



**Board of Riley County  
Commissioners  
Regular Meeting  
Minutes  
July 22, 2024**

115 North 4th Street  
Manhattan, KS 66502  
[www.rileycountyks.gov](http://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  |
| Anna Burson      | County Appraiser                               | Present | 8:30 AM  |
| Bryant Parker    | Deputy County Counselor                        | Present | 8:30 AM  |
| Amanda Webb      | Planning/Special Projects Director             | Present | 8:30 AM  |
| Michele Reid     | Payroll, Benefits & Employee Relations Manager | Present | 8:37 AM  |
| Emma Loura       | Manhattan Mercury                              | Present | 8:45 AM  |
| Phillip Richards | BG Consultants                                 | Present | 8:30 AM  |
| Amy Manges       | Register of Deeds                              | Present | 9:01 AM  |
| Betsy Hughes     | Customer Service Representative I              | Present | 9:05 AM  |
| Shari Morrand    | Tax Supervisor                                 | Present | 9:05 AM  |
| Evan McMillan    | Assistant County Engineer                      | Present | 9:32 AM  |
| John Ellermann   | Public Works Director/County Engineer          | Present | 9:36 AM  |
| Megan Lewis      | Interim Community Corrections Director         | Present | 10:28 AM |
| Jessie Hubbard   | Administrative Assistant II                    | Present | 10:28 AM |

**Pledge of Allegiance**

**Public Comment**

1. Public Comments

**Commission Comments**

2. Commission Comments

**Focke's Comments:**

Friday morning, I participated in the ribbon cutting ceremony at the new Ashland Bottoms Volunteer Fire Station #102. It was well attended by volunteers, county officials, and some Geary County firefighters.

The rest of the weekend was pretty quiet, and I enjoyed the cooler temperatures. It looks to be a busy week going forward.

**McKinley's Comments:**

Friday morning, we had the ribbon cutting for the new fire station in Ashland. There was a large crowd and the building looked great.

Friday and Saturday we went to Kansas City for my birthday. We visited the River Market, Nelson Art Gallery, the Plaza, met with my cousin, and visited my youngest daughter. It looks like I have another grandson that will be passing me in height.

Had a phone call with a resident regarding problems with a short term rental property. I will be talking with Clancy Holeman, County Counselor, about this.

**Ford's Comments:**

Thursday afternoon I watched a couple of interesting YouTube videos hosted by the Kansas Association of Counties. The first was titled "Introducing the Kansas Ecological Tool" the presentation was by Zack Cordes, Ecologist with the Kansas Department of Wildlife and Parks and he went through the new tools they have to do ecological research and reviews. The second video was about the new Kansas Works Registered Apprenticeship Program. Courtney Goucher, Program Manager, Kansas Office of Apprenticeship discussed how this new program can help grow and retain county workforce while also helping to cut down on hiring expenses, promoting diversity, and creating a skilled pipeline of talented employees.

Friday morning, I attended the Ribbon Cutting Ceremony at the new Ashland Community Fire Station. Thought the event went well, the turnover was excellent, the weather was absolutely gorgeous for this time of the year and the new station looks amazing and will serve the community well for decades to come.

Also Friday morning I met with Julie Gibbs, Director at the Riley

County Health Department to discuss a few items including childcare and in particular childcare licensing, current space and facility needs, distribution of both State and Federal grants, and concerns I have with KDHE and their public health visioning. Appreciate the time spent and the dialog that was had. We also spent some time discussing the upcoming Public Health Roadshow that will be taking place on August 6<sup>th</sup> here in Manhattan.

Friday afternoon I took a tour with Jim Genandt, Manhattan Area Technical College President, and Harry Watts from their board of directors of their brand-new Advance Technology Center that has been being constructed over the last two years. This new facility will be housing 7 different programs ranging from Bioscience to Plumbing/HVAC and Building Trades to Welding and Cybersecurity to name a few. This new center is the first of three total phases to update the campus and bring it to the status of being able to train the needs of the area and regional future workforce moving forward into the future. There is an official ribbon cutting occurring in late August as well.

