Board of Riley County Commissioners
Regular Meeting
Minutes
March 07, 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
John Ellermann	Public Works Director/County Engineer	Present	8:30 AM
Elizabeth Ward	Human Resources Director	Present	8:30 AM
Brittany Phillips	Budget and Finance Officer	Present	8:30 AM
Michele Reid	Payroll, Benefits & Employee Relations Manager	Present	8:30 AM
Troy Coberly		Present	8:30 AM
Michael Boller	Noxious Weed Director	Present	8:45 AM
Justin Jennings		Present	8:30 AM
Cory Meyer	IT/GIS Director	Present	9:27 AM
Lori Muir	Real Estate Specialist	Present	9:28 AM
Amanda Webb	Planning/Special Projects Director	Present	9:30 AM
Shilo Heger	Treasurer	Present	9:50 AM
Shelley Woodard	Deputy County Counselor	Present	9:51 AM
Vivienne Leyva	PIO	Present	8:30 AM
Julie Gibbs	Health Department Director	Present	11:00 AM
Shanika Rose	Chronic Disease Risk Reduction Coordinator	Present	11:00 AM
Brian Peete	RCPD Director	Present	11:00 AM
Breva Spencer	Family Connections Supervisor	Present	11:23 AM

Pledge of Allegiance

Public Comment

1. Public Comments

Coberly discussed short-term rental issues. He discussed the excessive noise and traffic.

Coberly said he would like information and advice as far as non-compliance. He asked, who is going to enforce it?

Coberly stated with neighbors you can communicate. He said the short-term rental tenants you cannot and have to get the police involved.

Ford said he is hearing of these concerns in the City of Manhattan as well.

The Board said they would like to have discussion on short-term rental enforcement.

Ward said she wants to confirm with the Board to conduct the Community Corrections Interim Department Head interviews on Thursday, March 21, 2024 from 11:35 a.m. - 1:15 p.m.

Ward said Friday, March 15, 2024 is an option as well.

The Board agreed by consensus to do the Interim Community Corrections interviews Thursday, March 21, 2024 from 11:35 a.m. - 1:15 p.m. or Friday, March 15, 2024 starting at 1:00.

Ellermann said Moehlman Road will be closed to through traffic at the intersection of S. Rosencutter Road and Moehlman Road from March 12th-14th.

Ellermann said a structure replacement project on Swede Creek Road is scheduled to begin Monday, March 25, 2024. The project is located approximately 5/10ths mile East of Center Hill Road. Swede Creek Road will be closed to through traffic during construction from Center Hill Road to Halls Ravine Road. The project is expected to be completed by Friday, April 5, 2024 weather permitting.

Holeman asked for an executive session during his administrative time and to move his discussion on SB 162 to the end of the meeting.

Move to add an executive session to Holeman's administrative time and discussion on SB 162 to the end of the meeting.

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

Commission Comments

2. Commission Comments

Focke's Comments:

Monday, I attended the "Focus on Building Rural Communities conference, held in Leonardville at the Sikes Venue. The keynote speaker, Benjamin Winchester gave an excellent presentation on rural communities - demographics, community members and leaders. Other speakers included Wayne Bell, SBA Regional Administrator; Trisha Purdon, Governor's office on Rural Prosperity; Erik Pedersen, Network Kansas; and Jeff Wick, CEO of WTC in Wamego. A panel discussion of local rural leaders wrapped up the day, which was very well attended.

Wednesday, I attended the Annual Township Officials Meeting at Pottorf Hall. Various county, state, and KSU presentations were made.

I continue to recover from surgery, with physical therapy three times per week. I'm gradually getting back to meetings and events but taking my time to rest and exercise.

McKinley's Comments:

Thursday afternoon I had calls from a couple of residents with questions about county operations that I checked into Friday. One of the callers said the county employees were lying to him and I explained that they are not lying just because he does not agree with him.

Later that afternoon was the NBAF Community Liaison Group meeting. They updated us on the work at NBAF. There are 300 full time employees working now. They are getting everything ready for the final federal inspection. The science work will continue at Plum Island until NBAF is fully functional. Science activities are starting in phases. Current activities are only BSL 1 and 2 labs. About 1/3 work here and 2/3 at Plum Island. There are no animals in the facility yet. When they do start bringing in animals, they do not bring in sick animals.

Friday, I met with Clancy about several things including SB 162 at the Capitol next Monday and the University Park property swap.

I then met with Anna Burson. I asked about how my home value was arrived at not to question it but just learn how the process works. She

gave me some of the backup info and I learned a lot. I had a constituent call about their home value and gave them the appeal process. The office has been working with them to get more information. Anna gave me the truth about allegations being made by a former employee. She also explained some of the office relocations going on in the appraiser's office.

Monday was the Focus on Building Rural Communities put on by the Riley County Extension. It was a great conference with a lot of good information and a very dynamic presentation by Ben Winchester.

Wednesday was the township officials meeting. Had a lot of good presentations.

