



**Board of Riley County
Commissioners
Regular Meeting
Minutes
July 01, 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
Gary Olds		Present	8:30 AM
Steve Schurle	Commercial Real Estate Analyst	Present	8:30 AM
Evan McMillan	Assistant County Engineer	Present	8:31 AM
Brittany Phillips	Budget and Finance Officer	Present	8:37 AM
Emma Loura	Manhattan Mercury	Present	8:41 AM
Elizabeth Ward	Human Resources Director	Present	9:25 AM
Shanika Rose	Chronic Disease Risk Reduction Coordinator	Present	9:26 AM
Captain Mark French	RCPD	Present	9:27 AM
Captain Greg Steere	RCPD	Present	9:30 AM
John Ellermann	Public Works Director/County Engineer	Present	9:32 AM
Bob Isaac	Planner	Present	9:44 AM
Lynn Blecha		Present	9:45 AM
Russel Stukey	Emergency Management Director	Present	9:55 AM
Jason Hilgers	Interim Manhattan City Manager	Present	10:29 AM
Tande Lentz	Training Committee	Present	10:36 AM
Joshua Gering	EMS/Ambulance Assistant Director	Present	10:38 AM
Amanda Webb	Planning/Special Projects Director	Present	10:40 AM
Lori Muir	Real Estate Specialist	Present	10:43 AM
Amy Manges	Register of Deeds	Present	10:46 AM
Michael Rezkalla	Pawnee Mental Health Services Director	Present	11:00 AM
Shilo Heger	Treasurer	Present	11:32 AM

Pledge of Allegiance

Public Comment

1. Public Comments

Olds discussed property taxes. Olds suggested a quarter mill is going to RCPD. Olds said to raise the mill by a quarter mill rather than taking it from the other service areas. He stated you could then point to RCPD to hold them accountable.

Olds stated no one should complain about their valuation cost. Olds said the problem is government spending. He said personnel cost is a problem and suggested no increases in personnel cost.

McMillan said in observance of the Independence Day holiday, the Riley County Transfer Station will be closed Thursday, July 4, 2024. McMillan said the Riley County Transfer Station will reopen for business at 7:00 a.m. on Friday, July 5, 2024.

Commission Comments

2. Commission Comments

Focke's Comments:

Thursday night I was in Randolph at our BOCC meeting.

Friday morning, I was downtown for a hair appointment and then came to the office to get some work done. After going through a stack of paperwork, responding to e-mails and working on July's schedule, I went over to the Clerk's office to see how they were using the extra space from the move on Thursday. We spent some time looking at the space and discussing how it could be re-organized. I think it can be reworked into a more useable area for all those who work there.

Saturday, I went to Randolph to their July 4th festivities and checked out the classic cars, vendors, and other activities in progress. I rode with State Senator Reddi in the parade but didn't stay for the fireworks display later in the evening.

Sunday afternoon, after doing some yard work, I went over the agenda and documents for today's meeting.

McKinley's Comments:

I was in last week to register our new vehicle and it went very well. I recommend setting up an appointment time online to eliminate the

wait.

Friday, we went to the Great Plains Theater in Abilene to see Hello Dolly. I had heard about this venue but had never attended. My tax man was in the play, so we went. It was a good show. The trip over there was not. We had left early and planned to dine out in Junction City. We made it to Junction City just as the storm hit. It was raining so hard I first pulled into the Walmart to wait it out. I decided to go ahead and drive and as soon as I was back on 77 it started hailing. At the next corner I pulled under a drive thru at a closed bank. The hail was only pea sized but kept coming with hard rain and strong wind. By the time it cleared we only had time to grab a drive thru hamburger to get there on time.

Saturday, we spent the afternoon in Randolph for their Independence Day celebration. Looked through the cars displayed and craft booths and food vendors. Rode in the parade and tossed candy to the kids. That small town puts on a big celebration.

Ford's Comments:

Friday there was a change of Command Ceremony for the 1st Infantry Division and Fort Riley, from Major General John V. Meyer, III to Major General Monte' L. Rone up on the Cavalry Parade Field on Fort Riley. Want to take a moment to welcome General Rone and his family to Fort Riley and wish General Meyer and his family well in their next set of endeavors, and I certainly appreciated his leadership over the last two years while stationed here.

Also, on Friday I had lunch with Adam Boyle, Business Consultant Team Lead from Networks Plus at El Patron. We discussed some networking and security IT items as well as several other related things. Not sure if they can be of assistance or not, but I will let him meet with IT Director Cory Meyer and find out.

Also, on Friday I finally made it upstairs to check out and see the new election office remodel here in the CPE building. Thought it turned out great and it looks as if that space is going to work for a very long time. Look forward to seeing how it works long term.

Later on, Friday I met with Natalie Gordon with the Childcare Task Force to discuss some items pertaining to area childcare needs and several unrelated topics as well. It was good to have the opportunity to discuss some pertinent items that are being worked on and discussed.

Late last week I received an email from Janet Brown who is a Production Assistant for the program "Viewpoints" which is hosted by

actor Dennis Quaid. She has reached out and we will be discussing the possibility of being a guest on the show sometime in the future.

