



**Board of Riley County
Commissioners
Regular Meeting
Minutes
May 23, 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
Brittany Phillips	Budget and Finance Officer	Present	8:30 AM
Shilo Heger	Treasurer	Present	8:30 AM
Vivienne Leyva	PIO	Present	8:30 AM
Anna Burson	County Appraiser	Present	8:30 AM
Bryant Parker	Deputy County Counselor	Present	8:31 AM
Amanda Webb	Planning/Special Projects Director	Present	8:41 AM
Bob Isaac	Planner	Present	9:00 AM
Mark Bachamp		Present	9:00 AM
John Ellermann	Public Works Director/County Engineer	Present	10:25 AM
Elizabeth Ward	Human Resources Director	Present	10:32 AM
Julie Gibbs	Health Department Director	Present	10:35 AM
Barry Wilkerson	County Attorney	Present	11:02 AM
Erin Freidline	RCPD	Present	11:00 AM

Pledge of Allegiance

Public Comment

1. Public Comments

Phillips reported on Monday staff went to Clay Center to request an appropriation of \$37,791.95 for Community Corrections. Phillips said Clay County agreed to fund the request.

Phillips stated the Kansas Department of Corrections (KDOC) has awarded an additional \$84,808.55 for Adult Services, of that

\$22,131.15 can be used for personnel.

Commission Comments

2. Commission Comments

Focke's Comments:

Tuesday, I spent time going through the consultant presentations and evaluations. All are excellent companies with varied experiences. Later, I watched portions of the City Commission meeting. They are going to appoint someone to fill the vacant seat and will be looking at applicants and possibly make the appointment next week.

Wednesday, I met on a “Teams” Zoom call regarding the Keats project with Brian Foster, Rich Vargo, Bryant Parker, and Amanda Webb to discuss the updated lagoon plan. John Ellermann was unable to attend, and Brian needs some projected costs. Brian and Amanda will get with him on Friday.

I reviewed the agenda and documents for today’s meeting and finished the consultant evaluations for Amanda Webb and e-mailed them to her.

McKinley's Comments:

Monday evening, I attended the Manhattan stop on the Catbacker tour. Heard from some of the student athletes and several of the coaches. There were food trucks available before the meeting. It was a fun evening and several of the coaches were very entertaining.

Wednesday, I had a meeting with the new deputy County Counselor, Bryant Parker. It was a chance to learn more about each other and what we see for Riley County.

Ford's Comments:

Monday afternoon I attended the May meeting of the Riley County Law Board at Manhattan City Hall. Among the items of discussion was approval of the consent agenda, and during the general agenda items included several public comments, an update from the Fraternal Order of Police Lodge #17, several Law Board Member comments, Director Peete discussed and we approved the 2025 Special Alcohol Funds Grant Agreements for Mental Health Case Manager, Captain Freidline discussed the 2024 COPS Technology and Equipment Program

funding, and discussed the 2025 budget and voted for publication of a 2025 budget with a maximum 5.58% increase to fund the agency. We finished out the meeting with four executive sessions on discipline and attorney client privilege matters.

Tuesday afternoon I attended the monthly board of directors meeting of the Manhattan Area Chamber of Commerce. Among the items of discussion were approval of the consent agenda, an update on financials through April 30, 2024 and membership accounts. We heard and discussed the 2023 audit, Dr. David Rosowsky and Dr. Marshall Stewart from Kansas State University came in to discuss their Corporate Engagement and Economic Development Plan. Discussion on the Everygy Substation and expansion for the Ogden area along with a vote on a support letter took place. Updates on work in the areas of housing, childcare, and a new business park were had, and staff gave their usual updates and reports as well.

Thursday morning pre BOCC meeting I met with Riley County Treasurer Shilo Heger to discuss some legislative items and other happenings and providing of services that are taking place and going on in her office, as well as paying for my 2024 vehicle tags and taxes. Things seem to be moving along quite nicely in her office and I appreciate the time she took to chat with me on these items.

Business Meeting

3. Outstanding Check Resolution

Move to approve “Resolution No. 052324-27, a resolution for voiding outstanding checks issued by Riley County prior to April 30, 2022.”

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

Review Minutes

4. Board of Riley County Commissioners - Regular Meeting - May 20, 2024 8:30 AM

Move to approve the minutes.

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Greg McKinley, County Commissioner

SECONDER:	Kathryn Focke, County Commissioner
AYES:	Ford, Focke, McKinley

Review Tentative Agenda

5. Tentative Agenda

Press Conference Topics

6. Discuss Press Conference

9:00 AM**Amanda Webb, Planning/Special Projects Director**

7. Comprehensive Plan Update - Consultant selection

Webb discussed the Comprehensive Plan consultant selection process.

Webb reported five consultants submitted proposals.

Webb said we need to interview at least two per the Procurement Policy.

