



**Board of Riley County
Commissioners
Regular Meeting
Minutes
March 21, 2024**

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

Cindy Kabriel
785-565-6200

Commission Chambers

9:00 AM

[District 1 – John Ford, Chair](#)

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

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

9:00 AM

Call to Order

Attendee Name	Title	Status	Arrived
John Ford	County Commissioner	Present	9:00 AM
Kathryn Focke	County Commissioner	Present	9:00 AM
Greg McKinley	County Commissioner	Present	9:00 AM
Rich Vargo	County Clerk	Present	9:00 AM
Clancy Holeman	Counselor/Director of Administrative Services	Present	9:00 AM
Vivienne Leyva	PIO	Present	9:00 AM
Alvin Perez	Public Works Operations/Fleet Manager	Present	9:00 AM
Evan McMillan	Assistant County Engineer	Present	9:00 AM
Anna Burson	County Appraiser	Present	9:00 AM
John Ellermann	Public Works Director/County Engineer	Present	9:00 AM
Shelley Woodard	Deputy County Counselor	Present	9:00 AM
Bob Isaac	Planner	Present	9:04 AM
Katharine Hensler	Museum Director	Present	9:07 AM
Joshua Gering	EMS/Ambulance Assistant Director	Present	10:00 AM
Elizabeth Ward	Human Resources Director	Present	10:16 AM
Amanda Webb	Planning/Special Projects Director	Present	10:25 AM
Danielle Maple	University Park resident	Present	10:30 AM
Brittany Phillips	Budget and Finance Officer	Present	10:30 AM
Amy Manges	Register of Deeds	Present	10:33 AM
James Slaymaker	University Park Board President	Present	10:36 AM
Julie Gibbs	Health Department Director	Present	10:47 AM
Kaylyn Speth	WIC Supervisor	Present	10:47 AM
Jacob Clarke	Clinic Supervisor	Present	11:05 AM

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Focke's Comments:

Tuesday I was an observer at the courthouse during the jury selection for a trial. Judge Bannister had invited us to come and witness the facility when two large trials were in the selection process. In the other courtroom, the defendant had pleaded out so there weren't as many people in the hallway as had been anticipated. It was still full, with standing room only. I was able to sit in on several hours of the jury selection process. I plan to go back at another time.

Wednesday, I went over today's documents and e-mails. I had a discussion with one of the Keats residents working on the web page. There was a meeting of the small group on Tuesday, but I was unable to attend. I'll follow up with Shelley Woodard on some questions they have.

That evening, I practiced with the bell choir and later attended Lenten services at my church.

McKinley's Comments:

Yesterday was the North Central Kansas Regional Juvenile Detention Facility meeting in Lincoln, Kansas. The biggest discussion was regarding the schooling for the youth there. USD 475 has said after this year they will no longer provide the teachers for the facility. They receive state funding for the numbers there but said it is not enough. We are pursuing legal steps to correct this.

Ford's Comments:

Monday, I attended the Kansas Employment Exploration Program (KEEP) Tour hosted by the Manhattan Area Chamber of Commerce. I was part of the local public sector panel discussion after lunch representing Riley County with about thirty or so transitioning soldiers from Fort Riley. I had the opportunity to explain what Riley County does, some of the potential job opportunities available, and the culture and benefits of working here. There were several other tours and presentations including K-State, and later several other businesses from around the area.

Monday afternoon there was the March meeting of the Riley County Law Board. I was not able to attend due to the prior meeting however some of the agenda items from the meeting included approval of the consent agenda, update from the Fraternal Order of Police Lodge #17, Law Board comments, several presentations of Life Saving Awards for Efforts, a Proclamation for National Public Safety Telecommunications Week, an update from the Community Advisory Board, discussion on the License Plate Reader agreement, analysis from Fake Patty's Day 2024, process for issuing citations to businesses found in violation of liquor laws, and discussion of the Crime Reduction Plan. Not sure if any executive session was needed during the meeting or not.

Tuesday afternoon I had the monthly Board of Directors Meeting with the Manhattan Area of Chamber of Commerce. After approval of the agenda and the consent agenda which included the minutes and financials from February and membership accounts, we had an update on the Beyond Tomorrow Downtown Plan from staff from the City of Manhattan, a DEIB Committee update, discussion on the Economic Development Strategic Plan, and the City of Manhattan sales tax initiatives. Chamber staff gave some updates and reports on what they are working on and some upcoming events as well.

