



**Board of Riley County
Commissioners
Regular Meeting
Minutes
March 25, 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
Charly Pottorff		Present	8:30 AM
Frank Nigro		Present	8:30 AM
Vivienne Leyva	PIO	Present	8:30 AM
Steve Schurle	Commercial Real Estate Analyst	Present	8:30 AM
Shantea Rebay		Present	8:30 AM
Elizabeth Ward	Human Resources Director	Present	9:00 AM
Shelly Williams	Community Corrections Director	Present	9:00 AM
Brittany Phillips	Budget and Finance Officer	Present	9:00 AM
Megan Lewis	Intensive Supervision Officer	Present	9:00 AM
Linda Teener	JCAB Chair	Present	9:11 AM
Lori Feldkamp	Big Lakes Developmental Center Director	Present	9:15 AM
Michele Reid	Payroll, Benefits & Employee Relations Manager	Present	9:21 AM
John Ellermann	Public Works Director/County Engineer	Present	9:22 AM
Laurie Harrison	Emergency Management Coordinator	Present	9:30 AM
Russel Stukey	Emergency Management Director	Present	9:30 AM
Julie Gibbs	Health Department Director	Present	9:30 AM
Brett Clark	Intensive Supervision Officer	Present	9:30 AM
Amanda Webb	Planning/Special Projects Director	Present	9:30 AM
Jessie Hubbard	Administrative Assistant II	Present	9:30 AM
Sandi Harper	ISO II - Adult, Community Corrections	Present	9:30 AM
Shelley Woodard	Deputy County Counselor	Present	9:30 AM
Sara Darnell	Maternal & Child Health Home Visitor	Present	9:30 AM
Susan Boller	Elections Manager/Deputy Clerk	Present	10:00 AM
Anita Cook	Elections Senior Analyst	Present	10:00 AM
Keirsten Cragg	Administrative Assistant I	Present	10:00 AM
Annaliese Trout	Elections Account Clerk	Present	10:00 AM

Michael Boller	Noxious Weed Director	Present	10:08 AM
David Adams	EMS/Ambulance Director	Present	10:30 AM
Amy Manges	Register of Deeds	Present	10:33 AM
Shilo Heger	Treasurer	Present	10:33 AM
Joanna Lee	Intensive Supervision Officer	Present	9:30 AM
Daniel Clark	Intensive Supervision Officer	Present	9:30 AM

Pledge of Allegiance

Public Comment

1. Public Comments

Nigro discussed concerns with the dog park at CiCo Park. He said there is no shade, no grass, no wind break, and it is a mud pit. Nigro stated there are nails, barbed wire, glass, and other items in the dog park as well. He said the area has Mexican sand burrs as well. Nigro said they need sprayed. He said the bench is unstable as well. He requested a shelter for the dog park.

Rebay said the park is not maintained and has become an eye sore. She said people are not picking up dog waste. Rebay stated a shelter is needed as well.

Pottorff agreed with Nigro and Rebay. He said a shelter or canopy should be put out there. Pottorff said it is a good place to socialize.

Pottorff stated his company would donate the poles for the canopy.

Commission Comments

2. Commission Comments

Focke's Comments:

Thursday, I had an appointment with my surgeon in the afternoon.

Later that afternoon, I attended the City/County/County meeting at Manhattan City Hall. Presentations were made by Vickie James of the Food and Farm Council of Riley County. They have done a great deal of important work in the past several years, especially with food insecurity and education of the importance of health and availability of food.

The advisory board will be asking for \$15,000 from each of the governmental groups to help fund a part time director to take her place. She will continue to work part time on a volunteer basis but needs to have a person hired to take over running their programs.

Danielle Hallgren gave a report on the Konza Prairie Community Health Center. She presented the number of people that were using their services and how much more needs to be done.

Friday, I went to physical therapy and then came down to the office to do some work. I went through the agenda and documents for today's meeting. I had a short meeting with Elizabeth Ward and then filed for a second term on the commission in the clerk's office.

The weekend was fairly quiet. I did some minor yard work, had several meetings, and went to Palm Sunday services at my church.

McKinley's Comments:

Thursday afternoon was the City/County/County meeting. We heard updates from Vickie James on the Food and Farm Council of Riley County and from Danielle Hallgren on Konza Prairie Community Health Center.

Friday and Sunday afternoon I attended the NCAA tournament games in Bramlage. A win and a tough loss to end the K-State women's basketball season.

Ford's Comments:

Thursday afternoon I attended the March Joint City/County/County meeting at Manhattan City Hall. Had two very good updates. The first from the Riley County Food and Farm Council. They updated us on everything they have been working on over the last year and discussed ways they can be better partners with both Riley County and the City of Manhattan. The second update was from Konza Community Health Clinic, they updated us on all the health services and programs they offer and their need to find more adequate space to serve the Manhattan community.

Saturday, I attended the Northview Community Cookout which included students for the K-State Landscape and Architecture Department to discuss some potential opportunities for the neighborhood. They had several design and layouts made up to see what various plans would look like and had maps asking the neighbors in the community what they would like to see and what improvements

could be made available in the future. They also had a survey put together outlining several items as well.

Over the weekend the K-State women's team lost to Colorado in the round of 32 to close out their season, and the K-State baseball team completed a three game sweep vs. Houston to move to 17-6 on the season and into first place in the Big 12 over the first couple of weekends.

Business Meeting

Review Minutes

3. Board of Riley County Commissioners - Regular Meeting - Mar 21, 2024 9:00 AM

Move to approve the minutes.

