



**Board of Riley County
Commissioners
Regular Meeting
Minutes
September 25, 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
Rich Vargo	County Clerk	Present	8:30 AM
Shelley Woodard	Deputy County Counselor	Present	8:30 AM
Anna Burson	County Appraiser	Present	8:30 AM
David Adams	EMS/Ambulance Director	Present	8:30 AM
Brittany Phillips	Budget and Finance Officer	Present	8:30 AM
John Ellermann	Public Works Director/County Engineer	Present	8:33 AM
Elizabeth Ward	Human Resource Director	Present	8:36 AM
Amanda Webb	Planning/Special Projects Director	Present	8:56 AM
Lori Feldkamp	Big Lakes Developmental Center Director	Present	9:11 AM
Craig Cox	Deputy County Counselor	Present	9:30 AM
Shilo Heger	Treasurer	Present	9:30 AM
Jana Chingway	Office Manager	Present	9:30 AM
Shannon Sterling	Legal Assistant	Present	9:30 AM
Michele Reid	Payroll, Benefits & Employee Relations Manager	Present	9:30 AM
Shelly Williams	Community Corrections Director	Present	9:30 AM
Vivienne Leyva	PIO	Present	9:30 AM

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Focke's Comments:

Thursday afternoon I attended the City/County/County meeting at Manhattan City Hall. Jerry Lonergan gave a presentation on the Flint Hills Regional Council. He is retiring so it was his last meeting with the group. He went over projects and financials of the organization.

Thursday evening, I attended a fundraising event for Senator Reddi at the Manhattan Country Club. It was well attended. Speakers included Roger Reitz, Tom Hawk, Katha Hurt, and Lana Oleen. Also in attendance were several City Commission candidates that I had not previously met.

Friday, I had a meeting with Julie Gibbs at the Health Department. She updated me on some new grants that they had just received (she will report to us this week), upcoming events and meetings. We also discussed the Substance Abuse Task Force.

Saturday, I did some work around the house and yard and later went to the KSU/UCF football game.

Sunday, I attended the Fall Festival and parade in Keats.

Ford's Comments:

Thursday afternoon I was on a Teams call with Twin Valley Telephone, Witt O'Brien's and members from the State Department of Commerce, Office of Rural Prosperity, and Broadband Development to discuss their application to a LINC grant of 4.1 million dollars that will cover the Keats area or what is equivalent to 260 or so hook-ups in the area. If they receive this grant, it will allow them the fiber and infrastructure to be able to accomplish this so hopefully there will be good news on this front moving forward.

Friday, I met with Stephen Drew at Commerce Bank and took a look and tour of the facility. Always have been curious as to what the building looked like, so I appreciated him taking the time to do so. I was impressed with the amount of space there seems to be in the basement area, and they have done a good job keeping up with the maintenance of the building through the years as well.

Friday night I listened to the Manhattan High School football team drop an epic heartbreaker to the Washburn Rural Junior Blues in Topeka 45-38. That also ends their school record winning streak at sixteen, but there's a lot of season left and a lot to still play for.

Saturday night I attended the K-State game versus the UCF Golden Knights. Still a pretty warm afternoon, but the evening turned out nice and the Wildcats won the game going away after a sluggish start 44-31 to start of Big 12 play at 1-0.

Spent Sunday catching up on things at home and watched some NFL football and finished working on some items for the meeting this morning.

McKinley's Comments:

After our meeting Thursday I met with Shelly Williams to discuss some things that came up at the Juvenile Detention meeting. She helped clear up some of the questions that had come up.

I later talked to Russel Stukey about some staffing in his office.

I attended the City/County/County meeting where we were updated on what the Flint Hills Regional Council has been working on.

Friday was Master Gardener class. The morning topic was food preservation and safety. The afternoon was about turf grass.

Saturday, I attended the K-State football game. We wanted to go get something to eat after the game but it was hard to find some place open after 11:00 p.m.

Business Meeting

3. Equipment Lease Recommendation

Move to accept the low bid and annual rental rate for 5-year lease submitted by White Star Machinery for a mini track excavator in the amount of \$16,100.00.

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

4. National Community Planning Month Proclamation

Move to sign the proclamation declaring October as National Community Planning Month.

