



**Board of Riley County
Commissioners
Regular Meeting
Minutes
June 17, 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
Vivienne Leyva	PIO	Present	8:30 AM
Brittany Phillips	Budget and Finance Officer	Present	8:30 AM
Jared Tremblay	MPO Planning Manager	Present	8:30 AM
Terry Zimmerman		Present	8:30 AM
Anna Burson	County Appraiser	Present	8:30 AM
Bryant Parker	Deputy County Counselor	Present	8:31 AM
Michele Reid	Payroll, Benefits & Employee Relations Manager	Present	8:35 AM
Evan McMillan	Assistant County Engineer	Present	8:35 AM
Emma Loura	Manhattan Mercury	Present	8:38 AM
John Ellermann	Public Works Director/County Engineer	Present	9:00 AM
David Adams	EMS/Ambulance Director	Present	9:02 AM
Susan Boller	Elections Manager/Deputy Clerk	Present	9:28 AM
Keirsten Cragg	Administrative Assistant I	Present	9:28 AM
Gregg Eyestone	Extension Agent	Present	9:28 AM
Elizabeth Ward	Human Resources Director	Present	9:37 AM
Shilo Heger	Treasurer	Present	9:37 AM
Lori Muir	Real Estate Specialist	Present	9:33 AM
Russel Stukey	Emergency Management Director	Present	9:37 AM
Amy Manges	Register of Deeds	Present	9:33 AM
Donna Borgerding	Vehicle Supervisor/Deputy Treasurer	Present	9:37 AM
Tande Lentz	Assistant Vehicle Supervisor	Present	9:37 AM
Cory Meyer	IT/GIS Director	Present	9:33 AM
Gary Fike	County Extension Director	Present	9:33 AM
Cindy Kabriel	Senior Administrative Assistant	Present	9:00 AM
Julie Gibbs	Health Department Director	Present	10:42 AM

Pledge of Allegiance**Public Comment****1. Public Comments**

Tremblay invited the Board to the City/County/County meeting this Thursday. Tremblay said they will be discussing the US 24 Corridor Plan.

Zimmerman discussed the proposed funding for Prairie Paws. Zimmerman said Riley County has received no services in the past for the \$60,000.

McKinley stated the fees proposed will be prorated from the start date.

Parker discussed the past agreement for animal control services with the City of Manhattan.

Zimmerman asked what happened the last ten years with the \$600,000 paid to the City of Manhattan with no services.

Commission Comments**2. Commission Comments**

Focke's Comments:

Thursday, I had a short meeting with Shilo Hager regarding the proposed changes in office hours that will be presented in today's meeting. I also spoke to Anna Burson over the weekend on the same subject. I had a brief meeting with County Attorney Wilkerson concerning space needs for the courts.

Friday, I caught up on some paperwork and went over today's agenda and documents. Did some yard work and picked up some supplies at Blueville and Home Depot.

Saturday evening, I went on the dinner train of the Abilene/Smoky Hill Train. They had some unused tickets to get rid of, so I got to go again. It was a very pleasant trip through farm country, the crops are looking excellent with all the rain.

Sunday, I went to church, worked on projects at home and re-reviewed

today's meeting documents.

McKinley's Comments:

I spent a lot of time going over the budget numbers to see what we can do to get to revenue neutral.

I had a call about the Fort Riley noise.

I responded to an email regarding our contract with Prairie Paws and tried to explain the situation.

Ford's Comments:

Thursday afternoon I attended the June meeting of NACo's Veterans and Military Service Committee meeting via Microsoft Teams. After some brief opening remarks from our Chair Trista Martinson we heard from John Lira, Senior Advisor for Veterans and Military Families and Priya Amilieni, Senior Legislative Assistant, AmeriCorps on the new overview of AmeriCorps and then we got our usual legislative update from Rachel Mackey, Legislative Director, NACo as well as a 2024 Annual Conference and Veteran Related Resolutions review and lastly a general discussion and wrap-up.

Also, on Thursday I met with Riley County Public Information Officer Vivienne Leya to review and finalize a PowerPoint presentation for Thursday's Good Morning Manhattan breakfast. So that is now complete and ready to go.

Thursday night my vehicle took the brunt of the massive hailstorm that engulfed the area. Not completely totaled like a few people I know thankfully but I will be needing to make an insurance claim none the less unfortunately.

Friday morning, I took part in the Flag Day ceremony at Manhattan City Hall. I had the chance to say a few words on behalf of the brave men and women that fought here in Riley County and make a few personal observations on what Flag Day means to me. It was a pretty well attended event for a warm morning. The Manhattan City Mayor and others said a few words as well.

Friday afternoon I attended the Victory with Honors Ceremony up on Fort Riley at Victory Hall. It was to honor the work and efforts of Brigadier General Niave Knell and her family and Deputy Commanding General-Support Brandon Smith, Chief of Staff, 1st Infantry Division. It was held outside, and it was rather warm but at

least there was a stiff breeze by midafternoon. I want to wish both families the best of luck at their next command posts.

Saturday morning, I attended to monthly coffee talk with the Riley County Republicans. I gave everybody an update on what we are working on and doing here in Riley County, and we heard from officials from both the City of Manhattan and USD 383 as well as candidates for various offices during the 2024 election cycle.

Though I did not get a chance to attend there was a neighborhood meeting Saturday over at the Vineyard Church in Northview. They had a pretty lengthy agenda but most of it centered around the possible aquatics center in City Park and what impact this will ultimately have on the Northview area and its pool. I will be interested in seeing and hearing about the dialog that followed.

