



**Board of Riley County
Commissioners
Regular Meeting
Minutes
May 18, 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	Present	9:00 AM
Rich Vargo	County Clerk	Present	9:00 AM
Clancy Holeman	Counselor/Director of Administrative Services	Present	9:00 AM
Michele Reid	Payroll, Benefits & Employee Relations Manager	Present	9:09 AM
Julie Gibbs	Health Department Director	Present	9:26 AM
Gary Fike	County Extension Director	Present	10:00 AM
Bob Isaac	Planner	Present	10:17 AM
Jessie Hubbard	Administrative Assistant II	Present	11:00 AM
Craig Cox	Deputy County Counselor	Present	11:13 AM
Scott Carmichael	Riley County Conservation District	Present	1:15 PM
John Ellermann	Public Works Director/County Engineer	Present	1:15 PM
Anne Smith	aTa Bus Director	Present	1:15 PM
Elizabeth Ward	Human Resource Director	Present	1:35 PM

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Focke's Comments:

Tuesday morning I attended the Kansas County Highway Association meeting at Four Points by Sheraton. I gave a “welcome to Riley County” speech and stayed for their business meeting. They elected new officers and some committee members.

That afternoon I went with Dolly Anderson, local Realtor and personal friend, to her ranch in the country. It was a good time to visit and get out of town.

That evening I attended the retirement reception for Sue Peterson, who had been working as a lobbyist for KSU since 1978. It was well attended and quite an honor for Sue.

Wednesday I had a meeting with Anna Burson to touch base with her on how her department is doing. I also met with Barry Wilkerson on several ongoing issues. The afternoon was spent going over the agenda and documents for today’s meeting.

Thursday morning, I attended the “Good Morning Manhattan” breakfast sponsored by the Manhattan Chamber of Commerce. The main presentation was by four of our state legislators on issues and bills that were passed (or not) in the House and Senate. The meeting was well attended and very informative.

Ford’s Comments:

Monday afternoon I attended the May meeting of the Riley County Law Board at City Hall. The first item was the passing of the consent agenda as written. Other items and topics of discussion were an update from the Fraternal Order of Police 17, legal analysis regarding RCPD and Animal Control Services was provided by Law Board Attorney Mike Gillespie, dialog on city funding for the Mental Health co-responders was brought up, and Captain Jager discussed the 2023 Patrick Leahy Bulletproof Vest Partnership Grant. The biggest item on the agenda was the 2024 budget development that included two different proposals, after some lengthy dialog it was decided to approve the 2024 Budget for publication adding the discussed second part of the salary survey from last year and a COLA increase capped at 6.5%. Next, we discussed the Genesis Health Club Corporate Partnership Program, the timeline for the program, and a possible new RFD with other perimeters in mind. Lastly, we had an executive session to discuss non-elected personnel matters to close out the meeting.

Tuesday afternoon I attended the monthly Board of Directors meeting of the Manhattan Area Chamber of Commerce. We started the meeting with an update on membership accounts and financials through March 31st. Discussion items included an NSF Regional Innovations Engines

Development Award by Rebecca Robinson, an update on the Entrepreneurship Center Base Grant from Daryn Soldan, update on the CVB Director search to replace Karen Hibbard who retired in February, and new Manhattan region growth stats from Jason Smith. We also heard from staff updates including an Entrepreneurship request to the Manhattan City Commission, the Childcare Accelerator Grant, and MATC presented their presentation that they presented to the City of Manhattan.

Wednesday afternoon I had the monthly Microsoft Teams call of NACo's Community Economic and Workforce Development Committee. After some opening remarks from our Chair Commissioner Martha Schrader, Clackamas County, Oregon. We heard from Kyle Baltuch, Senior Vice President of Economic Opportunity and Early Learning at the Florida Chamber of Commerce Foundation and he discussed their new project call the "Florida Prosperity Project." The second presentation was from Annie Qing, Program Manager, Health and Human Services, Counties Future Lab at NACo. She discussed a very good and solid professional development program called "Counties for Career Success Initiative". We also got an update from Capitol Hill in Washington, D.C. from our Legislative Director at CEWD, NACo Michael Matthews. He discussed the current hangups on the debt ceiling discussion, the passage of the 2024 Farm Bill, and several initiatives being discussed from the US Treasury and the Housing and Urban Development Departments. We finished with an open dialog and several questions from county officials from around the country.