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

5. Sign a Tax Roll Correction

Move to approve the Tax Roll Correction.

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 Employee Action Forms for the following:

- Connor Jewett, a new hire, as an As Needed Volunteer Firefighter Stipend, in the Riley County Fire District #1 Department, at a Range TASND.
- Jenni Ebert, a new hire, as a part-time Community Health Educator, in the Health Department, at a Range 4, at \$18.84 per hour.
- Mary Reese, a new hire, as an As Needed Election Board Worker, in the Election Department, at a Range TEMP.

Review Minutes

7. Board of Riley County Commissioners - Regular Meeting - Sep 21, 2023 8:30 AM

Move to approve the minutes.

RESULT:	ACCEPTED AS AMENDED [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

On October 5, 2023 start BOCC meeting at 9:30 a.m. due to United Way Kickoff Campaign.

9:00 AM**Shelley Woodard, Deputy County Counselor**

10. Termination of Agreement to Enforce City Ordinance 896 on Behalf of the City of Randolph

Woodard presented the City of Randolph Termination of Agreement for City Ordinance 896.

Move the Board terminate the agreement with the City of Randolph to enforce City Ordinance 896 and sign the notification letter.

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

9:15 AM**Lori Feldkamp, Big Lakes Developmental Center Director**

11. Big Lakes Developmental Center update

Feldkamp presented a Big Lakes Developmental Center update.

9:30 AM**Press Conference**

12. Presentation of retirement plaque to Craig Cox - Kathryn Focke (3 minutes)

Focke presented a retirement plaque to Craig Cox, County Counselor's Office, for 17 years of service to Riley County.

Cox said it has been a joy to work for Riley County. Cox stated he considers Riley County a home not a workplace.

13. Presentation of the National Community Planning Month Proclamation
- Kathryn Focke and Amanda Webb (3 minutes)

Focke presented the National Community Planning Month Proclamation to Amanda Webb, Planning and Development Director.

9:40 AM Amanda Webb, Planning/Special Projects Director

14. Comprehensive plan update

Webb presented the Comprehensive Plan update.

10:10 AM Shelley Woodard, Deputy County Counselor

15. Administrative Work Session

Woodard discussed Craig Cox's retirement and transition.

10:30 AM Shelley Woodard, Deputy County Counselor

16. Lakeside Heights Sewer #3 and University Park Water #4 Project Cancellation, Special Assessments, and Public Hearing

Woodard discussed the Lakeside Heights and University Park Cancellation and Special Assessments Public Hearing.

Focke opened the Public Hearing.

Henneberg discussed the total cost in November and total homeowners. Henneberg said he is concerned with the 30 days to pay the assessment.

Henneberg asked since it is designed and engineered, can they put the project in themselves?

Woodard said if not paid within 30 days it will be placed on your taxes and can be paid when the next taxes are due.

Woodard stated there are different numbers for the water portion and sewer portion of the project.

Adkins said he has sold his property two months ago and who is responsible for the cost will need to be addressed. Adkins stated he is

not clear on which contract is valid.

Cox stated the first agreement was for the petition to form the district. Cox said the second agreement was for the cost of the project for the current owner.

Adkins said the cost increase from the estimate he was given misled him.

McKinley asked about the cost of the project from Charlson and Wilson.

Cox said it is to identify the correct owners of the properties.

Cox stated per state statute it has to be collected in one year.

Focke closed the Public Hearing.

Move the Board determines that the enlargement of the Lakeside Heights Sewer District in Riley County, Kansas and the enlargement of University Park Water District in Riley County, Kansas is not feasible and confirm the assessment rates outlined in Resolution 091123-52 and amend the property owners to reflect the current owners as of September 25, 2023.

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

11:00 AM Shelly Williams, Community Corrections Director

17. FY24 Juvenile Services Carryover Reimbursement Budget

Williams presented the FY24 Juvenile Services carryover reimbursement budget.

Move to approve the FY24 Juvenile Services Carryover Reimbursement Budget in the amount \$16,908.98.

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

11:27 AM Adjournment

Move to adjourn after the Intergovernmental Luncheon at 12:00 p.m.

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

12:00 PM Intergovernmental Luncheon

18. Intergovernmental Luncheon Agenda

The Board attended the Intergovernmental Luncheon.

1:00 Adjourned.