



**Board of Riley County
Commissioners
Regular Meeting
Minutes
November 06, 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
Anna Burson	County Appraiser	Present	8:30 AM
Elizabeth Ward	Human Resources Director	Present	8:32 AM
Vivienne Leyva	PIO	Present	8:30 AM
Chase Hageman	Manhattan Mercury	Present	8:40 AM
Bernie Fancella	KMAN	Present	9:20 AM
Greg Steere	RCPD	Present	9:20 AM
Gina Snyder	Downtown Manhattan	Present	9:23 AM
Christian Bishop	Chamber of Commerce	Present	9:24 AM
Laurie Harrison	Emergency Management Coordinator	Present	9:24 AM
Russel Stukey	Emergency Management Director	Present	9:25 AM
Kathleen Fabrizius	KEMA State President	Present	9:40 AM
Vanessa Cowie	Prairie Paws	Present	10:23 AM
Brittany Phillips	Budget and Finance Officer	Present	10:28 AM
Amanda Webb	Planning/Special Projects Director	Present	11:26 AM

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Focke's Comments:

Thursday evening, I helped with the community meal at the First Lutheran Church. Attendance was lower than normal with fewer children. The church has a large donation room that most of the participants use. Many items of clothing, personal hygiene, books, bedding, etc. are available and used by many.

I also attended a worship committee meeting that evening where we planned for December.

Friday, I took some time to get caught up around the house. Also took my dog to Wildcat Park for a walk/run. It's a very enjoyable park, especially in the fall.

Saturday, I watched the KSU/Texas football, grocery shopped, and then did some household chores.

Ford's Comments:

Thursday post meeting I met and spoke with Amanda Webb, Riley County Planning Director on a couple of grant opportunities and some possible work and plans moving forward with the Flint Hills Regional Council as well.

Also on Thursday I made it up to Fort Riley for the opening of Santa's Workshop and the official ribbon cutting of the 2023 Operation Santa Claus which included some opening remarks from Command Sergeant Major Derek Noyes, Command Sergeant Major, 1st Infantry Division at Fort Riley, and of course the big man Santa Claus himself. After the ribbon cutting the workshop itself was open to everyone with cookies, snacks, and refreshments available, and picture with Santa also able to be taken onsite as well. If you have not had the chance to see it in person it really is quite the operation, literally, and goes along ways to help those military family on Fort Riley who will struggle this year during the holiday season.

Lastly on Thursday I spoke with Mary Martell, Regional Director at Stormont Vail on some county planning and zoning related challenges they are facing with a project elsewhere and just needed some perspective on how to proceed. Certainly hope all works out well moving forward as I have been nothing but impressed with their work and effort here in Riley County and with the new Stormont Vail Campus up in the North Manhattan Corridor.

Congratulations to Manhattan High for moving on to the Class 6A Quarterfinals by beating Lawrence Free State Friday night 21-7. Second straight year they move into the sectional round as they will be playing Derby once again.

Unfortunately, Saturday didn't work out so well for K-State in Austin as the Wildcats lost a hard-fought game vs. the Texas Longhorns 33-30 in overtime. Looks as if a second straight appearance in the Big 12 Title game will be long shot but even at 6-3 there is a lot still left to play for moving forward.

I also have to send my condolences this morning to Ken Carroll and his family. Ken was a former Ogden City Council member and was running for a seat in this election cycle and was also the Ogden representative to the Riley County Parks Board. He passed away suddenly Saturday afternoon after an event over in the city catching everybody including myself by surprise. Ken was very passionate about the City of Ogden and events and park related items that would have the opportunity to help both the kids and citizens of the community grow. He will certainly be missed.

McKinley's Comments:

I watched the K-State women Friday night. They have a deep team and I look for a good season.

Saturday I watched a frustrating football game with Texas.

The rest of the weekend was spent working on a new tile floor.

Business Meeting

3. Supporting Operation Green Light for Veterans Proclamation

Move to approve Supporting Operation Green Light for Veterans Proclamation.

