



**Board of Riley County
Commissioners
Regular Meeting
Minutes
February 29, 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
Evan McMillan	Assistant County Engineer	Present	8:30 AM
Anna Burson	County Appraiser	Present	8:30 AM
Brittany Phillips	Budget and Finance Officer	Present	8:32 AM
Scott Edger	Manhattan Mercury	Present	8:32 AM
Michele Reid	Payroll, Benefits & Employee Relations Manager	Present	8:35 AM
David Gemoll		Present	8:58 AM
Shelley Woodard	Deputy County Counselor	Present	8:50 AM
Elizabeth Ward	Human Resources Director	Present	9:15 AM
Julie Gibbs	Health Department Director	Present	9:15 AM
Amanda Webb	Planning/Special Projects Director	Present	9:15 AM
John Ellermann	Public Works Director/County Engineer	Present	9:15 AM
Shelly Williams	Community Corrections Director	Present	9:15 AM
Cory Meyer	IT/GIS Director	Present	9:15 AM
Wyatt Thompson	City of Manhattan	Present	9:52 AM
Scott French		Present	9:55 AM
Joshua Gering	EMS/Ambulance Assistant Director	Present	10:22 AM
Steve Schurle	Commercial Real Estate Analyst	Present	10:25 AM
Shilo Heger	Treasurer	Present	10:15 AM
Kelly Karl	BHS Construction	Present	11:10 AM

Pledge of Allegiance

Public Comment

1. Public Comments

McMillan reported Moehlman Road will be closed at Moehlman and Rosencutter today. McMillan encouraged those needing to access the Transfer Station to use S. Manhattan Avenue.

Commission Comments

2. Commission Comments

Focke's Comments:

Have been doing a lot of physical therapy to get my knee working again, and it's coming along, slowly.

Several of the residents of Keats approached me about a new website that they have developed that will be a communication tool for the community, where residents can go to get correct answers and information about their town. They asked me to help them get out some factual information about the sewer project at this point in the process. Hopefully, it will be a go-to place for residents for a variety of reasons, now and in the future.

Wednesday, I went over the agenda and documents for today's meeting.

McKinley's Comments:

Monday was the Intergovernmental Luncheon. We heard from Rich Vargo about elections this year. There were questions from several others that surprised me, but Rich gave them good explanations. There was also a presentation by RCPD on arrangements made for Fake Patty's Day.

Other than that, it was a slow last week of the month.

Ford's Comments:

Monday afternoon I attended the February Intergovernmental Luncheon hosted by Kansas State University in the Bluemont Room at the K-State Student Union. Agenda topics for the month included Rich Vargo, Riley County Clerk discussing the 2024 election cycle and all the different processes that will go along with it. Captain Greg Steere for the Riley County Police Department discussed plans and preparations for this year's Fake Patty's Day, which will take place this

Saturday. We also heard several updates which included Senator Jerry Moran's office, RCPD, City of Manhattan, K-State, Greater Manhattan Community Foundation, several State Legislators, USD 383, and I gave an update on behalf of Riley County.

Also Monday afternoon I met with Amanda Webb, Riley County Planning Director and Rich Vargo, Riley County Clerk to discuss the ongoing work on the Vision 2025 Riley County Comprehensive Plan. Most of the dialog centered around some concerns and challenges that have come up along the way in the work on the plan and we discussed and devised a few possible solutions that hopefully will move the plan forward in a much for meaningful direction.

On Monday I also met with Riley County Fire Chief and Emergency Management Director Russel Stukey to discuss a handful of items pertaining to his department and to talk about some the challenges facing the County Fire District as a whole as we continue to work through and move forward into 2024 and beyond.

Lastly on Monday I met with Riley County Attorney Barry Wilkerson, Chief Judge Grant Bannister, Judge Kendra Lewison, and Judge John Bosch to discuss some of the safety, security, and space challenges they are incurring at the courthouse and to dialog on some possible options that may solve them both in the short term and with a longer-term solution for the judicial side for the county. We had a very productive conversation, which sparked several possibilities.

Monday evening, I watched the K-State men's basketball team win a very interesting game vs. West Virginia at Bramlage 94-90 in OT. Seventh win in as many attempts in overtime but it came after leading by as many as 25 at one point. A win is a win however and that moves the Wildcats to 17-11 overall for the season.

