



**Board of Riley County
Commissioners
Regular Meeting
Minutes
October 23, 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
Clancy Holeman	Counselor/Director of Administrative Services	Present	8:30 AM
Bruce McMillan	Bruce McMillan, AIA Architects PA	Present	8:30 AM
Justin Jennings		Present	8:30 AM
Shilo Heger	Treasurer	Present	8:30 AM
Anna Burson	County Appraiser	Present	8:30 AM
John Ellermann	Public Works Director/County Engineer	Present	8:30 AM
Brian Peete	RCPD Director	Present	9:00 AM
Robbin Cole	Pawnee Mental Health Services Director	Present	9:00 AM
Amanda Webb	Planning/Special Projects Director	Present	9:34 AM
Brittany Phillips	Budget and Finance Officer	Present	9:47 AM
Russel Stukey	Emergency Management Director	Present	10:32 AM
Michele Reid	Payroll, Benefits & Employee Relations Manager	Present	10:55 AM

Pledge of Allegiance

Public Comment

1. Public Comments

Holeman asked the Board to table the executive session scheduled at 11:10 a.m. today.

Move to table the executive session scheduled today at 11:10 a.m.

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

Commission Comments

2. Commission Comments

Focke's Comments:

Thursday afternoon I met my computer guy at the house and got the Windows 11 issues worked out. Later I had an appointment with my doctor and got an RSD shot.

Friday I spent most of the afternoon in the office, going over today's meeting agenda, reviewing e-mails and visiting with County Appraiser, Anna Burson, re: the BOTA hearings and other department issues. I also met with Shelly Woodard about the Keats project. We got preliminary acceptance of the grant application with USDA, but it will be pending until we get further along in the process. A letter has gone out to a property owner as there was no response to our phone messages from him.

Saturday I spent time doing household chores and working on cleaning out and rearranging my home office. That evening I attended the KSU/TCU game. It was a great night for football and the outcome was great for the Cats.

Sunday afternoon I had some friends over to help put together a new exercise bike that I got for the house. We couldn't finish it, as a part was missing and has to be ordered from the manufacturer, hopefully it will come in soon.

Ford's Comments:

Thursday and Friday morning I spent in Olathe at the Manhattan Area Chamber of Commerce Board Retreat. Thursday morning started with an opening session which gave a preview of retreat schedule and goals for the two days and a layout of how the Chamber works in terms of operations and policy and we got a summary of work throughout 2023. Next came the ex-officio report over lunch, I provided one on behalf of Riley County by laying out some of the legislative items we were working on and some other items of interest both in the present and for 2024. Next we heard from Dr. Marshall Stewart for K-State as he went through the University Strategic and 105 Plans in depth. Next we got full committee reports from each of the Chamber committees, lastly we

had a facilitated discussion from Jim Fram, Consultant and Economic Development Leader, of the projects be discussed or underway and broke off into groups to dialog about that. Each group then summarized how the region should prioritize those and what support the Chamber should or should not give. Later we had an evening reception at the hotel and dinner at Sullivan's Steakhouse.

Also Thursday evening I watched my Jaguars win a tight one vs. the Saints 31-24 to move to 5-2 on the season.

Friday morning I finished out the retreat with a breakfast presentation from Kansas City Area Economic Development and Animal Health Corridor President/CEO Tim Cowden who discussed the many different projects and developments taking place in the KC metro area. Afterward I headed over to Leavenworth where I had an afternoon meeting with our State School Member Danny Zeck and took some time to visit the grave sites of my two grandparents who are buried there. I also took a rather scenic route back down through Franklin County to spend the afternoon and have dinner with some friends before heading back to Manhattan.

Also Friday night the Manhattan High Indians Beat #4 Wichita Northwest 28-24 in Wichita moving their record to 7-1 and most likely securing a top seed in the west side of the Class 6A playoff bracket.

Saturday morning I attended the monthly Coffee Talk of the Riley County Republicans. Kim Borchers, National Committeewoman spoke on elections next year Presidential Convention and several other topics, also Senator Roger Marshall joined us to talk, and several local candidates were on hand to speak and stump on local election as well.

Saturday I attended the K-State and TCU game that evening where the Wildcats easily dispatched the Horned Frogs 41-3. This moves their record to 5-2 and keeps them in the hunt for a spot in the Big 12 Championship game. This was probably the best game of the year so far, so I hope they keep up the momentum.

Sunday evening I attended the Riley 4-H Achievement Awards Celebration and Banquet at Pottorf Hall. It was very well attended event once again, and it is always amazing to catch up on the work effort of all the 4-H kids throughout the year with this event. Thanks goes out to the Farmhouse once again for dinner as well.

Lastly I do have a clarification I need to make this morning as I mentioned during last week's Law Board meeting during the discussion of the Genesis Health Club contract that they were behind and had not paid their second half tax payment. That was actually not accurate, they indeed made that payment on September 21st void the

interest and penalties for being late at the time which they paid late last week. I wasn't aware of the payment at the time of the meeting and assumed it was still behind which was an assumption on my part and which was wrong and I will take responsibility for that error.

