



**Board of Riley County
Commissioners
Regular Meeting
Minutes
March 14, 2024**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Chair](#)

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

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

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
Laurie Harrison	Emergency Management Coordinator	Present	8:30 AM
Vivienne Leyva	PIO	Present	8:30 AM
Anna Burson	County Appraiser	Present	8:30 AM
Joshua Gering	EMS/Ambulance Assistant Director	Present	8:30 AM
Jessie Hubbard	Administrative Assistant II	Present	8:30 AM
Elizabeth Ward	Human Resources Director	Present	8:34 AM
Shelley Woodard	Deputy County Counselor	Present	8:54 AM
Evan McMillan	Assistant County Engineer	Present	9:20 AM
Brittany Phillips	Budget and Finance Officer	Present	9:20 AM
Shilo Heger	Treasurer	Present	9:22 AM
John Ellermann	Public Works Director/County Engineer	Present	9:28 AM
Daryn Soldan	Manhattan Area Chamber of Commerce	Present	9:40 AM
Christian Bishop	Manhattan Area Chamber of Commerce	Present	9:40 AM
Alvin Perez	Public Works Operations/Fleet Manager	Present	9:48 AM
Allison Muth	Manhattan Area Chamber of Commerce	Present	9:40 AM
Josh Brewer	Manhattan Habitat for Humanity	Present	11:10 AM
Scott Seel		Present	11:10 AM
Lori Muir	Real Estate Specialist	Present	11:10 AM
Amanda Webb	Planning/Special Projects Director	Present	11:10 AM
Joseph Godown	Clerk's Office	Present	11:36 AM

Pledge of Allegiance

Public Comment

1. Public Comments

Harrison reported on the storms which came through last night. Harrison said there was an issue with receiving alerts with the National Weather Service. Harrison emphasized it is best to have multiple sources to receive weather alerts.

Leyva said there were not any reports of major damage or any injuries.

Holeman asked to add an executive session to his administrative time.

Move to add an executive session to Holeman's administrative time today.

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

Commission Comments

2. Commission Comments

Focke's Comments:

Monday, I attended the County Officials Luncheon meeting in the afternoon. A good discussion was held concerning the various departments and their upcoming needs for personnel, and other budget requests. It was a good discussion.

That evening, I attended a choir concert at my church by Bethany College.

Tuesday morning, I was on KMAN's "In Focus" radio program. We discussed various topics.

Wednesday morning, I met with the Budget and Finance Committee regarding possible plans for a "retreat" and a facilitator to help lead a discussion on upcoming needs for the county in facilities and personnel.

Afterwards, I voted early upstairs in the County Office Building and went to my office to go over mail and review today's meeting, e-mails, and phone calls.

Wednesday evening, I attended Lenten services at my church.

I continue PT three times per week plus home exercises, and I am gradually getting more mobility and strength.

McKinley's Comments:

Monday, I testified in Topeka for SB 162, the nuisance abatement bill. The only opponent was a written letter. Several proponents spoke and the questions were just to clarify some things. Today it passed favorably out of committee.

Monday afternoon was the County Officials Luncheon meeting. We went over several things.

Tuesday, I met with the Budget and Planning Committee to review what we want from the retreat being planned.

Ford's Comments:

Monday afternoon I attended the 2024 quarterly County Officials Luncheon here in the BOCC Chambers. Appreciated everyone being willing to move the meeting up to 2:00 p.m. and a huge thanks to Kelsey and Will and Little Apple Nutrition for providing an afternoon snack and energy tea. The main topic of discussion was the baseline and opening dialog to start the FY 2025 from everybody and I thought it was important as we begin the process to start and have that conversation early this year as we did.

Also Monday afternoon I met with the Budget and Finance Committee to discuss the process for a Request for Qualifications (RFQ) for a Facilitator as we work on putting together the details for a Strategic Planning Retreat later this year. Good dialog on the subject was had and I'm looking forward to seeing what transpires and what we are able to put together moving forward.

Wednesday morning, I listened to the WebX of the Kansas House Local Government Committee as they discussed SB 364 a Rural EMS Training Regulation Bill and SB 162 Riley and Crawford County Nuisance Abatement Act which after some lengthy discussion and questions passed out of the committee favorably and now will reach the house floor for a final vote.

Wednesday afternoon I had my March National Teams call with NACo's Community Economic and Workforce Development Committee. After some opening remarks from our Chair Martha

Schrader, Commissioner, Clackamas County, Oregon. We heard from two guest speakers. The first was Sabiha Zainulbhai, Deputy Director, Domestic Housing "Future of Land & Housing Program - New America". She discussed several foreclosure and eviction analysis tools and updates. The second speaker was Josh Brandwein, Policy Director, National Association for County Community & Economic Development. He discussed the proposed CDBG rule overview and joint comment letter from NACo and other agencies. Michael Matthews, Legislative Director, CEWD, NACo gave us his monthly legislative update from Capitol Hill in Washington, D.C. Chair Martha Schrader led an open discussion to close out the call. We will meet again in April.

Wednesday evening, I attended the Manhattan Area Chamber of Commerce Business After Hours hosted by the Greater Manhattan Community Foundation. It was great to have once again the chance to network with members from the business community and to hear what GMCF is working on including their Annual Grow Green Day and celebrating 25 years of service in the Manhattan and Riley County Community.

Also Wednesday evening I watched K-State get a big win vs. Texas in the second round of the Big 12 Tournament in Kansas City 78-74 keeping their NCAA Tournament hopes alive. The win moves the Wildcats record to 19-13 and leaves them with another matchup vs. Iowa State in the quarterfinals.

Hopefully everybody stayed safe and sound from Wednesday evening's storms. Certainly, glad for the rain but can always do without the wind and hail for sure.