Tuesday evening, I watched K-State lose in the first round of the NIT Tournament to Iowa 91-82 in Iowa City to end their season at 19-15.

Wednesday afternoon I attended the March meeting of the Flint Hills Metropolitan Planning Organization. After getting a financial update, staff gave an update which included 2024 and 2025 projects, discussion on a Carbon Reduction Plan, City of Wamego Sidewalk Master Plan, and an amendment to the Connect 2040 Plan. KDOT then provided an update, and we followed up with several action items including approval of the January meeting minutes, approval of Amendment #2 of the Transportation Improvement Plan, and Amendment #2 to the Unified Planning Work Program. We also discussed Transit Performance Measures and Preservation Performance Measures, Local Population Trends, and an updated US-24 Corridor Study.

Thursday morning, I attended Good Morning Manhattan hosted by the Manhattan Area Chamber of Commerce at the Four Points by Sheraton. Guest speaker was USD 383 Board President Jamye Morris-Hardeman who discussed everything going on with the Manhattan-Ogden School district.

Business Meeting

3. Bid Recommendation - Corrugated Metal Pipe and Bands

Move to approve the low bid submitted by Welborn Sales, Inc. of Salina, Kansas to supply corrugated metal pipe and bands in the amount of \$29,404.10.

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

4. Bid Recommendation - 2024 Crushed Limestone Chips

Move to approve the low bid submitted by Bayer Construction Co., Inc. of Manhattan, Kansas to supply crushed/washed limestone chips in the amount of \$35.77 per ton for 1,700 ton in the amount of \$60,809.00.

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

5. Accept Shaun Linenberger's resignation and appoint Duaine Sherwood as Manhattan Township Trustee

Move to accept Shaun Linenberger's resignation and appoint Duaine Sherwood as Manhattan Township Trustee.

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

6. Parallel Road Culvert Replacement Project No. C.7-0.0

Move to approve the Contract Agreement with Ebert Construction, Co., Inc. for the Parallel Road culvert replacement in the amount of \$285,323.14. The estimated project completion is 80 working days. The starting date for this project is July 15, 2024. This is a sales tax funded project.

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

7. Sign Riley County Employee Action Form(s)

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

- Thomas Bryan, a new hire, as a Volunteer Firefighter Stipend, in the Riley County Fire District #1 Department, at a Range TASND.
- Scott Cassity, a Facility and Grounds Technician II, in the Public Works/Parks Department, for Separation from County Service, effective March 15, 2024.
- Rolando Anaya, a new hire, as a Facility and Grounds Technician I, in the Public Works/Parks Department, at a Range 4, at \$19.79 per hour.
- Antonio Castillo, a new hire, as a Deputy Chief of Administration Intern, in the Riley County Fire District #1 Department.

8. Approve payroll/accounts payables (when completed)

Move to approve the payroll vouchers in the amount of \$710,400.78 and the following warrant vouchers for March 22, 2024:

2024 Budget

County General	\$985,248.98
Disaster Fund	837.03
Health Department	81,867.47
County Auction	1,042.70
Motor Vehicle Operations	1,741.60
Special Alcohol	5,616.00
Capital Improvements Fund	7,201.30
Economic Development	1,895.00
Emergency 911	3,509.30
Solid Waste	218,212.42
County Building	11,321.43
Road & Bridge Cap Project	16,627.53
RCPD Levy/Op	33,001.09
Landfill Closure	1,281.79
Riley Co Fire Dist #1	19,514.62
Fire Dist Projects	165.00
University Park W&S	3,833.38
Hunters Island Water Dist	1,305.47
Carson Sewer Benefit Dist	1,201.90
Deep Creek Sewer	329.31
Moehlman Bottoms	277.22
Valleywood Operations	697.70
Terra Heights Sewer	829.08
Konza Water Operations	2,669.06
Lakeside Heights Sewer	169.26
University Park Lagoon	8,184.00

KDOC Adult Services	13,762.31
KDOC Juvenile Services	6,571.63
KDOC Juv Reinvestment	935.90
BJA Grant	3,603.74
21 st Jud Dist DC ADSAP	1,386.47
Kansas Fights Addiction	6,895.21
City Alcohol Funds	638.66
Caroline Peine Grant	33.95

TOTAL \$1,442,407.51

2023 Budget

County General \$2,406.64

TOTAL \$2,406.64

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

Review Minutes

9. Board of Riley County Commissioners - Special Meeting - Mar 15, 2024 12:30 PM

Move to approve the minutes.

