of a mentor and it will depend on how much time I will have to dedicate to this, but I may be willing to help some of our younger career and civic minded individuals in the community to get out and ahead of the current trends and be successful in their future endeavors as much as possible.

Saturday, I headed out to the 47th Annual Flint Hills Home Show out at the National Guard Armory presented by the Flint Hills Area Builders Association. It was a very well attended event from what I saw, and everyone had the opportunity to shop and see the newest home living ideas and innovations from remodeling, to decorating, landscaping, roofing/siding, windows/doors, furnishing and décor and even help with insurance and mortgage. Tons and tons of vendors were present and a proceed of the ticket sales went to support local education programs and scholarships in constructions and trade programs.

Saturday afternoon I was able to watch the K-State men's basketball team get a much-needed win at home vs. #25 BYU 84-74 to move to 16-11 on the season. Sunday the K-State women's team played in Lawrence vs. KU and lost a nailbiter 58-55 dropping their record to 23-5.

K-State baseball started its home schedule for the 2024 season vs. Holy Cross playing in several high scoring games Friday and Saturday going 1-1 there and hanging on Sunday to win 5-4 to take 2 of 3 games overall moving to 4-3 overall on the young season.

Sunday afternoon I attended the Riley County Farm Bureau's Annual Family Fun Night up in Leonardville at the Sykes Venue. There were plenty of updates given, including Kansas Farm Bureau President Joe Newland, and the KFB VP and KFB Lobbyist to the Kansas Legislature, several awards presented including the 100-year family farm award to the Hanna family who have two century old family farms, one in Riley County and one in Pottawatomie County. There were activities and games available for the kids, a canned food drive, some live entertainment, great conversation, and food by the Farmhouse was enjoyed by everyone in attendance.

Also want to congratulate the Manhattan High School wrestling team for winning the Class 6A State Championship over the weekend. The team is coached by a fellow MHS classmate from 1995 and friend so I'm very happy for him and the entire squad for what they have accomplished.

Business Meeting

3. 4th Floor CPE Renovation Bid Recommendation

Move to accept the low bid submitted by Icon Structures, Inc. in the amount of \$457,500 for the 4th floor CPE Renovation. This includes the base bid plus alternate No. 1 for the Honeywell HVAC Controls.

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

4. Bid Recommendation for Parallel Road Culvert Replacement Project

Move to accept the low bid submitted by Ebert Construction Co., Inc. in the amount of \$285,323.14 for the Parallel Road Culvert Replacement Project.

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

5. Severe Weather Preparedness Week Proclamation

Move to approve the Severe Weather Preparedness Week Proclamation
March 4-8, 2024.

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 Commissioners signed Riley County Employee Action Forms for the following:

- Carley Harris, a new hire, as an Appraiser I - Residential, in the Appraiser's Department, at a Range 6, at \$22.54 per hour.
- Addison Morgan, a new hire, as a part-time Election Assistant, in the Clerk/Election Department, at a Range TASND, at \$15.00 per hour.
- Addison Martinek, a new hire, as a part-time Election Assistant, in the Clerk/Election Department, at a Range TASND, at \$15.00 per hour.

Review Minutes

7. Board of Riley County Commissioners - Regular Meeting - Feb 22, 2024 8:30 AM

Move to approve the minutes.

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

Press Conference Topics

8. Discuss Press Conference

Review Tentative Agenda

9. Tentative Agenda

9:00 AM Robbin Cole, Pawnee Mental Health Services Director

10. Pawnee Mental Health Services update

Cole presented the Pawnee Mental Health Services update.

9:15 AM Brittany Phillips, Budget and Finance Officer

11. All Other Funds Budget Discussion

Phillips presented and discussed the All Other Funds Budgets.

9:30 AM Press Conference

12. Presentation of KAC Awards - John Ford (10 minutes)

Ford presented KAC Awards to the following:

Eight years of service:

- Jana Kurczweski Chingway
- Anita Cook
- Penny Bellman
- Albert Lee
- Andrew Woods
- Don Shelton
- Eric Poulin
- Ethan Eastes
- Michael Fry

Twenty-Four years of service:

- Laurie Harrison
- Sandra Wikoff-Harper
- Tonia Driggs

Thirty-Two years of service:

- David Adams
- Rich Vargo

Ford thanked all the employees for their years of service to the

community and Riley County.

