



**Board of Riley County
Commissioners
Regular Meeting
Minutes
April 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
Anna Burson	County Appraiser	Present	8:30 AM
Vivienne Leyva	PIO	Present	8:30 AM
Evan McMillan	Assistant County Engineer	Present	8:30 AM
Michele Reid	Payroll, Benefits & Employee Relations Manager	Present	8:32 AM
Brittany Phillips	Budget and Finance Officer	Present	8:33 AM
Barry Wilkerson	County Attorney	Present	9:00 AM
John Ellermann	Public Works Director/County Engineer	Present	9:00 AM
Megan Lewis	Interim Community Corrections Director	Present	9:45 AM
Jessie Hubbard	Administrative Assistant II	Present	9:45 AM
David Adams	EMS/Ambulance Director	Present	9:46 AM
Alvin Perez	Public Works Operations/Fleet Manager	Present	9:48 AM
Julie Gibbs	Health Department Director	Present	10:01 AM
Russel Stukey	Emergency Management Director	Present	10:03 AM
Amy Manges	Register of Deeds	Present	10:03 AM
Shilo Heger	Treasurer	Present	10:03 AM

Pledge of Allegiance

Public Comment

1. Public Comments

McMillan said the asphalt overlay project for Stockdale Park and Blue River Hills Road will begin on Monday.

Commission Comments

2. Commission Comments

Focke's Comments:

Monday, I attended the Intergovernmental Luncheon at the K-State Union. Presentations were made by Jessica Gnad on updates to K-State 105, and by Casey Lauer on the K-State Campus Update. There will be no meeting in May.

After the meeting, the groundbreaking ceremony was held at the location of the new EMS facility.

Wednesday after bell choir practice, I went to Keats to their monthly community meal. The church has hired a new pastor, who was in attendance with his wife.

Participants were vocal about our success in getting grants for the wastewater project, no major concerns or questions were raised.

This week, I have had inquiries from several constituents regarding the KDOT project on Highway 13 and the paving of Wildcat Creek Road. I discussed both issues with John Ellermann and will get answers back to the people.

McKinley's Comments:

Monday noon was the Intergovernmental Luncheon at K-State. We heard a review of the K-State 105 plans and about facilities and the Campus Master Plan.

Spent almost all day yesterday enjoying the great weather and working in the garden.

Ford's Comments:

Monday afternoon I attended the April Intergovernmental Luncheon hosted by K-State in the Bluemont Room at the K-State Student Union. Listened to several presentations by K-State, an update on the K-State 105 plan, a demo on the All Things Kansas website and K-State Campus Master Plan update that is still ongoing and in the works. Also gave a brief update on several things happening here in Riley County and listened to updates from all the other entities in attendance and it was a packed house this month as well.

Also Monday afternoon we had our groundbreaking ceremony for our new EMS Headquarters Facility slated to be completed next June. I thought it went very well and was very well attended by members of the community as well as other local officials. I'm extremely excited that after years of planning and deliberation we have finally reached the realization of construction of this important and game-changing building.

Tuesday afternoon I had my monthly Community and Social Responsibility committee meeting at Florence. We discussed and finalized some volunteer opportunity possibilities with both Habitat for Humanity and Manhattan Emergency Shelter as they ended up first and second on this list, an application to fill out for funding that will be raised in-house throughout the rest of the year and several end of the year events including a school supply and clothing drive, and a possible voter registration and voter volunteer drive as well.

More good news on the grant side of things. Governor Laura Kelly and the Kansas Water office announced an 18 million dollar investment to thirty four Kansas municipalities and special districts related to water on Monday. Among those thirty four cities were two from Riley County that received Technical Assistance Grants including the City of Randolph at \$650,000 and the City of Ogden at \$404,710 to help address both communities pressing water needs.

Lastly, I'm also happy to announce that WTC has been announced as a finalist for the ADOPT Grant that we discussed earlier in the year. Those announcements took place earlier in the week and WTC is working on a plan moving forward to finalize receiving those grant awards.

