



**Board of Riley County
Commissioners
Regular Meeting
Minutes
July 06, 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
Anna Burson	County Appraiser	Present	8:30 AM
Brittany Phillips	Budget and Finance Officer	Present	8:30 AM
Joshua Gering	EMS/Ambulance Assistant Director	Present	8:52 AM
Tande Lentz	Treasurer's Office	Present	8:52 AM
Amanda Webb	Planning/Special Projects Director	Present	8:52 AM
Russel Stukey	Emergency Management Director	Present	9:00 AM
Michael Boller	Noxious Weed Director	Present	9:02 AM
Shelley Woodard	Deputy County Counselor	Present	10:12 AM
Susan Boller	Elections Manager	Present	10:30 AM
Shelly Williams	Community Corrections Director	Present	10:37 AM
Donna Borgerding	Vehicle Supervisor/Deputy Treasurer	Present	10:37 AM
Amy Manges	Register of Deeds	Present	10:41 AM
Barry Wilkerson	County Attorney	Present	10:45 AM

Pledge of Allegiance

Public Comment

1. Public Comments

Holeman asked to add an executive session to his administrative time.

Move to add an executive session to the counselor's administrative time.

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

Vargo introduced Brittany Phillips, the Riley County Budget and Finance Officer.

Ellermann said a concrete pavement repair project on Skyway Drive is scheduled to begin Monday, July 10th.

Ellermann said a culvert replacement project on Daniels Drive is scheduled to begin Tuesday, July 11, 2023.

Ellermann said Riley County will begin chip seal projects on Monday, July 17, 2023 and should be completed by Thursday, July 27th. Roads will be chip sealed in the following order: Section of Swede Creek Road, intersection of Fancy Creek Road and Winkler Road, Green Randolph Road, and a section of Walsburg Road.

Ellermann said the Riley County Transfer Station will be closed on Saturday, July 29, 2023, for equipment repairs and reopen 7:00 a.m. on Monday, July 31, 2023.

Commission Comments

2. Commission Comments

Focke's Comments:

Last Thursday night we held the BOCC meeting at the Leonardville Community Center. It was well attended, that speaks well to having meetings in rural communities. I would hope that this will continue into the future. Our next meeting will be in Randolph.

Friday morning, I left for the KCI airport early for my flight to visit my daughter and husband in Virginia. I had a great time, although the time in transit was about 20 hours. I returned to Manhattan in the evening yesterday. While traveling, I was able to review most of the paperwork for today's meeting.

Ford's Comments:

Hope everyone had a wonderful 4th of July holiday. I spent mine in

Ellis County (Hays) and Barton County (Great Bend) respectively. Had a great time unplugging with some friends out west, ate too much, and we blew up a lot of fireworks. Well worth the time and effort.

Congratulations to Riley County EMS Assistant Director Josh Gering for being the highlight of WIBW segment “Salute the Heroes”. Thought they did a really good job in highlighting his work and efforts for the department and further highlighting the care and compassion he takes with the position at the EMS Department. Always enjoy seeing our employees get rewarded and recognized for their hard work and efforts on behalf of Riley County.

Lastly, I wanted to mention that my last blood donation with the American Red Cross during our recent blood drive made it all the way to Puerto Rico. I highlight this not only because it was able to make it to another county, but the need the globally, particularly this time of year for the need of donations like these when disaster and emergencies strike.

McKinley's Comments:

I spent most of Friday morning in county offices. I met individually with Clancy Holeman, Rich Vargo, and Bob Isaac discussing a lot of various county issues.

Friday evening, I attended the Catbacker banquet and auction at the alumni center. Did not buy anything but had a good time talking to old friends and meeting new ones. There was a panel discussion with Wyatt Thompson asking questions to Collin Klien and BJ Finney.

Spent more time looking at the proposed budget.

Business Meeting

3. Action on Mobile Device Reimbursement Form

Move to approve the Mobile Device Reimbursement Form.

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

Vargo presented an Indemnification and Hold Harmless Agreement for the Kaw Valley Rodeo Association.

Move to approve the Indemnification and Hold Harmless Agreement with Riley County Fair Board, Riley County Extension, Nick Powers, DBA RC McGraws, LLC, and Kaw Valley Rodeo Association.

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

Review Minutes

4. Board of Riley County Commissioners - Regular Meeting - Jun 29, 2023 6:00 PM

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

5. Tentative Agenda

Press Conference Topics

6. Discuss Press Conference

9:00 AM

Elizabeth Ward, Human Resource Director

7. 2023 Employee Day Proposal

Schurle, representing the Employee Day Committee, presented the 2023 Employee Day proposal on Columbus Day, October 9, 2023.

Move to approve the AMC Theaters Rental Event, agenda, and budget for the 2023 Riley County Employee Day.

