



**Board of Riley County
Commissioners
Regular Meeting
Minutes
January 30, 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
Katharine Hensler	Museum Director	Present	8:30 AM
Dawn Munger	Museum	Present	8:30 AM
Carly Farrens	Museum	Present	8:30 AM
Melanie Highsmith	Museum	Present	8:30 AM
Shannon Sterling	Legal Assistant	Present	8:30 AM
Jacob Hansen	Deputy County Counselor	Present	8:30 AM
Elizabeth Ward	Human Resources Director	Present	8:30 AM
Anna Burson	County Appraiser	Present	8:30 AM
John Ellermann	Public Works Director/County Engineer	Present	8:30 AM
Joshua Gering	EMS/Ambulance Assistant Director	Present	8:30 AM
Darrin Hobbs	REACH Committee	Present	8:30 AM
David Adams	EMS/Ambulance Director	Present	11:15 AM
Emma Loura	Manhattan Mercury	Present	8:32 AM
Ashlyn Easterday	REACH Committee	Present	8:33 AM
Brittany Phillips	Budget and Finance Officer	Present	8:55 AM
Evan McMillan	Assistant County Engineer	Present	9:20 AM
Bob Isaac	Planner	Present	9:28 AM
Amanda Webb	Planning/Special Projects Director	Present	9:28 AM
Diane Creek	Health Department Director	Present	9:48 AM
Eve Clark	REACH Committee	Present	9:30 AM

Pledge of Allegiance

Public Comment

1. Public Comments

Sterling, REACH Chair, presented the Employee of the Month to Dawn Munger in the Museum Department.

Commission Comments

2. Commission Comments

Ford's Comments:

Once again, sorry for zooming in Monday morning and missing the first Intergovernmental Luncheon of the year that we will be hosting for 2025. I also missed the Riley County Livestock Association Dinner and Meeting which was a bummer, but it is what it is. Hopefully both events went well.

Tuesday afternoon I attended the Board of Director's meeting for Pawnee Mental Health via Zoom. The meeting started with a Finance Committee meeting for me to get an update on the organization's November financials. After some welcomes and introductions we heard from the Chief Financial Officer Lindsay Miller. Next we heard a Program Report from Shelli Schottler, followed by a Chief Executive Officer's report from Mike Rezkalla. We then heard a Marketing and Development report from Di Hinrichs-Toburen followed by a CCBHC Advisory report from Becki Woodward. We then moved to the committee which included a Finance Oversight Committee report from the earlier meeting. Other business included name change of the 1558 Hayes Drive Building to the "Behavioral Health Access Center", appoint new legal counsel (Jamie Witt), report on board reappointments/new appointments, election of officers, transfer of custody documents to the new secretary, solicit committee chairs and members, checking account signature, and finally an executive session for personnel matters of non-elected personnel.

Tuesday I met with 67th District State Representative Angel Roeser to discuss some state legislative items and a couple of pieces of legislation that are working their way through the state House.

Wednesday afternoon I listened in on NACo's second webinar titled "100 First Days" where they discussed the recent federal finance memorandum and other presidential administrative actions that have taken place over the past week.

Wednesday afternoon I watched the K-State men's team dispatch the Oklahoma State Cowboys 85-57 at Bramlage to win back-to-back

conference games this season and move their record to 9-11.

Focke's Comments:

Monday I attended the Intergovernmental Luncheon held at “Little Brother’s” coffee shop event space, catered by Rockin K’s.

The agenda topic was on the G402 Incident Management Class upcoming for executives and senior officials. JD Mersman, KDEM talked about the class and why it is important for all county, state, and KSU officials to attend. The class will be held on February 25th with two sessions from 1:00 – 5:00 p.m. or 4:30 – 9:30 p.m. in the BOCC Chambers. After that discussion, Luke Berning of the Kansas Forest Service and Riley County Emergency Management discussed the Community Wildfire Protection Plan and Riley County Emergency Management responsibilities. After the discussions, various officials gave their reports and upcoming events. The Lincoln Education Center will have an open house on February 17th from 4:00 – 6:00 p.m.

