



**Board of Riley County
Commissioners
Regular Meeting
Minutes
June 05, 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
Gary Olds		Present	8:30 AM
Michele Reid	Payroll, Benefits & Employee Relations Manager	Present	8:36 AM
Evan McMillan	Assistant County Engineer	Present	9:20 AM
Sgt Pat Tiede	RCPD	Present	9:30 AM
Gregg Eyestone	Extension Agent	Present	9:30 AM
Diane Hinrichs-Toburn	Pawnee Mental Health Services	Present	9:30 AM
Elizabeth Ward	Human Resource Director	Present	9:50 AM
Russel Stukey	Emergency Management Director	Present	10:00 AM
Vivienne Leyva	PIO	Present	11:20 AM
Amy Manges	Register of Deeds	Present	11:20 AM
Rita Hoelscher	Pawnee Mental Health Services	Present	9:30 AM

Pledge of Allegiance

Public Comment

1. Public Comments

Olds said he has been told there is a statutory way to change the makeup of the Riley County Law Board. Olds stated the County has to fund 20% of the RCPD budget, all inmate medical, and facilities cost.

Olds asked the Board to keep in mind the makeup of the Law Board for representation regarding the budget.

Olds discussed the core mission of Riley County. Olds stated there has to be a core mission for counties as dictated by the State. Olds said there are items in the budget, which are not core functions. Olds stated approximately 50% is personnel. Olds said the employees need to be taken care of in the budget.

Olds said many organizations are asking for funds. Olds asked the Board to look carefully at what the outside agencies are looking for in their request.

Olds said he does appreciate the Board's service.

Commission Comments

2. Commission Comments

Focke's Comments:

It's been a rather quiet weekend for me.

Friday I spent time working on several drafts of the private wastewater companies report for Keats. Consulted with Brian Foster of BG Consultants, and have draft #4 almost finalized.

I spent time in the office going over today's meeting agenda and documents, setting appointments for this week, and answering e-mails.

Saturday and Sunday I did a lot of work in the garden and yard, mowed the grass, and started cleaning out the garage. Cleared out some paperwork in my home office and did lots of chores around the house.

Ford's Comments:

Thursday afternoon Maximum Performance here in Manhattan had a 20 Year Anniversary Open House at the facility on McCall. They also were celebrating work and renovations that took place during the early part of 2023 as well. If you're looking to start a fitness program or just to get back into shape. Scott Johnson and Aaron Akin will be there to serve those needs.

Friday morning I listened in on the K-State Research and Extension Friday E-Call. Bradford Wiles, Associate Professor and Extension

Specialist discussed community childcare development and assessment for the area and the need to get established a child care hub using resources available from KDHE to provide both the infrastructure and support systems to encourage this development and the possible impact it can have to us regionally as well.

McKinley's Comments:

Mostly worked around the home this weekend.

Went to the Taste of the Ville. Found new places to go to.

Business Meeting

3. Randolph Fireworks display application

Move to approve the Public Fireworks Display Permit for the Randolph Lions Club (Bruce Zimmer) in Randolph July 1st.

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

4. Sign Mental Health Month 2023 Proclamation

Move to sign the Mental Health Month 2023 Proclamation for May for Pawnee Mental Health Services.

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

5. Sign Riley County Personnel Action Form(s)

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

- Steven Cortez, a new hire, as a part-time Seasonal Laborer, in the Park/Public Works Department, at a Range SSNL, at \$14.00 per hour.
- Timothy Fieser, a Paramedic, in the EMS/Ambulance Department, for Separation from County Service, effective May 22, 2023.
- Haileigh Jacobs, an As Needed Museum Assistant, in the Museum Department, for Separation from County Service, effective June 2,

2023.

- Matthew Unruh, a Customer Service Representative I, in the Treasurer's Department, for Separation from County Service, effective May 19, 2023.

Review Minutes

6. Board of Riley County Commissioners - Regular Meeting - Jun 1, 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

7. Tentative Agenda

Press Conference Topics

8. Discuss Press Conference

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

9. Administrative Work Session

10. Pending County Projects County Counselor

Holeman presented the Commission Projects List.