Spent the weekend at home finishing up a couple of projects outside since it was actually rather nice still to be able to do so. NFL Training Camps will be starting this next week which is the first small sign that fall is on its way.

### Business Meeting

3. Strategic Planning consulting contract with Shockey Consultants

Move to approve the Consultant Services Agreement with Shockey Consulting Services, LLC and the Riley County Contractual Provisions Agreement.

|                  |                                    |
|------------------|------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>         |
| <b>MOVER:</b>    | Kathryn Focke, County Commissioner |
| <b>SECONDER:</b> | Greg McKinley, County Commissioner |
| <b>AYES:</b>     | Ford, Focke, McKinley              |

4. Highway Use Permit, Schultz-18570 School Branch Road

Move to approve the Highway Use Permit granting Raymond Schultz permission to install a residential sewer line under School Branch Road at 18750 School Branch Road, Randolph.

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|------------------|------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>         |
| <b>MOVER:</b>    | Greg McKinley, County Commissioner |
| <b>SECONDER:</b> | Kathryn Focke, County Commissioner |

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|--------------|-----------------------|
| <b>AYES:</b> | Ford, Focke, McKinley |
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## 5. CIP Project Activations

Move to approve the following CIP Project Authorization Forms totaling \$533,000.

| <b><u>DEPARTMENT:</u></b> | <b><u>TOTAL:</u></b> | <b><u># OF PROJECTS:</u></b> |
|---------------------------|----------------------|------------------------------|
| Parks                     | \$ 33,000            | 3                            |
| Public Works              | \$ 500,000           | 1                            |
| <b>TOTAL</b>              | <b>\$ 533,000</b>    |                              |

|                  |                                    |
|------------------|------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>         |
| <b>MOVER:</b>    | Kathryn Focke, County Commissioner |
| <b>SECONDER:</b> | Greg McKinley, County Commissioner |
| <b>AYES:</b>     | Ford, Focke, McKinley              |

## 6. Sign Riley County Employee Action Form(s)

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

- Dave Stuckenschmidt, a new hire, as a Temporary Election Day Worker, in the Election Department.
- David Alexander, a new hire, as a Temporary Election Day Worker, in the Election Department.
- Cheryl Jones, a new hire, as a Temporary Election Day Worker, in the Election Department.
- Rosemarie Alexander, a new hire, as a Temporary Election Day Worker, in the Election Department.
- Kyle Johnson, a new hire, as a Temporary Election Day Worker, in the Election Department.
- Joan Phinisey, a new hire, as a Temporary Election Day Worker, in the Election Department.
- Rodney Stanfield, a new hire, as a Temporary Election Day Worker, in the Election Department.

**Review Minutes**

## 7. Board of Riley County Commissioners - Regular Meeting - Jul 18, 2024 9:00 AM

Move to approve the minutes.

|                |                                    |
|----------------|------------------------------------|
| <b>RESULT:</b> | <b>ACCEPTED [UNANIMOUS]</b>        |
| <b>MOVER:</b>  | Kathryn Focke, County Commissioner |

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| <b>SECONDER:</b> | Greg McKinley, County Commissioner |
| <b>AYES:</b>     | Ford, Focke, McKinley              |

### Press Conference Topics

8. Discuss Press Conference
  - Rich Vargo-Primary Election, Tuesday, August 6, 2024

### Review Tentative Agenda

9. Tentative Agenda

**9:00 AM**

#### Bob Isaac, Planner

10. Replat Lots 59A and 59B of Sam N. Rogers Subdivision together into a single lot.

Isaac presented the PK Richards Addition request to replat.

Move to approve “Resolution No. 072224-37, A Resolution approving the PK Richards Addition plat and accepting the street rights of way, easements, and licenses as shown to be dedicated on said plat”, as it was determined that it meets the requirements of Articles 26-5, 26-8 and 26-9 of the Manhattan Development Code and the Riley County Sanitary Code.

