



**Board of Riley County
Commissioners
Regular Meeting
Minutes
May 06, 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
Vivienne Leyva	PIO	Present	8:30 AM
Alvin Perez	Public Works Operations/Fleet Manager	Present	8:30 AM
Elizabeth Ward	Human Resources Director	Present	8:30 AM
Anna Burson	County Appraiser	Present	8:30 AM
Brittany Phillips	Budget and Finance Officer	Present	8:30 AM
Katharine Hensler	Museum Director	Present	8:30 AM
John Ellermann	Public Works Director/County Engineer	Present	8:33 AM
Sgt. Pat Tiede	RCPD	Present	9:09 AM
David Hughes	Public Works Operator II	Present	9:15 AM
Evan McMillan	Assistant County Engineer	Present	9:15 AM
Shilo Heger	Treasurer	Present	9:15 AM
Michele Reid	Payroll, Benefits & Employee Relations Manager	Present	9:15 AM
Linda Glasgow	Curator Archivist and Librarian	Present	9:25 AM
Amy Manges	Register of Deeds	Present	10:09 AM
Gina Snyder	Downtown Manhattan Director	Present	10:53 AM
Jared Tremblay	MPO Director	Present	11:07 AM
Ginny Peterson	Riley County Genealogical Society	Present	1:15 PM
Donna Borgerding	Vehicle Supervisor/Deputy Treasurer	Present	1:32 PM
Michael Rezkalla	Pawnee Mental Health Services Director	Present	1:53 PM
Barry Wilkerson	County Attorney	Present	2:10 PM
Daryn Soldan	Chamber Economic Development Director	Present	2:30 PM
Christian Bishop	Chamber Military Relations Manager	Present	2:30 PM
Jason Smith	Manhattan Area Chamber of Commerce Director	Present	2:30 PM

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Focke's Comments:

Thursday, I had a monthly meeting at my church in the evening.

Friday, I went to my final physical therapy appointment and am happy to be released. They did a good job of getting my knee in shape. I still have exercises to do, but the worst is over! That afternoon, I went to KSU gardens and enjoyed the afternoon. Then I reviewed the agenda and documents for today's meeting.

This weekend I did a lot of work in the yard, played in the bell choir at church on Sunday, and went to lunch with my lunch group at Parkside Station.

McKinley's Comments:

Had a relaxing weekend. Went to Lindsborg Friday. I have heard about Lindborg but have never been there. It is a nice town and found out that it is the home of Jim Richardson, and he has a store there.

Ford's Comments:

Thursday afternoon I listened in on the Council on Foreign Relations State and Local Officials webinar "Reimagining American Economic Leadership". Mathew Goodman, Distinguished Fellow, and Director of the Greenberg Center for Geoeconomic Studies at CFR discussed their new RealEcon initiative and the role both state and local officials will play in contributing to a consensus on U.S. leadership in the international economy. Mr. Goodman also provided a series of questions to the participants on American economic leadership to solicit feedback. A question-and-answer session then followed the presentation.

Also Thursday afternoon I attended the May meeting of the Flint Hills

Mental Health Task Force. Among the items of discussion were approval of the minutes from the last task force meeting, revisions to the e-mail list of partners, developing a sub-committee for group policy procedures, and discussion on legitimizing the task force through both the city and county. New business items discussed included a possible APS meet and greet sometime in the future, and update from the Crisis Intervention Committee, launching mobile crisis in both Riley and Pottawatomie Counties, and updates on “Safe Places to Go” and 988/911 integration. We went through a recent private practitioner survey that was put out in the community as well.

Friday morning, I had my monthly meeting with the doctor at Stormont Vail. Nothing new to note other than discussing my current discouragement and frustration with the current process and direction.

Friday afternoon I took a tour out at the Flint Hills Job Corps Center. Big thanks to Benjamin Cron and the staff for providing this time for me and doing so during their annual open house. I got to get a first-hand look at all the different programs and services they have on site and can provide to the student base as well as all the dormitories and other educational and student needs necessary for everyday operations. I came away from this tour very impressed with the work and passion everyone has out there, and this is a program that has and is making a difference, and it is a resource that we have right here in our own backyard too. Hard to believe that in almost 30 years of operation this is the first time I have been out there to take a visit and tour of the facility.

Lastly on Friday I sat in on a discussion panel out at the Law Enforcement Center with U.S. Senator Roger Marshall, officials from the Riley County Police Department, Pottawatomie Sheriff’s Department, Junction City Police Department, Geary County Sheriff’s Department, Kansas Highway Patrol, and others to discuss some of the challenges we all face locally here on the ground including cybersecurity, human trafficking, mental health and crisis control, fentanyl and other drug related overdoses, and drug trafficking issues in the area to name a few. Thought the discussion went very well and we provided some key areas that hopefully we can draw more federal support and resources to so we can better fight and solve these challenges we face.

Saturday morning, I went out and walked around the Flint Hills Festival over in the Blue Earth Plaza. It was a beautiful morning to head out to see all the food trucks and local vendors on hand selling items and the Manhattan Fire Department had some of their equipment and trucks onsite as well and the Discovery Center was open to the public too.

Business Meeting

3. Bid Recommendation - 2024 Asphalt Seal Oil

Move to approve the low bid submitted by Vance Brothers Inc. of Kansas City, Missouri, to supply CRS-1HP asphalt seal oil in the amount of \$2.67/gallon.

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

4. Proclamation for National Historic Preservation Month

Move to sign the National Historic Preservation Month Proclamation for the Riley County Historical Museum.

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

5. Sign Riley County Employee Action Form

The Board of County Commissioners signed a Riley County Employee Action Form for Nickolas Decker, a new hire, as a Seasonal Laborer, in the Public Works/Parks Department, at a Range Seasonal at \$14.00 per hour.

