



**Board of Riley County
Commissioners
Regular Meeting
Minutes
April 04, 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
Anna Burson	County Appraiser	Present	8:30 AM
Ashlyn Easterday	Payroll Clerk	Present	8:30 AM
Elizabeth Ward	Human Resources Director	Present	8:30 AM
Evan McMillan	Assistant County Engineer	Present	8:32 AM
Michael Boller	Noxious Weed Director	Present	9:15 AM
Julie Gibbs	Health Department Director	Present	9:45 AM
Shanika Rose	Chronic Disease Risk Reduction Coordinator	Present	9:45 AM
Amanda Webb	Planning/Special Projects Director	Present	9:45 AM
John Ellermann	Public Works Director/County Engineer	Present	10:00 AM
Donna Borgerding	Vehicle Supervisor/Deputy Treasurer	Present	10:03 AM
Katharine Hensler	Museum Director	Present	10:04 AM
David Adams	EMS/Ambulance Director	Present	10:06 AM
Amy Manges	Register of Deeds	Present	10:13 AM
Cory Meyer	IT/GIS Director	Present	10:13 AM
Russel Stuke	Emergency Management Director	Present	10:13 AM
Tande Lentz	Assistant Vehicle Supervisor	Present	10:15 AM
Megan Lewis	Interim Community Corrections Director	Present	10:30 AM
Laurie Harrison	Emergency Management Coordinator	Present	10:56 AM

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Focke's Comments:

Wednesday, I attended the Military Relations Committee Lunch at the Manhattan Conference Center. After lunch, the guest speaker was Jase Rapert, Congressional Staffer for Senator Moran. He spoke on the low recruitment numbers and presented statistics and issues around funding and programs. He emphasized that they don't want a "hollow army" and they are looking not only for new recruits, but development of new capabilities.

The next speaker was Rich Jankowitz who spoke about AUSA, their history and mission to support military members and their families. AUSA has 1.6 million members that support their programs for service members and veterans.

After the luncheon, I attended the Westloop Business Association meeting at Rockin K's. It took me some time to figure out how to get to the building with Kimball being shut off, but finally found the back way in and missed the opening remarks.

The airport director gave a report on improvements that have been made and the successful year that they are having with the new runway. They are planning to construct several new airport hangars.

Ron Fehr gave a farewell address prior to his retirement and spoke about many of the projects they had accomplished over the years, and those that are "in the works" going forward.

After he spoke, various people in the group gave updates on their businesses and activities.

After that meeting I went home to change clothes, went to a PT appointment, and went downtown to Bell Choir practice at my church.

McKinley's Comments:

Monday, I attended the Randolph senior lunch. I updated them on several things we are working on. Their biggest question was the funding for senior meals. They have received the same amount since there were eight attending until now when they average twenty-two at

their lunches. They sent a letter that I have copied each of you. They were told by the Council on Aging that we have not increased their funding. I told them I asked last year and was told we can only approve the total budget and not directly where it goes.

Ford's Comments:

Monday afternoon I met with Daryn Soldan, George Kandt and Allison Muth at the Manhattan Area Chamber of Commerce to discuss some workforce, and remote workforce retention ideas in regard to our previous dialog with the company "Make My Move." We had a really good dialog, and it looks as if both Kansas State University and the Kansas Department of Commerce may be on board to some degree as well.

Also Monday we had a late afternoon, spur of the moment special meeting to work through the challenges of a cybersecurity incident. I want to say thanks to everybody who quickly and on the fly attended this meeting and worked through the important details associated with it.

The rest of week I have been focused on some work-related things as April tends to be a rather busy month with reviews and audits there.

Business Meeting

3. 2024 Asphalt Overlay Program Bid Recommendation

Move to accept the bid submitted by Shilling Construction Co., Inc. of Manhattan, Kansas for the 2024 Asphalt Overlay Program in the amount of \$1,602,010.00.

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

4. Sign Riley County Employee Action Form(s)

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

- Sarah Dorsen, an As Needed Clerical Assistant, in the Planning and Development Department, for Separation from County Service, effective April 29, 2024.
- Chelsea Buntjer, a new hire, as a Facility and Grounds Technician I, in

- the Public Works/Parks Department, at a Range 4, at \$19.03 per hour.
- Samuel Switzer, a new hire, as a Facility and Grounds Technician I, in the Public Works/Parks Department, at a Range 4, at \$19.03 per hour.
- Angela McKinley, a new hire, as a Custodian, in the Public Works Department, at a Range 1, at \$18.40 per hour.