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

9:15 AM Michael Boller, Noxious Weed Director

8. Noxious Weed Department Staff Update

Boller presented the Noxious Weed staff update.

9:30 AM Anna Burson, Appraiser

9. Appraiser's Office Staff Update

Burson presented the Appraiser's Office staff report.

9:45 AM Russel Stukey, Emergency Management Director

10. Staff Time Report EM/Fire/911

Stukey presented the EM/Fire 911 staff report.

11. Purchase tank and pump for small brush truck

Stukey presented the request to purchase a skid unit from Hieman Fire Equipment.

Move to approve the purchase of one skid unit from Hieman Fire Equipment in the amount of \$17,160.00 with funds to come from RCFD #1, 2023 operating budget.

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

12. Approve dirt work quote for Ashland Bottoms Station 102 and UP Station 110

Stukey presented the request to approve the excavation for Ashland

Bottoms and University Park fire stations.

Move to approve max quote from Jay White Excavating for St. 102 dirt work site preparation in the amount of \$14,285.00 and St. 110 dirt work site preparation in the amount of \$17,170.00 with funds to come from RCFD #1 capital outlay budget.

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

10:00 AM Anna Burson, Appraiser

13. Request to Refill the Appraiser II-Residential Position

Burson presented the Appraiser II-Residential position request.

Move to approve posting and refilling the Appraiser II-Residential position as an Appraiser II or I.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	John Ford, 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 Appraiser II - Residential, in the Appraiser's Department, at a Range 8.

10:15 AM Clancy Holeman, Counselor/Director of Administrative Services

10:16 AM 14. Administrative Work Session

Move the County Commission, including Chairwoman Focke, Vice Chairman Ford, and Commissioner McKinley, recess into executive session on potential litigation for the purpose of consultation with Deputy County Counselor, Shelley Woodard and Deputy County Counselor, Craig Cox, attorneys for the commission, which would be deemed privileged in the attorney-client relationship, an exception to the Kansas Open Meetings Act, the open meeting to resume in the County Commission Chambers at 10:30 a.m.

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

10:30 AM

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

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

Move the record reflect action shall be taken consistent with the consensus reached in executive session.

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

10:30 AM

Evan McMillan, Assistant County Engineer

15. Bid opening for trash services

The Board of County Commissioners opened the following bids for Riley County Trash Service 2023:

Company	Per Month	Per Year
Howie's Enterprises 625 S. 10 th Street Manhattan, KS 66502	\$2,227.90	\$26,734.80
Waste Management of KS 2300 Elmdale Drive Junction City, KS 66442	\$2,608.00	\$31,296.00

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

10:40 AM**Rich Vargo, County Clerk and Elizabeth Ward, Human Resource Director****16. 2024 COLA and Merit Increase**

Ward presented the proposed 2024 COLA and merit increase.

The Board discussed the proposed COLA.

The Board agreed by consensus for staff to present a 5% COLA in the 2024 Budget Development Worksheet and consider a mid-year COLA adjustment in 2024.

17. 2024 New and Expanded Positions Request

Ward presented the requested 2024 new and expanded positions.

18. EMS 2024 Expanded Position Request

Ward presented the EMS 2024 expanded position requests.

Adams said the positions are an upgrade to one position for each station.

Ford stated he is going to say no to all the new position requests.

Focke said she believes some of the positions could be used at the first of the year.

19. 2024 Budget Request County Counselor Training Period

Ward presented the 2024 budget request for the County Counselor training period.

Holeman discussed the requested 6-month training period request.

20. 2024 County Attorney New Position Request

Ward presented the 2024 County Attorney new position request.

Wilkerson said his staff is lacking in financial crimes. Wilkerson discussed the increase workload in additional volume of cases.

21. 2024 Elections New Position Request

Ward presented the 2024 Elections new position requests.

Vargo discussed the requested Elections positions.

22. 2024 Human Resources New Position Request

Ward presented the 2024 Human Resources new position requests.

Vargo presented the requested Human Resource and Payroll positions.

23. 2024 Planning & Development New Position Request

Webb discussed the request for the Planning and Development new position request.

The Board asked for more time to review the positions.

24. 2024 Budget Work Session

Vargo presented the Bond & Interest, County Building, RCPD, Economic Development, and General Services 2024 budget requests.

The Board discussed the budget requests.

The Board agreed by consensus in the Economic Development fund to not appropriate funding for the Flint Hills Regional Council and the Comprehensive Plan update.

Vargo presented the 2024 Budget Development Worksheets.

The Board discussed the 2024 Budget Development Worksheets.

The Board agreed by consensus to the following appropriation requests changes.

1. aTa Bus \$105,000
2. Pawnee Mental Health Services \$300,000
3. Council on Aging \$275,000

The Board agreed by consensus to not approve the new appropriation request from Be Able, Food and Farm Council, and Sunflower Children's Collective.

1:06 PM**Adjournment**

Move to adjourn.

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