



**Board of Riley County
Commissioners
Regular Meeting
Minutes
August 28, 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
Clancy Holeman	Counselor/Director of Administrative Services	Present	8:30 AM
Rich Vargo	County Clerk	Present	8:30 AM
Gary Olds		Present	8:30 AM
Brittany Phillips	Budget and Finance Officer	Present	8:30 AM
David Adams	EMS/Ambulance Director	Present	8:31 AM
Stan Wilson		Present	8:40 AM
Russel Stukey	Emergency Management Director	Present	9:04 AM
Doug Russell	Assistant Fire Chief	Present	9:04 AM
Shilo Heger	Treasurer	Present	9:06 AM
Barbara Stevenson		Present	9:17 AM
Jill Seaton	Legal Assistant/Office Manager	Present	9:30 AM
Shelley Woodard	Deputy County Counselor	Present	9:30 AM
Craig Cox	Deputy County Counselor	Present	10:03 AM
Brian Foster	BG Consultants	Present	10:09 AM
Bob Isaac	Planner	Present	10:34 AM
Julie Gibbs	Health Department Director	Present	10:50 AM
Dolores Renner	Leonardville Seniors	Present	9:30 AM
Deanna Hall	Manhattan Seniors	Present	9:30 AM
Liz Nelson	Manhattan Seniors	Present	9:30 AM
Darrell Wood	Ogden Seniors	Present	9:30 AM
Sheri Storer	Randolph Seniors	Present	9:30 AM
Kevin Larson	Riley County Council on Aging	Present	9:30 AM
Ritch Burwell	Riley Seniors	Present	9:30 AM
Janie Buseman	Riley Seniors	Present	9:30 AM
Judy Kimball	Zeandale Seniors	Present	9:30 AM
Carl Friedrich		Present	

Pledge of Allegiance

Public Comment

1. Public Comments

Olds read the mission statement of Riley County and asked at what cost. Olds stated at any cost.

Olds said he would like to "plant some seeds" for the commission to think about.

Olds asked how many town halls took place for citizens to participate in the budget.

Olds discussed the growth of the Riley County budget.

Olds asked when developing the 2025 budget, to not have the RNR and budget hearings while people are at work. Olds suggested having them in the evening or on a Saturday.

Commission Comments

2. Commission Comments

Focke's Comments:

Friday morning, I went to a meeting at the Public Works conference room with Craig Cox, Brian Foster, and the potential Keats property owner.

That afternoon, I did some work here in the office, going over today's meeting agenda and paperwork, and spent some time discussing the Keats project with Craig Cox.

The weekend was spent catching up on bills, answering e-mails and phone calls, and yard work.

I enjoyed the cooler weather Saturday night and Sunday and am looking forward to a short break from the super-hot weather this week.

Ford's Comments:

Friday, I had lunch at Tallgrass Taphouse with State Representative Kenny Titus from the 51st District. We discussed a couple of legislative

items including the LAVTR, County Nuisance Abatement, and several other items that were relevant to these conversations. It was nice to finally get a chance to sit down and converse as we have been meaning to do for quite some time.

Speaking of the return of LAVTR. The League of Kansas Municipalities Tax and Finance Committee has placed the restoration of this funding on its 2024 legislation priority list. I have to think the Kansas Association of Counties will be doing the same shortly as well. This is good news on this front as a consolidated effort from both organizations could prove to be paramount in the attempt to get this vital funding back.

Spent the rest of the weekend enjoying a reprieve from the hot weather although it appears it will be returning back to us just in time for the K-State football this weekend.

McKinley's Comments:

Friday, I had a long call from someone on the fairground task force. He had a lot of questions about the final objectives of the group. I told him we also had a lot of questions and options which is why we created the task force.

In the Mercury Friday they referred to former county treasurer Shilo Heger. I sent an email correcting this. Since she just helped keep the paper afloat with the long notices for delinquent taxes, they should be grateful.

Saturday, I attended a Gregg Eyestone's discussion on taking care of your lawns in Kansas weather. He had a lot of good information.

Business Meeting

3. Sign Proclamation for National Senior Center Month

Move to approve the Proclamation for National Senior Center Month for September.

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

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

Move to add an executive session to the end of today's meeting.

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

4. Conservation District Appropriation Approval

Move to approve the budget of \$55,136 for the Riley County Conservation District for calendar year 2024.

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

5. Big Lakes Appropriation Approval

Move to approve the agreement for services between the Board of County Commissioners and Big Lakes Developmental Center, Inc.

