



**Board of Riley County
Commissioners
Regular Meeting
Minutes
September 08, 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
Lexi Garcia	Manhattan Mercury	Present	8:32 AM
Elizabeth Ward	Human Resource Manager	Present	8:44 AM
John Ellermann	Public Works Director/County Engineer	Present	8:46 AM
David Adams	EMS/Ambulance Director	Present	9:05 AM
Mel Van Der Stelt		Present	9:12 AM
Russel Stukey	Emergency Management Director	Present	9:16 AM
Evan McMillan	Assistant County Engineer	Present	9:18 AM
Shilo Heger	Treasurer	Present	9:30 AM
Donna Borgerding	Vehicle Supervisor/Deputy Treasurer	Present	9:30 AM
Daryn Soldan	Manhattan Area Chamber of Commerce	Present	9:37 AM
Janet Nichols	Manhattan Area Chamber of Commerce	Present	9:37 AM
Julie Gibbs	Health Department Director	Present	10:00 AM
Scott Carmichael	Riley County Conservation District	Present	10:40 AM
Darell Edie	Budget & Finance Officer	Present	10:40 AM
Michael Boller	Noxious Weed Director	Present	11:30 AM

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

McKinley's Comments:

Last Thursday I attended the K-State Community Event at breakfast and spoke with KSU President Linton. He spoke about what he wants to see going forward.

Friday I was invited to attend the luncheon for President Linton before the inauguration. There was an assortment of speakers from K-State and included one of his mentors and a man he had mentored. It was a very interesting meeting. Afterwards I also attended the inauguration at McCain.

Saturday most of our kids and grandkids were out for an end of summer cookout. It was a great day to be outside and that evening we watched the K-State football game.

Tuesday I had conversations with Clancy Holeman, Rich Vargo, and Julie Gibbs on several subjects. I attended the Catbackers event for dinner and was able to hear Gene Taylor talk about what is going on in K-State sports.

Tuesday evening I attended the Leonardville City Council. They approved the contract for our purchase of the lot for the ambulance station. They also set up the public meeting next month for the special use permit.

Wednesday I attended the Flint Hills ATA board meeting. We discussed the financials for last year, revised routes, and shelter construction. Anne Smith is taking the Flint Hills Leadership Program this year. They will have a company picnic in October. Ridership is still down but growing. They have hired a firm to help with their marketing this year.

Focke's Comments:

Thursday evening I attended the Worship Committee at my church. Among other things, we discussed doing a new description for a Choir Director.

Friday I had a continuing session of physical therapy. In the evening, I attended an event for Governor Kelly and Lt. Governor Toland. It was

well attended and I spent some time talking with Lt. Governor Toland about economic development and childcare initiatives.

Saturday, I did some household and yard chores at the house and then attended the football game that evening. It was a great game and a sold out crowd.

Sunday, I attended church and then lunch in Hanover at Ricky's Café. Many of the local restaurants were close for the Labor Day weekend.

Monday I went to Abilene and rode the steam engine train that goes to Enterprise and back. The steam engine will have one more appearance for the season in conjunction with the Dickinson County Heritage Days in October.

Tuesday I chopped for the Common Table meal on Thursday and picked up some supplies at the Breadbasket. They have been seeing a huge increase of people getting food in the past several months since they have new leadership and are open more hours with less paperwork required. Ryan Likes, Client Service Coordinator, shared some statistics with me that they have been tracking and they have seen over 3,000 people. The food insecure population is 11% in Riley County (over 7,000 people).

Wednesday I attended the Military Relations Luncheon at the Hilton Garden Inn. Guest speaker was Congressman Tracy Mann. Many Manhattan and Fort Riley people were in attendance.

After the lunch, I attended the Westloop Business Association meeting that included presentations by Tracy Mann, Mike Matson from the Chamber of Commerce and Suzanne Gilmore from the Manhattan Arts Center. The shopping center is planning their annual Halloween celebration on October 31st.

That evening I went to the church's Bell Choir practice. It was the first of the season.

Ford' Comments:

Hopefully, everyone had a wonderful and enjoyable Labor Day weekend. It is hard to believe that fall is rapidly approaching us at this point.

