



**Board of Riley County
Commissioners
Regular Meeting
Minutes
October 21, 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
Bryant Parker	Deputy County Counselor	Present	8:30 AM
Christine Benne		Present	8:30 AM
Vivienne Leyva	PIO	Present	8:30 AM
Jacob Hansen	Deputy County Counselor	Present	8:30 AM
Anna Burson	County Appraiser	Present	8:30 AM
Brittany Phillips	Budget and Finance Officer	Present	8:30 AM
Emma Loura	Manhattan Mercury	Present	8:43 AM
Elizabeth Ward	Human Resources Director	Present	8:51 AM
Megan Lewis	Community Corrections Director	Present	9:00 AM
David Adams	EMS/Ambulance Director	Present	9:00 AM
John Adam	City of Manhattan	Present	9:03 AM
Derik Flerlage	KDHE	Present	9:16 AM
Jarvis Doleman	KDHE	Present	9:16 AM
Michele Reid	Payroll, Benefits & Employee Relations Manager	Present	9:23 AM
Melissa Schoenberger	KDHE	Present	9:30 AM
Heather Ritchey	Child Care Licensing Supervisor	Present	9:30 AM
Cory Meyer	IT/GIS Director	Present	10:50 AM
Andrew Gerth	BHS	Present	10:50 AM
Shilo Heger	Treasurer	Present	11:00 AM
Russel Stukey	Emergency Management Director	Present	11:14 AM
Lori Muir	Real Estate Specialist	Present	11:14 AM
Susan Boller	Elections Manager	Present	11:14 AM
Tande Lentz	Assistant Vehicle Supervisor	Present	11:14 AM
Keirsten Cragg	Elections Specialist	Present	11:14 AM
Jana Chingway	Office Manager	Present	11:14 AM
Shannon Sterling	Legal Assistant	Present	11:14 AM

Pledge of Allegiance**Public Comment**

1. Public Comments

Parker asked the Board to add an executive session to the administrative work session today.

Move to add an executive session to the administrative work session today.

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 morning, I attended Good Morning Manhattan at Four Points by Sheraton event center. Guest speaker was U.S. Congressman Tracey Mann.

That afternoon I attended a Heartland Works Elected Officials Board via Zoom. Under discussion were potential changes to the organizational structure. The members requested additional time to consider the changes. We plan to get back together in November to continue the discussion.

Later that afternoon, I attended the Joint City/County/County meeting held here in the Commission Chambers. A presentation was given on the Riverfront project that has been under discussion for quite a few years. It was good to see the projected plan and have an open discussion with the city and other parties. (I had seen the plan before)

Another discussion was held by the Konza Health program that has moved to its new location. They have taken over the building that was previously owned by Via Christie Health and earlier by Ray's Apple Market. They will have a ribbon cutting and open house this week on

Tuesday.

This weekend, I helped train Election Day Poll Watchers at the Democratic Headquarters, watched the KSU/West Virginia football game, and did some house cleaning chores. Sunday, I went to church, and later reviewed the agenda and documents for today's meeting.

McKinley's Comments:

Because we had no comment time last week, I have to go back to October 10th. We have a full schedule so I will be brief.

On the 10th the museum had a meeting at Keats with several local people giving some history of the area. I wish I could tell you what was covered at the meeting, but I had to miss it. They had originally planned for about 50 people with pie to be served after the discussions. People kept coming in and just before the presentation started, I was sent to Dillons to buy more pies. Total numbers ended up 101 attendees. Katharine Hensler was happy to be overrun with people interested in the topic.

Last Tuesday was the EMS building update with the contractor and others will be covering this later.

Thursday morning was Good Morning Manhattan with a talk from Hutton Construction who is opening an office in Manhattan and Representative Tracey Mann.

Thursday afternoon was the Joint City/County/County meeting. We heard presentations on the MHK Riverfront project and Konza Health's new facilities.

Saturday was the walking tour of Sunset Cemetery. Heard interesting stories of a few people buried there.

