



**Board of Riley County  
Commissioners  
Regular Meeting  
Minutes  
July 27, 2023**

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 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 |
| John Ellermann    | Public Works Director/County Engineer          | Present | 8:30 AM |
| Cody Sharp        | Riley County 4-H King                          | Present | 8:30 AM |
| Makayla Machin    | Riley County 4-H Queen                         | Present | 8:30 AM |
| Michele Reid      | Payroll, Benefits & Employee Relations Manager | Present | 8:30 AM |
| Anna Burson       | County Appraiser                               | Present | 8:30 AM |
| Elizabeth Ward    | Human Resource Director                        | Present | 8:39 AM |
| Brittany Phillips | Budget and Finance Officer                     | Present | 8:58 AM |
| Cory Meyer        | IT/GIS Director                                | Present | 9:26 AM |
| Shelly Williams   | Community Corrections Director                 | Present | 9:46 AM |
| Vivienne Leyva    | PIO                                            | Present | 9:53 AM |
| David Adams       | EMS/Ambulance Director                         | Present | 9:54 AM |

**Pledge of Allegiance**

**Public Comment**

1. Public Comments

Ellermann reminded the Board the Transfer Station is closed Saturday for repair work.

2. Presentation of Riley County Commissioners 4-H cookie jar by Riley County 4-H King and Queen

Cody Sharp and Makayla Machin, Riley County 4-H King and Queen

presented the Board with the 4-H Cookie Jar.

Sharp and Machin thanked the Board for their support of the Riley County Fair.

### **Commission Comments**

#### **3. Commission Comments**

Focke's Comments:

Monday at noon, I attended the Intergovernmental Luncheon at Rockin K's event space. A presentation was made by Asia Sampson, RCHD on the Opioid Task Force. Asia has been busy working with various organizations on the opioid and other drug awareness and prevention programs. There will be public presentations at the AMC Theater for the next two Tuesday evenings at 6:00 p.m.

A report was also made by Clancy Holeman on the Local Ad Valorem Tax Reduction Fund and the lobbying efforts that will be emphasized in the upcoming legislation session.

Other announcements were made by the various public entities attending, including August school openings with USD 383 on August 16<sup>th</sup> and KSU on August 21<sup>st</sup>.

That afternoon all the commissioners, Clancy Holeman, and Cindy Kabriel did a fence viewing up in the northern part of the county. Two property owners are in dispute of fencing at a shared pond. We did a lot of walking in rough terrain and reviewed the issues with one owner's attorney and the other rancher. At the end of the meeting, they agreed on getting an estimate on building a new fence in the disputed location and splitting the cost 50/50. Hopefully, they will agree after they get the dollar numbers.

Tuesday, I had a meeting with Mr. Westervelt, bringing him up to speed on the efforts to solve the Keats wastewater. He had some suggestions and insight that are appreciated. Later, I spoke with Team Keats on Brian Foster's plan going forward. I also called the property owner and advised him of the upcoming steps.

I had a call from a constituent who is concerned about the underserved population in the area with the high heat. There aren't any plans for any cooling location, so possibly we could do something in the next week.

**Ford's Comments:**

Monday afternoon over the lunch hour I attended the July Intergovernmental Luncheon at Rockin K's up at K-State. Heard a presentation and update from Julie Gibbs and Asia Sampson from the Health Department on all she is working on in terms of Opioid Education and outreach and the development of a Substance Abuse Task Force. They also mentioned the recent viewing of the film "First Day" that was free at AMC Movie Theater, and it will be shown two more times on Tuesday July 25<sup>th</sup> and August 1<sup>st</sup> as well at AMC. Also, Clancy Holeman took some time to discuss plans moving forward on the Local Ad Valorem Tax Reduction Fund and what things we can expect in terms of movement on getting those funds restored to local units of government. Very well attended as the room was packed with officials from all the local entities most of whom gave a short update as well.

Also Monday afternoon we had a second fence viewing here recently up in the Swede Creek area. This one was rather interesting as it dealt with not only a fence but a fence and property that includes a large pond and the transfer of one property from one entity to another with a change in usage as well. One property was there in person, the other was represented by legal counsel. Although it was extremely hot most of the dialog took place in the shade which worked out quite nicely. I took from the dialog there may be an applicable solution that can be agreed upon by both parties moving forward which would be good.

Tuesday afternoon I attended via Zoom the monthly Board of Directors Meeting of Pawnee Mental Health. We started with a Finance Committee Meeting report and update pre meeting which went well. Topics discussed at the board portion of the meeting were a Chief Executive Officer's report, approval of the FY 2024 agency budget, Chief Financial Officer's report, the Annual FY 2023 Report presented by the Safety Committee from Craig Poe, a Chief Executive Officer's report from Robbin Cole which included a strategic plan update as well, an Annual report from the Marketing and Development Committee, a review of the June 2023 financials from the Finance Oversight Committee, and some other business items included discussion on the a CCBHC Medicaid Expansion article, signup sheets for County and City Recovery Month Proclamation, and I spoke on a KAC Webinar dealing with state reimbursements back to counties for state hospital wait time, that will be on August 2<sup>nd</sup> at 2:00 p.m. We will meet again in late September.

Finally, it is officially Riley County Fair week with the Kaw Valley Rodeo starting this evening. I realize it is incredibly hot outside, but it is a great time to see what our 4-H kids and families have been working on throughout the year and a great chance to see some other events and

activities.

McKinley's Comments:

After our meeting Monday, I attended the Intergovernmental Luncheon. We had a presentation by Asia Sampson on the work she has been doing with opioid talks to schools. She does a good job and I hope we can find a way to keep her when that grant expires. Clancy Holeman then gave an update on LAVTR work being done to push it through the legislature in 2024.

