



**Board of Riley County
Commissioners
Regular Meeting
Minutes
July 10, 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
Chase Hageman	Manhattan Mercury	Present	8:30 AM
Michele Reid	Payroll, Benefits & Employee Relations Manager	Present	8:33 AM
Elizabeth Ward	Human Resource Director	Present	8:35 AM
Craig Cox	Deputy County Counselor	Present	8:53 AM
Pat Collins	Bala Township Clerk	Present	8:53 AM
Curt Porter		Present	8:53 AM
Galen Hofmann	Bala Township Treasurer	Present	8:53 AM
Brittany Phillips	Budget and Finance Officer	Present	8:56 AM
Shelley Woodard	Deputy County Counselor	Present	8:57 AM
John Ellermann	Public Works Director/County Engineer	Present	8:59 AM
Darrin Hobbs	Planning Compliance Specialist	Present	9:15 AM
Amanda Webb	Planning/Special Projects Director	Present	9:15 AM
David Willis	Parks Manager	Present	9:24 AM
Katharine Hensler	Museum Director	Present	10:10 AM
Shelley Hays	Administrative Analyst	Present	11:00 AM
Amy Manges	Register of Deeds	Present	11:00 AM
Shilo Heger	Treasurer	Present	11:00 AM
Russel Stukey	Emergency Management Director	Present	11:00 AM

Pledge of Allegiance

Public Comment

1. Public Comments

Ward asked the Board to consider 2 hours of administrative leave for the funeral of a Riley County Employee.

The Board agreed by consensus to approve the 2-hours of administrative leave for the funeral of a Riley County Employee.

Commission Comments

2. Commission Comments

Focke's Comments:

Friday spent time in the office going over budget printouts and the board packet for today's meeting.

Had a meeting with Craig Cox, Shelley Woodard, and Amanda Webb concerning strategy and issues with the Keats lagoon property search. I had a follow up call with a landowner who has agreed to have us come and look at his property. It's not in an ideal location, but it might be a possibility. Brian Foster has agreed to be included in the meetings, but he's gone until the end of this week. I have about three or four follow up calls to make this week.

Later, I drove to Keats and got some information on some houses for sale across from the park and checked with a friend in real estate on the sales prices.

I also went to Leonardville to retrieve a notebook that I had left on the 29th, and then went by the ambulance construction project. It was closed down for the day, so I didn't stop. It's really progressing well.

The weekend I caught up on a lot of chores around the house and yard after being gone.

I've received a lot of complaints about the excessive amount of fireworks in town from the Saturday before and continuing to the 4th of July.

Ford's Comments:

Thursday afternoon I attended the July meeting of the Flint Hills Mental Health Task Force. The majority of the discussion centered around the Mental Health Summit that is scheduled to take place on September 7th at the Riley County Public Work facility. We reviewed the list of speakers and panelists, identifying the current problems and

challenges facing the region, and possible solutions as well as who can help in that process. We also discussed what community partners and who should be invited, and we may have a facilitator from K-State helping with the event as well staff from RCPD and the CIT council. Also, some logistics of the event were ironed out as well. Also, worthy to note there are several other events taking place as we move into fall including the state Mental Health Summit on September 13th, 14th, and 15th, and the Flint Hills Wellness Coalition is putting together a consumer-based summit at Pottorf Hall on October 10th. The task force will also do a debrief on the summit when we meet in November as a group.

Friday afternoon I attended a pre-meeting for the upcoming Riley County Law Board meeting that will be held at noon on July 17th. Pretty standard discussion will take place now that the budget for 2024 is finalized. We will discuss the resolution to move two meetings in the fall to other locations around Riley County. We have currently designated the Zeandale, and Keats areas as possibilities to hold those meetings. We may or may not discuss moving meeting times to the evenings for a couple of Law Board meetings in the future also. It's also possible we will have a couple of executive sessions on personnel items at the end of the meeting here in July too.

Sunday afternoon I spent some time down here at the office catching up on a few items I have been behind on and going through some numbers and information in preparation for this morning budget work session.

McKinley's Comments:

No meetings since last Thursday but I make up for it with four at the same time tomorrow night.

I enjoyed the mild July weather over the weekend and then spent time reviewing the budget worksheets.

Business Meeting

3. Sign Riley County Employee Action Form(s)

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

- Paulina Gatica, a Medical Reserve Corps Unit Leader, in the Health Department, for Separation from County Service, effective July 21, 2023.