Ford's Comments:

Thursday afternoon I listened into KAC's County Government Guide to Understanding Kansas Open Meetings Act (KOMA). This was a combined KOMA and KORA online presentation. It covered the basics with and provided some practical tips and best practices for everyone's role in local county government. Jay Hall, KAC Deputy Director and General Counsel was the presenter.

Thursday afternoon I attended the October Joint City/County/County meeting here at the BOCC Chambers. We heard from Tracy Anderson

from Anderson Knight Architects and Phil Anderson, MHK Riverfront Executive Committee Member discuss the Riverfront MHK Project and what it may actually look like moving forward. We also heard from Dani Hallgren, Chief Executive Officer, Konza Prairie Community Health Center on the new space they now have here in Manhattan and all the updated and new programs they are putting together for it.

Saturday, I watched K-State beat West Virginia in Morgantown 45-18. Once again, we kind of started off slow but finally got it clicking and into gear for win number 6 to become bowl eligible once again.

Spent the rest of the weekend catching up on things at home and preparing for what looks to be a very busy week and weekend.

Business Meeting

3. Big Lakes Appropriation Approval

Move to approve the Agreement for Services for 2025 with Big Lakes Developmental Center, Inc.

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

4. Letter of Support for a KDOT grant application for Big Lakes Developmental Center

Move to approve a Letter of Support for a KDOT Application for a \$10,000 operating grant for Transportation Assistance for July 1, 2025 - June 30, 2026 for Big Lakes Developmental Center, Inc.

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

5. Proclamation for Veterans Day 2024

Move to approve the Veterans Day Proclamation 2024.

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

AYES:	Ford, Focke, McKinley
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6. Appoint Nancy Rocheleau to the Riley County Solid Waste Management Committee as a Manhattan City representative

Move to appoint Nancy Rocheleau as a City of Manhattan representative to the Solid Waste Management Committee and approve "Resolution No. 102124-47, A Resolution appointing a representative to the Solid Waste Management Committee."

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

7. Sign Riley County Employee Action Form(s)

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

- Kevin Wilcox, a new hire, as a Commercial Pesticide Applicator, in the Noxious Weed/HHW Department, at a Range 10, at \$26.26 per hour.
- Shannon Seifried, a new hire, as a Public Works Operator II, in the Public Works Department, at a Range 7, at \$23.40 per hour.

Review Minutes

8. Board of Riley County Commissioners - Regular Meeting - Oct 10, 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

9. Board of Riley County Commissioners - Regular Meeting - Oct 17, 2024 9:00 AM

Move to approve the minutes.

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

Review Tentative Agenda

10. Tentative Agenda

Press Conference Topics

11. Discuss Press Conference

9:00 AM**Megan Lewis, Community Corrections Director**

12. Request to fill the Intensive Supervision Officer I Position - Clay County

Lewis presented the request to fill the Intensive Supervision Officer 1.

Move to approve the request to fill the position of Intensive Supervision Officer I.

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

The Board of County Commissioners signed a Riley County Position Action Form for an Intensive Supervision Officer/Case Manager, in the Community Corrections Department, at a Range 11.

9:05 AM**Amanda Webb, Planning/Special Projects Director**

13. CiCo Park - City-initiated Rezone

Adam presented the City of Manhattan's request to include Riley County's portion of CiCo Park in the rezoning.

The Board stated with the uncertainty of redevelopment of Pottorf Hall and the fairgrounds they would prefer to wait at this time.

9:15 AM David Adams, EMS/Ambulance Director**14. Staff Update**

Adams presented the EMS/Ambulance staff update.

9:30 AM Press Conference**15. Presentation of Veterans Day Proclamation - John Ford and Christine Benne (3 minutes)**

Ford presented the Veterans Day Proclamation to Benne.

Benne discussed the Veterans Day activities.

Benne thanked the Board for the proclamation.

16. Downtown Manhattan update - Gina Snyder (3-5 minutes)

Snyder presented the Downtown Manhattan update.