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| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>         |
| <b>MOVER:</b>    | Greg McKinley, County Commissioner |
| <b>SECONDER:</b> | Kathryn Focke, County Commissioner |
| <b>AYES:</b>     | Ford, Focke, McKinley              |

**9:15 AM**

#### Elizabeth Ward, Human Resources Director

11. 2024 United Way Campaign

Manges presented the Konza United Way Campaign proposal.

Move to approve the Konza United Way Campaign proposal as presented.

|                  |                                    |
|------------------|------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>         |
| <b>MOVER:</b>    | Kathryn Focke, County Commissioner |
| <b>SECONDER:</b> | Greg McKinley, County Commissioner |
| <b>AYES:</b>     | Ford, Focke, McKinley              |

**9:30 AM****Press Conference**

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

McMillan said the Riley County Transfer Station will be closed on Saturday, July 27, 2024, for equipment repairs.

13. Annual maintenance questionnaires going in the mail this week - Anna Burson (3-5 minutes)

Burson said the Riley County Appraiser's Office is updating both residential and commercial real estate records as part of the maintenance process for continuing reappraisal. The appraisal staff will also be conducting onsite inspections of sales as part of the sales verification process. These processes are mandated by Kansas law.

Not all properties are due for annual maintenance reinspection. Of those that are, some properties will be physically inspected. At the time of the inspection if a property owner is not home the appraiser will leave a green card questionnaire at the door. All other properties due for annual reinspection will receive the green card questionnaire in the mail. If you receive a questionnaire, please fill out the green card and return it to our office by August 15, 2024.

Anyone who receives a questionnaire in the mail has the option to fill out an online form to submit the requested information instead of mailing in the green card.

Please note, appraisers will also be out updating photos and performing onsite inspections of properties that have been sold. Riley County employees doing onsite inspections will be easy to identify.

Riley County Appraiser's Office Employees:

1. Appraiser's drive white vehicles with the blue Riley County logo
2. Wear shirts or jackets with the Riley County logo
3. Carry ID badges

Riley County staff will always be happy to show ID. Please contact our office at 785-537-6310 with any questions or concerns.

## 14. Riley County Office Building Hours - Vivienne Leyva (2 minutes)

Leyva said as of July 1, some Riley County government offices began operating on a new schedule, with new customer service hours. The building at 110 Courthouse Plaza is open to the public Monday through Thursday from 7:30 a.m. to 5:00 p.m. and Friday from 7:30 a.m. to noon.

This includes the

- Appraiser
- County Clerk and \*Elections - which has relocated to this building at 115 North 4<sup>th</sup> Street on the 4<sup>th</sup> floor
- Treasurer and Motor Vehicles
- Planning and Development/Environmental Health
- Register of Deeds (available by appointment Friday afternoons)
- Riley County K-State Extension (available by appointment Friday afternoons)

Please call ahead to schedule those Friday afternoon appointments.

Departments in other buildings such as district court, health department, and public works, will maintain their current schedules.

All full-time employees will continue to work a minimum of 40 hours each week.

For more information, please visit the Riley County website at [rileycountyks.gov](http://rileycountyks.gov) or call 785-537-6300.

## 15. Primary Election Tuesday, August 6, 2024 - Rich Vargo (2 minutes)

Vargo reported advance voting began July 17, 2024 for the Primary Election. He said the last day to request a ballot by mail is Tuesday, July 30, 2024. Vargo said advance voting closes at noon, August 5, 2024. He said 84 advance voters have voted as of Friday.

**9:40 AM**

**Anna Burson, Appraiser**

## 16. Request to refill the Appraiser I or II Residential Position

Burson presented the request to fill the Appraiser I or II position.

Move to approve posting and refilling the Appraiser II-Residential

position as an Appraiser II or I.

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|------------------|------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>         |
| <b>MOVER:</b>    | Greg McKinley, County Commissioner |
| <b>SECONDER:</b> | Kathryn Focke, County Commissioner |
| <b>AYES:</b>     | 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.

**9:50 AM**

**John Ellermann, Public Works Director/County Engineer**

17. Kansas Ave. Speed Study

Ellermann presented the Kansas Avenue Speed Study and resolution.