Tuesday, I sat in on the first of many CSR meetings at Florence for 2024. It's a working group meeting I've been appointed to help discuss and brainstorm ideas to help our company become more environmentally conscience within the community and region and to find ways to improve employee engagement in the community through volunteering and other beneficial means that lead to positive motivation and lasting personal impacts.

Tuesday, I attended the February Board of Directors meeting for Pawnee Mental Health via Zoom. Due to my prior work meeting I wasn't able to attend the regularly scheduled Finance Committee Meeting held in advance but got caught up on it later. The first business item of discussion was the 2023 Audit and 990 report from April Swartz, followed by the Chief Financial Officer update and Finance Committee Report. Robbin Cole provided a Chief Executive Officer

update which included discussion on CCBHC Needs Assessment, staffing, and training. We then got an update from the Marketing and Development Committee. Other committee reports included the Finance Oversight Committee which also review the Audit and 990 Report plus the January finances, the Planning and Services Committee who reviewed the Strategic Plan FY2023 Annual Progress Report, and lastly the Executive Committee who reviewed and discussed the yearly meeting structure. Other business included putting off some discussion on some plans till March until the new CEO Michael Rezkalla is officially on board with the agency.

Wednesday morning, I had the opportunity to give the introduction and opening welcome to the County Weed Directors Association of Kansas Annual Conference here in Manhattan at the Hilton Garden and Convention Center. It included Directors from many of the county Noxious Weed and Hazard Waste Departments from around the State plus many of their staff. Very glad they chose to have Manhattan/Riley County host their event this year and Kansas Secretary of Agriculture Mike Beam was also on hand to give a presentation on an update on the status of agriculture in the state and the role weed departments play in it. Appreciated the opportunity to speak at this event and had the chance to meet some new county officials from around the state as well.

Business Meeting

3. 21st District Judicial Nominating Commission

Move to appoint Jan Marks to the 21st District Judicial Nominating Commission to fill Johanna Lyle's position.

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

4. Sign a Tax Roll Correction

Move to approve the Tax Roll Correction.

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

5. Sign Riley County Employee Action Form(s)

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

- Christina Trocheck, a new hire, as an Assistant County Attorney, in the County Attorney's Office, at a Range FF.
- Kyle Ward, a new hire, as an As Needed Volunteer Firefighter Stipend, in the Riley County Fire District #1 Department, at a Range TASND.
- Brett Wege, for a promotion, as a Traffic Control Technician, in the Public Works Department, at a Range 5, at \$20.88 per hour.
- Sarah Smithson, a new hire, as an Appraiser I - Residential, in the Appraiser's Department, at a Range 6, at \$21.67 per hour.
- Rafael Cuevas Leon, an Appraiser I - Commercial, in the Appraiser's Department, for Separation from County Service, effective February 26, 2024.

6. Discuss County Officials Luncheon

Changed to Monday, March 11, 2024 at 2:00 p.m.

Review Minutes

7. Board of Riley County Commissioners - Regular Meeting - Feb 26, 2024 8:30 AM

Move to approve the minutes.

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

Review Tentative Agenda

8. Tentative Agenda

Press Conference Topics

9. Discuss Press Conference

Gemoll discussed the west end of Marlatt Avenue not being paved.

Gemoll said he lives in the area and the road is heavily traveled. Gemoll stated it is dangerous with the traffic, dust, and joggers. He said the road gets maintained periodically but is basically a mud road.

Gemoll said his property taxes went up 40%. Gemoll stated one section of the basement was remodeled in which Riley County was not aware of until he purchased the house.

9:00 AM

Clancy Holeman, Counselor/Director of Administrative Services

10. Administrative Work Session

Holeman presented a Home Rule Resolution designating the plaza as that portion of the Courthouse Plaza.

Holeman reviewed the purpose of the proposed resolution.

Holeman discussed SB 162 regarding Unincorporated Nuisance Abatement. Holeman said the hearing is Monday, March 11, 2024. Holeman asked if a Board member could attend.

Move to approve "Resolution No. 022924-08, A Home Rule Resolution designating the "Plaza" as that portion of the "Courthouse Plaza" for the exercise of constitutionally protected public free speech and assembly".

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

9:20 AM

Bob Isaac, Planner

11. Rezone three unplatted tracts of land from SF-1 (Single Family Residential) to AG (Agricultural District).

Isaac presented the request to rezone "SF-1" to "AG" for Boyd-Ewing.