Thursday afternoon I listened in on NACo's National Membership Call on the recently passed Inflation Reduction Act. This call was to discuss ways the nations counties can use this to their benefit and find potential

opportunities to pursue clean energy initiatives, and through new competitive grant programs to invest in local resiliency programs and investments and to apply and get clean energy tax credits.

Thursday afternoon, I listened in via zoom to the September meeting of the Flint Hills Mental Health Task Force. During the meeting we got a report on both the Crisis Stabilization Unit and the RCPD/PMHS Co-Responder from Brynne Haverkamp and a quarterly report from Maggie Rasette from Ascension Via Christi. Robbin Cole gave a general update from Pawnee Mental Health and there were several other related discussions. We will meet again as a group on November 3rd.

Thursday evening, I joined members from the Riley County Rural Fire District #1 and seven of their stations on a structure training over at the RCPD Firing Range over in Zeandale. It was good to finally have the chance to see the process upfront and live the challenges it takes to take on fires of all kinds in the rural. I also got the opportunity to get behind one the hoses and flow some water myself, which also helps put things into perspective.

Friday morning, I listened in on the first of a series of E-Calls by the K-State Research and Extension Department on moderate income housing. Audree Guzman, Valley Falls City Administrator gave a presentation of how a town created moderate income housing using many different funding resources to accomplish. The overall purpose of this and other upcoming calls will be to increase the local community knowledge of experts, education, and economic resources not only help with housing but small entrepreneurs, businesses within the communities they serve and live in.

Congratulations goes out to the Manhattan High football team for their thrilling winning over 6A #1 and state power Derby 26-23 on the road Friday night, what a great way to the start of the 2022 season.

Speaking of football, it was great to see K-State get off to a good start as well with their 34-0 win over South Dakota. I watched the game at home and think they have quite a bit to work on, but it's always good to start a new year off with a victory. It was also great to see the sea of purple around town and the normal energy and enthusiasm that we are accustomed to on fall Saturdays in the Little Apple.

Lastly there's been a couple of things that have happened transportation wise that I thought I would mention. I got word on Saturday that KDOT will start work on Tuesday September 6th to shore up some things and make some interim improvements at US-24 and K-13. As the press release below states work will begin Tuesday and

should be complete by late November. I am happy that we were able to get this project done as an interim measure until the roundabouts are constructed. Also, on Sunday we had a fatality accident out on Deep Creek Road, not sure all the details that caused the accident but my thoughts and condolences to the victim and his family.

Wednesday evening, I attended the Ogden City Council meeting, heard an update from RCPD and the effort they have in place in the city. I gave them an update on what we are working on and discussed a couple of relevant items and they discussed some improvement to the downtown park area and the Fall Festival being held on October 1st.

Business Meeting

3. Action on Certification of Voting Delegate for KAC 47th Annual Conference & Exhibition

Move to appoint McKinley, as the voting delegate for the KAC 47th Annual Conference & Exhibition; Ford, as 1st Alternate; and Focke, as 2nd Alternate.

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

4. Action on Portable Communication Device Allowance Form(s)

Move to approve the Portable Communication Device Allowance Form.

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

5. Sign Riley County Personnel Action Form(s)

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

- Lacey Borthwick, a Customer Service Rep I, in the Treasurer's Department, for Separation from County Service, effective September 16, 2022.
- Keane Adolph, a transfer, as a Public Works Operator II, in the Public Works Department/Operations/Gravel, at a Grade I step 4, at \$21.40

per hour, effective September 6, 2022.

- Vaughn Colbert, an Appraiser III, in the Appraiser's Office, for Separation from County Service, effective September 30, 2022.
- Priscilla Silva, an As-Needed Clerical Assistant - Human Resource, in the Clerk/Elections Department, for Separation from County Service, effective August 29, 2022.
- Lacey Jones, an Account Clerk, in the Emergency Management/RCFD #1 Department, for Separation from County Service, effective August 29, 2022.

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

6. Discuss Joint City/County/County Meeting Agenda

No items.

Move to approve Contract for the Sale of Real Estate with the City of Leonardville.