Tuesday, I studied the last three months of meeting minutes and financials of the Law Board. I have some specific questions on the budget and a couple of other programs that I will need to discuss with Director Peete. I plan to get with him by next week. We will also talk about the animal shelter issues and the jail.

McKinley's Comments:

After our meeting Monday we had the Intergovernmental Luncheon. The first presentation was on the G402 class being offered. The second was on the Community Wildfire Protection Plan. Kansas Forestry Service spokesman described what the plan included and what steps need to be taken to move it forward.

After that I worked in the office and had a discussion with Russel Stukey about cold weather shelters and other items.

Tuesday I had a meeting with Anne Smith regarding the ATA Bus Boards and how they operate.

Wednesday was the annual meeting for the FHATA Board and the FHATA Inc. We discussed finances and ridership, goals and planning. One of the biggest problems they still have is hiring enough drivers and right now three of the drivers are out of service. They are working on better promotions to educate the area on the availability of the transit

system.

Last night I went to the K-State men's basketball game, and they are really improving as the year goes on.

Business Meeting

3. 2024 City of Manhattan Park Receivables Account Write-Off

Move to write-off the Park Fund accounts receivable charges assessed to the City of Manhattan for CiCo Park maintenance as presented in the amount of \$1,395.98 for 2024.

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:

- Carley Harris, for a transfer, as an Administrative Analyst - Levy, in the Clerk's Department, at a Range 8, at \$26.06 per hour.
- Kennedy Sedler, a new hire, as an EMT, in the EMS/Ambulance Department, at a Range EMT.
- Emma LaLond, a new hire, as an Intern, in the Community Corrections Department, at a Range TASND.
- Olivia Murray, a new hire, as an Election Specialist, in the Clerk/Election Department, at a Range 5, at \$23.44 per hour.

Review Minutes

5. Board of Riley County Commissioners - Regular Meeting - Jan 27, 2025 8:30 AM

Move to approve the minutes.

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

Press Conference Topics

6. Discuss Press Conference

Review Tentative Agenda

7. Tentative Agenda

9:00 AM**Bryant Parker, Counselor/Director of Administrative Services**

8. Administrative Work Session

Parker asked if the Board has any questions on existing projects.

The Board had no questions.

9. City of Manhattan Temporary Easement Request— CiCo Park Ballfields and Tennis Courts Improvements

Parker presented the City of Manhattan temporary easements and utility easement requests.

Move the Board approve granting the Drainage and Stormwater Utility Easement and the Temporary Construction Easements (north and south) to the City of Manhattan and authorize Board Chairman McKinley to execute said easements for CiCo Park.

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

9:20 AM**Evan McMillan, Assistant County Engineer**

10. Bid opening for ditch liner for lagoon shore stabilization

The Board of County Commissioners opened the following bids for a ditch liner for lagoon shore stabilization:

Company	Alternate 1	Alternate 2
Bayer Construction 120 Deep Creek Road Manhattan, KS 66502	\$38.55/unit \$30,840.00	\$31.00/unit \$24,800.00
Hamm, Inc. 609 Perry Place Perry, KS 66073	\$53.00/unit \$42,400.00	\$35.00/unit \$28,000.00

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

9:30 AM Greg McKinley, Commission Chair and Amanda Webb, Planning/Special Projects Director

11. Presentation of Certificate of Appreciation for Years of Service on the Riley County Planning Board\Board of Zoning Appeals to Joe Gelroth

McKinley presented the Certificate of Appreciation to Joe Gelroth for 6 Years and 9 months of Service on the Riley County Planning Board/Board of Zoning Appeals.

9:35 AM Anna Burson, Appraiser

12. Discussion of K.S.A. 79-1613

Burson discussed K.S.A. 79-1613, granting abatements for properties destroyed by catastrophic events.

