



**Board of Riley County
Commissioners
Regular Meeting
Minutes
January 16, 2025**

115 North 4th Street
Manhattan, KS 66502
www.rileycountyks.gov

Cindy Kabriel
785-565-6200

Commission Chambers

9:00 AM

[District 1 – John Ford, Member](#)

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

[District 3 – Kathryn Focke, Vice Chair](#)

9:00 AM

Call to Order

Attendee Name	Title	Status	Arrived
John Ford	County Commissioner	Present	9:00 AM
Kathryn Focke	County Commissioner	Present	9:00 AM
Greg McKinley	County Commissioner	Present	9:00 AM
Rich Vargo	County Clerk	Present	9:00 AM
Bryant Parker	Counselor/Director of Administrative Services	Present	9:00 AM
Anna Burson	County Appraiser	Present	9:00 AM
John Ellermann	Public Works Director/County Engineer	Present	9:00 AM
Emma Loura	Manhattan Mercury	Present	9:00 AM
Amy Manges	Register of Deeds	Present	9:03 AM
Brittany Phillips	Budget and Finance Officer	Present	9:04 AM
Michele Reid	Payroll, Benefits & Employee Relations Manager	Present	9:06 AM
Amanda Webb	Planning/Special Projects Director	Present	9:20 AM
Brian Foster	BG Consultants	Present	9:20 AM
Shilo Heger	Treasurer	Present	9:50 AM
Michael Boller	Noxious Weed Director	Present	9:53 AM
David Adams	EMS/Ambulance Director	Present	9:58 AM
Daniel Skucius	County Extension Director	Present	10:00 AM
Brian Peete	RCPD Director	Present	10:15 AM
Cory Meyer	IT/GIS Director	Present	10:25 AM
Russel Stuke	Emergency Management Director	Present	10:30 AM
Daryn Soldan	Chamber of Commerce	Present	11:00 AM
Zach Burton		Present	11:25 AM
Stephanie Peterson	City of Manhattan	Present	11:30 AM
Josh Brewer	Habitat for Humanity	Present	11:35 AM

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Focke's Comments:

Monday and Tuesday, I had three doctor appointments and two committee meetings at my church, one quite lengthy. Tuesday evening, I watched portions of the Manhattan City Commission meeting on TV.

Wednesday I spent most of the day working on monthly finances and started work on 2024 tax information. I reviewed the agenda and documents for today's meeting and had a follow-up call on the Keats project with Bryant Parker.

This morning, I attended the Policy Breakfast meeting at the DoubleTree by Hilton (new ownership).

The main speaker was NBAF Director, Alfonso Clavijo who discussed how they are working with the culture of the employees, the Psychological Safety Policy, in which employees will be able to report problems without fear of reprisal, and other issues that people face in their environment. It was an interesting presentation.

McKinley's Comments:

Tuesday was the contractor update meeting at the EMS station. Everything is still on schedule. Will start painting in admin area this week. Installing the garage doors this week. Finalize the signing details. BHS did not like the finish on the concrete in two small corridors so they will pay to have the floors epoxied to match other areas.

After the EMS meeting I went to the museum to see the progress on their remodel. The painter was working on the exhibit room.

Tuesday evening was the Fire Advisory Board meeting. There was an update on the new trucks purchased. Discussed the new fire reporting software that will be live in March. Talked about honoring long time volunteers with plaques in each station.

Wednesday was the Juvenile Detention Center board meeting. Everything is going well at the facility. Discussed some changes that

DCF is proposing to the legislature that will make it more difficult to help juveniles. I mentioned the pharmaceutical changes Mark French told us about. They will look into it.

Ford's Comments:

Monday afternoon I listened in on a NACo Webinar entitled “Artificial Intelligence: The Past, The Present and The Future.” It was both an informative and educational webinar, but frightening and scary at the same time. This webinar will coincide with a symposium that will take place during the Legislative Conference at the end of February in Washington, D.C., I may try and attend while I’m there.

Also, on Monday I did have some blood and lab work done to coincide with my yearly physical that I had in October. Everything turned out great with the exception of my cholesterol which shot up kind of abnormally. Nothing too alarming but something to watch for, nonetheless.

Tuesday night I attended the K-State-Texas Tech men’s basketball game at Bramlage Coliseum. They scraped and clawed but ultimately lost 61-57. Their record is now 7-9 overall and 1-4 in Big 12 play.