- Chelsea Manwarren, a transfer, as an Outreach and Engagement Coordinator, in the Health Department, at a Range 11, at \$26.68 per hour.

Holeman presented the Request for Proposals for the Indigent Defense Attorneys.

Move to approve the updated Request for Proposals for the Indigent Defense Panel Attorneys.

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 - Jul 6, 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

5. Tentative Agenda

Press Conference Topics

6. Discuss Press Conference

9:00 AM

Craig Cox, Deputy County Counselor

7. Resolution for Private Placement of County's General Obligation

Bonds on \$92,500 for High Plains Ranch Road Benefit District

Cox presented the High Plains Ranch Benefit District Resolution for the General Obligation Bonds.

Move to approve "Resolution No. 071023-37, A Resolution of Riley County, Kansas authorizing and providing for the private placement of the County's General Obligation Bonds, Series A, 2023 in the principal amount of \$92,500" for High Plains Ranch Road.

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

9:15 AM Pat Collins, Bala Township Clerk

8. County Property in Old Bala

Collins, Bala Township Board member, presented the concerns with a piece of Riley County property in old Bala.

The Prides said they had believed when the railroad went out the property went to them, the adjoining property owner.

Holeman said staff will look into the property and debris in question.

9:30 AM Press Conference

9. Public Notice - John Ellermann (1-2 minutes)

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.

10. Public Notices - John Ellermann (3-5 minutes)

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 11th.

Ellermann said Riley County will begin chip seal projects on Monday,

July 17th 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.

9:35 AM David Willis, Parks Manager

11. Recommendation to Include the Friends of Zeandale Community in the Community Park Program

Willis presented the proposal to consider adding Friends of Zeandale Community to the Community Park Program.

Move to approve the Friends of the Zeandale Community be included in the Riley County Community Park Program and appoint a representative to the Park Advisory Board.

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

9:45 AM Amanda Webb, Planning/Special Projects Director

12. Planning & Development - Staff Update

Webb presented the Planning & Development staff report.

10:00 AM John Ellermann, Public Works Director/County Engineer

13. Request to Fill Public Works Operator II - Solid Waste Position

Ellermann presented the request to fill the Public Works Operator I-Solid Waste position.

Move to approve the Solid Waste Division advertise to hire the Public Works Operator II - Solid Waste position.

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 a Public Works Operator II - Solid Waste, in the Public Works Department, at a Range 7.

14. Public Works Project Update

Ellermann presented the Public Works projects update.

Ellermann presented the revised Public Works Organizational Chart for the Chairwoman to sign.

Move for the Chair to sign the Public Works Organizational Chart.

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

10:25 AM Katharine Hensler, Museum Director

15. Museum Staff Report - July 2023

Hensler presented the Museum staff report.

10:40 AM Clancy Holeman, Counselor/Director of Administrative Services

16. Administrative Work Session

17. Pending County Projects County Counselor

Holeman presented the Commission Projects List.

11:00 AM Rich Vargo, County Clerk

18. 2024 Budget Work Session

Vargo presented the revised 2024 Budget Development Worksheets.

The Board discussed the 2024 Budget.

The Board agreed by consensus to keep the Genealogical Society appropriation at \$3,500.

McKinley asked staff to clarify the COLA figures presented.

McKinley asked to clarify the difference on the CIP expenditures from page 1 to page 2.

Ward presented the new and expanded positions requests.

The Board discussed the new and expanded positions requests.

Webb discussed the Environmental Health Services provided and the impact of the Environmental Health Tech position.

Wilkerson discussed the request for a new Assistant County Attorney position.

Ward discussed the EMS three Lieutenant positions request.

Ford suggested condensing the County Counselor's request from 6-months to 3-months.

Focke stated we did 6-months for the Deputy County Counselor.

Holeman said he feels 3-months would work.

Vargo presented the request for new and expanded positions.

Vargo asked the Board to consider approving the Elections positions request, which would be absorbed in the current proposed Election budget.

Move to approve the new and expanded positions of the Assistant County Attorney, Clerk-Elections Coordinator, Clerk-As Needed Clerical (4,000 hours), Clerk-Payroll Clerk, and County Counselor Training Period (3 months).

The Board agreed by consensus to reduce the Economic Development Fund Budget by \$50,000 and the Capital Improvements Program \$250,000.

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

AYES:	Ford, Focke, McKinley
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12:24 PM

Adjournment

Move to adjourn.

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