9:20 AM **Evan McMillan, Assistant County Engineer**

11. Bid opening for Flat Rock Road culvert replacement

The Board of County Commissioners opened the following bids for Flat Rock Road culvert replacement:

<u>Company</u>	<u>Total Bid</u>
Klaver Construction Co., Inc. 3219 West May Street Wichita, KS 67213	\$364,633.70
Ebert Construction, Co., Inc. P.O. Box 198 Wamego, KS 66547	\$215,012.82
Reece Construction Co., Inc. PO Box 3227 Salina, KS 67402-3227	\$226,152.61

Move to refer the bids to staff for evaluation and recommendation.

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

9:30 AM

Press Conference

12. RCPD Update - Sgt Pat Tiede (3-5 minutes)

Tiede presented a Riley County Police Department update.

13. Downtown Manhattan Update - Gina Snyder (3-5 minutes)

No report.

14. Mental Health Month 2023 Proclamation - Kathryn Focke (3-5 minutes)

Focke presented the Mental Health Month 2023 Proclamation.

Hinrichs-Toburen discussed the importance of Mental Health Month.

15. June 10th Garden Tour - Gregg Eyestone (2-3 minutes)

Eyestone said the 34th Annual Garden Tour is this Saturday, June 10th beginning at 8:00 a.m. to 12:00 (noon). One can start at the K-State Gardens with a suggested donation of \$10.00 to view it and the five private landscapes.

Eyestone said Riley County, K-State Research and Extension will present on “Effective Irrigation” at Blueville Nursery on Saturday, June 17th at 10:00 a.m.

9:50 AM**Evan McMillan, Assistant County Engineer**

16. Bid opening for Union Road culvert replacement

The Board of County Commissioners opened the following bids for Union Road culvert replacement:

<u>Company</u>	<u>Total Bid</u>
Klaver Construction Co., Inc. 3219 West May Street Wichita, KS 67213	\$307,029.40
Ebert Construction, Co., Inc. P.O. Box 198 Wamego, KS 66547	\$207,634.22
Reece Construction Co., Inc. PO Box 3227 Salina, KS 67402-3227	\$199,790.16

Move to refer the bids to staff for evaluation and recommendation.

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

10:00 AM**Russel Stukey, Emergency Management Director**

17. Staff time report for the month of May 2023

Stukey presented the Emergency Management staff report.

18. Out of state travel request for Director Russel Stukey to attend Central States Haz-Mat conference in Independence Missouri

Stukey presented the out of state travel request.

Move to approve the Out of State Travel Request for Director Russel Stukey to attend the Central States Haz-Mat conference in Independence Missouri with the cost to come from Emergency Management travel and training budget lines.

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

10:15 AM Amanda Webb, Planning/Special Projects Director

19. Rural Housing Incentive District presentation

Webb introduced Stephanie Peterson, City of Manhattan Community Development Director.

Peterson presented a PowerPoint presentation on the proposed Rural Housing Development Incentive program and Moderate Income Housing program.

Muir stated the Manhattan City staff is getting reimbursed, is the Riley County staff time reimbursed?

Peterson said it can be discussed.

The Board and staff discussed the programs.

11:00 AM Rich Vargo, County Clerk

20. Elections Systems & Software (ES&S) Equipment Upgrade

Vargo presented the ES&S equipment upgrade request.

Move to approve the Elections Systems & Software (ES&S) Purchase Proposal as submitted for the 40 DS300 Poll Place Scanner and Tabulators, conversion of the 200 Express Vote Tabulators to Ballot Marking Devices and related software and one year of maintenance in the amount of \$300,475 from the Capital Improvement Fund.

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

AYES:	Ford, Focke, McKinley
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11:20 AM Rich Vargo, County Clerk

21. Request to Launch Survey for Expanded Customer Service Hours

Vargo presented the proposed customer service survey request.

The Board discussed the proposed customer service survey request.

Move to approve the administration of two surveys, as modified, to gather staff and public input for expanded hours of operation at Riley County.

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

Adjournment

Move to adjourn.

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