Business Meeting

3. Change Order #1 for University Park Lagoon Geotechnical Study and Engineering

Move to approve Change Order Number 1 with Terracon for the University Park Lagoon project (perform geotechnical study and engineering for the lagoon) in the amount of \$2,080.50 for a total adjusted contract amount of \$13,930.50.

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

4. Review and Possibly Approve Agreement with Prairie Paws for Animal Shelter Services

Move to approve the Agreement for Animal Shelter Services with Prairie Paws Animal Shelter Inc.

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 Riley County Employee Action Forms for the following:

- Shaun Linenberger, an As Needed Volunteer Firefighter Stipend, in the Riley County Fire District #1 Department, for Separation from County Service, effective June 11, 2024.
- Ben Bolte, an As Needed Volunteer Firefighter Stipend, in the Riley County Fire District #1 Department, for Separation from County Service, effective June 11, 2024.
- Nathaniel Davis, an As Needed Volunteer Firefighter Stipend, in the Riley County Fire District #1 Department, for Separation from County Service, effective June 27, 2024.
- Kyler McCullough, a new hire, as a Traffic Control Technician, in the Public Works Department, at a Range 5, at \$19.98 per hour.
- Katie Mangum, for a promotion, as a Legal Secretary, in the County Attorney's Department, at a Range 8, at \$22.21 per hour.

Review Minutes

6. Board of Riley County Commissioners - Regular Meeting - Jun 13, 2024 8:30 AM

Move to approve the minutes.

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

Review Tentative Agenda

7. Tentative Agenda

Press Conference Topics

8. Discuss Press Conference

- Rich Vargo
- KDWP licensing
- Elections Division move

9:00 AM

Amanda Webb, Planning/Special Projects Director

9. Letter of Support for Flint Hills MPO's grant application to the 2024 Active Transportation Infrastructure Investment Program

Webb presented the letter of support for the MPO grant application.

Tremblay discussed the grant.

Tremblay said no local match is required.

Move to authorize the Chairman to sign the letter of support for Flint Hills MPO's grant application to the 2024 Active Transportation Infrastructure Investment Program.

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

9:15 AM David Adams, EMS/Ambulance Director

10. Staff Update

Adams presented an EMS/Ambulance staff update.

9:30 AM Press Conference

11. Public Notice - Evan McMillan (1-2 minutes)

McMillan said the Parallel Road culvert replacement will begin on Monday, July 1, 2024. Parallel Road will be closed to through traffic between May Day Road and Yankee Road. Traffic Control will be installed during the project. The project has been allotted 80 working days, and is expected to be completed by October 31, 2024, weather permitting.

McMillan said Riley County will begin chip seal projects on Monday, June 24, 2024 and should be completed by Thursday, June 27, 2024. Roads will be chip sealed in the following order: Winkler Road (from Green Randolph Road north to Fancy Creek Road) and Crooked Creek Road (from Green Randolph Road south to Hwy. 24/Barton Road). Traffic will be allowed through these projects, but drivers should expect delays of up to 15 minutes, take alternate routes when possible. The schedule may change due to weather and scheduling delays.

McMillan said the Riley County Transfer Station will be closed at 12:00 (noon) on Saturday, June 29, 2024, for equipment repairs.

12. KDWP licensing change - Vivienne Leyva (3-5 minutes)

Leyva said effective July 1st, the Riley County Clerk's office will no longer sell Kansas Department of Wildlife and Parks (KDWP) permits, including hunting and fishing licenses, and boat registrations.

13. Garden Programs - Gregg Eyestone (2 minutes)

Eyestone said a Garden tour organized by the Riley County, K-State Research and Extension Master Gardeners will be held from 8:30 a.m. - 1:00 p.m. Saturday, June 22nd. For more information go to riley.ksu.edu.

9:40 AM

Shilo Heger, Treasurer

14. Hours of Operation for the Departments in the Riley County Office Building

Heger discussed the proposed change to the hours of operation for the Riley County Office Building.

Heger said the proposed hours to be open to the public would be 7:30 a.m. - 5:00 p.m. Monday through Thursday and 7:30 - 12:00 (noon) Friday.

Heger said there are other entities that have a similar work week.

Heger said this allows additional availability to the public.

Focke said she likes the flexibility. Focke said she would like to see this start August 1st to give enough notice to the public.

Ford said he would suggest a trial basis first.

Move to change the hours of operation to 7:30 a.m. - 5:00 p.m. Monday - Thursday and Friday 7:30 - 12:00 p.m. for the Riley County Office Building for a four month trial July 1st - November 1st.

RESULT:	ADOPTED [2 TO 1]
MOVER:	Kathryn Focke, County Commissioner
SECONDER:	John Ford, County Commissioner

AYES:	Ford, Focke
NAYS:	McKinley

10:10 AM Clancy Holeman, Counselor/Director of Administrative Services

15. Administrative Work Session

16. Pending County Projects County Counselor

Holeman presented the pending county projects list.

10:30 AM John Ellermann, Public Works Director/County Engineer

17. Out of State Travel to PWX 2024

Ellermann presented an Out of State Travel Request.

Move to approve an Out of State Travel Request for John Ellermann to attend the 2024 PWX in Atlanta, Georgia.

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

18. Request to Exchange Federal Funds

Ellermann presented a request to exchange federal funds.

Move to approve the Chairman sign the Request to Exchange Federal Funds with the State of Kansas and to deposit the funds in CIP for use on a future transportation related project.

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

10:45 AM Brittany Phillips, Budget and Finance Officer

19. 2025 Budget Work Session

Phillips presented a draft of the 2025 budget worksheets.

11:27 AM Adjournment

Move to adjourn.

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

12:00 PM Law Enforcement Agency Meeting

20. Law Board Meeting Agenda