



**Board of Riley County
Commissioners
Regular Meeting
Minutes
January 13, 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, Member](#)

[District 2 – Greg McKinley, Chair](#)

[District 3 – Kathryn Focke, 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
Bryant Parker	Counselor/Director of Administrative Services	Present	8:30 AM
Kendra Lewison	District Court Judge	Present	8:30 AM
Jeremy Larchick	District Court Judge	Present	8:30 AM
Shilo Heger	Treasurer	Present	8:30 AM
Vivienne Leyva	PIO	Present	8:30 AM
Steve Smethers		Present	8:30 AM
Jacob Hansen	Deputy County Counselor	Present	8:30 AM
Barry Wilkerson	County Attorney	Present	8:30 AM
Amy Manges	Register of Deeds	Present	8:30 AM
Donna Borgerding	Vehicle Supervisor/Deputy Treasurer	Present	8:30 AM
Tande Lentz		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
Grant Bannister	District Court Judge	Present	8:30 AM
Jeremy Harmon	Center of Hope	Present	8:30 AM
Rev Caela Wood		Present	8:30 AM
Ashlyn Easterday	Payroll Clerk	Present	8:30 AM
John Ellermann	Public Works Director/County Engineer	Present	9:10 AM
Mark French	Riley County Police Department	Present	9:12 AM
Susanne Glymour		Present	9:30 AM
Jana McKinley		Present	8:30 AM
Emma Loura	Manhattan Mercury	Present	9:00 AM
Alvin Perez	Public Works Operations/Fleet Manager	Present	9:25 AM
Diane Creek	Health Department Director	Present	9:28 AM
Patricia Hudgins		Present	9:30 AM
Russel Stukey	Emergency Management Director	Present	10:00 AM

Katharine Hensler	Museum Director	Present	10:42 AM
Jan Scheideman	Child Care Supervisor	Present	11:11 AM

Pledge of Allegiance

Swearing in of Riley County elected officials

Vargo swore in Jeremy Larchick, 21st Judicial District Magistrate Court Judge, Division II.

Vargo swore in Kendra Lewison, 21st District Court Judge, Division II.

Vargo swore in Greg McKinley, Riley County Commissioner 2nd District.

Vargo swore in Kathryn Focke, Riley County Commissioner 3rd District.

Vargo swore in Shilo Heger, Riley County Treasurer.

Vargo swore in Amy Manges, Riley County Register of Deeds.

Vargo swore in Barry Wilkerson, Riley County Attorney.

Judge Bannister swore in Rich Vargo, Riley County Clerk.

Reorganization of the Board of County Commissioners

Move to appoint Greg McKinley, Chairman of the Board, Kathryn Focke, Vice-Chair and John Ford, Member of the Riley County Commission.

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

Public Comment

1. Public Comments

Harmond, The Center of Hope, spoke on the Saturday, January 4th,

snowstorm. He spoke on the community efforts to provide shelter during the storm. He asked Riley County to be more active in preparation to provide services for those in need.

Woods discussed the need for Riley County to provide service during severe weather for those in need.

Commission Comments

2. Commission Comments

Focke's Comments:

I don't have much to report since our last meeting, as all my scheduled meetings were canceled due to the snowstorm. I did a lot of shoveling, making walking trails in the snow for the dog, etc. I also did house cleaning, cooking, and reading.

I watched the funeral on Thursday for President Jimmy Carter at the National Cathedral. It was a beautiful service.

Spent time over the weekend going over today's meeting agenda and documents and looked over future agendas. It will take some time to catch up for the next couple months.

McKinley's Comments:

I had a little bit of snow a week ago.

Finished up the last of the five birthdays in the week and a half after Christmas.

Last Tuesday I attended the Leonardville City meeting. They had a long discussion about giving a permit for a crate home which is made from shipping containers. It was finally approved. Final discussion was how to get rid of all the snow.

Last Wednesday I attended the Randolph city meeting. Some discussion on the scamming they received. RCPD says little chance to recover. They also had a discussion about more snow removal needed.

Ford's Comments:

Been quite the last week and half since we last met with the winter

storm two weekends ago and the Federal National Mourning Proclamation for former President Jimmy Carter.

So, I did have a dialog on Friday, January 3rd with April Swartz from Varney and Associates in regard to the audit being performed on the 2023 Pawnee Mental Health budget and the work going into getting that completed and finalized.