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

Press Conference Topics

4. Discuss Press Conference

Review Tentative Agenda

5. Tentative Agenda
 - End April 1, 2024 BOCC meeting by 11:00 a.m.

9:00 AM

Shelly Williams, Community Corrections Director

6. Juvenile Intake & Assessment Services On-Call Needs

Williams presented the juvenile intake & assessment services on-call needs.

The Board discussed the request.

Move to allow RCCC to expand on-call coverage to include Fridays, as well as five additional days to cover periodic all-staff training days, sick days, etc.

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

9:15 AM Lori Feldkamp, Big Lakes Developmental Center Director

7. Big Lakes Developmental Center update

Feldkamp presented the Big Lakes Developmental Center update.

9:30 AM Press Conference

8. National weather service presentation - Laurie Harrison (2-3 minutes)

Harrison said the National Weather Service office in Topeka is providing a storm spotter class on Thursday, March 28th 7:00 - 8:30 p.m. at Pottorf Hall/CiCo Park. A meteorologist will teach thunderstorm development and structure, thunderstorm safety, and what, when, and how to report information. This is free and everyone is welcome to attend. This is great information and you do not need to become a registered storm spotter to attend this class.

Harrison said if you cannot attend this training, there are other sessions available in surrounding counties. The schedule can be found at weather.gov/top/ at the top of the page find 2024 spotter show schedule. If you prefer to attend virtually, there is a link located there as well for the April 1st virtual session.

Harrison said Riley County Emergency Management and WARN (weather amateur radio network) storm spotters will have an informational booth set up.

9. Presentation of retirement plaque to Shelly Williams - John Ford (3-5 minutes)

Ford presented Shelly Williams a retirement plaque for 30 years of

service to Riley County.

Williams thanked everyone for being here. Williams thanked the Board and previous Boards for allowing her to do the work she loves. She thanked her husband and kids for their support.

Williams thanked her amazing staff.

Teener, Chair of Joint Corrections Advisory Board, said she has worked with Williams since 1995. She stated it is a tough job and she has a strong collaboration with the Advisory Board. Teener presented Williams with a gift from JCAB and the JCAB Chair.

9:40 AM Amanda Webb, Planning/Special Projects Director

10. Comprehensive Plan Update - Consultant discussion

Webb presented the request to hire a professional consultant to finish the Riley County Comprehensive Plan.

The Board discussed the request.

Move to allocate a total of \$150,000 from the Economic Development Fund to hire a professional consultant to finish all remaining elements of the Riley County Comprehensive Plan update.

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

10:00 AM Presidential Preference Primary Election Canvass

11. Procedures for Canvass of Ballots

Vargo reviewed the Canvass procedures.

Boller presented the 2024 Presidential Preference Primary Election Canvass Report.

Move the Board of County Canvassers approve the valid provisional ballots upon completion of the partial count provisional ballots and certify the Official Election Results of the 2024 Presidential Preference Primary Election.

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

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

12. Administrative Work Session

13. Pending County Projects County Counselor

Holeman presented the Commission Project List.

10:35 AM Elizabeth Ward, Human Resources Director

14. Working session - Employee Policy Manual proposal

Ward presented the Employee Policy Manual proposals.

The Board reviewed and discussed the proposals and agreed on the following by consensus.

Section 2.3

The cost of required tests and immunizations should be submitted to the employee's health insurance. If the health insurance does not cover these tests, Riley County Health Department will pay the cost of the tests/immunizations.

Section 2.5

Riley County Fire District #1 Volunteers are not employees of Riley County, however they do receive a nominal fee stipend, as well as issued clothing, and participation in a retirement program. Further they are covered by Riley County's Workers Compensation and EAP programs.

Volunteer Firefighters are also expected to know and follow the County's employee policies within this manual as applicable. Volunteer firefighters apply for their position and are subject to the same pre-hire requirements as regular employees. Riley County policies govern RCFD#1 processes and operational guidelines. Specific RCFD#1 operating guideline are found in the RCFD#1 SOG.

Section 2.6

However, no non-exempt employee shall work more than 100 total hours per pay period unless authorized by the Department Head.

Pay processes are removed from the Policy Manual to the Procedures Manual.

Section 3.2

PTO and Critical Leave were updated to match the PTO and Critical Leave policies approved by Board of County Commissioners in March 2024.

Section 3.2

PTO at the End of Employment: Accrued PTO remaining unused at the end of employment will be paid to employees who have been employed at least six (6) months and have resigned with proper notice. Employees employed less than six (6) months and those terminated for disciplinary reasons forfeit payout of unused PTO. Payout will be limited to the maximum yearly limit in which employment ends.

Flexible work schedule definition removed from the policies.

Section 3.10

Paid Bereavement Leave

In the unfortunate event of a death in the family, regular employees are entitled to paid bereavement leave, as detailed in the chart below. Such leave must be taken consecutively and may not be split up or postponed. Proof of death and the relationship to the deceased may be required. Request must be approved by the Department Head prior to taking the leave.

<i>Relationship</i>	<i>Leave Granted to non-EMS</i>	<i>Leave Granted to EMS</i>
Spouse, child (includes miscarriage), foster child, stepchild, parent (includes in loco parentis), sibling	Up to five (5) consecutive working days	Two (2) consecutive 24-hour shifts
Grandparent (including great grandparent and in-law), grandchild, great grandchild, mother- or father-in-law, brother- or sister-in-law, legal guardian, all “half” and “step” relations	Up to three (3) consecutive working days	One (1) 24-hour shift
Coworkers (current and past)	Up to 2 consecutive hours to attend the funeral	

The Board will start the next work session on page 32.

Adjournment

Move to adjourn after the Intergovernmental Luncheon at 12:00 (noon).

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

12:00 PM**Intergovernmental Luncheon**

15. Intergovernmental Luncheon Agenda