



**Board of Riley County
Commissioners
Regular Meeting
Minutes
May 08, 2023**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

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

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

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

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
Barry Wilkerson	County Attorney	Present	8:30 AM
Judge Grant Bannister	District Court	Present	8:30 AM
David Kreller		Present	9:00 AM
Amanda Webb	Planning/Special Projects Director	Present	9:00 AM
Evan McMillan	Assistant County Engineer	Present	9:00 AM
Shilo Heger	Treasurer	Present	9:30 AM
Cory Meyer	IT/GIS Director	Present	9:30 AM
Elizabeth Ward	Human Resource Director	Present	9:32 AM
Darell Edie	Budget & Finance Officer	Present	9:33 AM
Laurie Harrison	Emergency Management Coordinator	Present	10:05 AM
Katharine Hensler	Museum Director	Present	10:11 AM
David Adams	EMS/Ambulance Director	Present	10:37 AM
Emily Wagner	Manhattan Emergency Shelter Director	Present	1:30 PM
Erica Christie	Three Rivers, Inc.	Present	1:45 PM
Russel Stukey	Emergency Management Director	Present	2:00 PM
Vickie James	Food and Farm Council Coordinator	Present	2:20 PM

Pledge of Allegiance

Public Comment

1. Public Comments

Bannister, Chief Judge 21st Judicial District, discussed Riley County's contract with attorneys for statutorily required services. Bannister said

there has not been a contract for 15 months. Bannister suggested creating an additional docket to process the cases. Bannister stated they have found one attorney willing to take on the cases. Bannister said the attorney would like to be bill based on the case rather than hourly. Bannister believes it will cost Riley County less money.

Bannister stated it is currently \$125/hour and the attorney suggested \$250/case. Bannister said he does not need a contract, but permission for the attorney to submit his request to pay.

Wilkerson said it will be more cost efficient this way at \$250/case.

Focke asked, what kind of cases will the new attorney handle?

Wilkerson stated they will handle misdemeanor cases. Wilkerson said it will be 40-50 misdemeanor cases.

Bannister said he hopes Riley County gets an RFP out there for attorneys for the indigent.

Commission Comments

2. Commission Comments

Focke's Comments:

Thursday I attended the Conservation District tour for the afternoon, which started at their offices at 1:10 p.m. The first stop on the tour was at the SAVE Farm near Riley. Information was given by the landowner on the history and ongoing activities of the farm, which teaches the basics of farming to veterans and others. Several of the current students were in attendance. A lunch and snacks were available thanks to the members for that and then we went out on several areas of the farm, including a detailed explanation of the "tile Outlet System" in the terraces and the scope and scale of the project which impacts Wildcat Creek. We drove to several locations on the farm, including farm ground and pastures. We also were shown the process of soil sample testing and how various areas are tested for their growing capabilities, plus the impact of losing soil from erosion.

We also visited a solar well at Steve Hargrave's pasture close to Randolph and the benefits of that type of well as compared with farm ponds. Also discussed were rangeland concerns, including noxious weeds (like Sericea Lespedeza and Old World Bluestem). It was a very informative tour and I learned a lot.

Friday I worked on my landscaping and spent time in the office reviewing all the documents for Monday's meeting and the budget requests, e-mails, and follow-up phone calls.

Later that evening, I went to the Masterworks Chorale concert at the Methodist Church.

Ford's Comments:

Thursday I listened in on the Council of Foreign Relations Home and Board virtual series with State and Local governments for May. This month's presentation was the "U.S. Strategy and the War in the Ukraine". Once again it was a panel discussion with featured speakers Andrew Basevich, Professor Emeritus International Relations and History, Boston University as well Heather Conley, President German Marshall Fund of the United States, and lastly Charles Kupchan, Senior Fellow, Council on Foreign Relations. Reena Ninan, Founder Good Trouble presided over the dialog and as you can imagine there were a lot of solid questions and concerns on this subject.

Also on Thursday I joined members of the Riley County Conservation District and the Natural Resources Conservation Service on a tour to several places in northern Riley County including the SAVE (Servicemember Agricultural Vocation Education) Farm to see what they are working on and what their plans are moving forward plus got a firsthand look at terracing and cover crops and how it reduces topsoil erosion. We also got a look at the process of soil sampling and all that goes into it. Later we toured a solar powered well on, board member Steve Hargrave's ranch, that is used to water cattle, and we saw the Riley County Conservation District (RCCD) no-till pull behind drill that's available for rent to help plant.

