



**Board of Riley County
Commissioners
Regular Meeting
Minutes
May 30, 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
Anna Burson	County Appraiser	Present	8:30 AM
Brittany Phillips	Budget and Finance Officer	Present	8:30 AM
Bob Isaac	Planner	Present	8:30 AM
Shannon Sterling	Legal Assistant	Present	8:30 AM
Vivienne Leyva	PIO	Present	8:30 AM
Allen Todd	Appraisal Analyst	Present	8:30 AM
Steve Schurle	Commercial Real Estate Analyst	Present	8:30 AM
Bryant Parker	Deputy County Counselor	Present	8:30 AM
Kallie Kolterman	Appraiser I - Personal Property	Present	8:32 AM
Elizabeth Ward	Human Resources Director	Present	8:33 AM
Michele Reid	Payroll, Benefits & Employee Relations Manager	Present	8:33 AM
Amanda Webb	Planning/Special Projects Director	Present	9:00 AM
Gary Fike	County Extension Director	Present	9:07 AM

Pledge of Allegiance

Public Comment

1. Public Comments

Sterling presented the Employee of the Month Award to Kallie Kolterman, Appraiser's Office.

Commission Comments

2. Commission Comments

Focke's Comments:

Sunday, I went to the Sunrise Cemetery and visited gravesites.

Monday night I attended the Memorial Day concert featuring the Municipal Band at City Park. It was the first concert of the season which will continue on Tuesday nights at 7:30 at the band shell.

Tuesday, I spent some time reviewing information on the Keats lagoon project that will go out to the community members this week. I made some suggestions, along with Vivienne Leyva and Brian Foster. It will update the community on progress being made in the projected design process.

Wednesday, I went to the Kansas City Airport to pick up my daughter who is visiting for a week. Later I reviewed the agenda and documents for today's meeting.

McKinley's Comments:

Tuesday was our meeting with BHS to review the progress on the EMS/Ambulance building. They are building up the site earthwork. They have a few change orders that we will be seeing soon but the total cost is covered by the contingency fund. One change will be to extend the contract date because of delays in getting the permits.

Tuesday evening, I attended the Riley City Council meeting. The main item covered was a new trash contract.

David Adams has been working with Schultz to get some things fixed at the Leonardville EMS/Ambulance station.

Spent some time preparing to discuss the things about the Juvenile Detention facility that Geary County has brought up.

Ford's Comments:

Hopefully everyone had a wonderful and eventful Memorial Day weekend, certainly was a wonderful weekend weather wise to be out and about.

Thursday afternoon I did make it up to Fort Riley to finally pick up my new Automatic Installation Entry pass. Once again it was a quick and

painless process, and I enjoyed chatting with everyone there at the welcome center while I waited for the pass to print.

Also, on Thursday I met virtually with the on-call nutritionist at Stormont Vail here in Manhattan. I met with her to try and get a fresh perspective on both diet and my approach to nutrition in general to try and switch things up a bit. More to come on this later hopefully.

Friday, I met with new Deputy County Counselor Bryant Parker. Had a really good dialog on numerous topics and I really enjoyed the time, and I am looking forward to working with him on county related issues moving forward.

The weekend overall was pretty quiet, I got caught up on some things at home, enjoyed getting another almost three inches of rain to start out the weekend as well.

Saturday, I went out to St Joseph's Church to check on my family's gravestones that I cleaned a few weeks back. They look absolutely amazing. I missed the open house they had earlier in the day, but everything looks great and well maintained out there currently.

Monday, I spent Memorial Day at the Annual 1st Infantry Division and Fort Riley Memorial Day Observance at the Post cemetery. Colonel Terry Tillis 1st Infantry Division Deputy Commanding Officer spoke and honored those men and women who died while serving our country's armed services. After his remarks he and Command Sergeant Major 1st Armored Brigade Combat Team Donald S. Collier placed a wreath in honor of those serving who made that ultimate sacrifice. There was also a 21-gun salute during the ceremony and a full raising of the flag at noon as allowed on Memorial Day.

