



**Board of Riley County
Commissioners
Regular Meeting
Minutes
January 02, 2025**

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
Bryant Parker	Counselor/Director of Administrative Services	Present	8:30 AM
Vivienne Leyva	PIO	Present	8:30 AM
Elizabeth Ward	Human Resources Director	Present	8:30 AM
Michele Reid	Payroll, Benefits & Employee Relations Manager	Present	8:30 AM
Anna Burson	County Appraiser	Present	8:30 AM
Emma Loura	Manhattan Mercury	Present	8:40 AM
Lori Muir	Administrative Services Manager	Present	9:00 AM
Tande Lentz	Assistant Vehicle Supervisor	Present	9:00 AM
Megan Lewis	Community Corrections Director	Present	9:00 AM
Michael Boller	Noxious Weed Director	Present	9:00 AM
John Ellermann	Public Works Director/County Engineer	Present	9:08 AM
Brittany Phillips	Budget and Finance Officer	Present	9:13 AM
Evan McMillan	Assistant County Engineer	Present	9:17 AM
Jacob Hansen	Deputy County Counselor	Present	9:33 AM
Amanda Webb	Planning/Special Projects Director	Present	9:44 AM

Pledge of Allegiance

Public Comment

1. Public Comments

Leyva announced Riley County Offices will be closed Thursday, January 9, 2024 in observance of the National Day of Mourning for President Jimmy Carter.

Leyva stated District Court and the Riley County Transfer Station will

be open.

Parker requested to move the 11:00 a.m. agenda item on Indigent Defense Panel to 10:15 a.m. today.

Move to move the 11:00 a.m. Indigent Defense Panel to 10:15 a.m.

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:

This week has been a catch up one for me after being gone. Mainly, I spent time at home, getting things organized for 2025.

New Year's Eve and Day were pretty uneventful as I chose to stay home. I had a pretty busy time in Virginia, so it was good to relax and get caught up.

McKinley's Comments:

Tuesday morning, I was on Within Reason on KMAN. Discussed what is going on in the county and plans going forward. I thought it went well. After being on the radio, I came into the office. Caught up on some work here and had a meeting with Elizabeth Ward.

A quiet New Year's Eve. Did not even stay up until midnight.

New Year's Day I watched the K-State women's basketball team sleep walk through a game and then turn it on in the fourth quarter and win by 20.

Ford's Comments:

Hopefully everyone had a safe and wonderful start to 2025 and the New Year. My New Year's was pretty uneventful as I decided to stay at home and relax this year. I did watch as the K-State men's basketball

team picked up a pretty good win to end 2024 by beating #16 Cincinnati 70-67 at Bramlage. Hopefully this means they have turned a corner to start conference play.

I watched quite a bit of football over the last couple of days to ring in the new year as well.

Business Meeting

3. Advisory Board appointment letters and Resolution

Move to approve the following appointments and “Resolution No. 010225-01, A Resolution appointing Riley County representatives to Council/Advisory Boards.”

Michael Riley Comm Dist 2	Armed Forces Memorial Committee Board 4 year	January 1, 2025- December 31, 2028
Adena Weiser Comm Dist 1	Armed Forces Memorial Committee Board 4 year	January 1, 2025- December 31, 2028
Greg Burnett Comm Dist 2	Armed Forces Memorial Committee Board 4 year	January 1, 2025- December 31, 2028
Evelyn Jasper Comm Dist 2	Riley County Council on Aging 3 year	December 30, 2024- December 31, 2026
Philip Preston Comm Dist 3	Riley County Council on Aging 3 year	December 30, 2024- December 31, 2025
Orville “Wes” Maupin Comm Dist 2	Law Enforcement Agency Board 2 year	January 1, 2025- December 31, 2026
Diane Hoobler Comm Dist 1	Parks Board	No expiration

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Kathryn Focke, 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 Personnel Action Forms for the following:

- Sara Darnell, for a non-exempt status change, as a MCH Home Visitor, in the Health Department, effective December 21, 2024.
- Justin Brenner, for an exempt status change, as a Hazardous Waste Coordinator, in the Noxious Weed Department, effective December 21, 2024.

Review Minutes

5. Board of Riley County Commissioners - Regular Meeting - Dec 30, 2024 8:30 AM

Move to approve the minutes.

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

Review Tentative Agenda

6. Tentative Agenda

Press Conference Topics

7. Discuss Press Conference

9:00 AM

Elizabeth Ward, Human Resources Director

8. Human Resources Monthly Update

Ward presented the Human Resources monthly update.

Muir discussed the Highly Effective Manager program.

Lewis discussed the NACo High Performance Leadership Academy.

Lentz discussed the Flint Hills Regional Leadership Program.

9:15 AM

Michael Boller, Noxious Weed Director

9. Staff Update

Boller presented the Noxious Weed staff update.

10. KDOT Contract

Boller presented the Annual KDOT/Noxious Weed Contract.

Move to approve the Kansas Department of Transportation Bureau of Maintenance County Agreement to Treat Noxious Weeds.

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

9:30 AM Anna Burson, Appraiser

11. Appraiser's Office January 2nd, Staff Report

Burson presented the Appraiser's Office staff report.

9:45 AM Evan McMillan, Assistant County Engineer

12. 2022 Sales Tax Program - Request for Qualifications

McMillan presented the RFQ for the 2022 Sales Tax Program.

Move to approve opening the RFQ for the 2022 Sales Tax Program.

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

10:00 AM Amanda Webb, Planning/Special Projects Director

13. Planning & Development - Staff Update

Webb presented the Planning & Development staff update.

10:15 AM Bryant Parker, Counselor/Director of Administrative Services

14. Administrative Work Session

Cancelled.

15. 2025/2026 Indigent Defense Counsel Services Contracts

Parker presented the Indigent Defense Panel contracts.

Move the Board approve and authorize the Board Chair to sign each of the six separate contracts with proposing attorneys (Theresa Barr, Chris Bailey, Chris Biggs, Lucas Renz, Melissa Richards, Rebecca Rookstool) for indigent defense panel services for two-year terms with base compensation of \$82,000 annually for each contracting attorney.

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

10:30 AM Bryant Parker, Counselor/Director of Administrative Services

10:30 AM 16. Executive session to discuss confidential legal advice regarding potential litigation issues

Move the County Commission, including Chairman Ford, Vice Chairman McKinley, and Commissioner Focke, recess into executive session on potential litigation for the purpose of consultation with Bryant Parker, Riley County Counselor, attorney for the commission, which would be deemed privileged in the attorney-client relationship, an exception to the Kansas Open Meetings Act, the open meeting to resume in the County Commission Chambers at 11:00 a.m. John Ellermann, Public Works Director/County Engineer, and Michael Boller, Noxious Weed/HHW Director, will be present during a portion of the executive session to provide factual information.

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

11:00 AM Move the Board of County Commissioners come out of executive session.

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

Adjournment

Move to adjourn.

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