Move to approve "Resolution No. 072224-38, A Resolution declaring a reasonable and safe maximum speed limit on Kansas Avenue, in Riley County, Kansas" to lower the speed limit on Kansas Avenue to 30 mph from the east Riley City limits to 500' east of the Pheasant Ridge Road intersection and the installation of flashing yellow light on the speed limit sign entering the City of Riley on Kansas Avenue.

|                  |                                    |
|------------------|------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>         |
| <b>MOVER:</b>    | Kathryn Focke, County Commissioner |
| <b>SECONDER:</b> | Greg McKinley, County Commissioner |
| <b>AYES:</b>     | Ford, Focke, McKinley              |

**10:10 AM**

**Clancy Holeman, Counselor/Director of Administrative Services**

18. Administrative Work Session

19. Pending County Projects County Counselor

Holeman presented the Commission Project List.

Holeman discussed the dates for the fall Legislative Conference.

**10:30 AM**

**Megan Lewis, Interim Community Corrections Director**



## 20. Out of State Travel Request

Hubbard presented the out of state travel request.

Move to approve the Out of State Travel Request for Jessie Hubbard, Riley County Community Corrections Administrative Assistant II to attend a Basic Financial Training Seminar in Washington, D.C.

|                  |                                    |
|------------------|------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>         |
| <b>MOVER:</b>    | Greg McKinley, County Commissioner |
| <b>SECONDER:</b> | Kathryn Focke, County Commissioner |
| <b>AYES:</b>     | Ford, Focke, McKinley              |

## 21. FY24 4th Quarter Line-Item Adjustments

Hubbard presented the FY24 4th Qtr Line-Item adjustments.

Move to approve the line-item adjustments to be submitted to the KDOC.

|                  |                                    |
|------------------|------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>         |
| <b>MOVER:</b>    | Kathryn Focke, County Commissioner |
| <b>SECONDER:</b> | Greg McKinley, County Commissioner |
| <b>AYES:</b>     | Ford, Focke, McKinley              |

## 22. Revised FY25 Adult Services Budget

Hubbard presented the FY 25 revised Adult Services budget.

Move to approve the FY25 revised Adult Services budget.

|                  |                                    |
|------------------|------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>         |
| <b>MOVER:</b>    | Greg McKinley, County Commissioner |
| <b>SECONDER:</b> | Kathryn Focke, County Commissioner |
| <b>AYES:</b>     | Ford, Focke, McKinley              |

## 23. KDOC FY24 Adult Services Year-End Outcome Report

Lewis presented the KDOC FY24 Adult Services Year-End Outcome report.

Move to approve the KDOC FY24 Adult Services Year-End Outcome Report.

|                  |                                    |
|------------------|------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>         |
| <b>MOVER:</b>    | Greg McKinley, County Commissioner |
| <b>SECONDER:</b> | Kathryn Focke, County Commissioner |

|              |                       |
|--------------|-----------------------|
| <b>AYES:</b> | Ford, Focke, McKinley |
|--------------|-----------------------|

24. KDOC FY24 Juvenile Services Year-End Outcome Report

Lewis presented the KDOC FY24 Juvenile Services Year-End Outcome report.

Move to approve the KDOC FY24 Juvenile Services Year-End Outcome Report.

|                  |                                    |
|------------------|------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>         |
| <b>MOVER:</b>    | Kathryn Focke, County Commissioner |
| <b>SECONDER:</b> | Greg McKinley, County Commissioner |
| <b>AYES:</b>     | Ford, Focke, McKinley              |

10:59 AM

**Adjournment**

Move to adjourn after the Intergovernmental Luncheon.

|                  |                                    |
|------------------|------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>         |
| <b>MOVER:</b>    | Greg McKinley, County Commissioner |
| <b>SECONDER:</b> | Kathryn Focke, County Commissioner |
| <b>AYES:</b>     | Ford, Focke, McKinley              |

12:00 PM

**Intergovernmental Luncheon**

25. Intergovernmental Luncheon Agenda