13. Presentation of plaque to Amanda Webb for 2023-24 Flint Hills Regional Leadership Program - Vivienne Leyva (2-3 minutes)

Leyva presented Amanda Webb the 2023-2024 Flint Hills Regional Leadership plaque.

Webb thanked the Board for the opportunity and recommended the program.

14. Presentation of Severe Weather Preparedness Week Proclamation - John Ford and Laurie Harrison (3-5 minutes)

Ford presented the Severe Weather Preparedness Week Proclamation to Laurie Harrison.

Harrison discussed preparation for the severe weather at home, work, and in your vehicle. Harrison said to take time March 4-8, 2024 to prepare for severe weather.

15. CVN's mailed February 23rd - Anna Burson (1-2 minutes)

Burson said the Riley County Appraiser's Office mailed the Change of Value Notices (CVNs) to property owners last Friday, February 23rd. Property owners should start seeing the notices in their mailboxes by the end of this week. The CVNs reflect changes in property values due to fluctuations in the local real estate market and/or changes made to individual properties.

Burson said "Overall, the sales volume has decreased, but the sale prices have not gone down. Property values across Kansas are increasing on average around 4%, according to data from the Kansas Association of Realtors."

Burson said as a reminder, values on specific properties may not follow the general trends because of changes to the property, a correction of descriptive information, or the sales in the market area indicate values outside of the typical range.

Burson said 2024 valuation data will also be available online using Parcel Search on the Riley County website at www.rileycountyks.gov/appraiser starting at noon Monday, February 26th.

Burson said as in previous years the upcoming CVN mailing will include a form for requesting a valuation appeal.

Burson said property owners who have questions relating to the appeals process may call the Appraiser's Office appeal phone line at (785) 537-6316. All appeal requests must be made by March 25th. To ensure all appeals are received and scheduled in a timely manner, property owners are encouraged to sign and return the appeal request form enclosed in their valuation mailing.

16. Presidential Preference Primary - Rich Vargo (1-2 minutes)

Vargo said advance voting will begin Wednesday, February 28, 2024.

Vargo said the polls will be open on Tuesday, March 19, 2024 from 7:00 a.m. - 7:00 p.m.

9:50 AM

Amanda Webb, Planning/Special Projects Director

17. Request to refill Planning & Development's As-Needed Clerical Assistant position

Webb requested to refill the As-Needed Clerical Assistant position.

Move to approve to refill the As-Needed Clerical Assistant position for Planning & Development and allow for personnel overlap for training purposes.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Kathryn Focke, 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 part-time Clerical Assistant, in the Planning and Development Department, at a Range Temporary and As Needed (TASND).

18. Comprehensive Plan update - monthly report

Webb presented the Comprehensive Plan update.

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

19. Administrative Work Session

20. Pending County Projects County Counselor

Holeman presented the Commission Projects List.

Holeman discussed the tax sale work and process.

Holeman discussed the temporary relocation during the renovation of the 4th floor renovation.

Focke discussed the White Canyon Benefit District from back in 2021.

Holeman stated the document is also designed for institutional knowledge as a specific item may come up again.

10:30 AM Shelley Woodard, Deputy County Counselor

21. Proposed Updates to Animal Control Resolution

Woodard presented the Animal Control Resolution.

10:45 AM Wyatt Thompson, Manhattan Assistant City Manager

22. CiCo Park update

Thompson presented a CiCo Park update.

The Board of County Commissioners agreed by consensus for county staff to work with city staff on the easement for north parking lot and the Tennis Concept B parking lot on county property.

The city will work on details and come back to the commission.

11:03 AM Adjournment

Move to adjourn after the Intergovernmental Luncheon.

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

12:00 PM Intergovernmental Luncheon

23. Intergovernmental Luncheon Agenda