Business Meeting

3. Highway Use Permit, WTC- Random Woods

Move to approve the Highway Use Permit granting WTC permission to bury fiber optic in Random Woods according to the details and route shown on the maps.

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

4. Change Order-Fancy Creek Bridge Replacement Project K.0-6.2

Move to approve Change Order Number 1 with Reece Construction Co., Inc. in the amount of \$2,784.34 for the Fancy Creek Road bridge replacement project.

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

5. Invoice to Kansas Secretary of State for Presidential Preference Primary March 19, 2024

Move to approve the Invoice to the Kansas Secretary of State for the Presidential Preference Primary March 19, 2024 in the amount of \$59,606.84.

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

6. Action on Mobile Device Reimbursement Request Form

Move to approve the Mobile Device Reimbursement Request Form.

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

7. Sign Tax Roll Corrections

Burson explained the Home Depot three years of tax corrections.

Move to approve the Tax Roll Corrections.

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

- Kaci Goff, a new hire, as an As Needed Volunteer Firefighter Stipend,

- in the Riley County Fire District #1 Department, at a Range TASND.
- Brandyn McDonald, a new hire, as an As Needed Election Worker, in the Clerk/Election Department, at a Range TASND.

Review Minutes

9. Board of Riley County Commissioners - Regular Meeting - Apr 22, 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 Barry Wilkerson, County Attorney

12. Staff update

Wilkerson presented the County Attorney update.

9:15 AM Clancy Holeman, Counselor/Director of Administrative Services

13. Administrative Work Session

Holeman discussed SB 162 & SB 384, Riley County and Crawford County nuisance abatement authority in unincorporated areas of the county for three years, effective July 1, 2024. Holeman stated there is a

very detailed process to follow with nuisance abatement. Holeman said it is very protective of property rights and does not impact agricultural activity.

9:35 AM John Ellermann, Public Works Director

14. Keats Sewer District - Amendment to Owner-Engineer Agreement

Ellermann presented the Keats Engineer Agreement Amendment.

Move to approve the Amendment to Owner-Engineer Agreement, Amendment No. 3 with BG Consultants for the Keats Sanitary Sewer Improvements PER in the amount of \$10,000 and utilize ARPA funds to pay this increase.

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

9:50 AM Megan Lewis, Interim Community Corrections Director

15. FY25 Adult Services Comprehensive Plan

Lewis presented the FY25 Adult Services Comprehensive Plan.

Focke asked to receive large documents earlier to review in their entirety.

Lewis said she understands.

Move to approve the FY2025 Adult Comprehensive Plan Grant.

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

16. FY25 Juvenile Services Comprehensive Plan

Lewis presented the FY25 Juvenile Services Comprehensive Plan.

Move to approve the FY2025 Juvenile Comprehensive Plan Grant.

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

10:05 AM Elizabeth Ward, Human Resources Director

17. Employee Policy Manual Update

Ward presented the Employee Policy Manual.

Move to approve the Riley County Policy Manual as presented.

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

10:20 AM Alvin Perez, Public Works Operations and Fleet Manager

18. Bid opening for asphalt seal oil

The Board of County Commissioners opened the following bids for asphalt seal oil:

<u>Company</u>	<u>CRS-1HP (per gallon in tanker load lots including shipping)</u>	<u>Demurrage Charge (per hour, after ? hours)</u>	<u>Pump Charge (per load)</u>	<u>Returned Load Charge (per load)</u>
Coastal Energy Corporation PO Box 218 Willow Springs, MO 65793	\$2.80/gallon	\$100/hour after 2 hours	\$125/load	\$1,550/load
Vance Brothers, Inc. 5201 Brighton Kansas City, MO 64130-0107	\$2.67/gallon	\$70/hour after 2 hours	\$75/load	\$605/load
Ergon Asphalt & Emulsions 630 S. Donmyer Road Solomon, KS 67480	\$2.75/gallon	\$100/hour after 2 hours	\$100/load	\$550/load

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

10:29 AM Adjournment

Move to adjourn.

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