Wednesday afternoon I attended the January Policy Board meeting of the Metropolitan Planning Organization at the Manhattan Public Library. Some of the items of discussion were a fiscal update from the organization, staff updates including the TDM/Connect 2050 progress and meeting dates around the area in January and February to discuss with the public, and EVRP progress. KDOT also provided their usual update, not a lot to report at this time. We had several action items to discuss and approve including the minutes from the December 18th meeting, the Safety Performance Measures and Targets (PM 1), Preservation Performance Measures and Targets (PM 2), Mobility Performance Measures and Targets (PM 3), and approval of the 2024 Audit Engagement Letter. Discussion was also had on Traffic Demand Model and then we adjourned. We will meet again if needed on February 19th.

Lastly on Wednesday afternoon I met with the team at Stormont Vail to discuss the direction of 2025 and how we need to approach it. We have a new doctor that has joined the team, Dr. Krystal Brunin comes to Manhattan from Topeka and this appointment was supposed to be in person on Friday, but I will need to be in Topeka instead so I’m thankful she could fit me in as a video call early.

Lastly I attended the Policy Breakfast (formerly known as Good Morning Manhattan) hosted by the Manhattan Area Chamber of

Commerce at the DoubleTree by Hilton (formerly the Four Points Sheraton). Guest speaker was Dr. Alfonso Clavjio, NBAF Director and a big shout out to all the local businesses for being the sponsor (or sponsors) of this month's breakfast.

Business Meeting

3. Bid Recommendation - Tandem Axle Truck Chassis

Move to approve the bid submitted by Rush Truck Center of Topeka, Kansas to supply the Tandem Axle Truck Chassis in the amount of \$138,980.00 for the Public Works Department.

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

4. Riley County Grounds Maintenance Extension of Contract - Rothwell Landscaping, Inc.

Move to approve the Extension of Contract for Riley County Grounds Maintenance with Rothwell Landscaping, Inc.

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

5. Proposal for Engineering Design Services- Utility Extension- University Park-Schwab-Eaton

Move to approve the Proposal for Engineering Design Services for University Park Utility Extension with Schwab-Eaton.

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

6. Advisory Board appointment letters and Resolution

Move to approve the following appointments and "Resolution No. 011625-03, A Resolution appointing Riley County representatives to Council/Advisory Boards."

Francis Koopman III Comm Dist 3	Public Health Advisory Council 3 year	January 16, 2025- December 31, 2026
Ryan Wilson Comm Dist 3	Manhattan Urban Area Planning Board 3 year	January 16, 2025- April 30, 2027
Crystal Kearns Comm Dist 2	Museum Board of Trustees 3 year	January 16, 2025- December 31, 2027

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

7. Sign a Tax Roll Corrections

Move to approve the Tax Roll Corrections.

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

8. Sign Riley County Employee Action Form(s)

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

- Annaliese Trout, an Account Clerk-License/Election, in the Clerk/Election Department, for Separation from County Service, effective January 24, 2025.
- Tessa Prigge, an On Call Juvenile Intake Officer, in the Community Corrections Department, for Separation from County Service, effective January 8, 2025.
- Jason Anderson, a Traffic Control Supervisor, in the Public Works Department, for Separation from County Service, effective January 10, 2025.

Review Minutes

9. Board of Riley County Commissioners - Regular Meeting - Jan 13, 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
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Review Tentative Agenda

10. Tentative Agenda

Press Conference Topics

11. Discuss Press Conference

9:15 AM Amy Manges, Register of Deeds

12. 2024 Year End Revenue

Manges presented the year to date revenue.

9:30 AM Bryant Parker, Counselor/Director of Administrative Services

13. Administrative Work Session

- 9:30 AM 14. Executive session to discuss confidential legal advice regarding potential litigation issues

Move the County Commission, including Chairman McKinley, Vice Chair Focke, and Commissioner Ford, recess into executive session on potential litigation for the purpose of consultation with Bryant Parker, County Counselor, and Jacob Hansen, Deputy County Counselor, attorneys for the Riley County 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 9:50 a.m. John Ellermann, Public Works Director/County Engineer; Amanda Webb, Planning/Special Projects Director; Rich Vargo, County Clerk; Brittany Phillips, Budget and Finance Officer; and Brian Foster, BG Consultants, will be present during a portion of the Executive Session to provide factual information.

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

9:50 AM

Move the Board of County Commissioners come out of executive session.