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

6. Sign Riley County Employee Action Form(s)

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

- Cherokee Foster, a Volunteer Firefighter Stipend, in the Riley County Fire District #1 Department, for Separation from County Service, effective August 23, 2023.
- Shannon Sterling, for a promotion, as a Legal Assistant, in the County Counselor's Department, at a Range 12, at \$29.30 per hour.
- Zachary Pugmire, a new hire, as an Intern/Volunteer, in the Health Department, at a Range TASND.
- Evan McDonald, a new hire, as a Volunteer Firefighter Stipend, in the Riley County Fire District #1 Department, at a Range TASND.
- James Saunders, a new hire, as a Volunteer Firefighter Stipend, in the Riley County Fire District #1 Department, at a Range TASND.
- Drew Buchanan, a new hire, as a full-time EMT, in the EMS/Ambulance Department, at a Range EMT, at \$16.38 per hour.
- Jamie Dierking, a new hire, as a full-time Paramedic, in the EMS/Ambulance Department, at a Range Paramedic, at \$21.72 per

hour.

Review Minutes

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

Move to approve minutes.

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

Press Conference Topics

8. Discuss Press Conference

Review Tentative Agenda

9. Tentative Agenda

9:00 AM Robbin Cole, Pawnee Mental Health Services Director

10. Pawnee Mental Health Services update

Cole presented the Pawnee Mental Health Services update.

9:15 AM Brittany Phillips, Budget and Finance Officer

11. 2024 Riley County Public RNR Hearing

Focke opened the 2024 Riley County Public RNR Hearing.

Phillips presented the 2024 Riley County proposed mill levy of 39.956 mills.

Stevenson stated she supports affordable taxes.

Stevenson asked the Board to consider a tax reduction for older homeowners.

Olds asked for clarity on the difference between the RNR Hearing and the Budget Hearing.

Olds wanted to lodge an objection on why the commission could not meet the RNR rate of 38.379 mills. Olds stated there is a large amount in financial institutions to use for the budget.

McKinley said prices went up for Riley County just like everyone else.

Ford stated it is about balance. The community expects different levels of services, to include good roads, good schools, and emergency services, all those services have gone up in price. Ford acknowledged that a large cost is personnel.

Olds said the way he understands is that ad valorem tax dollars are to be collected for goods and services. Olds stated the General fund specifically, is \$27 million which the majority goes towards personnel and only a small portion of the ad valorem tax dollars are going towards goods and services.

Ford stated that amount is not only salary but includes benefits as well.

Olds encouraged the Board to find ways to live within the RNR rate.

Larson discussed how the Senior Center is being held to the same level of funding for the last five years. Larson said the impacts are causing them to consider reducing meals to four days a week.

Focke stated they would have liked to do more with appropriations, but they wanted to keep the costs down.

Focke closed the Public Hearing.

Move to approve and adopt the “Resolution No. 082823-47, A Resolution of Riley County, Kansas to Exceed the Revenue Neutral Rate in its Property Tax Levy for the Tax Year of 2024”.

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

9:20 AM

Brittany Phillips, Budget and Finance Officer

12. 2024 Riley County Fire District #1 Public RNR Hearing

Focke opened the 2024 Riley County Fire District #1 Public RNR Hearing.

Phillips presented the 2024 Riley County Fire District #1 proposed mill levy of 7.737.

Friedrich stated, two large fires that took place this year, were located on public property that Riley County does not receive tax dollars for. Fredicks asked why Riley County is obligated to fight fires on public land.

Ford stated Riley County does have a responsibility to fight the fires when human life is at stake.

Stukey stated the Fire District does receive office space and administrative assistance from Riley County.

Focke closed the Public Hearing.

Move to approve and adopt the “Resolution No. 082823-48, A Resolution to Exceed the Revenue Neutral Rate in the Property Tax Levy of Riley County Fire District No. 1 for the Tax Year of 2024”.

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

9:25 AM

Brittany Phillips, Budget and Finance Officer

13. 2024 Riley County Public Budget Hearing

Focke opened the 2024 Riley County Budget Public Hearing.

Phillips presented the 2024 Riley County budget of 39.956 mills for a total of \$31,676,715.

Olds asked the Board to consider making the 2024 proposed budget information available in the brochure format earlier.

Stukey stated the article in the Manhattan Mercury was very inaccurate and no taxes for the Riley County Fire District #1 are from the City of

Manhattan residents.

Focke closed the Public Hearing.

Move to approve and sign the 2024 Riley County Budget Certificate as published in the amount of \$92,278,743 and the Special District Funds Certificate totaling \$2,795,799.