Move to approve "Resolution No. 022924-09, Resolution amending the zoning map of Riley County concerning the use of certain real estate located in Zeandale Township," from SF-1 (Single Family Residential) to AG (Agricultural District).

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Kathryn Focke, County Commissioner

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

9:35 AM**Elizabeth Ward, Human Resources Director**

12. 2023 Flint Hills Regional Leadership Program and NACo High Performance Leadership Academy Review

Ward discussed the Flint Hills Regional Leadership Program and NACo High Performance Leadership Academy Review.

Webb discussed her positive experience in the Flint Hills Regional Leadership Program.

Gibbs discussed her positive experience in the NACo High Performance Leadership Academy.

Meyer stated his experience in the NACo High Performance Leadership Academy was not as positive as Gibbs due to the group he was assigned. Meyer said several people dropped out of his group.

Ward said she will bring a proposal to the Board to participate in the program this year.

Meyer said the NACo program was time consuming.

10:05 AM**Shelley Woodard, Deputy County Counselor**

13. Animal Control Officer Discussion with the City of Manhattan

Woodard presented information regarding contracting for animal control services with the City of Manhattan.

Thompson said the City of Manhattan contracts with Prairie Paws Animal Shelter. Thompson stated the Animal Control Officers are now under the Manhattan Fire Department.

Thompson asked what animal control services the Board would like to discuss.

French stated the Animal Control Officers report directly to him.

McKinley asked if Manhattan City wants a per animal fee or a yearly fee.

Thompson said it is hard not knowing what services Riley County is wanting.

French stated there are currently three animal control officers.

Woodard said a good place to start is to see if Riley County desires animal control services.

Thompson stated Manhattan City is having ongoing discussions with RCPD on animal control.

Focke asked how many calls we get from out in the county.

French said RCPD could run a Spillman report on the number of calls.

Thompson stated many times they call the shelter directly.

Discussion followed on potential animal control services with Manhattan City.

Thompson asked if animal capture and transport only is what Riley County is interested in pursuing.

The Board said yes but would need more details.

10:25 AM

Elizabeth Ward, Human Resources Director

14. Request to Expand Paid Leave Benefits for Riley County Employees

Ward discussed the proposed paid leave expansion.

The Board discussed the proposal.

Move to approve the change from Annual Leave to Paid Time Off (PTO), Extended Sick Leave (ESL) to Critical Leave, expansion of Paid Time Off, and the additional Personal Day effective March 2, 2024.

<i>Length of Service</i>	CURRENT Accrual		PAID TIME OFF (PTO) PROPOSAL		CRITICAL LEAVE PROPOSAL -NO CHANGE	
	<i>Per pay period</i>	<i>Maximum Accrual</i>	<i>Per Pay Period</i>	<i>Maximum Accrual</i>	<i>Per Pay Period</i>	<i>Annual Accrual</i>
First Year	3.69 hours	96 (12 days)	4 hours	104 (13 days)	1.85 hours	48 hours
2 nd - 4 th years	5.54 hours	144 (18 days)	5.85 hours	152 (19 days)		

5 th - 10 th years	5.54 hours	144 (18 days)	6.77 hours	176 (22 days)		
11+ years	6.46 hours	168 (21 days)	7.69 hours	200 (25 days)		

10:45 AM Joshua Gering, EMS/Ambulance

15. EMS/Ambulance Staff Update

Gering presented the EMS/Ambulance staff update.

16. Request To Fill Open Position

Gering presented the request to fill the paramedic position.

Move to refill the paramedic position.

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

The Board of County Commissioners signed a Riley County Position Action Form for a Paramedic, in the EMS/Ambulance Department, at a Range Paramedic.

11:10 AM Elizabeth Ward, Human Resources Director

17. Request to Appoint Interim Director of Community Corrections

Ward presented the interim appointment for the Community Corrections Director upon review of internal candidates.

The Board discussed the proposal.

Move to approve an interim appointment of 5 months for the Community Corrections Director position upon review of internal candidates.

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

AYES:	Ford, Focke, McKinley
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11:20 AM John Ellermann, Public Works Director/County Engineer**18. BHS Guaranteed Maximum Price Amendment**

Ellermann presented the BHS Construction Guaranteed Maximum Price Amendment.

Move to approve the Guaranteed Maximum Price Amendment.

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

11:40 AM Cory Meyer, IT/GIS Director**19. IT/GIS Staff Update - February 2024**

Meyer presented the IT/GIS staff update.

11:41 AM Adjournment

Move to adjourn.

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