In the afternoon I had the pleasure of another fence view. A nice afternoon walk in some pleasant weather.

Wednesday afternoon we had a progress meeting at the Leonardville Ambulance Station. Wildcat Tree was finishing the clearing for the alley. Plumbing and electrical are being installed. Siding, shingles, windows, and doors should be installed next week.

**Business Meeting**

4. Sign Riley County Employee Action Form(s)

The Board of County Commissioners signed a Riley County Employee Action Form for Steven Cortez, a part-time Seasonal Laborer, in the Public Works/Parks Department, for Separation from County Service, effective July 25, 2023.

5. Approve payroll/accounts payables (when completed)

Move to approve the payroll vouchers in the amount of \$656,770.36 and the following warrant vouchers for July 28, 2023:

**2022 Budget**

|                |             |
|----------------|-------------|
| County General | \$22,334.50 |
| TOTAL. . . . . | \$22,334.50 |

**2023 Budget**

|                |              |
|----------------|--------------|
| County General | \$979,003.18 |
| Disaster Fund  | 37,728.14    |

|                                       |            |
|---------------------------------------|------------|
| Health Department                     | 140,793.59 |
| 21 <sup>st</sup> Distr Adult Drug Crt | 55.56      |
| Register of Deeds Tech Fund           | (125.08)   |
| County Auction                        | 1,351.52   |
| Motor Vehicle Operations              | 525.95     |
| Community Corrections                 | 47,995.03  |
| Capital Improvements Fund             | 460,000.00 |
| Emergency 911                         | 9,581.69   |
| Solid Waste                           | 256,883.53 |
| County Building                       | 9,030.26   |
| Road & Bridge Cap Project             | 769.36     |
| RCPD Levy/Op                          | 9,989.99   |
| Landfill Closure                      | 962.21     |
| Riley Co Fire Dist #1                 | 58,715.02  |
| University Park W&S                   | 12,832.93  |
| Hunters Island Water Dist             | 3,200.97   |
| Carson Sewer Benefit Dist             | 434.18     |
| Deep Creek Sewer                      | 511.94     |
| Moehlman Bottoms                      | 1,222.21   |
| Valleywood Operations                 | 3,041.76   |
| Terra Heights Sewer                   | 2,285.40   |
| Konza Water Operations                | 8,781.06   |
| Univ Park W&S Cap Reserve             | 6,512.00   |
| Lakeside Heights Sewer                | 45.81      |
| High Plains Ranch-Ben Dis             | 305.81     |

TOTAL. . . . . \$2,052,434.02

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

### Review Minutes

6. Board of Riley County Commissioners - Regular Meeting - Jul 24, 2023 8:30 AM

Move to approve the minutes.

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

**Review Tentative Agenda**

7. Tentative Agenda

**Press Conference Topics**

8. Discuss Press Conference

**9:00 AM****Craig Cox, Deputy County Counselor**

9. Sale of Temporary Note for University Park and Lakeside Heights Sewer Districts.

Cox presented the resolution for the sale of temporary notes for the University Park and Lakeside Heights Sewer District.

Ellermann said the funding is for the engineering and land cost for the project.

Move to approve "Resolution No. 072723-40, A Resolution of Riley County, Kansas authorizing the offering for sale of the County's General Obligation Temporary Notes, Series 8, 2023 in the approximate principal amount of \$275,000."

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

**9:15 AM****Clancy Holeman, Counselor/Director of Administrative Services**

10. Administrative Work Session

Holeman stated they are working on multiple projects including the transition of Deputy County Counselor to Shelley Woodard.

**9:35 AM****Cory Meyer, IT/GIS Director**

## 11. IT/GIS Staff Update - May 2023

Meyer presented the IT/GIS staff update.

## 12. Dell PC Rotation Purchase

Meyer presented the request to purchase Dell PC's.

Move to approve the purchase of 40 desktop, \$34,160, as part of our annual desktop replacement rotation, to be paid from the IT/GIS Budget.

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

## 13. HPE Alletra Storage Purchase

Meyer presented the HPE Alletra storage purchase request.

Move to approve the purchase of the HPE Alletra, \$75,350.83, in order to meet the growing file storage needs of the County, to be paid for from the IT/GIS 2023 Budget.

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

9:50 AM

**Shelly Williams, Community Corrections Director**

## 14. Monthly Staff Update

Williams presented the Community Corrections staff update.

## 15. Juvenile Services Line-Item Adjustments

Williams presented the Juvenile Services Line-Item adjustments.

Move to approve the line-item transfers to be able to cover payroll and agency operations line-items.

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

**10:05 AM Vivienne Leyva, PIO**

16. July 2023 Communications Update

Leyva presented the July PIO Communications update.

**10:20 AM David Adams, EMS/Ambulance Director**

17. Request to Fill Positions- EMT & Paramedic

Adams presented the EMS request to fill positions.

Move to approve staff's recommendation to hire two full time EMTs, a PRN Paramedic, and a PRN EMT.

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

The Board of County Commissioners signed a Riley County Position Action Form for two EMTs, in the EMS/Ambulance Department, at a Range EMT.

The Board of County Commissioners signed a Riley County Position Action Form for a Paramedic (EMSPRN), in the EMS/Ambulance Department, at a Range Paramedic.

The Board of County Commissioners signed a Riley County Position Action Form for an EMT (PRNEMT), in the EMS/Ambulance Department, at a Range EMT.

Ford asked for the commissioners to receive the 4/10's survey results as soon as possible to review.

**10:34 AM      Adjournment**

Move to adjourn.

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