Also on Friday, January 3rd I met with former director of the Governor's Military Council John Armbrust to discuss some military related items involving Fort Riley and local veterans and their spouse who are still living and working in the area.

Got through the first major winter storm over that weekend in quite some time that dumped almost 15 inches of snow on us, second most on record I'm told. Big thanks needs to go out to all the area road crews, first responders, and law enforcement on a job well done guiding the communities through that. It definite wasn't easy to say the least.

Last Monday I attended a CCBHC Strategic Planning Session with Pawnee Mental Health. It was supposed to be in person but got moved to Zoom due to the inclement weather. It was a great opportunity to see and understand the direction the agency is headed and the progress they are making in order to accomplish it.

Wednesday afternoon I had my monthly Teams call with NACo's Community Economic and Workforce Development Committee. After some opening remarks and welcomes from our Chair Angela Conely, Commissioner, Hennepin County, Minnesota we heard from Shontrice Barnes, Program Manager, Economic Mobility, NACo. She discussed and went into details on the upcoming BRECC Forum, the next speaker was Patrick Spence who is also a Program Manager, Economic Mobility, NACo, and discussed the Counties for Housing Solutions Update. Last guest speaker was Josh Brandwein, Policy Director for NACo and the CEWD Committee and he discussed the recently released HUD HOME Final Rule. We then got our usual legislative update from Capitol Hill for Mike Matthews, Legislative Director, CEWD, NACo and we then closed the meeting.

Thursday afternoon I had my monthly Teams call with NACo's Veteran and Military Service Committee. This was albeit a short meeting. After some opening remarks and welcomes from our Chair Sid Conklin, Commissioner, Randolph County, Missouri we discussed the upcoming legislative session in Washington, D.C. some key pieces of military and veterans' legislation and how we as a committee can work with our federal delegations to ensure they get passed. Michael Matthews, Legislative Director for the committee gave a full update

from Capitol Hill and then we closed the meeting.

Friday morning, I have my last Pre-Law Board meeting at RCPD to go through the January 21st meeting agenda. Keep in mind this month's meeting will be held on Tuesday January 21st instead of Monday in celebration of the Martin Luther King Jr holiday. It will be a busy agenda with the changing of the law board, several other recognitions and promotions and going through the 2025 board meeting timelines.

Also, on Friday I met with one the groups who have the Infill RHID application to discuss the project and have any questions that needed to be answered or clarified. I'm sure there will be more dialog on this moving forward. Spent the rest of weekend watching both college and NFL football and preparing to get back on track after a longer than expected delay.

Business Meeting

3. Proclamation for Dr. Martin Luther King, Jr. Community Celebration and Day of Service

Move to approve the Proclamation for Dr. Martin Luther King, Jr. Community Celebration and Day of Service.

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

- Ward Morgan, a Volunteer Firefighter, in the Riley County Fire District #1, for Separation from County Service, effective January 3, 2025.
- Bertra Manning, for an exempt status change, as a Senior Analyst, in the Public Works Department, effective January 4, 2025.

5. Discuss Joint City/County/County Meeting at City Offices

No topics.

6. Discuss Intergovernmental Luncheon

7. Approve payroll/accounts payables (when completed)

Move to approve the payroll vouchers in the amount of \$771,879.24 and the following warrant vouchers for January 10, 2025:

2024 Budget

County General	\$133,508.01
Disaster Fund	79,234.16
Capital Improvements Fund	23,100.95
Emergency 911	1,349.58
Solid Waste	2,086.51
County Building	7,094.32
Road & Bridge Cap Project	715.61
Riley Co Fire Dist #1	18,377.85
University Park W&S	3,122.44
Hunters Island Water Dist	1,143.94
Deep Creek Sewer	109.78
Moehlman Bottoms	514.31
Terra Heights Sewer	1,612.08
Konza Water Operations	3,476.75
KDOC Adult Services	38.58
KDOC Juvenile Services	12.86
BJA Grant	1,293.52
City Alcohol Funds	1,359.57
TOTAL	\$278,150.82

2025 Budget

County General	\$ 1,646,184.23
Health Department	92,061.26
Economic Development	32,156.45
Emergency 911	144,140.00
Solid Waste	5,348.92
County Building	1,995.49
RCPD Levy/Op	46,315.06
Riley Co Fire Dist #1	6,452.54
Riley Co Fire Dist CapOut	85,000.00

KDOC Adult Services	13,051.77
KDOC Juvenile Services	4,257.00
KDOC Juv Reinvestment	1,149.23
BJA Grant	1,033.62

TOTAL..... \$ 2,079,145.57

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

Review Minutes

8. Board of Riley County Commissioners - Regular Meeting - Jan 2, 2025
8:30 AM

Move to approve the minutes.