Wednesday afternoon I attended the May Policy Board meeting of the Flint Hills Metropolitan Planning Organization. Got an update on staff and financials and also from KDOT. We approved several measures including the 2023 UPWP Amendment #1 and the Local Match invoice #2 as well as the approvals of the Function Class and 2024 UPWP estimates. We also spent time discussing several possible EV programs for the area and the Safe Streets and Roads for All grant program to end the meeting.

Thursday morning, I attended Good Morning Manhattan hosted by the Manhattan Area of Chamber of Commerce at the Four Points by Sheraton. We had a panel discussion from State Representatives Mike Dodson, Sydney Carlin, and Kenny Titus as well as State Senator Usha Reddi. They answered some legislative questions, and they summarized the 2023 Legislative Session in Topeka. Breakfast was great and the event was well attended.

McKinley's Comments:

Monday evening, I attended the Eisenhower Middle School music concert where my granddaughter was performing. They had the band, the orchestra, and the choir all perform. It was the last performance for Scott Freeby who has been a middle school band director in Manhattan for over 30 years.

Wednesday morning was the North Central Kansas Regional Juvenile Detention Facility (NCKRJDF) monthly meeting. We received and reviewed the audit for last year. We also looked at next year's budget and raises that will have final approval at the next meeting. Everything looks okay. Previously the facility had always hired Geary County Sheriff for local transport to doctors, etc. Last year they purchased a used vehicle to use for transportation. It has worked so well that we approved the purchase of a new vehicle. The facility had been using Geary County jail for meals but switched to making meals themselves last year. There have been savings and better food. Geary County is being sued by an inmate for the poor food. There was a proposal to have a group membership to Genesis for staff. There were questions on how many would drive to Manhattan for this and it was voted down. We discussed the possible use of the Salina jail for expansion. The State passed HB 2021 which makes Secure Care mandatory in more cases. This is why the option for Salina is being looked into. We have an architect looking into what the costs would be to add the facility.

Wednesday afternoon I attended the Riley County Rural Economic Development Advisory Board meeting. The speaker was Austin Masters with USDA that governs Community Facilities Direct Loan and Grant programs. Gary Fike wanted to discuss the options available for a possible relocation of the fairgrounds. We would be eligible for a loan, but not a grant. I also asked some questions for the City of Riley. They are looking into building a community center. It was a good meeting, and I learned a lot.

Business Meeting

3. Sign Riley County Personnel Action Form(s)

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

- Glenda Taylor, a new hire, as a Custodial Worker I, in the Public Works Department, at a Range 1, at \$16.20 per hour.
- Riley Davis, for a status change from an As Needed to a full time EMT, in the EMS/Ambulance Department, at a Range EMT, at \$16.96 per hour.
- John Christie, a new hire, as an Information Technology Specialist, in the Information Technology Department, at a Range 12, at \$25.92 per

hour.

- Hailey Heptig, for a promotion, as a Personal Property Appraiser II, in the Appraiser's Department, at a Range 7, at \$21.42 per hour.
- Danna Rivera, for a promotion, as an Administrative Clerk I, in the Public Works Department, at a Range 5, at \$19.89 per hour.
- Darell Edie, a Budget and Finance Officer, in the County Clerk's Department, for Separation from County Service, effective June 16, 2023.
- Sheryl Weston, an Administrative Clerk I, in the Public Works Department, for Separation from County Service, effective April 28, 2023.
- Jinny Thompson, a Medical Clerk, in the Health Department, for Separation from County Service, effective April 14, 2023.