The Board said they would like to see the policies of other counties on the proposed abatement.

9:55 AM Bryant Parker, Counselor/Director of Administrative Services

- 9:50 AM 13. Executive session to discuss confidential legal advice regarding pending litigation issues

Move the County Commission, including Chairman McKinley, Vice Chairwoman Focke, and Commissioner Ford, recess into executive session on pending litigation for the purpose of consultation with

Bryant Parker, County Counselor, and Jacob Hansen, Deputy County Counselor, attorneys 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 10:40 a.m. John Ellermann, Public Works Director/County Engineer; Rich Vargo, County Clerk; and Brittany Phillips, Budget and Finance Officer, 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

10:40 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

10:40 AM

Diane Creek, Health Department Director

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

14. Work Session - Discuss Fiscal Analyst position

Creek discussed the proposed relocation of the Fiscal Analyst – Health

Department.

Creek said her recommendation is to place the Fiscal Analyst – Health Department position under Budget & Finance Officer in the Clerk's Office.

McKinley asked if the position would still be located in the Health Department Offices.

Creek said yes.

McKinley asked if Community Corrections has a separate position.

Ward said no, but the Administrative Assistant in the Community Corrections Department works with the Director of Community Corrections and Budget & Finance Officer on budgets and finance.

The Board discussed the proposal.

The Board agreed by consensus for the Fiscal Analyst – Health Department position to be placed under the clerk's office and advertise for the position.

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

11:00 AM

Anna Burson, Appraiser

15. Request to Refill Residential Appraiser II

Burson presented the request to fill the Residential Appraiser II position.

Move to approve for staff to post and refill the Residential Appraiser II position.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Kathryn Focke, 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 II - Residential, in the Appraiser's Department, at a Range 8.

11:10 AM

John Ellermann, Public Works Director/County Engineer

16. 2025 Community Park Fund Allocation Request and Transfer to CIP

Move to approve the following 2025 Community Park allocations as recommended by the Riley County Park Advisory Board and the transfer of \$39,700 to CIP for future larger projects (Leonardville \$14,700 and Ogden \$11,000 to add to future allocations to build new restrooms, University Park \$14,000 for sports court).

2025 Riley County Community Park Allocations

	Requested	Approved		Requested	Approved
RANDOLPH			RILEY		
6 picnic tables	\$ 6,000.00	\$ 6,000.00	ADA table and four chair table	\$ 3,100.00	\$ 3,100.00
			concrete to add ADA sidewalk @ west park shelter house	\$ 1,200.00	\$ 1,200.00
	\$ 6,000.00	\$ 6,000.00		\$ 4,300.00	\$ 4,300.00
LEONARDVILLE			OGDEN		
restroom	\$15,000.00	\$14,700.00	restroom	\$11,000.00	\$11,000.00
	\$15,000.00	\$14,700.00		\$11,000.00	\$11,000.00
UNIVERSITY PARK			KEATS		
basketball/pickleball court (final balance needed)	\$14,000.00	\$14,000.00	irrigation	\$ 3,500.00	\$ 0.00
grinding tree stumps from park/golf course area	\$ 2,000.00	\$ 0.00			
	\$16,000.00	\$14,000.00		\$ 3,500.00	\$ 0.00
ZEANDALE PARK			FAIRMONT		
pickleball court	\$38,163.00	\$10,000.00			
	\$38,163.00	\$10,000.00		\$ 0.00	\$ 0.00
			Requested Total		\$93,963.00
			Approved Total		\$60,000.00

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

11:15 AM David Adams, EMS/Ambulance Director

17. Staff Update

Adams presented the EMS/Ambulance staff update.

Ford said he plans on attending County Government Day next Thursday and asked if we could condense the agenda.

The Board agreed by consensus to not add any additional items on next Thursday's agenda.

Ford asked for an administrative work session on federal programs which we receive and potential impacts on funding through federal administrative orders.

11:38 AM Adjournment

Move to adjourn.

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