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

4. Sign Riley County Employee Action Form(s)

The Board of County Commissioners signed Riley County Employee

Action Forms for the following:

- Chestina Randles, an As Needed On Call Juvenile Intake & Assessment Officer, in the Community Corrections Department, for Separation from County Service, effective November 2, 2023.
- Joetta Glessner, an Appraiser III-Residential, in the Appraiser's Office, for Separation from County Service, effective November 2, 2023.
- Jill Evans, an Appraiser III-Residential, in the Appraiser's Office, for Separation from County Service, effective November 2, 2023.
- Andrea Rose, a new hire, as an Administrative Assistant II, in the Public Works Department, at a Range 7, at \$23.17 per hour.

Review Minutes

5. Board of Riley County Commissioners - Regular Meeting - Nov 2, 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

Review Tentative Agenda

6. Tentative Agenda

Press Conference Topics

7. Discuss Press Conference

9:00 AM Shelley Woodard, Deputy Counselor

8. Administrative Work Session

Woodard said she is moving her office into Craig Cox's old office.

Woodard stated she has been attending trial training.

9. Pending County Projects County Counselor

9:20 AM

Anna Burson, Appraiser

10. Request to Refill Residential Appraiser III Position

Burson presented the request to fill the two Residential Appraiser III positions. Burson stated they may start them at an Appraiser I or II depending on qualifications.

Move to refill the two vacant Appraiser III-Residential positions as an Appraiser III, II, or I at the earliest opportunity.

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

The Board of County Commissioners signed a Riley County Position Action Form for an Appraiser III-Residential (2 positions), in the Appraiser's Office, at a Range 12.

9:30 AM

Press Conference

11. RCPD Update - Greg Steere (3-5 minutes)

Steere presented a Riley County Police Department update.

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

Snyder presented a Downtown Manhattan update.

13. KEMA President's Choice for 2023 Award Presentation to Laurie Harrison - Kathleen Fabrizio (5 minutes)

Fabrizius presented the KEMA President's Choice Award to Laurie Harrison, Emergency Management.

Harrison stated it is an honor to receive the award.

14. Presentation of Supporting Operation Green Light for Veterans Proclamation - Kathryn Focke and Christian Bishop (3-5 minutes)

Focke presented the Supporting Operation Green Light for Veterans Proclamation to Christian Bishop.

Bishop thanked Commissioner Ford for spear lighting this for the last two years.

15. General Election - Rich Vargo (2 minutes)

Vargo reported at the end of Saturday, 1,961 have advance voted.

Vargo said advance voting closes today at noon. Vargo stated the polls are open tomorrow from 7:00 a.m.-7:00 p.m.

10:00 AM Russel Stukey, Emergency Management Director

16. Staff Update for month October 2023

Stukey presented the EM/Fire District #1 report.

10:15 AM Anna Burson, Appraiser

17. Appraiser's Office November Staff Report

Burson presented the Appraiser's Office staff report.

10:30 AM Vanessa Cowie, Prairie Paws Executive Director

18. Prairie Paws Animal Shelter serving Riley County

Cowie presented information on Prairie Paws Animal Shelter administering the City of Manhattan Animal Shelter.

Cowie proposed for the rural service area of Riley County of 18,000 population cost would be \$90,000 at \$5.00/capita.

The Board discussed not currently knowing the current service numbers.

Cowie discussed starting at a \$60,000 funding level to see if we are getting the service for the pets and residents needed.

Cowie stated they will be operational December 21, 2023.

The Riley County Commissioners agreed by consensus for Riley County staff to work with Prairie Paws staff on a temporary service agreement for 2024 and full agreement for 2025.

11:30 AM Amanda Webb, Planning/Special Projects Director

19. Keats Sewer District - Amendment to Owner-Engineer Agreement

Webb presented the Keats Engineer Agreement Amendment.

Move to approve the Amendment to Owner-Engineer Agreement, Amendment No. 2 with BG Consultants, Inc. for the Keats Sanitary Sewer Improvements PER and utilize ARPA funds to pay the additional \$10,000.

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

11:45 AM Elizabeth Ward, Human Resources Manager

20. Riley County 2024 Performance Review Updated Proposal

Ward presented the revised 2024 performance review proposal.

Move to approve the updated department head performance review for 2023.

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

11:54 AM Adjournment

Move to adjourn.

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