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

10. Board of Riley County Commissioners - Regular Meeting - Mar 18, 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

11. Tentative Agenda

Press Conference Topics

12. Discuss Press Conference

9:15 AM Katharine Hensler, Museum Director

13. Staff Report - Riley County Historical Museum

Hensler presented the Museum staff report.

9:30 AM Clancy Holeman, Counselor/Director of Administrative Services

14. Administrative Work Session

Holeman said he does not have anything to report.

Holeman stated lobbyists are trying to get SB 162 Nuisance Abatement "above the line".

9:50 AM David Willis, Parks Manager

15. Bid opening for mower

The Board of County Commissioners opened the following bids for a mower:

Company	Total Bid
Professional Turf Products 1010 N. Industrial Blvd. Eulless, TX 76039	\$70,458.19

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

10:00 AM Gary Fike, County Extension Director

16. Kansas Ag and Rural Leadership Tour of Brazilian Agriculture

Fike presented information on the KARL Brazilian Agricultural Tour.

10:15 AM Josh Gering, EMS/Ambulance Assistant Director

17. Request To Fill Open Position

Gering requested to fill the Paramedic position.

Move to approve the request to fill an open full time Paramedic position within the EMS/Ambulance Department.

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.

10:30 AM Bob Isaac, Planner

18. Replat Lots 288, 289, 290 and 291 of Addition No. 1 to University Park, into one (1) lot.

Isaac presented the Maple Heights Addition request to replat.

Slaymaker, resident and President of the University Park Board, spoke in opposition of the presented replat. He said the Maple replat should be denied because it will allow livestock to be on the property. Slaymaker stated a donkey is on the property in violation of current regulations. He said the covenant does not allow livestock in residential

areas. Slaymaker stated the Planning and Development Department should not have proceeded with the replat due to the covenants of University Park. He said there are no other livestock in University Park.

Slaymaker as a resident directly across the street from the proposed replat opposes it due to impacts of the value of his property. He said if this is approved the Board will not be following their own regulations.

Maple said they are hoping to build a bigger shop. She stated her donkey is an ESA animal. Maple stated the board member who spoke is breaking the regulations due to having chickens.

Ford asked staff to explain the enforcement of covenants.

Isaac said in B. Private Agreements #3 the Board shall not be obligated to enforce the provisions of any easements, covenants, or agreements between third parties.

Isaac said if you have one acre you can have one animal.

Focke asked, in the covenants, are you not allowing livestock or poultry?

Slaymaker said the University Park Board in open meetings has discussed allowing poultry but not livestock.

McKinley said we do not enforce covenants.

Move to approve “Resolution No. 032124-13, A Resolution approving the Maple Heights Addition plat and accepting the street rights of way, easements and licenses as shown to be dedicated on said plat”, as it was determined that it meets the requirements of the Riley County Land Development Regulations and Sanitary Code.

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

10:45 AM

Amy Manges, Register of Deeds

19. Year-To-Date Revenue

Manges presented the Register of Deeds year to date revenue.

10:55 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:	Kathryn Focke, County Commissioner
SECONDER:	Greg McKinley, County Commissioner
AYES:	Ford, Focke, McKinley

20. RCHD request for approval to hire full time WIC Dietitian

Gibbs requested to fill the WIC Dietitian.

Move to hire a full-time WIC Dietitian.

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 Dietitian, in the Health Department, at a Range 14.

21. RCHD Public Health Clinic request to extend medical clerk position through December 2024.

Gibbs requested the Medical Clerk position be extended through December.

Move to approve extending the part-time, temporary clerical position through CY 2024, funded entirely by a public health workforce development grant.

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 Medical Clerk, in the Health Department, at a Range 5.

22. Request for out of state travel for PHEP Coordinator to attend the Health Promotion Conference

Gibbs presented the out of state travel request.

Move to approve the Out of State Travel Request for Skylar German to attend an Art & Science of Health Promotion Conference in Hilton Head, South Carolina, in the county of \$2,430.74. All costs will be covered with funds through the Regional PHEP grant.

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

Adjournment

Move to adjourn after the Joint City/County/County Meeting at 4:00 p.m. at City Offices.

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

4:00 PM

Joint City/County/County Meeting (at City Offices)

23. City/County/County Meeting Agenda

The Board attended the Joint City/County/County Meeting.