



**Board of Riley County
Commissioners
Regular Meeting
Minutes
March 28, 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
Troy Coberly		Present	8:30 AM
Marion Brandenburg		Present	8:30 AM
Robert L. Brandenburg		Present	8:30 AM
Dale Blasi		Present	8:30 AM
Roann Blasi		Present	8:30 AM
Alvin Perez	Public Works Operations/Fleet Manager	Present	8:30 AM
Shelley Woodard	Deputy County Counselor	Present	8:30 AM
Anna Burson	County Appraiser	Present	8:30 AM
Cory Meyer	IT/GIS Director	Present	8:30 AM
Brittany Phillips	Budget and Finance Officer	Present	8:30 AM
David Willis	Parks Manager	Present	8:30 AM
Michele Reid	Payroll, Benefits & Employee Relations Manager	Present	8:40 AM
Amanda Webb	Planning/Special Projects Director	Present	9:33 AM
Bob Isaac	Planner	Present	9:33 AM
Julie Gibbs	Health Department Director	Present	9:50 AM
Vivienne Leyva	PIO	Present	9:45 AM
Michael Boller	Noxious Weed Director	Present	10:08 AM
David Adams	EMS/Ambulance Director	Present	10:09 AM
Elizabeth Ward	Human Resources Director	Present	10:16 AM
Shilo Heger	Treasurer	Present	10:16 AM
Amy Manges	Register of Deeds	Present	10:20 AM
Russel Stukey	Emergency Management Director	Present	10:00 AM

Pledge of Allegiance

Public Comment

1. Public Comments

Blasi, 5312 Terra Heights Drive, discussed concerns with Airbnb's in rural residential areas. He said he has called the police twice and should have called more with concerns causes from Airbnb's. Blasi stated their private rights are stepping on the local residents' toes.

Marion Brandenburg, 5247 Terra Heights Drive, stated the Airbnb has caused trespassing on their property. She said they did call the police on March 15, 2024. She stated children were hanging on their trees causing potential liability. She said after knocking on the door it appeared the children were left unattended.

Coberly acknowledged Michelle Horstmeier and Lisa Daily for their work in assisting him. Coberly discussed bringing up some recommendations for the Planning Board for short-term rentals. He said in Wichita it has caused some concerns with teenage rentals and crime. He discussed the impacts to the sewage system which they fund.

Marion Brandenburg stated the police will only issue a trespass citation for a second offense. She said the same group is never there to receive a second offense.

Commission Comments

2. Commission Comments

Focke's Comments:

Monday afternoon I attended the Intergovernmental Luncheon at the KSU Union.

After lunch and introductions, the agenda included a presentation by Brian Peete on Fake Patty's Day. He gave statistics on the number of issues that they had in the neighborhoods and their ways of dealing with the crowds.

The cost to RCPD for the weekend was approximately \$37,000.00

Josh Brewer, Executive Director of Habitat for Humanity, gave a presentation on the community land trust proposal they are working on in Ogden that he presented to us recently.

Grant Hill, KSU Deputy Chief of Staff, gave the group the "Economic and

Community Impact” summary for fiscal year 2023 which they have determined to be \$2.3 billion for the State of Kansas. It includes statistics from all the various KSU entities.

The next meeting will be on April 22nd.

Tuesday, I had a knee procedure at the surgical center. Most of the day and evening were spent recuperating.

Wednesday, I had a PT appointment, went over the agenda and documents for today’s meeting, and then attended choir practice in the evening for Sunday’s services.

McKinley's Comments:

Ford's Comments:

Monday evening I had a Teams call with fellow NACo Veteran and Military Committee member Cathrene Nichols as well as Christopher Dorcheus from Spokane, County Washington plus Christian Bishop, Military Relations Manager from the Manhattan Area Chamber of Commerce to discuss several military and veteran services and programs they have been working on in their county including Veteran Service Officers, Career Services, Skills Bridge, and several other transitional programs that could be of real value here in Riley County. We had a wonderful dialog and I have some follow up information that has been sent that will most likely spark another call and conversation here down the road for sure.

Tuesday afternoon I had the second meeting of our CSR Team Committee at Florence. We reviewed the initiative rankings from a committee survey that was provided and determined the list based off those responses which included adopting families this year for the holidays, doing volunteer work for Habitat for Humanity, continued education on VTO (Volunteer Days Off) putting together both a voter registration drive and potentially finding election volunteers to help with both the primary and general elections for 2024, and reaching out to various local organizations to see what needs we as a company can potentially assist with. Lastly, we discussed sponsorship opportunities and how to review, compile those requests, and set the criteria for how we will determine who gets those funds, and how much, as well as communicating to our employees this process.

Also Tuesday afternoon we had the March Board of Directors Meeting of Pawnee Mental Health. We had the usual pre-Finance Committee meeting followed by the regular meeting. We had both a Chief Financial Officer update

and a CEO update from Robbin Cole. We had two program reports which included Therapy Services and the Diversity Inclusion Group. The Finance Oversight Committee discussed the February financials, the bi-annual review of investments and the 990 report. Other business included approving limits for directors and officers on general liability, distributing county and city commission signup sheets for Mental Health Month Proclamations, and appointed committee chairs and members.

I also spent some time this week trying to get updated and acclimated to the changes being discussed to the Employee Policy Manual. I'm going to be completely honest I have a lot of catching up to do here and plan on spending more time over the weekend doing so.

