



**Board of Riley County
Commissioners
Regular Meeting
Minutes
August 12, 2024**

115 North 4th Street
Manhattan, KS 66502
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
Gary Olds		Present	8:30 AM
Anna Burson	County Appraiser	Present	8:30 AM
Bryant Parker	Deputy County Counselor	Present	8:30 AM
John Ellermann	Public Works Director/County Engineer	Present	8:30 AM
Vivienne Leyva	PIO	Present	8:30 AM
Brittany Phillips	Budget and Finance Officer	Present	8:39 AM
Emma Loura	Manhattan Mercury	Present	8:50 AM
Steve Schurle	Commercial Real Estate Analyst	Present	9:15 AM
Katharine Hensler	Museum Director	Present	9:15 AM
Julie Gibbs	Health Department Director	Present	10:45 AM
Russel Stukey	Emergency Management Director	Present	10:47 AM
David Russell	Deputy Fire Chief	Present	10:52 AM

Pledge of Allegiance

Public Comment

1. Public Comments

Olds asked the Board to consider extending the public comment time from 3 minutes to 5 minutes.

Olds thanked the Board for staying under the Revenue Neutral Rate.

Olds discussed the concern with the practice or policy to contain cost long term. Olds said salaries are the largest factor of the budget.

Ellermann reminded the Board that West 69th Avenue road construction starts today and should be done on Friday.

Holeman asked the Board to add an executive session to his time today.

Move to add an executive session to Holeman's administrative time on today's agenda.

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

Commission Comments

2. Commission Comments

Focke's Comments:

Thursday afternoon I spent some extra time in the office, knowing that I would be out for several days.

Friday, I had two medical check-up procedures done at the Surgical Center. The afternoon was pretty much a rest time.

Saturday, I got work done around the house and in the yard.

The weekend was pretty low-key and normal otherwise.

Sunday, I spent several hours going through today's agenda and documents and scheduled upcoming meetings and events on my calendar for the month.

McKinley's Comments:

Friday evening, we went to the Ranch Rodeo in Leonardville. If you have never been, you need to go sometime. It is very entertaining.

Saturday morning, I watched the gold medal game for women's soccer between the United States and Brazil. The US women won 1 nil, and it was a very exciting game. Yes, I am one of those folks that watch soccer. I had two daughters that played including one that was all state their senior year.

Saturday afternoon we were at the museum. The Arts & Humanities Association of Manhattan, otherwise known as AHA, donated a picnic table in honor of Cheryl Collins. It came in as a pallet of parts. A few people from the Riley County Historical Society came to put it together. We completed it with no left over parts and carried it over to an area behind the Goodnow House.

After that we went over to the EMS Headquarters to see the progress.

Ford's Comments:

Thursday afternoon I had lunch with Brian Fuemmeler from McCownGordon to catch up and chat about the progress and development here in the region. Had a really good discussion on several items and I certainly appreciate his time.

Thursday, I attended the Flint Hills Volunteer Center annual dinner and banquet out at Pottorf Hall. It was a very well attended event and dinner which was catered by HyVee and was delicious as well. It's amazing to know that we have over 300 dedicated volunteers currently that are serving the community as a whole.

Friday afternoon we had our monthly pre-law board meeting at the Law Enforcement Center. We went over the agenda items we will be discussing for the August 19th meeting, and then we discussed several personnel issues that have become pertinent as well. That meeting will take place at noon on the 19th at City Hall.

Weekend otherwise was pretty quiet and went by rather fast but at least it was cool and damp.

Business Meeting

Review Minutes

3. Board of Riley County Commissioners - Regular Meeting - Aug 8, 2024 8:30 AM

Move to approve the minutes.

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Kathryn Focke, County Commissioner
SECONDER:	Greg McKinley, County Commissioner

AYES:	Ford, Focke, McKinley
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Review Tentative Agenda

4. Tentative Agenda

Press Conference Topics

5. Discuss Press Conference

9:00 AM Rich Vargo, County Clerk

6. Year to date budget and expenditure reports

Vargo presented the year to date budget and expenditure reports.

9:15 AM Michael Boller, Noxious Weed Director

7. Bid opening for a tractor

The Board of County Commissioners opened the following bids for a tractor.

Company	Total Bid
Prairieland Partners 1001 S. Wind Drive Wamego, KS 66547	\$123,837.44
KanEquip PO Box 310 Wamego, KS 66547	\$121,687.00
KanEquip PO Box 310 Wamego, KS 66547	\$121,687.00
Rossville Truck & Tractor 12635 NW Hwy 24, PO Box 38 Rossville, KS 66533	\$116,101.24

Move to refer the bids to staff for evaluation and recommendation.

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

9:20 AM

Michael Boller, Noxious Weed Director

8. Bid opening for a mower

The Board of County Commissioners opened the following bids for a rotary mower.

Company	Total Bid
Prairieland Partners 1001 S. Wind Drive Wamego, KS 66547	\$25,786.80
KanEquip PO Box 310 Wamego, KS 66547	\$26,996.70
Hall Manufacturing 3706 E Washington Avenue North Little Rock, AR 72114	\$23,478.15
Rossville Truck & Tractor 12635 NW Hwy 24, PO Box 38 Rossville, KS 66533	\$26,125.00

Move to refer the bids to staff for evaluation and recommendation.

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

9:30 AM

Press Conference

9. BG Consultants' initial fieldwork for the Keats Community lagoon - Vivienne Leyva (2-3 minutes)

Leyva said BG Consultants, Inc. is beginning the initial fieldwork for the Keats Sanitary Sewer Improvements Project. Residents in the Keats area will begin seeing workers marking utilities and taking topographical survey information this month. No digging or construction work is scheduled to begin.