McKinley's Comments:

Saturday morning I attended the Riley County Republicans meeting. Kim Borchers the Republican National Committeewoman was the first speaker and had some good comments about elections. Senator Marshall also spoke about the ongoing battles in DC.

Saturday evening I attended the K-State football compete take down of TCU.

Sunday evening I went to the 4-H Achievement Celebration. They honored the work done by the 4-Hers in the last year and also noted the work done by adults to help the kids in their work.

Business Meeting

3. Order to Credit Allowed Claim to Delinquent Taxes

Heger presented the vendor claim with delinquent taxes.

Move to approve the Order to Credit Allowed Claim to Delinquent Personal Property Taxes, Penalties, and Interest for Jerry Haffener.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	John Ford, 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 and two replacement accessible buses for July 1, 2024 - June 30, 2025 for Big Lakes Developmental Center, Inc.

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

5. 4th Floor Renovation in Riley County Plaza East Office Building

Vargo presented the 4th floor renovation in the Riley County Courthouse Plaza East Office Building.

Move to approve the concept design and budget estimate, not to exceed \$10,000, for improvements to the 4th floor of the Riley County Courthouse Plaza East Office Building.

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

Review Minutes

6. Board of Riley County Commissioners - Regular Meeting - Oct 19, 2023 8:30 AM

Move to approve the minutes.

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

Press Conference Topics

7. Discuss Press Conference
- Rich Vargo - General Election

Review Tentative Agenda

8. Tentative Agenda

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

9. Pawnee Mental Health Services update

Cole presented the Pawnee Mental Health Services update.

9:15 AM Brian Peete, RCPD Director

10. RCPD update

Peete presented a Riley County Police Department update.

9:30 AM Press Conference

11. General Election - Rich Vargo (1-2 minutes)

Vargo reported Advance Voting is open Monday - Friday 8:00 a.m.- 5:00 p.m. Saturday, November 4, 2023 8:00 a.m.-noon and Monday, November 6, 2023 8:00 a.m.-noon.

Vargo said 166 voters have participated in person as of Friday. Vargo reported 759 ballots by mail have been sent.

Vargo reported Election Day is Tuesday, November 7, 2023 7:00 a.m. - 7:00 p.m.

9:35 AM Cory Meyer, IT/GIS Director

12. Request to Refill Info Tech Specialist Position

Meyer presented the request to fill the Information Tech Specialist Position.

Move to approve the request to refill the Information Technology Specialist Position.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	John Ford, 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 Information Technology Specialist, in the IT/GIS Department, at a Range 12.

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

13. Comprehensive plan update

Webb presented the Comprehensive Plan update.

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

14. Administrative Work Session

Holeman discussed the dates for the Riley County Legislative Session.

Holeman suggested December 11th, 14th or 21st.

The Board agreed.

15. Pending County Projects County Counselor

Holeman presented the Commission List.

10:30 AM Brittany Phillips, Budget and Finance Officer

16. 3rd Quarter CIP Work Session 2023

Phillips presented the CIP work session.

The Board discussed the CIP requests.

Move to approve the following CIP requests:

EM Outdoor Warning Siren Upgrade \$85,000
PK Large Area Mower \$72,000
PK Playground Equipment to CICO Park \$75,000
PW Dump Truck Bed Unit 26 \$70,000
PW Dump Truck Bed Unit 27 \$70,000
PW 550 Truck with Plow and Spreader \$120,000
PW Hydraulic Trailer - 32' Gooseneck \$45,000
CK/Elec CPE 4th Floor Renovations \$350,000
LEC Replace Roof of Original Building \$400,000
Carnegie Modernize Elevators \$75,000

HD Modernize Elevators \$75,000
Carnegie Boiler \$50,000
EMS Station Alerting \$187,546
EMS Patient Mover Replacement \$69,265
EMS Cardiac Monitor \$48,726

Total \$1,792,537

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

11:00 AM Russel Stukey, Emergency Management Director

17. Position Classification Change

Stukey presented the Administrative Assistant II position reclassification.

Ford discussed how we look at personnel internally going forward. Ford stated in the future there will be a 20-40% shortfall in available personnel.

Move to approve the position description for the RCFD#1 Administrative Assistant II and reclassifying the current RCFD#1 Administrative Assistant I Position to an Administrative Assistant II and promote Michelle Horstmeier the current Administrative Assistant I to the Administrative Assistant II position.

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

The Board of County Commissioners signed a Riley County Employee Action Form for Michelle Horstmeier, a Job Change, as a Fire Administrative Assistant II, in the Riley County Fire District #1, at a Range 7, at \$22.28 per hour.

11:10 AM Elizabeth Ward, Human Resources Director

18. Executive session to discuss a performance matter involving non-elected personnel

Tabled.

Ford discussed a letter to RCPD and the Law Board, requesting the gym contract be with a locally owned entity.

The Board agreed by consensus.

11:18 AM Adjournment

Move to adjourn.

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