5. Approve payroll/accounts payables (when completed)

Move to approve the payroll vouchers in the amount of \$758,127.16 and the following warrant vouchers for April 5, 2024:

2024 Budget

County General	\$544,560.32
Disaster Fund	86,794.91
Health Department	88,931.74
Court Services	150.00
Emergency 911	1,151.88
Solid Waste	5,238.35
County Building	18,538.71
Road & Bridge Cap Project	79,063.84
RCPD Levy/Op	1,334,973.00
Riley Co Fire Dist #1	67,697.10
Fire Dist Projects	104,957.70
University Park W&S	3,298.07
Hunters Island Water Dist	1,294.92
Deep Creek Sewer	100.00
Moehlman Bottoms	582.14
Terra Heights Sewer	573.75
Konza Water Operations	4,078.38
KDOC Adult Services	5,699.24
KDOC Juvenile Services	4,518.50
KDOC Juv Reinvestment	1,019.31
BJA Grant	1,635.82
City Alcohol Funds	695.81
RL County Alcohol Funds	1,663.75
Caroline Peine Grant	250.00

TOTAL \$2,357,467.24

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

Review Minutes

6. Board of Riley County Commissioners - Regular Meeting - Apr 1, 2024 8:30 AM

Move to approve the regular meeting minutes for April 1, 2024.

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

7. Board of Riley County Commissioners - Special Meeting - Apr 1, 2024 4:30 PM

Move to approve the Special Meeting minutes for April 1, 2024.

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

Review Tentative Agenda

8. Tentative Agenda

Press Conference Topics

9. Discuss Press Conference

Focke discussed getting a bid to replace all the windows in the CPE Building.

The Board agreed to get a budget estimate for new windows for the CPE Building.

The Board asked for Ellermann to consider which windows need to be replaced in other county facilities.

The Board discussed speed limit concerns on Kansas Avenue in the City of Riley.

10. Request to Fill Deputy County Counselor

Holeman presented the request to fill the Deputy County Counselor.

Move to approve the plan to hire and onboard the Deputy County Counselor position.

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 Deputy County Counselor, in the Counselor/Administrative Services Department, at a Range FF.

9:15 AM Michael Boller, Noxious Weed Director

11. Staff Update

Boller presented the Noxious Weed/HHW staff update.

9:30 AM Anna Burson, Appraiser

12. Staff Update

Burson presented the Appraiser's Office staff update.

9:45 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

13. RCHD Request to apply for additional DECK grant funds

Gibbs presented the request to apply for additional DECK funds.

Ford asked the status of this position when the grant ends in 2025.

Rose said they have established coalitions they hope will pick up the funding needed.

Move to approve the request to apply for additional DECK funds.

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

10:00 AM

Amanda Webb, Planning/Special Projects Director

14. Planning & Development - Staff Update

Webb presented the Planning & Development staff update.

10:15 AM

Elizabeth Ward, Human Resources Director

15. Working session - Employee Policy Manual proposal

Ward presented the Employee Policy Manual proposal.

The Board discussed the Christmas holidays off.

Move approve as part of the holiday policy "to observe two days for the Christmas holiday as designated by the payroll calendar annually, except when Christmas falls on a Saturday or a Sunday, then only one day will be observed."

RESULT:	ADOPTED [2 TO 1]
MOVER:	Greg McKinley, County Commissioner
SECONDER:	John Ford, County Commissioner
AYES:	Ford, McKinley
NAYS:	Focke

Ward discussed the eligibility pay designation of the holiday.

The Board agreed by consensus that if an observed holiday falls on a day when the employee is not regularly scheduled to work, the employee will not be allowed to designate another day off.

Ward discussed changing the current Professional Appearance Policy to Personal Appearance Policy.

Ward discussed the dress code regarding body piercings and tattoos.

Ford requested bringing this back as separate items. Ford said we need to get through the rest first and then come back to this.

11:00 AM Clancy Holeman, Counselor/Director of Administrative Services

16. Administrative Work Session

17. A Resolution Extending a Declaration of Local Disaster Emergency

Holeman presented a resolution extending the declaration of local disaster emergency.

Stukey suggested extending it to next Thursday.

The Board agreed to extend the declaration until Monday, April 15th.

Move to approve “Resolution No. 040424-15, A Resolution extending a Declaration of Local Disaster Emergency for Riley County, Kansas.”

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

11:05 AM David Adams, EMS/Ambulance Director

18. Out of State Travel Request

Adams presented an out of state travel request.

Move to approve the Out of State Travel Request for David Adams to represent Kansas EMS and Riley County EMS at the "EMS on the Hill" in Washington, D.C. in the amount of \$1,166.21 funded by KEMSA.

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

11:10 AM

Adjournment

Move to adjourn.

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