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

9:50 AM

Brittany Phillips, Budget and Finance Officer

15. 2023 Riley County Financial Statement Audit

Kujath presented the 2023 Riley County Financial Statement Audit and Letter.

10:00 AM

Daniel Skucius, Extension Director and John Jobe, 4-H Agent

16. Extension staff update

Skucius introduced himself as the new Riley County Extension Director.

10:15 AM

Brian Peete, RCPD Director

17. RCPD update

Peete presented the RCPD update.

10:30 AM

Brittany Phillips, Budget and Finance Officer

18. CIP Work Session 2025

Phillips presented the 2025 CIP work session.

The Board discussed the 2025 CIP request.

The Board agreed by consensus to add the \$65,000 to replace the Noxious Weed Department's truck.

Move to approve the following projects list to include the addition of the Noxious Weed Department's truck, totaling \$1,214,000.

HD	TECH	Health EMR Replacement	\$ 250,000
PK	EQUIP	Ventrac Add-on Equipment	\$ 18,000
PK	EQUIP	Turf Cart w/ Brush guard	\$ 18,000
PK	FACILITY	Storage Bldg for Fairmont Park	\$ 135,000
PK	FACILITY	Playground Equipment to CICO Park	\$ 75,000
PW	EQUIP	Hydraulic Trailer 32' Gooseneck	\$ 55,000
PW	EQUIP	Tandem Axle Truck w/ Plow & Spreader	\$ 280,000
PW	EQUIP	3/4T 4X4 Ext, Cab Pickup	\$ 78,000
PW	EQUIP	550 Diesel Truck w/Plow & Spreader	\$ 130,000
PW	EQUIP	Van 7? Passenger	\$ 60,000
MU	Facility	Museum	\$ 50,000
NW	EQUIP	2025 Ford 550	\$ 65,000

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

19. Strategic Plan Discussion

Phillips presented the Strategic Plan renovations recommendations.

McKinley said it does not make sense to renovate the counselor's space and commission's space when it may be moved in the future.

The Board discussed future space needs analysis.

The Board agreed by consensus for staff to begin working on a Health Department space needs analysis, clerk's office renovation, Information Technology and Appraiser's Office relocations and renovations.

11:20 AM Daryn Soldan, Manhattan Area Chamber of Commerce

20. Economic Development update

Soldan presented the economic development update.

11:35 AM Brittany Phillips, Budget and Finance Officer

21. RHID Policy

Phillips presented the proposed RHID Policy to be considered by the Board.

The Board agreed by consensus to limit the RHID to 10 years, income level limits and house price for "affordable" and "workforce" housing.

Hansen suggested making the policy broad enough to allow for RHID's in the small cities.

Hansen said the RHID's in the City of Manhattan are currently being reviewed by the Secretary of Commerce for approval.

The Board agreed by consensus to review each RHID proposal individually.

11:55 AM Rich Vargo, County Clerk

22. Request to Fill - Elections Specialist Position

Vargo presented the request to fill the Election Specialist position and title change for two existing positions.

Move to approve the title change for both positions and the requisition to fill the Elections Specialist position for recruitment.

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

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

- Elections Specialist, in the Clerk/Election Department, at a Range 5.
- Elections Coordinator, in the Clerk/Elections Department, at a Range 11.

McKinley asked Stukeley what Riley County should be doing for warming shelters.

Stukeley said the Riley County Commission's previous direction is to not open a warming shelter for just a few individuals. Stukeley stated by and large counties do not open warming shelters and the services are provided by non-governmental agencies.

Focke asked about providing a location which would be run by non-governmental agencies.

Stukeley stated the City of Manhattan is considering making a facility available.

Stukeley said traditionally when warming shelters are set up very few individuals show up.

Ford suggested a community conversation on the subject.

Parker stated we do have a list of warming shelters in our communication.

Stukeley said he will work with Parker to present a response.

Stukeley presented the State Local Disaster Emergency.

Move to approve the Chair sign the Declaration of Local Disaster Emergency for Riley County, Kansas.

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

McKinley discussed the Senate resolution on taxing today at 9:30 a.m. and KAC remained neutral on it. McKinley said the limit would be a 3% increase until sold.

Ford asked to moved February 27th from 8:30 a.m. to 9:30 a.m.

The Board agreed by consensus to move the February 27th agenda start time from 8:30 a.m. to 9:30 a.m.

12:24 PM Adjournment

Move to adjourn.

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