



**Board of Riley County
Commissioners
Regular Meeting
Minutes
April 20, 2023**

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

Cindy Kabriel
785-565-6200

Commission Chambers

9:00 AM

[District 2 – Greg McKinley, Member](#)

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

[District 1 – John Ford, Vice Chair](#)

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	Absent	
Rich Vargo	County Clerk	Present	9:00 AM
Clancy Holeman	Counselor/Director of Administrative Services	Present	9:00 AM
Anna Burson	County Appraiser	Present	9:00 AM
John Ellermann	Public Works Director/County Engineer	Present	9:00 AM
David Adams	EMS/Ambulance Director	Present	9:00 AM
Doug Russell	Assistant Fire Chief	Present	9:00 AM
Russel Stukey	Emergency Management Director	Present	9:00 AM
Michele Reid	Payroll, Benefits & Employee Relations Manager	Present	9:03 AM
Gary Fike	County Extension Director	Present	9:52 AM
Amanda Webb	Planning/Special Projects Director	Present	10:09 AM
Craig Cox	Deputy County Counselor	Present	10:42 AM
Wynn Butler	Manhattan City Commissioner	Present	4:00 PM
John Matta	Manhattan City Commissioner	Present	4:00 PM
Usha Reddi	Manhattan City Commissioner	Present	4:00 PM
Linda Morse	Manhattan City Commissioner	Present	4:00 PM
Ron Fehr	Manhattan City Manager	Present	4:00 PM
Mike Gillispie	Law Board	Present	4:00 PM
Wyatt Thompson	Manhattan City	Present	4:00 PM
Mark Hatesohl	Manhattan City Commissioner	Present	4:00 PM
Barry Wilkerson	County Attorney	Present	4:00 PM
Kurt Moldrup	RCPD	Present	4:00 PM
Brad Jager	RCPD	Present	4:00 PM
Katie Jackson	City Attorney	Present	4:00 PM

Pledge of Allegiance

Public Comment

1. Public Comments

Stukey briefed the Board on the storms last night. Stukey stated there was a radar indicated tornado northeast of Randolph. Stukey said no significant damage was caused.

Russell presented pictures from the fire north of Randolph.

Russell discussed the task force which assisted on the fire.

The Board thanked the Fire District #1 staff and volunteers for their work.

Holeman asked the Board to add two executive sessions to the end of today's agenda.

Move to add two executive sessions to the end of the agenda.

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

Commission Comments

2. Commission Comments

Focke's Comments:

Tuesday morning I spent time in the BOCC office catching up on paperwork, e-mails, and phone calls. I also spent some time with Craig Cox on the Keats project.

Russel Stukey called and advised me about the fire in the northern part of the county and the need to declare a state of emergency, so I went back to Clancy Holeman's office to sign the declaration.

Wednesday I worked in the garden in the morning and then attended the Zoom meeting of Heartland Works. The following items were discussed:

- A report by Trina Goss, a new member, who recently attended the national meeting. She gained a lot of insight into the role and responsibilities of the board.

- The Board approved continuing 100% health and dental insurance for staff. There are currently nine employees with four new positions to fill. The director feels strongly that full coverage of health and dental insurance helps with retention of employees.
- Director, Gina Coffman, gave a report on going through a “provisional review” by the federal oversight committee that studied the organizational structure of the regional group. They are requiring six items to work on, some of which are shared with the State of Kansas. Gina will give further updates at the next meeting.
- Federal unemployment is at 3.5% (March), compared with 2.9% in Kansas. Geary County is the highest in this area with 4.9% unemployment, possibly due to Ft. Riley’s transitioning soldiers. Work has been ongoing to encourage that demographic to stay in Kansas for jobs.

Wednesday evening I practiced with the church Bell Choir, which finished early due to pending weather. I monitored the storm progress and was ready to go to the storm shelter.

Ford's Comments:

Monday afternoon I attended the April meeting of the RCPD Law Board at Manhattan City Hall. This was a very long and very challenging meeting with the items on the agenda. But some the items and actions taken were the passing of the consent agenda, an update from the Fraternal Order of Police #17, several board member comments, a proclamation for National Correctional Officers Week, a second proclamation for National Police Week, passing of a request for a Bureau of Justice Assistance Grant, discussion on adding a General Civilian Counsel, update on the Initial Organizational Assessment, a very robust discussion on Animal Control including a presentation for the City of Manhattan, and RCPD plus discussion from the Law Board, and lastly a presentation on the 2024 Budget and Development of that budget. There were no executive sessions or other items after that.