Webb reported the following scores for the five firms:

Stantec: 84.8

Olsson: 79.4

Lakota Group: 78.4

Planning Next: 76.4

Marvin Planning Consultants: 73.8

McKinley said he had three he would like to interview.

Ford stated Stantec and Olsson had a good vision of what we need.

McKinley suggested Marvin Planning Consultants as a third since they have done a lot of counties in Kansas and Nebraska.

Leyva said Louisburg had good success with the Lakota Group.

Focke stated she had Olsson first and they are local with good references. She said Stantec was second in her rankings. She said Lakota scored low as well.

Leyva said Marvin Planning Consultants ranked last overall.

Webb said May 30th does not work for one of the top two to interview. Webb stated she will contact the firms for an alternative date.

The Selection Committee opted to interview just two firms, Stantec and Olsson.

Move to interview Olsson and Stantec for the consulting work for the comprehensive plan update.

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

9:20 AM Bryant Parker, Deputy County Counselor

8. Administrative Work Session

Parker stated he has worked on several projects with various departments since he began.

Parker discussed work on nuisance abatement.

9:40 AM Break

9:50 AM Bob Isaac, Planner

9. Amend Sections 3.21, 3.8.A, 4.13, 4.3, 5.2, 5.3, 6.3, 9.4, Table 5.1 - Land Uses, and Article 9 - Definitions, of the Riley County Land Development Regulations for Riley County, Kansas.

Isaac presented the amendments to the Riley County Land Development Regulations.

Move to approve "Resolution No. 052324-28, Resolution amending the Riley County Land Development Regulations in Riley County, Kansas" (Sections 3.21, 3.8.A, 4.13, 4.3, 5.2, 5.3, 6.3, 9.4, Table 5.1 - Land Uses, and Article 9 - Definitions).

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

SECONDER:	Kathryn Focke, County Commissioner
AYES:	Ford, Focke, McKinley

10:05 AM Vivienne Leyva, PIO

10. May 2024 Communications Report

Leyva presented the communications update.

10:20 AM Bob Isaac, Planner

11. Replat Lots 27, 31, 32 of Mobile Gardens along with Lots 1 and 2 of Mobile Gardens Unit Two, together into one lot.

Isaac presented the replat request for Macayla 2024 Addition.

Move to approve “Resolution No. 052324-29, A Resolution approving the Macayla 2024 Addition plat and accepting the street rights of way, easements and licenses as shown to be dedicated on said plat” (replat lots 27, 31, 32 of Mobile Gardens along with Lots 1 and 2 of Mobile Gardens Unit Two into a single lot, as it was determined that it meets the requirements of the Riley County Land Development Regulations and Sanitary Code).

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

10:35 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:	Kathryn Focke, County Commissioner
SECONDER:	Greg McKinley, County Commissioner
AYES:	Ford, Focke, McKinley

12. RCHD Request to fill APRN Position

Gibbs presented the request to fill the APRN position.

Move to approve filling the APRN position at the health department.

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

The Board of County Commissioners signed a Riley County Position Action Form for an Advanced Practice Register Nurse (APRN), in the Health Department, at a Range DD.

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

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

10:45 AM

John Ellermann, Public Works Director/County Engineer

13. Fill an open Traffic Control Technician Position

Ellermann presented the request to fill the Traffic Control Technician position.

Move to approve the Public Works Department advertise to hire the open Traffic Control Technician position.

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

The Board of County Commissioners signed a Riley County Position Action Form for a Traffic Control Technician, in the Public Works Department, at a Range 5.

14. Request to fill Public Works Operator Position

Ellermann presented the request to fill the Public Works Operator position.

Move to approve the Public Works Department advertise to hire for the Public Works Operator position.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Kathryn Focke, 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 Public Works Operator I or II (based on candidate qualifications), in the Public Works Department, at a Range 7.

15. City Request to Borrow/Rent Asphalt Paver

Ellermann presented the City of Manhattan's request to rent the Riley County asphalt paver.

Ellermann said our current rental rate is \$300/hour.

Focke asked if we should charge them for our staff time.

Move to approve Public Works enter into an agreement with the City of Manhattan to rent the asphalt paver.

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

11:05 AM

Elizabeth Ward, Human Resources Director

16. New & Expanded Position Request 2025

Ward presented the new and expanded departments positions request for 2025.

Webb discussed the need for the Administrative Assistant I position.

Gibbs discussed the need for a Community Health Educator position.

Wilkerson discussed the need for a Criminal Investigator position.

Freidline discussed RCPD's support for the Criminal Investigator position.

Vargo discussed the need for a Human Resources Assistant position.

Ward stated no action is expected today. Ward said later in the budget process these will be brought back to the Board of County Commissioners to consider.

11:39 AM

Adjournment

Move to adjourn.

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