Friday I joined Dennis Cook, Director of the Aggieville Business Association for lunch at Nico's to discuss challenges and efforts in the Aggieville Business District. There has been and continues to be a lot going on and with talk and rumors abroad I thought it was important to get the facts on everything. We later did a walk through along the district that proved to be very interesting and informative.

Later on Friday I met with EMS Director David Adams to discuss the updated plans and options for the Public Safety Headquarters still being worked through and discussed. A lot of work and innovation has been put into this to make it a workable product and I look forward to the dialog with everybody on this come Thursday's BOCC meeting.

Lastly on Friday I had a pre-Law Board meeting to discuss and finalize the agenda for the upcoming May meeting which will be at noon on

May 15th. Mostly discussed the 2024 budget with some dialog on the workout contract with Genesis Health Club and talk to restart dialog on how to handle the Fake Patty's Day event moving forward.

Saturday I visited the open house for the St. Joseph's Church down along the lower McDowell Creek Road over in Geary County. I have a long family history and lots of memories and pictures as three generations of family are buried there dating back to the 1850's including my great great grandfather who helped build the church and my grandmother who although is buried in rural Leavenworth County grew up in the community and went to church there and attended school in the area as well.

Saturday evening I attended the Spring Roundup Celebration out at the Lazy T Ranch. Had a wonderful and delicious barbeque dinner complete with everything homemade apple and blueberry cobbler. We also heard from several entertainers including Jeff Davidson, who performed the "Best of the West" a selection of the best cowboy songs of all-time. Had a great time as always and always appreciate the invite to this and other related events out at the ranch.

Also wanted to mention that Pillsbury Crossing was closed over the weekend due to unnecessary activity and large number of people at the location. Not sure if that is permanent at this point in time so I will be checking and seeing what the plan is moving forward.

Congratulations to the K-State baseball team for their series sweep over regional hopeful Southeast Missouri State. The Batcats have ran their season record to 31-18 now and are looking more and more like a tournament team at this point as well.

McKinley's Comments:

Just kept busy around the home this weekend. Mowing and planting in the garden.

Business Meeting

3. Highway Use Permit, Raymond Shultz and Thunder Pump & Plumbing

Move to approve the Highway Use Permit granting Raymond Shultz permission to have Thunder Pump & Plumbing work in the right of way to install residential sewer line under School Branch Road at 18750 School Branch Road.

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

4. Highway Use Permit, Larson Construction

Move to approve the Highway Use Permit granting Larson Construction permission to complete the work in the right of way to install water service under Kitten Creek Road to serve 7203 Neef Drive.

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

Review Minutes

5. Board of Riley County Commissioners - Regular Meeting - May 4, 2023 8:30 AM

Move to approve the minutes.

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

Review Tentative Agenda

6. Tentative Agenda

Press Conference Topics

7. Discuss Press Conference

9:00 AM

Rich Vargo, County Clerk

8. Year to date budget and expenditure reports

Vargo presented the year to date budget and expenditures report.

9:15 AM

Amanda Webb, Planning/Special Projects Director

9. Consider and approve the annual review of the Riley County Solid Waste Management Plan as completed by the Riley County Solid Waste Management Committee

Webb presented the 2023 Solid Waste Management Plan Annual Review.

Move to approve the SWMP annual review for forwarding to KDHE.

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

9:30 AM

Press Conference

10. RCPD Update - Greg Steere (2-3 minutes)

Steere presented a Riley County Police Department (RCPD) update.