Also Monday afternoon I met with Kent Glasscock to discuss several items including the K-State 105 Plan he's working diligently on, efforts on SB 162 the Riley County Nuisance Abatement Act we're working on, discussion and the task force development on the fairgrounds plus the Rural Economic Development Committee and the work and efforts taking place there. Always like chatting with Kent, he's a wealth of knowledge and information and I always like picking his brain.

Tuesday afternoon I attended the monthly meeting of Manhattan Area Chamber of Commerce Board of Directors. Among the items of discussion was an update in membership accounts and financial through March 31st. We also got a full 2022 audit report along with the

990, got an official introduction from Christian Bishop the new Military Relations Director, discussion on a funding endorsement to the City Commission for MATC, and the Chambers Entrepreneurship Program. We also heard a very detailed report on the Childcare Accelerator Grant and local Childcare Incubator and an update on a new CVB Director.

Also Tuesday afternoon I met with Kate Ryan and Barry Schmidt from McCownGordon, We took some time to discuss the upcoming update to our Vision 2025 Comprehensive Plan, future master planning here at the county and the fairgrounds discussion out at the Edge Collaboration District on K-State and out at CiCo Park. Enjoyed the dialog from both of them and appreciated their thoughts and input on each of these topics.

Wednesday afternoon I listened in via Zoom to the first of the Riley County Rural Economic Development Committee meeting. Greg Willems, Greg Lohrentz, and Marty Vainer gave an updated presentation on the work and efforts in the Edge Collaboration District at K-State and in particular the animal science district and the new livestock area and needed infrastructure.

Also Wednesday afternoon we had the April meeting of the Flint Hills MPO via Zoom. We got a financial update, an introduction to new MPO employee Abigail Danner, our 2023 GPC agreement, and a contract with Strawn and Associates. KDOT provided us with an update, and we voted on an update to both Amendment #3 to the Connect 2040 Plan, and Amendment #5 to the Transportation Improvement Plan, We also discussed invoice #2 for the 2023 Local Match as well as a possible EV Readiness Study for the Flint Hills Region.

Wednesday evening I attended the Ogden City Council meeting. It had been a while since I could get over that way on a Wednesday night, but I was able to catch them up on quite a bit that is going and several different conversations I'm having with dynamics in the area.

Thursday morning I attended Good Morning Manhattan at the Four Points Sheraton. Guest speaker was Dr. Alfonso Clavijo, Director at NBAF, he gave a good update on what is going on at the facility and what to expect moving forward. We also heard from the new Military Relations Director with the Chamber Christian Bishop and what she will be working on moving forward as well.

McKinley's Comments: Absent

Business Meeting

3. Change Order #1 - High Plains Ranch Road Asphalt Overlay

Move to approve Change Order #1 - Final with Shilling Construction for the 2022 High Plains Ranch Road Asphalt Overlay project to decrease the contract amount by \$8,045.00 for a final cost of \$138,608.00.

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

4. Sign Riley County Personnel Action Form(s)

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

- Jairus Kelley, a new hire, as a part time AEMT, in the EMS/Ambulance Department, at a Pay Range AEMT, at \$18.29 per hour.
- Adrianna Yeakel, a new hire, as a part time EMT, in the EMS/Ambulance Department, at a Pay Range EMT, at \$16.38 per hour.
- Joshua Schwanke, a new hire, as a part time EMT, in the EMS/Ambulance Department, at a Pay Range EMT, at \$17.89 per hour.
- Abigail Rounbehler, a new hire, as a part time EMT, in the EMS/Ambulance Department, at a Pay Range EMT, at \$17.20 per hour.
- Johattan Candido, a new hire, as a part time EMT, in the EMS/Ambulance Department, at a Pay Range EMT, at \$17.20 per hour.
- Christopher Albanese, a new hire, as a part time EMT, in the EMS/Ambulance Department, at a Pay Range EMT, at \$16.38 per hour.
- Brian Savage, a new hire, as a part time EMT, in the EMS/Ambulance Department, at a Pay Range EMT, at \$17.89 per hour.
- Wyatt Voth, a new hire, as a part time Paramedic, in the EMS/Ambulance Department, at a Pay Range Paramedic, at \$20.98 per hour.
- Cody Woodruff, a new hire, as a part time Paramedic, in the EMS/Ambulance Department, at a Pay Range Paramedic, at \$21.82 per hour.
- Courtney Siemers, a new hire, as a full time Paramedic, in the

EMS/Ambulance Department, at a Pay Range Paramedic, at \$20.98 per hour.