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

7. Approve payroll/accounts payables (when completed)

Move to approve the payroll vouchers in the amount of \$622,081.35 and the following warrant vouchers for September 9, 2022:

2022 Budget

County General	\$664,527.47
Disaster Fund	2,016.00
Health Department	89,461.01
Court Services	150.00
Motor Vehicle Operations	4,357.52
Community Corrections	23,798.18
Capital Improvements Fund	38,664.50
Emergency 911	1,438.28
Solid Waste	9,134.40
County Building	4,761.79

RCPD Levy/Op	3,966.68
Landfill Closure	546.76
Riley Co. Fire Dist. #1	10,108.46
University Park W&S	455.03
Hunters Island Water Dist	9.39
Carson Sewer Benefit Dist	833.33
Deep Creek Sewer	90.00
Moehlman Bottoms	4.49
Terra Heights Sewer	185.00
Konza Water Operations	26.96

TOTAL. \$854,535.25

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

Review Minutes

8. Board of Riley County Commissioners - Regular Meeting - Sep 1, 2022
9:00 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

9. Tentative Agenda

Press Conference Topics

10. Discuss Press Conference

9:00 AM Clancy Holeman, Counselor/Director of Administrative Services

11. Administrative Work Session

12. Approval of Engagement Letter with Outside Counsel

Holeman presented the Engagement Letter with Triplett Woolf Garretson, LLC.

Move the Board authorize the Chairman to sign the Engagement Letter with Triplett Woolf Garretson, LLC as presented.

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

9:15 AM John Ellermann, Public Works Director/County Engineer

13. Public Safety Headquarters Request to use Construction Management at-Risk

Ellermann presented the request to use Construction Management at-Risk.

Move the Board accept the request to use the Construction Management at-Risk procurement process and approve the notice of public meeting for comment and final decision on September 29th, 2022.

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

9:20 AM John Ellermann, Public Works Director/County Engineer

14. Bid opening for University Park Water District Expansion #4 and Lakeside Heights Utilities Extension #3

The Board of County Commissioners opened the following bids for

University Park Water District Expansion #4 and Lakeside Heights
Utilities Extension #3.

<u>Company</u>	<u>Total Bid</u>
Larson Construction, Inc. 2616 Eureka Terrace Manhattan, KS 66503	\$329,641.00
Engineer's Estimate	\$325,545.00

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

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

9:30 AM Shilo Heger, Treasurer

15. August 2022 Revenue Reporting - Riley County Treasurer

Heger presented the August Treasurer's Report.

16. Request to Fill Open Customer Service I Position

Heger presented the request to fill two Customer Service Representative I positions.

Move to approve the request to fill two open Customer Service Representative I positions.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	John Ford, 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 Customer Service Representative I (two positions), in the Treasurer's Department, at a grade F.

9:45 AM Daryn Soldan, Manhattan Area Chamber of Commerce

17. Economic development update

Soldan presented an update on economic development.

Nichols updated the Board on Fort Riley activities.

10:00 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

18. RCHD September Update

Gibbs presented the Health Department monthly update.

10:30 AM Jan Scheideman, Child Care Supervisor

19. RCHD Raising Riley Update

Scheideman presented the Raising Riley update.

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

11:00 AM Budget and Planning Committee - Darell Edie, Budget and Finance Officer

20. Monthly Cash Flow Report for August 2022

Edie presented the monthly cash flow reports.

11:20 AM Scott Carmichael, Riley County Conservation District

21. Riley County Conservation District update

Carmichael presented the Riley County Conservation District update.

11:35 AM Russel Stukey, Emergency Management Director

22. Monthly Staff Update for EM/Fire

Stukey presented the Emergency Management/Fire District #1 update.

23. Request to fill vacant position

Stukey presented the request to fill the EM/Fire Administrative Assistant I position.

Move to approve staff advertise and fill the vacant EM/Fire administrative assistant position.

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

The Board of County Commissioners signed a Riley County Position Action Form for an Administrative Assistant I, in the Emergency Management/RCFD #1, at a grade H.

11:50 AM Michael Boller, Noxious Weed Director

24. Staff Update

Boller presented the Noxious Weed/HHW staff report.

12:04 PM Adjournment

Move to adjourn.

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