17. 2024 General Election - Rich Vargo (2-3 minutes)

Vargo reported advance voting is open. He said 2,082 have participated as of last Friday. He said they are increasing their days and hours for advance voting to include this upcoming Saturday, October 26, 2024 8:00 a.m.-noon.

Vargo said advance voting is also open at the KSU Student Union Monday-Friday.

Vargo stated the last day to request an advance ballot by mail is Tuesday, October 29, 2024.

9:40 AM Derik Flerlage, Director, Bureau of Family Health; Jarvis Doleman, Section Director for Operations, Child Care Licensing; and Melissa Schoenberger, Section Director for Systems and Field Services, Child Care Licensing**18. KDHE Child Care Licensing**

Flerlage presented a PowerPoint presentation from KDHE Child Care Licensing.

Schoenberger discussed the Partnership Roles in Child Care Licensing.

Schoenberger said across the state there is an uptick in complaints in Child Care Licensing.

Doleman discussed Aid to Local Overview processes.

Doleman said they are looking at ways to assist local health departments due to the amount of work they are required to provide.

Flerlage emphasized the development of children as the top priority.

Ford asked about the time frame the legislature will implement changes in Child Care Licensing.

Flerlage stated changes in regulations and governance is constant from the federal and state levels. Flerlage said they work regularly with local health departments on education regarding changes.

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

10:18 AM 19. Administrative Work Session

Move the County Commission, including Chairman Ford, Vice Chairman McKinley, and Commissioner Focke, recess into executive session pursuant to the non-elected personnel matters exception to the Kansas Open Meetings Act, with Clancy Holeman, County Counselor; Bryant Parker, Deputy County Counselor; and Jacob Hansen, Deputy County Counselor; attorneys for the County Commission, Elizabeth Ward, Human Resources Director; and Rich Vargo, County Clerk, in order to discuss a personnel matter involving a Health Department employee, specifically the search for and hiring of a Health Department Director to protect the privacy of the employee, the open meeting to resume in the County Commission Chambers at 10:35 a.m.

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

10:35 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

20. Pending County Projects County Counselor

10:30 AM

Rich Vargo, County Clerk

21. Expanded Position Request - Senior Fiscal Analyst

Vargo presented the expanded Senior Fiscal Analyst position.

Vargo discuss the expectations of the current position being greater than in the job description.

Move to approve the expanded Senior Fiscal Analyst position as proposed.

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

The Board of County Commissioners signed a Riley County Position Action Form for a Senior Fiscal Analyst, in the County Clerk's Office, at a Range 13.

10:50 AM

Budget and Planning Committee - Brittany Phillips, Budget and Finance Officer

22. Monthly Cash Flow Report for September 2024

Phillips presented the monthly cash flow reports.

11:00 AM

John Ellermann, Public Works Director/County Engineer

23. EMS Headquarters Station Construction Update

Gerth presented an EMS/Ambulance Headquarters Station Construction update.

11:15 AM

Shilo Heger, Treasurer

24. Discuss permanent change of hours for RCOB and CPE Buildings

Heger, on behalf of the Riley County Office Building (RCOB) department heads, thanked the Board for the opportunity to try the proposed change in hours.

Heger presented the change of the public access hours for the RCOB and Courthouse Plaza East (CPE) Buildings office hours.

Heger said there have been many residents who have taken advantage of the 7:30 a.m. open time.

Heger asked to allow the departments to make the office hours permanent.

Ward reported she has had many conversations with the Register of Deeds. Ward said Manges has not had any customers prior to 8:00 a.m. and would like to continue to be open M-F 8:00 a.m.-5:00 p.m. Ward stated Manges said if the Board chooses to change the hours for all departments she would change their hours as well.

Move to change the public access hours of the Riley County Office Building (RCOB) and Courthouse Plaza East (CPE) Building to 7:30 a.m.-5:00 p.m. Monday through Thursday and 7:30 a.m. to 12:00 p.m. Friday.

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

11:27 AM Adjournment

Move to adjourn.

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

12:00 PM Law Enforcement Agency Meeting

25. Law Board Meeting Agenda