5. Approve payroll/accounts payables (when completed)

Move to approve the payroll vouchers in the amount of \$651,825.41 and the following warrant vouchers for April 21, 2023:

2022 Budget

Disaster Fund	\$35,550.00
TOTAL.	\$35,550.00

2023 Budget

County General	\$ 839,685.48
Disaster Fund	84.99
Health Department	110,747.35
21 st Distr Adult Drug Crt	369.57
County Auction	57.51
Motor Vehicle Operations	3,315.90
Community Corrections	15,490.56
Capital Improvements Fund	431,309.75
Economic Development	1,000.00
Emergency 911	7,081.08
Solid Waste	210,349.47
County Building	45,225.63
RCPD Levy/Op	17,167.62
Landfill Closure	611.70
Riley Co Fire Dist #1	23,394.82
University Park W&S	5,679.00
Hunters Island Water Dist	109.02
Carson Sewer Benefit Dist	114.26
Deep Creek Sewer	183.80
Moehlman Bottoms	57.27
Valleywood Operations	95.10
Terra Heights Sewer	436.37
Konza Water Operations	462.91
Lakeside Heights Sewer	2.19
TOTAL.	\$1,713,031.35

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	John Ford, County Commissioner

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

Review Minutes

6. Board of Riley County Commissioners - Regular Meeting - Apr 17, 2023 8:30 AM

Move to approve the minutes.

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

Review Tentative Agenda

7. Tentative Agenda

Press Conference Topics

8. Discuss Press Conference
- May 1st - Commissioner Ford - Annual Kansas County Commissioners Association report

9:30 AM

Clancy Holeman, Counselor/Director of Administrative Services

9. Administrative Work Session

Holeman discussed the Interlocal Agreements with the small cities.

10. Small City Sales Tax Loss Reimbursement Agreement—City of Randolph

Holeman presented the Interlocal Service Agreement with the City of Randolph.

Move to approve the Interlocal Service Agreement with the City of Randolph.

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

9:50 AM

John Ellermann, Public Works Director/County Engineer

11. Request to fill vacant Administrative Clerk I position

Ellermann presented the request to fill the Administrative Clerk I position.

Move to approve filling of the Public Works - Administrative Clerk I position.

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

The Board of County Commissioners signed a Riley County Position Action Form for an Administrative Clerk I, in the Public Works Department.

10:00 AM

Gary Fike, County Extension Director

12. Summary of Volunteer Income Tax Assistance program

Fike presented a summary of the VITA Program.

13. Fairgrounds Task Force Appointments

Fike presented the Fairgrounds Task Force report.

Fike said Russ Briggs will be Commissioner Focke's appointment.

The commissioners agreed to the following proposed task force:

Riley County Fairgrounds Task Force

- Gary Fike, Extension Director - chair
- Dave Lewis (Commissioner Ford's representative)
- John Wienck (Commissioner McKinley's representative)
- Russ Briggs (Commissioner Focke's representative)
- Craig Poe - Riley County Extension Board
- Lance Sharp - Riley County Fair Board
- Natalie Gordon - Riley County Rural Economic Development Board
- Greg Lohrentz - KSU Foundation
- Sue Maes, Manhattan City Commission representative
- Randy Holle - Kaw Valley Rodeo Association
- Mike Day - KSU College of Agriculture

10:20 AM**Amanda Webb, Planning/Special Projects Director****14. Environmental Health Technician position and job description**

Webb presented the Environmental Health Technician position and job description. Webb said this will not be an additional position, but an entry level position the grow into the Environmental Health Specialist.

Webb said if the technician position is filled some services will have to be contracted.

Move to approve the creation of the Environmental Health Technician position and associated job description.