- Samuel Johnson, Project Engineer for BG Consultants, Inc shared updated timeline information.
- BG will begin preliminary design in the office (first half of August).
- BG will call in utility locates (water, power, cable, fiber, gas, etc.) and have them marked in the field (first half of August).
- BG will perform utility and topographical survey after the utilities are marked in the field (mid August).
- BG will identify utility and structure conflicts with the preliminary design (mid to late August) and redesign as needed.
- BG will survey clean outs and septic tanks and identify preliminary service line alignment (late August early September).

After they get the preliminary alignment figured for the sewer main, manholes, and service lines, we will get coordinated with residents on any concerns. Properties that have potentially difficult installations due to existing waterlines and established trees will receive special attention to work through those issues.

To make sure residents are aware that workers will be in the area, we sent direct email, issued press releases, updated the website, and printed flyers which Commissioner Focke has kindly offered to distribute to the people in Keats.

We're very excited to see this project begin to take shape. As a reminder about funding, the Kansas Water Office recently awarded Keats a Technical Assistance Grant to evaluate sites for the new facility. KDHE is investing \$2,537,790 to assist Riley County in implementing this project.

Technical assistance for the Keats Sanitary Sewer Improvements Project is funded in whole by the State of Kansas Water Plan Fund. Construction for this project is funded by the Kansas Department of Health and Environment Small Town Water and Sewer Infrastructure Assistance Program and American Rescue Plan Act funds. Any remaining project costs will be added to an annual special property tax assessment for each user in the Keats Sewer Benefit District.

More information about the Keats Sanitary Sewer Improvements Project is available on the Riley County website at rileycountyks.gov, look for Keats Sanitary Sewer Improvements Project.

10. Income and Expense Questionnaires are going in the mail on Thursday, August 15th - Anna Burson (1-2 minutes)

Burson reported the Income and Expense Questionnaires are being mailed Thursday, August 15th *NOT FRIDAY*.

Burson said as part of the State-mandated reappraisal process the Riley County Appraiser's office is conducting a survey of multifamily/commercial/industrial properties and respectfully requests your participation. We are studying trends in the local real estate market regarding rents, occupancy, and operating expenses. Income and expense questionnaires will be mailed this Thursday, August 15th. The information we receive from the surveys returned will be maintained confidential in accordance with Kansas Law and standards of professional appraisal practice.

The information will be used to calibrate our valuation models, and it WILL NOT be used to value the specific properties from which information is provided. It will be used in conjunction with data on other properties of similar use to find typical rents, occupancy, and expenses for the particular use type (retail, office, multifamily, etc.).

Burson said we value your time. If it is easier to print out an income and expense report, rent roll, or IRS tax statement please provide that information to supplement the survey form. Additionally, the forms being mailed can be accessed on the Riley County Appraiser's Office web page under Real Estate> Appraiser's Office Forms> Commercial. The completed questionnaire and/or additional documentation can be returned by email, fax, mail or dropped off no later than September 2, 2024 to our office.

9:35 AM

Katharine Hensler, Museum Director

11. Request to Fill Two Positions at the Riley County Historical Museum

Hensler presented the request to fill two positions.

Move to approve the request to fill the As Needed Museum Assistant and the Curator of Archives and Library positions.

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

The Board of County Commissioners signed Riley County Position Action Forms for an As Needed Museum Assistant, in the Museum Department, at a Range Temporary and As Needed (TASND) and a Curator Archive & Library, in the Museum Department, at a Range 12.

12. Monthly Staff Update - Riley County Historical Museum

Hensler presented the Museum update.

10:00 AM

John Ellermann, Public Works Director/County Engineer

13. Fill an open Traffic Control Technician Position

Ellermann presented the request to fill the Traffic Control Technician.

Move to approve the Public Works Department advertise to hire the open Traffic Control Technician position.

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

The Board of County Commissioners signed a Riley County Position Action Form for a Traffic Control Technician, in the Public Works Department, Range 5.

14. Public Works Project Update

Ellermann presented the Public Works projects update.

10:25 AM

Clancy Holeman, Counselor/Director of Administrative Services

10:25 AM

15. Administrative Work Session

Move the County Commission, including Chairman Ford, Vice Chairman McKinley, and Commissioner Focke, recess into executive session on potential litigation for the purpose of consultation with Clancy Holeman, County Counselor, and Bryant Parker, Deputy County Counselor, 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 10:45 a.m.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Greg McKinley, County Commissioner
SECONDER:	Kathryn Focke, County Commissioner

AYES:	Ford, Focke, McKinley
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10:45 AM

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

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

16. Pending County Projects County Counselor

10:45 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:	Greg McKinley, County Commissioner
SECONDER:	Kathryn Focke, County Commissioner
AYES:	Ford, Focke, McKinley

17. RCHD Out of State Travel Request

Gibbs presented the out of state travel request.

Move to approve the Out of State Travel Request for Julie Gibbs to attend the 21C Learning Community Convening in Chicago, Illinois in the amount of \$1,164 the cost is completely covered by PHAB.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Kathryn Focke, County Commissioner
SECONDER:	Greg McKinley, County Commissioner

AYES:	Ford, Focke, McKinley
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Move to recess as the Board of Health and reconvene as the Board of County Commissioners.

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

10:55 AM**Brittany Phillips, Budget and Finance Officer****18. 2025 Rural Fire Budget Discussions**

Phillips presented the 2025 Rural Fire Budget worksheets.

Ford stated he is still at keeping it at 8% like the other departments.

McKinley said the others do not have to pay for their own buildings and equipment.

McKinley suggested leaving the budget as previously approved.

The Board agreed for Stukey to get updated prices from the Ashland Bottoms Fire Station contractor for the University Park Fire Station.

11:28 AM**Adjournment**

Move to adjourn.

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