Before the meeting I had another call about the animal shelter.

In the afternoon was the aTa Bus quarterly meeting. K-State cut back their funding this year which covered free rides for all students. This is part of the reduced ridership. K-State still does pay for the free rides from the stadium parking lot to various drop offs on campus. They need a new bus and as we have found out the prices have skyrocketed in the last few years.

Ford's Comments:

Thursday afternoon I had two Zoom call presentations, I took part in. The first was the Council on Foreign Relations State and Local Officials Webinar "Responding to the Immigration Influx in the United States" Theresa Cardinal Brown, Senior Advisor of Immigration Policy at the Bipartisan Policy Center discussed prospects for reforms to the United States immigration policy and how state and local officials can manage the influx of migrants in their communities.

The second Zoom call with the February KAC's "Connecting Kansas." This month's presentation was on the Midwest Road Usage Charge Pilot program. Sara Copeland, from Burns and McConnell, and the Kansas Dept. of Transportation IKE Partner discussed this 3-month pilot program on how a pay-per-mile usage charge could work here in the state of Kansas. Those interesting in participating in the program can visit midwestruc.org to fill out the form, participants can receive up to $100 for being part of the program.

Friday morning, I had my monthly visit with the doctor, nothing out of the ordinary we are still just trying to make some necessary tweaks in my program as we get into spring so I can once again start moving forward and a productive path in my weight loss journey. It still seems to be a work in progress to say the least.

Also, on Friday while I was down here catching up on some things at the office, I took the time to advance vote in the Presidential Preference Primary. As usual it was quick, painless, and the election staff was friendly and helpful along the way as they always are, and I definitely appreciate the fact they have been willing to work and be available for this extra round of election cycle here in 2024.

Saturday evening, I went out with RCPD on both a ride and walk along for Fake Patty's Day which ended up taking place mostly in the Aggieville Business District this time around. Big thanks to Lieutenants Ingalls and Bortnick for being my guide during this evening excursion. A lot different than last year as most of the activity from my perspective seemed to return to Aggieville. The biggest takeaway I had is this is something that is not going away anytime soon and we are going to have to plan for that fact accordingly moving forward. I think a more pre pandemic approach is what is going to have to come to fruition to make sure it is a safe and secure event for everyone in the community.

Monday, I attended the "Focus on Building Rural Communities" event up in Leonardville at the Sikes Venue hosted by the K-State Research and Extension. Special Guest and Keynote Speaker Benjamin Winchester from the University of Minnesota spoke followed by Wayne Bell from the SBA Region VII Center as well as Trisha Purdon from the Governor's Office of Rural Prosperity after lunch which was catered by the Farmhouse we heard from Erik Pedersen from Network Kansas, and Jeff Wick, President form WTC and lastly Mr. Winchester moderated a panel with local business leaders on the rural community.

Tuesday, I met with the Economic Development Team at the Manhattan Area Chamber of Commerce to discuss a strategy on their upcoming Economic Development Plan. This group includes individuals from the City of Manhattan, USD 383, K-State, MATC, GCMF, Chamber, and the Black Entrepreneurs of the Flint Hills to develop a vison and shared four or five priorities centered around increasing population, wages, and growth overall. A lot more will be coming out of this discussion in the weeks and months to come.

Wednesday, we had our Annual Township Meeting out at Pottorf Hall. I was able to give an opening introduction and welcome of the officials in attendance and speakers for the event which included Mike Boller, Riley County Noxious Weed Director, Greg Lohrentz, COO/CFO KSU Foundation on the Edge District, Jacob Galyon, SR GIS Analyst with Riley County, John Ellermann, Riley County Public Works Director updated everyone on KDOT projects, and lastly Katharine Hensler, Riley County Historical Museum Director on rural and local cemeteries. We followed up with a round table discussion which

included insurance for township and the county/township unit structure.

Wednesday afternoon I had a pre-law board meeting, Nothing out of the ordinary. The March 18th meeting should be pretty standard with the usual consent agenda, some awards being presented, and regular updates from CAB and others. There may or may not be an executive session necessary at this meeting as well.

Business Meeting

3. 4th Floor Renovation Contract

Move to approve the Contract Agreement with Icon Structures, Inc. in the amount of $457,500 for the renovations to the 4th Floor Plaza East Building Riley County Elections Office Renovation.

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

4. Review and sign Appraiser's Real Estate Sales Data Search Service Agreement and Contractual Provisions for Lori Vilkanskas of Back 9 Realty

Move to approve Real Estate Sales Data Search Service Agreement and Contractual Provisions with Lori Vilkanskas of Back 9 Realty for the Appraiser's Office.

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

5. Highway Use Permit, Wildcat Services Inc.

Move to approve the Highway Use Permit granting Wildcat Services Inc. permission to install a new culvert for a driveway at 6006 Tuttle Terrace.

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

6. Advisory Board appointment letters and Resolution

Move to approve the following appointments and "Resolution No. 030724-10, A Resolution appointing Riley County representatives to Council/Advisory Boards."