Business Meeting

3. Bid Recommendation for Mower

Move to approve the bid submitted by Professional Turf Products of Lenexa, Kansas for a mower in the amount of \$70,458.19. This was the only bid received and it meets the required specifications.

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

4. Recommendation for Pre-Cast Box Culverts Quote

Move to accept the quote for one pre-cast concrete box culvert structures from McPherson Concrete in the amount of \$71,044.26, to be funded by the Public Works budget, replacement of the structure at Ober Road, W. 69th Avenue, and Kansas Avenue.

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

5. Recommendation for Pre-Cast Box Culverts Quote

Move to accept the quote for one pre-cast concrete box culvert from McPherson Concrete in the amount of \$124,127.28, funded from the Sales Tax project budget, replacement of the structure at Lasita and Wildcat Creek Roads.

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

6. Sign a Tax Roll Correction

Move to approve the Tax Roll Correction.

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

7. Advisory Board appointment letters and Resolution

Move to approve the following appointments, sign letters, and approve “Resolution No. 032824-14, A Resolution appointing Riley County representatives to Council/Advisory Boards.”

Roger Nauerth Comm Dist 3	March 28, 2024- December 31, 2026	Hunters Island Water District Advisory Board 3 year
Stephen Bridenstine Comm Dist 3	March 28, 2024- December 31, 2026	Museum Board of Trustees 3 year
Samantha Brown Comm Dist 2	March 28, 2024- December 31, 2025	Public Health Advisory Council 3 year

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

8. Sign Riley County Employee Action Form(s)

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

- Kailey Ward, a new hire, as an EMT, in the EMS/Ambulance Department, at a Range EMT, at \$17.20 per hour.
- Travis Wall, a new hire, as a Volunteer Firefighter Stipend, in the Riley County Fire District #1 Department, at a grade TASND.
- Maribeth Davis, an On Call Juvenile Intake Officer, in the Community Corrections Department, for Separation from County Service, effective April 28, 2024.
- Megan Lewis, for a promotion, as an Interim Director, in the Community Corrections Department, at a Range DD, effective April 1, 2024.

Review Minutes

9. Board of Riley County Commissioners - Regular Meeting - Mar 25, 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

10. Tentative Agenda

Press Conference Topics

11. Discuss Press Conference

9:00 AM

Cory Meyer, IT/GIS Director

12. IT/GIS Staff Update - March 2024

Meyer presented the IT/GIS staff update.

Meyer discussed HB 2842 and SB 291, regarding legislative modernization, chief information security officer authority over all levels, and division of government.

Meyer said all IT equipment and software will be transferred to the State by 2027.

9:15 AM

Clancy Holeman, Counselor/Director of Administrative Services

13. Administrative Work Session

Holeman did not have an update.

9:35 AM Amanda Webb, Planning/Special Projects Director**14. Short Term Rental regulations**

Webb discussed Short Term Rental regulations.

Webb stated Riley County currently has eighteen licensed STR's and there are more which are unlicensed.

McKinley said the biggest problem he sees is enforcement. He asked if there is anything we can do to address the issues.

McKinley asked is there a way to require a fence.

Webb stated boundary lines are required to be marked.

McKinley said the regulation discusses civil and criminal violation.

Holeman stated they try to get the district court to enforce compliment.

Woodard said we currently do not have any at district court. She stated it would be the same process as the nuisance property issues. She said courts will be very reluctant to issue a criminal offense for property issues.

Holeman said the court has to be willing to issue contempt of court to include jail time. He said civil is the best potential remedy if the judge is willing.

9:55 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:	Greg McKinley, County Commissioner
SECONDER:	Kathryn Focke, County Commissioner
AYES:	Ford, Focke, McKinley

15. RCHD PHEP Out of State Travel Request

Gibbs presented the out of state travel requests.

Move to approve the Out of State Travel Request for Carly Tyler to attend the 2024 Medical Reserve Corps National Summit in Chicago, Illinois in the amount of \$2,059.00. The entire cost of this conference and travel will be paid

through the RISE Grant, which funds the MRC program.

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

16. RCHD PHEP Out of State Travel Request

Move to approve the Out of State Travel Request for Elizabeth Mills to attend the Art & Science of Health Promotion Conference in Hilton Head, South Carolina in the amount of \$2,912.95. The entire cost of the conference, to include travel, will be paid out of 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

10:05 AM Vivienne Leyva, PIO

17. March 2024 Communications Report

Leyva presented the PIO Communications update.

10:20 AM Elizabeth Ward, Human Resources Director

18. Working session - Employee Policy Manual proposal

Ward presented the Employee Policy Manual proposal.

The Board discussed the Christmas holidays off.

The Board reviewed the proposed changes.

10:50 AM Evan McMillan, Assistant County Engineer

19. Bid Opening for 2024 Asphalt Overlay Program

The Board of County Commissioners opened the following bids for the 2024 Asphalt Overlay Program:

Company	Start Date		Total Bid
Shilling Construction Company, Inc. PO Box 1568 Manhattan, KS 66505	May 1, 2024	30 days	\$1,602,010.00

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

11:00 AM Anna Burson, Appraiser

20. Property Tax Exemption in Riley County

Burson presented the property tax exempt properties in Riley County.

11:12 AM Adjournment

Move to adjourn.

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