Tuesday afternoon I attended via Zoom the monthly board meeting of Pawnee Mental Health. I unfortunately missed the Finance Committee Meeting pre the regular meeting but some of items discussed during the board meeting where an official introduction to the new Chief Financial Officer Lindsay Miller was made, passed the minutes from the March 26th meeting, heard a Chief Executive Officer report from Micheal Rezkalla, a Marketing and Development Report for Di Hinrichs-Toburen, the Finance Oversight Committee gave a review of the March finances, other business included passing the business insurance policy for FY2025, and passing delegation of authority to approve expenditures of Pawnee Mental Health funds, lastly there was an executive session dealing with matters on non-elected personnel.

Congratulations to the K-State baseball team for making it to the NCAA Regional Tournament for the first time in eleven years. It's not going to be easy as they earned a three seed in the Fayetteville regional

but it's good to see some post season college baseball once again.

Business Meeting

3. Signature on application to initiate the petition process for a Special Use Authorization for a new Rural Water District #1 water tower.

Move to sign the application to commence the application process for a Special Use Authorization for a 300,000-gallon water tower, with Rural Water District #1 as the applicant.

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

4. Road and Bridge Advisory Board appointments

Move to appoint Jennifer Hancock, Robert Peterman, and Steven Altobello to the Road and Bridge Advisory Board, sign letters, and approve "Resolution No. 053024-30, A Resolution appointing representatives to the Road and Bridge Advisory Board".

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

5. Sign Riley County Employee Action Form(s)

The Board of County Commissioners signed a Riley County Employee Action Form for Abby Barr-Donnelly, a new hire, as a WIC Dietitian, in the Health Department, at a Range 14, at \$30.84 per hour.

6. Discuss County Officials Luncheon June 10th

Topics - Space Needs, Budget, and Strategic Planning

7. Approve payroll/accounts payables (when completed)

Move to approve the payroll vouchers in the amount of \$759,368.13 and the following warrant vouchers for May 31, 2024:

2024 Budget

County General	\$338,296.87
Disaster Fund	186,361.69
Health Department	71,348.77
Motor Vehicle Operations	240.23
Special Alcohol	2,500.00
Capital Improvements Fund	57,638.50
Economic Development	1,899.31
Emergency 911	4,716.78
Solid Waste	2,366.06
County Building	11,414.31
RCPD Levy/Op	1,612.04
Riley Co Fire Dist #1	5,974.62
Fire Dist Projects	1,351.09
University Park W&S	3,425.98
Hunters Island Water Dist	1,676.38
Deep Creek Sewer	251.83
Moehlman Bottoms	748.84
Valleywood Operations	318.59
Terra Heights Sewer	406.69
Konza Water Operations	6,619.11
KDOC Adult Services	10,014.38
KDOC Juvenile Services	3,781.78
KDOC Juv Reinvestment	266.63
BJA Grant	1,815.12
21 st Jud Dist DC ADSAP	201.90
Kansas Fights Addiction	2,645.77
City Alcohol Funds	541.50
RL County Alcohol Funds	573.10
Daniel Keating Foundation	53.87

TOTAL \$719, 061.74

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

Review Minutes

8. Board of Riley County Commissioners - Regular Meeting - May 23, 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

9. Tentative Agenda

Press Conference Topics

10. Discuss Press Conference

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

11. Administrative Work Session

Holeman discussed the interviews with two businesses for the Comprehensive Plan update. Holeman said the interviews will be in executive session and an executive session to discuss the interviews.

The Board agreed by consensus to hold the executive session to discuss the interviews at 12:30 p.m. Thursday, June 6, 2024.

9:20 AM Gary Fike, County Extension Director

12. 2025 Riley County Extension Appropriation Request

Fike presented the 2025 County Extension appropriation request.

9:35 AM Anna Burson, Appraiser

13. Staff Update

Burson presented the Appraiser's Office staff update.

9:50 AM Megan Lewis, Interim Community Corrections Director

14. Updated CY2025 Budget Request

Lewis reported Clay County agreed to appropriate \$37,791.85 for Community Corrections services in Clay County.

Lewis reported the Kansas Department of Corrections is providing an additional allocation of \$22,131.15 for personnel expenses.

9:55 AM

Board of County Commissioners

15. Discuss letter from Geary County regarding the North Central Kansas Regional Juvenile Detention Facility

The Board discussed the Geary County Commission letter regarding the North Central Kansas Regional Juvenile Detention Facility.

10:21 AM

Adjournment

Move to adjourn.

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