Business Meeting

3. County Special Alcohol Fund Allocations

Move to approve the County Special Alcohol Fund Allocation for the 21st Judicial District Drug Court in the amount of \$5,616.00.

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

4. Notice to Township Board - Cereal Malt Beverage License for Britt's Farm

Move to sign the Notice to Township Board - Cereal Malt Beverage License for Britt's Farm (1000 S. Scenic Drive).

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

5. 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

6. Sign Riley County Employee Action Form(s)

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

- Loren Borella, a new hire, as a Human Resources Clerical Assistant, in the Clerk/Election Department, at a Range TASND, at \$15.00 per hour.
- Alex Bauer, a Volunteer Firefighter Stipend, in the Riley County Fire District #1 Department, for Separation from County Service, effective March 12, 2024.

7. Intergovernmental Luncheon Agenda attendees and topics

8. Discuss Joint City/County/County Meeting Agenda

Review Minutes

9. Board of Riley County Commissioners - Regular Meeting - Mar 11, 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
--------------	-----------------------

Review Tentative Agenda

10. Tentative Agenda

Press Conference Topics

11. Discuss Press Conference
- Rich Vargo - Presidential Preference Primary Election update

9:00 AM Clancy Holeman, Counselor/Director of Administrative Services

- 9:00 AM 12. 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, attorney 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 9:20 a.m.

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

- 9:20 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

9:20 AM**Evan McMillan, Assistant County Engineer**

13. Bid opening for Transfer Station truck scales

The Board of County Commissioners opened the following bids for the Transfer Station truck scales:

<u>Company</u>	<u>Make and Model</u>	<u>Delivery Date</u>	<u>Estimated length of time to install</u>	<u>Base Bid</u>
Salina Scale 415 N 9 th Salina, KS 67401	B-TEK Duratron	January 2025	2 days	\$97,651.00
WH Scale Company 4145 NW 25 th Topeka, KS 66618	Survival RTO Series	July 12, 2024	July 14, 2024 2 days	\$49,900.00

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

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

9:30 AM**Shilo Heger, Treasurer**

14. February 2024 Revenue Reporting - Riley County Treasurer

Heger presented the treasurer's report.

9:45 AM**Daryn Soldan, Manhattan Area Chamber of Commerce**

15. Economic development update

Soldan presented the economic development update.

Muth discussed employment talent in the region.

Bishop updated the Board on Fort Riley activity.

10:00 AM Alvin Perez, Public Works Operations and Fleet Manager

16. Bid opening for corrugated metal pipe and bands

The Board of County Commissioners opened the following bids for corrugated metal pipe and bands:

Company	Total Bid
J & J Drainage Products Co. 110 North Pershing, PO Box 829 Hutchinson, KS 67504-0829	\$30,710.40
Welborn Sales, Inc. S. Industrial Area, Box 1666 Salina, KS 67402-1666	\$29,404.10
Contech Engineered Solutions 3006 Atchison Way Lawrence, KS 66047	\$47,863.00
Metal Culverts, Inc. 728 Heisinger Road, PO Box 330 Jefferson City, MO 65102	\$46,145.40

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

10:10 AM Alvin Perez, Public Works Operations and Fleet Manager

17. Bid opening for crushed/washed limestone

The Board of County Commissioners opened the following bids for crushed/washed limestone chips:

Company	Total Bid
Bayer Construction Company, Inc. PO Box 889 Manhattan, KS 66505-0889	\$ 60,809.00
Green Dream International 32 W. 8 th Street, Ste. 607 Erie, PA 16501	\$107,321.00

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

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

10:20 AM Elizabeth Ward, Human Resources Director and Vivienne Leyva, PIO

18. NACo and Flint Hills Leadership programs for 2024

Ward & Leyva presented the leadership courses for 2024.

The Board discussed the leadership programs.

Move to approve the human resources staff move forward with the nomination and selection of two candidates for the 2024 NACo High Performance Leadership Academy and two candidates for the 2024 Flint Hills Regional Leadership Program in collaboration with department heads.

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

10:30 AM Budget and Planning Committee - Brittany Phillips, Budget and Finance Officer

19. Monthly Cash Flow Report for February 2024

Phillips presented the monthly cash flow reports.

20. 2025 Budget Calendar and Baseline

Phillips presented the 2025 budget calendar and baseline.

Ford said personnel with CPI-U is a priority.

Focke suggested funding critical needs for services.

Phillips said she will work on drafting a message for the 2024 budget for outside agencies and departments.

The Board agreed by consensus to have each of the

departmental/outside agencies presentations 15 minutes.

Move to approve the 2025 budget calendar and establish a 2025 budget baseline.

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

10:50 AM Elizabeth Ward, Human Resources Director

10:50 AM 21. Executive session to discuss confidential legal advice regarding potential litigation issues

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 Clancy Holeman, Riley County Counselor, and Shelley Woodard, Deputy 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 11:10 a.m. Rich Vargo, Riley County Clerk, and Elizabeth Ward, Human Resources Director, will be present during a portion of the executive session to provide factual information.

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

11:10 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

11:10 AM Josh Brewer, Executive Director Manhattan Area Habitat for Humanity

22. Community Land Trust Program

Brewer discussed Community Land Trust in relation the Reinvestment Housing Incentive Districts (RHID).

Brewer said they have formed the Good Steward Community Land Trust.

The Board discussed the Community Land Trust plan with RHID.

11:45 AM Elizabeth Ward, Human Resources Director

23. Consumer Price Index presentation for 2025 Budget Preparation

Ward presented the CPI-U for December 2023 of 3.8%.

Ward stated CPI-U for December 2022 was 8% and the Board approved a 5% COLA for employees.

11:50 AM Adjournment

Move to adjourn.

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