



**Board of Riley County  
Commissioners  
Regular Meeting  
Minutes  
May 09, 2024**

115 North 4th Street  
Manhattan, KS 66502  
[www.rileycountyks.gov](http://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  |
| Elizabeth Ward    | Human Resources Director                      | Present | 8:30 AM  |
| Anna Burson       | County Appraiser                              | Present | 8:30 AM  |
| Vivienne Leyva    | PIO                                           | Present | 8:30 AM  |
| Michael Boller    | Noxious Weed Director                         | Present | 9:04 AM  |
| Amanda Webb       | Planning/Special Projects Director            | Present | 9:05 AM  |
| Shilo Heger       | Treasurer                                     | Present | 9:20 AM  |
| Jason Smith       | Manhattan Area Chamber of Commerce Director   | Present | 9:33 AM  |
| Christian Bishop  | Chamber Military Relations Manager            | Present | 9:33 AM  |
| Allison Muth      | Chamber Talent Strategies Manager             | Present | 9:33 AM  |
| Brittany Phillips | Budget and Finance Officer                    | Present | 9:49 AM  |
| Julie Gibbs       | Health Department Director                    | Present | 9:53 AM  |
| John Ellermann    | Public Works Director/County Engineer         | Present | 10:30 AM |
| David Adams       | EMS/Ambulance Director                        | Present | 10:52 AM |
| Kathy Oliver      | District Court                                | Present | 11:21 AM |
| Judge Bannister   | District Court                                | Present | 11:27 AM |
| Megan Lewis       | Interim Community Corrections Director        | Present | 2:05 PM  |
| Jessie Hubbard    | Administrative Assistant II                   | Present | 2:05 PM  |
| Shelley Hays      | Administrative Analyst                        | Present | 2:13 PM  |
| Heather Ritchey   | Child Care Licensing Supervisor               | Present | 2:13 PM  |

**Pledge of Allegiance**

**Public Comment**

1. Public Comments

Ward said we were notified this morning at that the employer contribution rate will increase more than previously announced due to the passage of House Bill 2711 which increased the retiree death benefit to \$6,000. The KPERS employer rate will increase by .11% to 9.71% and KP&F employer rate will increase .06% to 24.67% effective January 1, 2025. There is no change to the employee rate.

### **Commission Comments**

#### **2. Commission Comments**

Focke's Comments:

Monday evening, I spent watching the radar and preparing to go into the storm shelter. Fortunately, it wasn't as bad as the week before.

Tuesday, I stayed around the house, as I had some workers there. Caught up on projects that I had been putting off.

Wednesday, I met with Russel Stukey for various reasons, but the main one was to personally assess the windows, moisture, and other items of need in this building. We toured most of the spaces and I was appalled at the lack of continual maintenance. We definitely need to address this and I'm looking for the bid on windows from John Ellermann soon. That evening, I attended Bell Choir practice at the church.

McKinley's Comments:

Tuesday evening, I attended my granddaughter's band concert, they did a good job. It is getting to be a pattern that when I attend one of my grandkid's events, I see Riley County employees there watching their kids.

Wednesday, I met with Brittany Phillips, Budget and Finance Officer and Elizabeth Ward, Human Resources Director to go over some budget items and then reviewed items for today's meeting.

Ford's Comments:

Hopefully everybody survived Monday night's onslaught for Mother Nature. Looks like the National Weather Service confirmed an EF-0 tornado down in the Hunters Island area that stayed on the ground for five minutes with sustained winds of 85 miles an hour. Thankfully on

minimal damage to trees and irrigation infrastructure took place.

Monday, I had lunch at El Patron with Reid Petty from Senator Jerry Moran's office and Tyler Mason from Senator Roger Marshall's office. We took some time to catch up on some upcoming military relation items and events, discussed recent bills and laws plus impacts from the recently adjourned Kansas Legislature and federal funding grants that have come through recently (including Keats and Ogden) as well as others that are still out there and being evaluated. It was to have the opportunity to catch up with both of them and look forward to doing so later on down the road as well.

Wednesday afternoon I listened to NACo's National Teams call with the Community Economic and Workforce Development Committee. After some opening remarks and introductions from our Chair Martha Schrader, Commissioner, Clackamas County, Oregon. Our first guest speaker was Anne Turner, Senior Project Officer, Claremont Lincoln University, and she discussed an upcoming opportunity with the Vibrant Communities Fellows Program. Guest speaker number two was Noah Sacks, Trail Attorney, Civil Rights Division, U.S. Department of Justice, and he discussed the Religious Land Use and Institutionalized Persons Act Review and Resources. Finally, Michael Matthews, Legislative Director, CEWD with NACo gave us his usual legislative update from Capitol Hill in Washington, D.C. We closed the call out with an open discussion and dialog.

Wednesday evening, I attended Business Afterhours hosted by the K-State Alumni Association. We heard about everything the association is working on including their official 150-year anniversary celebration taking place on September 27<sup>th</sup> and I had the chance to catch up with some folks from the university as well as the business community and had the opportunity to meet several new members here in the community as well.

Lastly, I wanted to mention that U.S. Senator Jerry Moran will be at the RCPD Law Enforcement Center Monday morning May 13<sup>th</sup> from 10 a.m. to 10:45 a.m. to announce the most recent funding for RCPD of \$250 grand for equipment upgrades. It is always a good thing we can bring in extra federal resources locally to help facilitate some of our needs here in the community.

