



**Board of Riley County
Commissioners
Regular Meeting
Minutes
July 11, 2022**

115 North 4th Street
Manhattan, KS 66502
www.rileycountyks.gov

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 2 – Greg McKinley, Chair](#)

[District 3 – Kathryn Focke, Vice Chair](#)

[District 1 – John Ford, 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
Elizabeth Ward	Human Resource Manager	Remote	8:35 AM
Michele Reid	Payroll & Benefits Spec & HR Associate	Present	8:36 AM
Amanda Webb	Planning/Special Projects Director	Present	9:10 AM
Craig Cox	Deputy County Counselor	Present	9:12 AM
Alvin Perez	Public Works Operations/Fleet Manager	Present	9:15 AM
Sam Hennigh	KMAN	Present	9:25 AM
David Adams	EMS/Ambulance Director	Present	9:25 AM
Anna Burson	County Appraiser	Present	9:36 AM
Darell Edie	Budget & Finance Officer	Present	9:40 AM
Amy Manges	Register of Deeds	Present	9:40 AM
Shilo Heger	Treasurer	Present	9:40 AM
John Ellermann	Public Works Director/County Engineer	Present	9:40 AM
Shelly Williams	Community Corrections Director	Present	9:40 AM
Katharine Hensler	Museum Director	Present	9:40 AM

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

McKinley's Comments:

Last week I helped a resident who had traffic questions. The area he was talking about was actually in Manhattan, but I was able to get him in touch with the right person there.

This weekend I have been reviewing the budget and the salary study.

Focke's Comments:

Ford's Comments:

Thursday afternoon I had lunch with Adam Epting who works for Sanity Solutions, a midwest IT and security solutions company. I knew Adam from the gym, and we talked a little bit about fitness, but he talked about some network and cybersecurity solution that may be applicable for Riley County moving forward. Not sure how any of this will work out, but if they have something of benefit for Riley County I'm sure there will be more dialog moving forward in the future.

Also Thursday afternoon I spoke to Elizabeth Ward, Riley County Human Resource Director about the salary survey in a little more depth and detail before this morning's presentation. Certainly, appreciate the hard work and efforts on this, and I do believe developing this internally has save Riley County quite a bit in consultant cost.

Saturday afternoon I headed out to the Lazy T Ranch for their annual Schnitzelfest event. Great authentic German food and cuisine, entertainment, and it's always nice to catch up with people from the area. I'm really glad Ron and Chris Wilson put this and several other related events throughout the year as well. They really have a hidden gem over in the Zeandale area for sure.

Lastly, as many of you are aware, over the last three years I have been working diligently on my physical health and wellbeing. It has been quite a journey over this time, filled full of peaks and valleys, up and downs, and everything that focus will entail, with lots of help from the people at Rethink, Little Apple Nutrition, the staff at Maximum Performance, and my team of doctors at Cotton O'Neil Clinic here in Manhattan and Stormont Vail in Topeka. I can proudly say as of

Thursday I have officially lost 100 pounds. While this journey is far from complete, it's nice to finally achieve what at times I thought was an insurmountable goal. Hopefully, I will have more good news in the future to report.

Business Meeting

3. Sign a Tax Roll Correction

Move to approve the Tax Roll Correction.

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

4. Sign Riley County Personnel Action Form(s)

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

- Teresa Garcia, a Clinic Coordinator, in the Health Department, for Separation from County Service, effective July 6, 2022.
- Tyler Holen, a Facility & Grounds Technician I, in the Public Works/Parks Department, for Separation from County Service, effective July 18, 2022.
- Daniel Kitt, a new hire, as a Public Works Operator II - SW, in the Public Works Department/Solid Waste Division, at a grade I step 1, at \$19.36 per hour.

Review Minutes

5. Board of Riley County Commissioners - Regular Meeting - Jul 7, 2022
8:30 AM

Move to approve the minutes.

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

Review Tentative Agenda

6. Tentative Agenda

Press Conference Topics

7. Discuss Press Conference

9:00 AM Rich Vargo, County Clerk

8. Year to date budget and expenditure reports

Vargo presented the year to date budget and expenditures report.

9:15 AM Amanda Webb, Planning/Special Projects Director

9. Keats Sewer District - Amendment to Owner-Engineer Agreement

Webb presented the Keats Engineer Agreement Amendment.

The Riley County Commission discussed the sewer project.

The Board asked staff to meet with the landowner to see if they would consider it prior to signing the Engineering Agreement.

Move to table the Amendment to Owner-Engineer Agreement and loan the Keats Sewer District \$7,000 from the general fund.

RESULT:	TABLED [UNANIMOUS]
MOVER:	John Ford, County Commissioner
SECONDER:	Kathryn Focke, County Commissioner
AYES:	Ford, Focke, McKinley

9:30 AM Press Conference

10. Public Notice - Alvin Perez (1-2 minutes)

Perez said Riley County will begin chip seal projects on Monday, July 11, 2022 and should be completed by Thursday July 21, 2022. Roads will be chip sealed in the following order:

- University Park Road
- Barton Road
- Tabor Valley Road

Perez said 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.

11. Primary Election August 2, 2022 - Rich Vargo (1-2 minutes)

Vargo reported the last day to register to vote for the August 2, 2022 Primary is Tuesday, July 12, 2022 with Advance Voting beginning on Wednesday, July 13, 2022.

Vargo said Advance Ballots by mail will also be mailed out on Wednesday, July 13, 2022.

9:40 AM

Darell Edie, Budget and Finance Officer

12. BUDGET DEVELOPMENT WORKSESSION 2

Edie presented the budget development worksheets.

Ford suggested any department with over a 10% increase needs to reduce the amount.

Focke discussed potential saving with a centralized purchasing system to purchase in volume.

The Board agreed to mandate a cap on the departments 10% increase in commodities, contractual, and capital outlay.

The Board agreed to budget \$5,200 in appropriations for the MPO Agreement.

The Board agreed by consensus to reduce the Economic Development Fund \$50,000 for the US 24 project.

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

13. Public Works Project Update

Ellermann presented the Public Works projects update.

14. Request to fill an open Facility & Grounds Technician II

Ellermann presented the request to fill the Facility & Grounds Technician II position.

Move to approve the Public Works Department advertise to hire the open Facility & Grounds Technician II position.

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

The Board of County Commissioners signed a Riley County Position Action Form for a Facility & Grounds Technician II, in the Public Works Department, at a grade I.

10:30 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:	John Ford, County Commissioner
SECONDER:	Kathryn Focke, County Commissioner
AYES:	Ford, Focke, McKinley

15. RCHD Request to Fill a Vacant Staff Position in the PH Clinic

Gibbs presented the RCHD request to fill the Clinic Coordinator position.

Gibbs stated this is a potential position she would consider cutting if funding is not available.

Move to approve to fill the Clinic Coordinator position if necessary.

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

The Board of County Commissioners signed a Riley County Position Action Form for a Clinic Coordinator, in the Health Department, at a grade N.

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

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

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.

Holeman described work involved from the various departments for the annual tax sale process.

11:00 AM Katharine Hensler, Museum Director

18. Riley County Historical Museum Staff Update

Hensler presented the Historical Museum staff update.

11:15 AM Elizabeth Ward, Human Resource Manager

19. Riley County Salary Study Presentation

Ward presented the Salary Study.

The Board stated they need the total cost of the proposal to consider for the 2023 budget.

Ward said the numbers are being verified currently.

Ford asked if we are evaluating all of our positions internally and looking at consolidation of position and implementation of technology.

Adjournment

Move to adjourn.

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