4. Approve payroll/accounts payables (when completed)

Move to approve the payroll vouchers in the amount of \$659,487.85 and the following warrant vouchers for May 19, 2023:

2022 Budget

Disaster Fund	\$ 421.84
Road & Bridge Cap Project	1,143.75
TOTAL.	\$1,565.59

2023 Budget

County General	\$ 884,982.12
Health Department	107,141.13
21 st Distr Adult Drug Crt	280.00
Court Services	300.00
County Auction	203.86
Motor Vehicle Operations	3,339.29
Community Corrections	26,911.70
Emergency 911	5,804.46
Solid Waste	205,340.18
County Building	14,849.31
RCPD Levy/Op	41,742.72
Landfill Closure	1,542.52
Riley Co Fire Dist #1	38,850.26
University Park W&S	6,142.39
Hunters Island Water Dist	910.54
Carson Sewer Benefit Dist	246.91

Deep Creek Sewer	366.62
Moehlman Bottoms	374.83
Valleywood Operations	355.81
Terra Heights Sewer	947.18
Konza Water Operations	2,278.85
Lakeside Heights Sewer	39.20

TOTAL. \$1,342,949.88

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 15, 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

9:30 AM

Julie Gibbs, Health Department Director

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

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

8. RCHD Update

Gibbs presented the Health Department budget and staff update.

9. Out of State Travel Request for Julie Gibbs to attend NACCHO 360 in Denver CO in July 2023

Gibbs presented the out of state travel request.

Move to approve the Out of State Travel Request for Julie Gibbs to attend NACCHO 360 in Denver, Colorado. The entire cost will be paid for out of PHEP Regional Funds so no impact to the county.

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

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

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

10:00 AM Gary Fike, County Extension Director

10. Fairgrounds Task Force Report

Fike presented a report on the Riley County Fairgrounds Task Force.

Fike stated the committee was unanimous in the fairgrounds not being placed near the Stanley Stout Center.

10:15 AM Brian Peete, RCPD Director

11. RCPD update

Could not attend due to conflict.

10:30 AM

Bob Isaac, Planner

12. Replat Lots 38-39 and Lot A of Random Woods (subdivision) into three (3) lots.

Isaac presented the Random Woods Unit 4 replat.

Move to approve "Resolution No. 051823-26, A Resolution approving the Random Woods Unit 4 plat and accepting the street rights of way, easements, and licenses as shown to be dedicated on 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:	Greg McKinley, County Commissioner
AYES:	Ford, Focke, McKinley

10:45 AM

Bob Isaac, Planner

13. Replat Lot A and Lot B of Flintstone Addition Unit 2 into two (2) lots.

Isaac presented the Flintstone Addition Unit 3 replat.

Move to approve "Resolution No. 051823-27, A Resolution approving the Flintstone Addition Unit 3 plat and accepting the street rights of way and licenses, as shown to be dedicated on 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:	Greg McKinley, County Commissioner
AYES:	Ford, Focke, McKinley

11:00 AM

Jessie Hubbard, Administrative Assistant II

14. FY23 3rd Quarter Juvenile Services Line-Item Adjustments

Hubbard presented the FY23 Juvenile Services Line-Item Adjustments.

Move to approve the line-item transfers.

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

11:15 AM Gary Fike, County Extension Director

15. 2024 FAIR AND COUNTY EXTENSION BUDGET

Fike presented the 2024 Fair budget request.

Fike stated he will formally present the 2024 Extension Budget request in June.

11:35 AM Clancy Holeman, Counselor/Director of Administrative Services

16. Administrative Work Session

No update.

1:15 PM Scott Carmichael, Riley County Conservation District Director

17. 2024 CONSERVATION DISTRICT APPROPRIATION

Carmichael presented the 2024 Conservation District appropriation request.

1:25 PM Anne Smith, aTa Bus Director

18. 2024 ATA APPROPRIATIONS REQUEST

Smith presented the 2024 aTa Bus appropriation request.

1:35 PM Amanda Webb, Planning/Special Projects Director

19. 2024 PLANNING AND DEVELOPMENT BUDGET

Webb presented the 2024 Planning and Development budget request.

1:45 PM

John Ellermann, Public Works Director/County Engineer

20. 2024 PUBLIC WORKS PARKS, HALF CENT AND .2 CENT
SALES TAX AUCTION, COUNTY BUILDINGS

Ellermann presented the 2024 Public Works, Half Cent and .2 Cent Sales Tax, Tax Auction, and County Building budget requests.

2:18 PM

Adjournment

Move to adjourn.

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

4:00 PM

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

21. City/County/County Meeting Agenda