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

Review Tentative Agenda

9. Tentative Agenda

Press Conference Topics

10. Discuss Press Conference

9:00 AM **Rich Vargo, County Clerk**

11. Year to date budget and expenditure reports

Vargo presented the year to date budget and expenditure reports.

9:15 AM Shilo Heger, Treasurer

12. December 2024 Revenue Reporting - Riley County Treasurer

Heger presented the Treasurer's report.

9:30 AM Press Conference

13. Presentation of Dr. Martin Luther King, Jr. Community Celebration and Day of Service Proclamation - Greg McKinley, Susanne Glymour, and Patricia Hudgins (3-5 minutes)

McKinley presented the Dr. Martin Luther King Jr. Community Celebration and Day of Service Proclamation to Glymour and Hudgins.

Glymour and Hudgins discussed the Dr. Martin Luther King Jr. Community Celebration.

9:35 AM Alvin Perez, Public Works Operations and Fleet Manager

14. Bid opening for tandem axle dump truck

The Board of County Commissioners opened the following bids for a tandem axle dump truck.

Company	Total Bid
One Nation 211 West Neshannock Ave. New Wilmington, PA 16142	\$139,989.00
Rush Enterprises 7700 NE 38 th Street Kansas City, MO 64161	\$138,980.00
Truck Center Companies 2552 N. 9 th Street Salina, KS 67401	\$130,348.00
Bruckner's Truck Sales 1645 Copper Court Salina, KS 67401	#1 \$159,250.00 #2 \$148,372.00
Nextran Truck Center 4001 Randolph Road Kansas City, MO 64161	#1 \$149,690.00 #2 \$154,988.00
Master Tech Truck & Equipment 5115 N Broadway	\$174,143.00

Wichita, KS 67219	
Master Tech Truck & Equipment 5115 N Broadway Wichita, KS 67219	\$283,589.05

Move to refer the bids to staff for evaluation and recommendation.

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

9:40 AM Brittany Phillips, Budget and Finance Officer

15. Monthly Cash Flow Report for December 2024

Phillips presented the monthly cash flow reports.

9:50 AM Jacob Hansen, Deputy County Counselor

16. Resolution Authorizing Real Estate Tax Foreclosure Sale

Hansen presented the resolution authorizing the real estate tax foreclosure sale.

Move to approve "Resolution No. 011325-02, A Resolution authorizing real estate tax foreclosure sale."

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

10:00 AM Brittany Phillips, Budget and Finance Officer

17. Request for Approval to Transition from Diamond Pharmaceutical to Clinical Solutions

Phillips presented the request to change pharmaceutical companies for RCPD inmates.

French stated the change would help reduce inmate medical prescription cost and be more efficient for staff.

Move to approve the request to transition from Diamond Pharmaceutical to Clinical Solutions for the Riley County Police Department.

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

10:10 AM John Ellermann, Public Works Director/County Engineer

18. Public Works Project Update

Ellermann presented the Public Works projects update.

10:25 AM Russel Stukey, Emergency Management Director

19. December Staff Update

Stukey presented the EM/Rural Fire staff update.

10:40 AM Bryant Parker, Counselor/Director of Administrative Services

20. Administrative Work Session

21. Pending County Projects County Counselor

Parker presented the pending County projects list.

11:00 AM Katharine Hensler, Museum Director

22. Monthly Staff Update - Riley County Historical Museum

Hensler presented the Historical Museum staff update.

11:15 AM Jan Scheideman, Child Care Supervisor

Move to recess as the Board of County Commissioners and convene as the Board of Health.

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

23. Raising Riley FY26 ECBG Grant Application

Scheideman presented the grant application to the Children's Cabinet and Trust Fund.

Move to approve the Riley County Health Department submit the grant application to the Kansas Children's Cabinet and Trust Fund as presented.

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

Move to recess as the Board of Health and reconvene as the Board of County Commissioners.

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

11:25 AM

Adjournment

Move to adjourn.

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