### **Business Meeting**

#### **3. Sign Riley County Employee Action Form(s)**

The Board of County Commissioners signed Riley County Employee

Action Forms for the following:

- Jacob Durflinger, a new hire, as a Facility & Grounds Technician II, in the Public Works/Parks Department, at a Range 6, at \$20.74 per hour.
- Hunter McCullough, a new hire, as an As Needed Volunteer Firefighter Stipend, in the Riley County Fire District #1, at a Range TASND.
- Patricia Clasberry, a new hire, as an As Needed Election Worker, in the Clerk/Election Department, at a Range Election.

4. Discuss Joint City/County/County Meeting Agenda

Request to cancel per BOCC.

### Review Minutes

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

Move to approve the minutes.

|                  |                                    |
|------------------|------------------------------------|
| <b>RESULT:</b>   | <b>ACCEPTED [UNANIMOUS]</b>        |
| <b>MOVER:</b>    | Greg McKinley, County Commissioner |
| <b>SECONDER:</b> | Kathryn Focke, County Commissioner |
| <b>AYES:</b>     | Ford, Focke, McKinley              |

### Review Tentative Agenda

6. Tentative Agenda

### Press Conference Topics

7. Discuss Press Conference

9:00 AM

**Clancy Holeman, Counselor/Director of Administrative Services**

8. Administrative Work Session

Holeman said he is working on various projects.

Holeman reported Deputy County Counselor, Bryant Parker, begins next Monday, May 13, 2024.

**9:10 AM            Amanda Webb, Planning/Specials Projects Director**

9.       Comprehensive Plan Update - Consultant Selection Process

Webb presented the Comprehensive Plan update and consultant selection process.

**9:20 AM            Michael Boller, Noxious Weed/HHW Director**

10.      Staff Update

Boller presented the Noxious Weed staff update.

**9:30 AM            Shilo Heger, Treasurer**

11.      April 2024 Revenue Reporting - Riley County Treasurer

Heger presented the April revenue report.

**9:45 AM            Jason Smith, Manhattan Area Chamber of Commerce**

12.      Economic development update

Smith presented an economic development update.

Muth discussed talent and recruitment.

Bishop discussed Fort Riley activities.

**10:00 AM          Julie Gibbs, Health Department Director**

Move to recess as the Board of County Commissioners and convene as the Board of Health.

|                  |                                    |
|------------------|------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>         |
| <b>MOVER:</b>    | Kathryn Focke, County Commissioner |
| <b>SECONDER:</b> | Greg McKinley, County Commissioner |
| <b>AYES:</b>     | Ford, Focke, McKinley              |

13. RCHD Monthly Update

Gibbs presented the Health Department update.

Move to recess as the Board of Health and reconvene as the Board of County Commissioners.

|                  |                                    |
|------------------|------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>         |
| <b>MOVER:</b>    | Greg McKinley, County Commissioner |
| <b>SECONDER:</b> | Kathryn Focke, County Commissioner |
| <b>AYES:</b>     | Ford, Focke, McKinley              |

**10:30 AM**      **Budget and Planning Committee - Brittany Phillips, Budget and Finance Officer**

14. Monthly Cash Flow Report for April 2024

Phillips presented the monthly cash flow reports.

**10:40 AM**      **Elizabeth Ward, Human Resource Director**

15. Human Resources Monthly Update

Ward presented the Human Resources monthly update.

**11:00 AM**      **John Ellermann, Public Works Director/County Engineer**

16. 2025 Public Works, County Building and Auction Budget Requests

Ellermann presented the 2025 Public Works, County Building, and Auction budget requests.

**11:15 AM Amanda Webb, Planning/Special Projects Director**

17. 2025 Planning and Development Budget Request

Webb presented the 2025 Planning and Development budget request.

**11:30 AM Judge Bannister, District Court**

18. 2025 District Court Budget Request

Bannister presented the 2025 District Court budget request.

**11:45 AM David Adams, EMS/Ambulance Director**

19. 2025 Ambulance (EMS) Budget Request

Adams presented the 2025 EMS/Ambulance budget request.

11:56 Recessed.

**2:05 PM Megan Lewis, Community Corrections Interim Director**

20. 2025 Community Corrections Budget & Appropriation Request

Lewis presented the 2025 Community Corrections budget and appropriation requests.

The Board discussed an appropriation request to Clay County to cover the cost of the employee in Clay County.

**2:20 PM Julie Gibbs, Health Department Director**

Move to recess as the Board of County Commissioners and convene as the Board of Health.

|                  |                                    |
|------------------|------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>         |
| <b>MOVER:</b>    | Kathryn Focke, County Commissioner |
| <b>SECONDER:</b> | Greg McKinley, County Commissioner |

|              |                       |
|--------------|-----------------------|
| <b>AYES:</b> | Ford, Focke, McKinley |
|--------------|-----------------------|

21. 2025 Riley County Health Department Budget Request

Gibbs presented the 2025 Health Department budget request.

Move to recess as the Board of Health and reconvene as the Board of County Commissioners.

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|------------------|------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>         |
| <b>MOVER:</b>    | Greg McKinley, County Commissioner |
| <b>SECONDER:</b> | Kathryn Focke, County Commissioner |
| <b>AYES:</b>     | Ford, Focke, McKinley              |

2:38 PM

**Adjournment**

Move to adjourn.

|                  |                                    |
|------------------|------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>         |
| <b>MOVER:</b>    | Kathryn Focke, County Commissioner |
| <b>SECONDER:</b> | Greg McKinley, County Commissioner |
| <b>AYES:</b>     | Ford, Focke, McKinley              |