Business Meeting

Review Minutes

3. Board of Riley County Commissioners - Regular Meeting - Jun 27, 2024 6:00 PM

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

4. Tentative Agenda

Press Conference Topics

5. Discuss Press Conference

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

6. Administrative Work Session
7. Pending County Projects County Counselor

- 9:02 AM 8. Executive session for preliminary discussions relating to the acquisition of real property

Move that the Board of Riley County Commissioners, including Chairman Ford, Vice Chairman McKinley, and Commissioner Focke, along with Clancy Holeman, County Counselor, attorney for the Board, recess into executive session pursuant to the preliminary discussions relating to the acquisition of real property exception to the Kansas Open Meetings Act, in order to discuss a possible real property purchase by the County, the open meeting to resume in the County Commission Chambers at 9:25 a.m. Rich Vargo, Riley County Clerk, will be present during the executive session to provide factual information.

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

9:25 AM

Move the Board of County Commissioners come out of executive session.

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

Move the record reflect no binding action was taken during the executive session.

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

9:20 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

9. RCHD request for opioid settlement funds

Gibbs presented the request for opioid settlement funds.

Move to approve the request for opioid settlement funds to be used toward extending the Community Health Education position through 2025 at 30 hours/week.

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 an Opioid Education and Prevention Specialist, in the Health Department, at a Range 6, at \$20.74-\$22.54 depending on qualifications.

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

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

9:30 AM

Press Conference

10. RCPD Update - Captain Greg Steere and Captain Mark French (2-3 minutes)

French presented a Riley County Police Department jail facility update.

Steere presented a Riley County Police Department update.

11. County Building office hours - Vivienne Leyva (1 minute)

Leyva said Riley County offices began the new schedule today, July 1st. The Treasurer's Office had six appointments scheduled for 7:30 a.m. and two people were waiting outside under the awning when staff arrived around 7:15 a.m. We're excited to see if the new hours improve the customer service and employee experience. Thank you for allowing us to conduct this experiment.

12. KDWP licensing - Rich Vargo (1 minute)

Vargo reported the Clerk's Office will not sell Kansas Wildlife and Parks Permits effective today, July 1, 2024.

13. Elections Division move - Rich Vargo (1 minute)

Vargo reported the Elections Division moved to 115 N. 4th on the fourth floor of the Courthouse Plaza East Building on Thursday, June 27, 2024.

9:35 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:	Greg McKinley, County Commissioner
SECONDER:	Kathryn Focke, County Commissioner
AYES:	Ford, Focke, McKinley

14. RCHD request for approval to fill MRC Unit Leader position

Gibbs requested to fill the MRC Unit Leader position.

Move to approve the request to fill the temporary, part time MRC Unit Leader position through June 2025.

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 Medical Reserve Corps Unit Leader, in the Health Department, at a Range 7, at \$23.40 per hour.

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

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

9:45 AM**Bob Isaac, Planner**

15. Rezone a tract of land from AG (Agricultural District) to PUD (Planned Unit Development) and plat said tract into three (3) residential lots.

Isaac presented the request for a rezone and plat for Blecha Addition Unit Three.

Move to approve "Resolution No. 070124-34, Resolution amending the zoning map of Riley County concerning the use of certain real estate located in Grant, Wildcat, and Manhattan Townships" AG (Agricultural District) to PUD (Planned Unit Development).

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

Move to approve "Resolution 070124-35, A Resolution approving the Blecha Addition Unit Three plat and accepting the street rights of way, easements, and licenses, as shown to be dedicated on said plat".

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

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

16. EM / Fire Staff Update for the month of March

Stukey presented the EM/Fire Department update.

10:15 AM**Jason Hilgers, Interim City Manager**

17. City of Manhattan General Update

Hilgers presented the City of Manhattan update.

Ward introduced Rachel Wyatt, the part-time Human Resources Assistant.

10:45 AM Steven Schurle & Tande Lentz, Training Committee

18. Riley County Employee Day Proposal

Schurle & Lentz presented the Employee Day proposal.

Move to approve the agenda and budget for the 2024 Riley County Employee Day.

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

11:05 AM Amy Manges, Register of Deeds

19. Year-To-Date-Revenue

Manges presented the Register of Deeds revenue report.

11:15 AM Michael Rezkalla, Pawnee Mental Health Services Director

20. Pawnee Mental Health Services update

Rezkalla presented the Pawnee Mental Health Services update.

11:30 AM Elizabeth Ward, Human Resources Director

21. New & Expanded Position Request 2025

Ward presented the new and expanded position requests for 2025.

The Board discussed the requests.

McKinley said he understands the Planning & Development position is

needed.

McKinley stated we added a position in the County Attorney's office last year.

McKinley said he is 50/50 on the Clerk's office position.

Ford stated he is a no on all of the positions. Ford said it is about a 10% increase on top of the COLA amount. He said he would rather focus on retention.

Focke discussed the need in Planning & Development. She said she is torn on the County Attorney's request. Focke said the HR assistant would be a good addition for the department.

Ford discussed the need to cut back on services due to impacts on expenses.

The Board discussed the request.

Move to not fund the County Attorney's Criminal Investigator new position request.

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

Focke moved to approve the Planning & Development and Clerk's expanded positions request. Motion died for lack of a second.

Move to approve the Planning & Development Administrative Assistant I new position request.

RESULT:	ADOPTED [2 TO 1]
MOVER:	Kathryn Focke, County Commissioner
SECONDER:	Greg McKinley, County Commissioner
AYES:	Focke, McKinley
NAYS:	Ford

11:40 AM

Brittany Phillips, Budget and Finance Officer

22. 2025 Budget Work Session

Phillips presented the 2025 budget worksheets.

The Board discussed the appropriation requests.

The Board agreed by consensus to reduce the budget stabilization transfer by \$150,000 and reduce the CIP transfer by \$500,000.

12:21 PM**Adjournment**

Move to adjourn.

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