Brian McNulty Comm Dist 2	March 7, 2024- December 31, 2026	Road & Bridge Advisory Board 3 year
John Patrick Comm Dist 2	March 7, 2024- December 31, 2025	Road & Bridge Advisory Board 3 year
Jan Marks Comm Dist 3	March 5, 2024- March 4, 2028	Judicial Nominating Commission – 21st District 4 year

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

7. Approve payroll/accounts payables (when completed)

Move to approve the payroll vouchers in the amount of $728,446.91 and the following warrant vouchers for March 8, 2024:

2024 Budget

County General	$445,838.16
Disaster Fund	317.50
Health Department	94,820.62
County Auction	328.00
Emergency 911	3,372.98
Solid Waste	7,527.86
County Building	7,705.79
RCPD Levy/Op	5,518.33
Riley Co Fire Dist #1	7,997.20
Fire Dist Projects	2,417.89
University Park W&S	3,746.31
Hunters Island Water Dist	2,023.86
Deep Creek Sewer	100.00
Moehlman Bottoms	909.62
Terra Heights Sewer	568.75
Konza Water Operations	4,022.36
KDOC Adult Services	5,679.71
KDOC Juvenile Services	5,381.45
KDOC Juv Reinvestment	976.76
BJA Grant	979.73
TOTAL	$600,232.88

2023 Budget

County General	$1,009.56
County Auction	776.00
University Park W&S	61.60
Hunters Island Water Dist	27.63
Deep Creek Sewer	10.63
Moehlman Bottoms	12.75
Terra Heights Sewer	23.38
Konza Water Operations	74.38
Lakeside Heights Sewer	2.13
TOTAL	$1,998.06

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 29, 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

9. Tentative Agenda

Press Conference Topics

10. Discuss Press Conference

9:00 AM Elizabeth Ward, Human Resources Director

11. Human Resources Monthly Update

Ward presented the Human Resources monthly update.

9:15 AM Michael Boller, Noxious Weed Director

12. Staff Update

Boller presented the Noxious Weed staff update.

13. Action Item Annual Management Plan

Boller presented the Noxious Weed Management Plan.

Move to approve the 2024 Annual Management Plan for the Noxious Weed/HHW Department.

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

14. Annual Noxious Weed Report

Boller presented the Annual Noxious Weed Report.

Move to approve the Noxious Weed Department 2023 Annual Report.

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

9:30 AM Anna Burson, Appraiser

15. March 7th Staff Update

Burson presented the Appraiser's Office report.

9:45 AM **Brittany Phillips, Budget and Finance Officer**

16. 2025 Budget Calendar and Baseline

Phillips presented the 2025 Budget Calendar and Baseline.

The Board agreed by consensus with the proposed 2025 Budget Calendar.

Ford suggested for outside appropriations to be up front. Ford said if they are not currently in our budget to not entertain funding new appropriations for 2025.

Focke said we need to hear them out.

McKinley suggested having it finalized on just the appropriations early instead of waiting until the very end.

The Board said they would like to review it Monday.

Phillips asked the Board if they will consider new or expanded positions this year.

Ford said no.

McKinley said probably not.

Focke stated last year we had several requests, which were very thought out and justified.

The Board agreed to listen to the departments' request for new or expanded positions.

10:00 AM **Amanda Webb, Planning/Special Projects Director**

17. Planning & Development - Staff Update

10:15 AM **Clancy Holeman, Counselor/Director of Administrative Services**

10:15 AM 18. Administrative Work Session

Move the County Commission, including Chairman Ford, Vice

Chairman McKinley, and Commissioner Focke, recess into executive session on potential litigation for the purpose of consultation with Shelley Woodard, Deputy County Counselor, and Clancy Holeman, County Counselor, attorneys 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 10:30 a.m.

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

10:30 AM Move the Board of County Commissioners come out of executive session.

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

10:30 AM Ron Fehr, Manhattan City Manager

19. General update City of Manhattan

Fehr presented the City of Manhattan general update.

11:00 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:	Greg McKinley, County Commissioner
SECONDER:	Kathryn Focke, County Commissioner
AYES:	Ford, Focke, McKinley

20. Substance Misuse Task Force 2024 Recommendations

Gibbs presented the SMTF recommendations.

Move to accept the document and approve the recommendations for 2024 for the Substance Misuse Task Force.

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

21. RCHD Monthly Update

Gibbs presented the Health Department monthly update.

22. MCH Update

Spencer provided the Maternal Child Health Program update.

23. New CDC Covid Guidance

Gibbs presented the new CDC Covid Guidance.

Move to adopt the CDC guidelines for Riley County employees.

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

11:45 AM 24. Senate Bill No. 162 Hearing in House Committee on Local Government

Holeman presented SB 162 hearing testimony.

Move the Board approve the written testimony as provided, and that the County Counselor and Commissioner McKinley attend next Monday's legislative hearing on SB 162.

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

12:02 PM Adjournment

Move to adjourn.

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