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

Move to approve the 2024 Riley County Agency appropriations as listed below:

AGENCY:	FINAL:
Emergency Shelter	\$ 11,000
Genealogical Society	\$ 3,500
Riley County Extension	\$ 667,380
Riley County Council on Aging	\$ 275,000
Pawnee Mental Health	\$ 300,000
Big Lakes Development	\$ 228,123
Community Corrections	\$ 87,324
Riley County Conservation District	\$ 55,136
ATA Bus	\$ 105,000
Chamber of Commerce	\$ 55,000
Flint Hill's Veteran's Coalition	\$ 1,015
Downtown Manhattan, Inc.	\$ 5,000
Riley County General Eco Devo	\$ 132,850

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

Press Conference

14. Presentation of National Senior Center Month Proclamation - Kathryn Focke and Kevin Larson (3-5 minutes)

Focke presented the National Senior Center Month Proclamation to Kevin Larson.

15. Presentation of retirement plaque to Jill Seaton - Kathryn Focke (3 minutes)

Focke presented the retirement plaque to Jill Seaton for 23 years of service to Riley County.

Seaton said she met a lot of really good people and had a really good ride.

9:30 AM Amanda Webb, Planning/Special Projects Director

16. Comprehensive plan update

Webb presented the Comprehensive Plan update.

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

17. Administrative Work Session

10:10 AM Executive Session

Move the Board of Riley County Commissioners, including Chairwoman Focke, Vice Chairman Ford, and Commissioner McKinley, along with Craig Cox, Deputy County Counselor, Shelley Woodard, Deputy County Counselor, and Clancy Holeman, County Counselor, attorneys for the Riley County Commission, along with Amanda Webb, Planning and Development Director, and Brian Foster, of BG Consultants, Inc., recess into executive session pursuant to the preliminary discussions relating to the acquisition of real property exception to the Kansas Open Meetings Act, the open meeting to resume in the County Commission Chambers at 10:30 a.m.

RESULT:	ADOPTED [2 TO 1]
MOVER:	John Ford, County Commissioner
SECONDER:	Greg McKinley, County Commissioner
AYES:	Ford, McKinley
NAYS:	Focke

10:30 AM Move the Board of County Commissioners come out of executive session.

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

10:30 AM

Bob Isaac, Planner

18. Rezone the approximate east half of Lot 18 Bent Tree Unit Two from PUD (Planned Unit Development) to SF-1 (Single Family Residential) and replat all of Lot 18 Bent Tree Unit Two, Lot 1 Bent Tree Unit 3 and Lot 4 of Bent Tree into three lots.

Isaac presented the rezone & plat for Bent Tree Unit 4.

Move to approve “Resolution No. 082823-49, Resolution amending the zoning map of Riley County concerning the use of certain real estate located in Manhattan Township,” a rezone a tract of land from PUD Planned Unit Development to SF-1 Single Family Residential, as it was determined that all the requirements of the Riley County Land Development Regulations, Sanitary Code, and Articles 26-5, 26-8 and 26-9 of the Manhattan Development Code and have been met.

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

Move to approve “Resolution No. 082823-50, A Resolution approving the Final Plat of Bent Tree Unit 4 Plat and accepting the street rights of way, easements and licenses as shown to be dedicated on said plat”, as it was determined that all the requirements of the Riley County Land Development Regulations, Sanitary Code, and Articles 26-5, 26-8 and 26-9 of the Manhattan Development Code have been met.

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

10:50 AM

Julie Gibbs, Health Department Director

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

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

19. Out of State Travel Request for PHEP Coordinator to attend a National Conference

Gibbs presented the Out of State Travel Request.

Move to approve the Out of State Travel Request for Skylar German to attend the National Healthcare Coalition Preparedness Conference in Las Vegas, Nevada.

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

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:	Greg McKinley, County Commissioner
AYES:	Ford, Focke, McKinley

11:00 AM

Jessie Hubbard, Community Corrections

20. FY24 Adult Services Carryover Reimbursement Budget

Hubbard presented the FY24 Adult Services Carryover Reimbursement Budget.

Move to approve the FY24 Adult Services Carryover Reimbursement Budget in the amount of \$13,084.20 as presented.

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

11:05 AM Brittany Phillips, Budget and Finance Officer

21. Event Notice for GO Bond Series A, 2023

Phillips presented the Notice for the GO Bond Series, 2023.

Move to approve, acknowledge, and accept the Event Notice for GO Bond Series A, 2023 has been filed on behalf of Riley County.

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

1:00 PM Adjournment

Move to adjourn after the Intergovernmental Luncheon at 1:00 p.m.

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

12:00 PM Intergovernmental Luncheon

22. Intergovernmental Luncheon Agenda

The Board attended the Intergovernmental Luncheon.