11. 2022 Second Half Real Estate/Personal Property Taxes Due - Shilo Heger (2 minutes)

Heger presented the following information on 2022 real estate and personal property tax 2nd half payments:

- ❖ Due Date: May 10, 2023
 - Tax payments must be postmarked by this date
 - Interest will start accruing on May 11th
- ❖ 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
- ❖ We offer several ways to pay:
 - In person at 110 Courthouse Plaza until 5:00 pm
 - Drop box on the front of the building
 - Online - credit/debit card or E-Check: www.rileycountyks.gov
 - Credit/Debit card payments will incur 2.5% + \$2.00 convenience fee on the amount charged

- E-Check will incur a \$2.00 processing fee per transaction
- Pay through the telephone by credit/debit card - 1-800-272-9829 - convenience fee will be added
- By mail if postmarked by May 10th, 2023
- ❖ Call our office at 785-537-6321 if you have any questions or if you need any additional information

9:35 AM Clancy Holeman, Counselor/Director of Administrative Services

- 9:35 AM 12. Executive session to discuss confidential legal advice regarding potential litigation issues

Move the County Commission, including Chairwoman Focke, Vice Chairman Ford, and Commissioner McKinley, recess into executive session on potential litigation for the purpose of consultation with Clancy Holeman, County Counselor, attorney for the commission, which would be 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 10:05 a.m. Human Resource Director, Elizabeth Ward, and Budget and Finance Manager, Darell Edie, will be present during a portion of this executive session to provide factual information.

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

- 10:05 AM Move the Board of County Commissioners come out of executive session.

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

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

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

10:05 AM Laurie Harrison, Emergency Management Coordinator

13. EM out of state travel request

Harrison presented the out of state travel request.

Move to approve the Out of State Travel Request for Baldwin Fisher to attend the National Community Emergency Response Team (CERT) Conference in San Francisco, California.

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

10:10 AM John Ellermann, Public Works Director/County Engineer

14. Public Works Project Update

Ellermann presented the Public Works projects update.

15. Out of State Travel to PWX 2023

Ellermann presented the out of state travel request.

Move to approve the Out of State Travel Request for John Ellermann to attend the 2023 PWX in San Diego, California.

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

10:25 AM Katharine Hensler, Museum Director

16. Riley County Historical Museum Staff Report

Hensler presented the Museum staff report.

10:40 AM Clancy Holeman, Counselor/Director of Administrative Services

17. Administrative Work Session

18. Pending County Projects County Counselor

Holeman presented the Commissioner's Projects list.

10:50 AM Clancy Holeman, Counselor/Director of Administrative Services

19. 2024 BUDGET REQUEST

Holeman presented the Administrative Services 2024 Budget Request.

11:00 AM Elizabeth Ward, Human Resource Director

20. 2024 Budget Requests for Additional and Expanded Positions

Ward presented the new and expanded position requests.

Webb discussed the request for an additional Environmental Health Specialist position.

Focke suggested asking for another tech position rather than a Environmental Health Specialist.

Ward said if approved they would likely have to start by hiring a tech and growing a Specialist internally.

Ford said he will not be approving new positions this year.

McKinley stated the tech position seems more likely.

Adams presented the request to expand three paramedic position to three lieutenant positions.

The Board discussed the request.

Ward presented the request for a new Assistant County Attorney position.

21. Request to Fill Budget and Finance Manager position

Vargo presented the request to fill the Budget and Finance Manager position.

Move to approve recruiting to fill the position of Budget & Finance Manager.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	John Ford, 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 Budget and Finance Officer, in the Clerk's Department, at a Range CC.

11:45 AM Lunch

1:30 PM Emily Wagner, Manhattan Emergency Shelter

22. 2024 Manhattan Emergency Shelter Appropriation Request

Wagner presented the Manhattan Emergency Shelter 2024 Appropriation Request.

1:45 PM Erica Christie, Three Rivers, Inc.

23. 2024 3 Rivers Funding Request

Christie presented the Three Rivers, Inc. 2024 Appropriation Request.

2:00 PM Russel Stukey, Emergency Management Director

24. 2024 BUDGETS FOR FIRE DISTRICT #1, 911, EMERGENCY MANAGEMENT AND FIRE STATION PROJECTS

Stukey presented the Fire, EM, 911 and Fire Station Projects 2024 Budget Requests.

2:10 PM Anna Burson, Appraiser

25. 2024 APPRAISER BUDGET

Burson presented the Appraiser's 2024 Budget Request.

2:20 PM Vickie James, Food and Farm Council Coordinator

26. 2024 FOOD AND FARM COUNCIL FUNDING

James presented the Food and Farm Council 2024 Appropriation Request.

2:42 PM Adjournment

Move to adjourn after the Groundbreaking Ceremony for the North County EMS in Leonardville.

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