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

10:30 AM**Bob Isaac, Planner****15. Replat Lot 1 and Lot 8 of Sky View Ranches (subdivision) into a single lot.**

Isaac presented the Sky View Ranch, Unit 3 replat.

Move to approve "Resolution No. 042023-20, A Resolution approving the Sky View Ranches, Unit 3 plat and accepting the street rights of way, easements, and licenses as shown to be dedicated on the said plat", as it was determined that all the requirements of the Riley County Land Development Regulations and the Sanitary Code have

been met.

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

Move to approve the Termination of Declaration of Local Disaster Emergency for Riley County, Kansas.

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

10:49 AM

Executive session to discuss confidential legal advice regarding potential litigation issues

Move the County Commission, including Chairwoman Focke and Vice Chairman Ford, recess into executive session on potential litigation for the purpose of consultation with Clancy Holeman, Riley County Counselor, and Craig Cox, Deputy County Counselor, attorneys for the commission, which is 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.

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

11:10 AM

Move the Board of County Commissioners come out of executive session.

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

Move the record reflect no binding action was taken during the executive session.

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

11:11 AM

Executive session to discuss confidential legal advice regarding potential litigation issues

Move the County Commission, including Chairwoman Focke and Vice Chairman Ford, recess into executive session on potential litigation for the purpose of consultation with Clancy Holeman, Riley County Counselor, and Craig Cox, Deputy County Counselor, attorneys for the commission, which is 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 11:26 a.m.

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

11:26 AM

Move the Board of County Commissioners come out of executive session.

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

Move the record reflect action shall be taken consistent with the consensus reached in executive session.

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

11:28 AM

Adjournment

Move to adjourn after the Joint City/County/County Meeting at 4:00

p.m.

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

4:00 PM

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

16. City/County/County Meeting Agenda

Focke opened the Joint City/County/County Meeting.

Focke presented the Home Rule Resolution Opposing the Riley County Law Enforcement Agency's Appointment of Animal Control Officers to the Riley County Police Department and Requesting No Such Appointments Be Made.

Holeman stated Riley County staff first found out about the City's intention of shifting the responsibility at the March 23, 2023 City/County/County Meeting.

Holeman said in the future facility needs for the Animal Shelter would fall on Riley County if the transition is made due to the governing statutes of the consolidated law enforcement.

Holeman discussed the resolution and statutory authority which does not allow for the transfer.

Holeman said there are entirely different acts which authorize animal control officers.

Jackson reported the City has not asked the Law Board to hire the animal control officers. Jackson said state law does say the law enforcement agency enforces any and all ordinances.

Jackson stated the crux for the City of Manhattan is the RCPD has written citations through municipal court. Jackson said currently animal control is doing some duties which assist the animal shelter. Jackson said the City is supplementing RCPD.

Jackson said the City and County have an agreement which transferred all the animal control equipment to the City.

Focke stated never in this process was the County involved in the

discussion.

Focke said Riley County has been contributing funding for animal control.

Butler asked if the County wants to do any animal control in the rural area.

Ford stated in the unincorporated area it is not needed.

Matta said they considered contracting directly with RCPD for services with the City.

Ford stated he would not be opposed in paying for animal control services as needed.

Butler said residents in the City pay both the City tax and the county tax.

Fehr discussed the history of the animal control between the City and County.

Fehr discussed the need for an agreement with the County for animal control services.

Fehr said they want to make this easy for all of us.

Reddi said when on the Law Board she never saw anything on animal control.

Moldrup stated they get called for broken pipes at homes and direct residents to contact the correct individual to help. Moldrup said due to the fact they receive the call does not mean it should be under RCPD. Moldrup stated it is the same with animal control.

Moldrup discussed if contracted as with the co-responders they would remain city employees as co-responders are Pawnee Mental Health employees. Moldrup said if they work for RCPD they will be included in the 20%. Moldrup said if they took the three ACOs it would disingenuous to not respond in the County. Moldrup said they are a 24-hour service and it would have to be available during all hours, which would increase staffing levels.

Moldrup stated if ACOs are with RCPD they will have to serve all cities and unincorporated areas of Riley County.

Much discussion took place on Animal Control Officers.

Thompson said the 2023 budget for Animal Control and Animal Shelter is \$700,000.

5:13 Adjourned.