6. Discuss Good Morning Manhattan

Attendees:
John Ford
Greg McKinley
Bryant Parker
Rich Vargo

Review Minutes

7. Board of Riley County Commissioners - Regular Meeting - May 2, 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

8. Tentative Agenda

Press Conference Topics

9. Discuss Press Conference

9:00 AM Clancy Holeman, Counselor/Director of Administrative Services

10. Administrative Work Session
 11. Pending County Projects County Counselor
- Holeman presented the Commission Projects list.

9:20 AM Rich Vargo, County Clerk

12. Preservation of Ballots and Election Records

Vargo recommended Board approve the Democratic Party Chair Carl Reed and the Republican appointee Marvin Rodriguez to observe the destruction of the 2023 November City/School Election votes.

Move to approve the Democratic Party Chair Carl Reed and the Republican appointee Marvin Rodriguez to observe the destruction of the 2023 November City/School Election votes.

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

9:30 AM**Press Conference**

13. Presentation of retirement plaque to David Hughes - John Ford (3-5 minutes)

Ford presented David Hughes a retirement plaque for 17 Years of Service to Riley County.

Hughes said he appreciated the opportunities to serve the public.

14. Presentation of a National Historic Preservation Month Proclamation - John Ford and Katharine Hensler (3-5 minutes)

Ford presented the National Historic Preservation Month Proclamation to Hensler.

Hensler said Historic Preservation Month began in 1973 to raise awareness of Historical Preservation.

Hensler thanked the Board for the recognition.

15. RCPD Update - Sgt. Pat Tiede (3-5 minutes)

Tiede presented a Riley County Police Department update.

16. 2023 Second Half Real Estate/Personal Property Taxes Due - Shilo Heger (2 minutes)

Heger said the 2023 real estate and personal property tax 2nd half payments are due May 10, 2024. Heger said tax payments must be postmarked by this date. Heger said interest will start accruing on May 11th.

Heger said no motor vehicle transactions may be processed if personal property taxes, intangible taxes, watercraft taxes, 16/20m truck taxes, or oil/gas taxes are delinquent after May 10th.

Heger said we offer several ways to pay:

- In person at 110 Courthouse Plaza 8:00 am to 5:00 pm

- Drop box on the front of the building
- Online - credit/debit card or E-Check: <https://rileycountytreasurer.us>
- Credit/Debit card payments will incur 2.5% fee with a minimum charge of \$2.95
- E-Check will incur a \$1.50 fee
- Pay by telephone - 785-377-5385 - convenience fee will be added
- By mail if postmarked by May 10th, 2024

Heger said to call the office at 785-537-6321 if you have any questions or if you need any additional information.

10:00 AM Russel Stukey, Emergency Management Director

17. EM / Fire Staff Update for the month of March

Stukey presented the EM/Rural Fire staff update.

10:15 AM Elizabeth Ward, Human Resources Director

18. Working session - Employee Procedures Manual proposal

Ward presented the proposed Employee Procedures Manual.

McKinley said he believes the newly elected County Attorney, County Clerk, County Treasurer, and Register of Deeds should be compensated within the existing pay scale based on experience.

Ford agreed.

Ford stated he feels all commissioners should be paid the same regardless.

McKinley and Focke agreed.

Ward stated the County Attorney's budget is handled a little differently.

The Board agreed by consensus for all newly elected officials be paid within the existing pay scale based on experience as evaluated by Human Resources and approved by the Board of County Commissioners.

Ward presented the new and expanded position request.

Ford said we do not have a process well lined out from beginning to

end.

Focke suggested adding something saying the department head must request them through the budget process. Focke said we should have a suggestion for during the year.

Ford said new positions during the year would have to be absorbed in the existing budget.

Focke felt it was too restrictive during a time when a position is necessary.

McKinley agreed.

10:45 AM Katharine Hensler, Museum Director

19. 2025 Museum Budget Request

Hensler presented the 2025 Museum budget request.

11:00 AM Gina Snyder, Downtown Manhattan Director

20. 2025 Downtown Manhattan Appropriation Request

Snyder presented the 2025 Downtown Manhattan appropriation request.

11:15 AM Jared Tremblay, Flint Hills MPO Planning Manager

21. 2025 Flint Hills Metropolitan Planning Organization Appropriation Request

Tremblay presented the 2025 Flint Hills Metropolitan Planning Organization appropriation request.

11:22 Recessed.

1:15 PM Anna Burson, Appraiser

22. 2025 Riley County Appraiser Budget Request

Burson presented the 2025 Appraiser budget request.

1:30 PM Ginny Petersen, Riley County Genealogical Society

23. 2025 Riley County Genealogical Society Appropriation Request

Peterson presented the 2025 Genealogical Society appropriation request.

1:45 PM Shilo Heger, Treasurer

24. 2025 Treasurer, Motor Vehicle & Tech Fund Budget Requests

Heger presented the 2025 Treasurer, Motor Vehicle & Tech Funds budget requests.

2:00 PM Michael Rezkalla, Pawnee Mental Health Services Director

25. 2025 Pawnee Mental Health Appropriation Request

Rezkalla presented the 2025 Pawnee Mental Health appropriation request.

2:15 PM Barry Wilkerson, County Attorney

26. 2025 Riley County Attorney Budget Request

Wilkerson presented the 2025 County Attorney budget request.

2:30 PM Jason Smith, Manhattan Area Chamber of Commerce Director

27. 2025 Manhattan Area Chamber of Commerce Appropriation Request

Soldan presented the 2025 Manhattan Area Chamber of Commerce appropriation request.

2:42 PM

Adjournment

Move to adjourn.

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