



**Board of Riley County
Commissioners
Regular Meeting
Minutes
February 01, 2024**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

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

[District 3 – Kathryn Focke, Member](#)

[District 1 – John Ford, 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
Cory Meyer	IT/GIS Director	Present	8:30 AM
Vivienne Leyva	PIO	Present	8:30 AM
Brittany Phillips	Budget and Finance Officer	Present	8:31 AM
Alvin Perez	Public Works Operations/Fleet Manager	Present	8:31 AM
Michele Reid	Payroll, Benefits & Employee Relations Manager	Present	8:47 AM
Elizabeth Ward	Human Resources Director	Present	8:54 AM
Grant Bannister	District Court Judge	Present	9:12 AM
Barry Wilkerson	County Attorney	Present	9:12 AM
Julie Gibbs	Health Department Director	Present	9:52 AM
Shelley Woodard	Deputy County Counselor	Present	9:52 AM

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Focke's Comments:

Monday afternoon I had a pre-op appointment with my surgeon and got final details for next week.

Tuesday afternoon I spent time in the office going through paperwork, responding to e-mails and phone calls. I also met with Cory Meyer, IT/GIS Director, on various office issues.

That evening I had a pre-game dinner with friends and watched the KSU game later.

Wednesday afternoon I did some work at the church and later went to Bell Choir practice.

Most of the week has been spent preparing the house, food, and the schedule for the next two weeks. I'll zoom into meetings as soon as I can, probably the week of February 12th.

McKinley's Comments:

Monday after our meeting I met with Russel Stuke, EM Director/Fire Chief, to review the staff change coming up.

Later I met with Elizabeth Ward, Human Resources Director, to go over some questions on the department head evaluations.

In the afternoon I had a call from a citizen about township roads. The road to his house is in two townships. They seem to alternate where one does a good job on their portion and the other does nothing and then a few years later they switch.

Later in the afternoon I attended the retirement reception for Greg McClure. It was well attended.

In the evening RCPD Director Peete had his town hall meeting in Riley. He gave crime statistics for 2023 and reviewed plans the department has going forward.

Tuesday evening, we ate at Firehouse Subs. They have a display for the county fire department and a handout sheet looking for volunteers. We took the grandkids there for dinner and then to the K-State men's basketball game. Based on the results, they may not want to go with us again.

Wednesday, I had a Zoom meeting with Anne Smith and Daphne McNelly about ATA Bus. They are meeting with each board member to discuss the system and listen to suggestions going forward. I brought

up a concern about perception of the system, but Anne had a good explanation for some things that I had heard. I think the full bus stops added in the last two years are a good exposure. The next step will be putting in benches at the other stops. Manhattan City has an ordinance against this, but we will have to work with them.

Last night we attended Jesus Christ Superstar at McCain. It was a good production.

Ford's Comments:

Monday afternoon was the retirement ceremony for Greg McClure from the Riley County Extension Office. Congratulations to Greg on 23 years in the office and nearly 45 years in Extension overall.

Monday evening, I attended the Riley County Livestock Association Annual Meeting at Dinner at Pottorf Hall. I bid and won a Razzle Dazzle Berry pie from Fork in the Road in Riley during the live auction. Those bids raised over \$2,300 Monday night for scholarships for area 4-H students. The guest speaker gave us a summary on his recent fellowship trip to Africa. A really fun night was had by all.

Tuesday afternoon I met with Josh Brewer, Executive Director for the Manhattan Area Habitat for Humanity. We discussed the area and regional housing challenges.

Tough week for K-State basketball with the men's team losing at home 73-53 and the #2 ranked women's team losing in Norman to Oklahoma 66-63, let's hope for better results over the weekend.

Also, this weekend is a civic training opportunity through the Kansas Farm Bureau and their Engaged Kansas program. If you are a candidate or current elected official this training might be something you should consider. This Campaign School Mini Session will take place Friday, February 2nd at the Hilton Garden Inn here in Manhattan from 2:00 p.m. to 6:00 p.m. and you can register at www.kfb.org/campaignschool <<http://www.kfb.org/campaignschool>>. There will be other dates and locations throughout the state in 2024 as well.

Business Meeting

3. Out of State Travel Request - ESRI User Conference

Move to approve the Out of State Travel Requests for Will Habiger and Jacob Galyon to attend the ESRI GIS User Conference in San Diego,

California in the amount of \$2,615.00 each.

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

4. N. County EMS

Move to approve Change Order Number 2 in the amount of a decrease of \$1,304.26 for a new contract amount of \$800,263.35 and the Certificate of Substantial Completion for the North Riley County EMS Station with Anderson Knight Architects and Schultz Construction, Inc.

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

5. Certification of Unpaid Fees

Move to approve the Certification of Unpaid Fees and/or Charges for Utility Services (Lakeside Heights Sewer District) on Property located at 7008 Summit Ridge Drive, Manhattan, Kansas in the amount of \$401.36 as a result of non-payment a Special Assessment will be placed against LaTasha Yvette Sims.

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

6. Bid Recommendation for One (1) 15T Hydraulic Dovetail Trailer

Move to accept the bid for one hydraulic dovetail trailer submitted by D&L Trailer Sales, 1934 NW Topeka Boulevard, Topeka, Kansas in the amount of \$39,701 plus \$500 freight charges for delivery, for a total amount of \$40,201.00.

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

7. Bid Recommendation for one (1) 1 1/2 T 4x4 Regular Cab-Chassis Truck

Move to accept the bid for one 1 1/2 T 4x4 regular cab-chassis truck submitted by Rush Truck Center, 7700 NE 38th Street, Kansas City, Missouri in the amount of \$101,732.00 removing the option for the 120V/400W outlet, reducing the bid by \$4,872.00 for a total amount of \$96,860.00.

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

8. Bid Recommendation for two (2) Stainless-Steel Dump Bodies

Move to accept the bid for two stainless steel dump bodies submitted by American Equipment Co., 3250 Harvester Road, Kansas City, Kansas in the amount of \$60,250 for each stainless steel dump body, for a total amount of \$120,504.00 for two.

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

9. Sign Tax Roll Corrections

Move to approve the Tax Roll Corrections.

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

10. Letter to the City of Manhattan to request building permit fee waiver for renovation of 4th floor of Courthouse Plaza East Building

Move to sign the letter to the City of Manhattan to request a building permit fee waiver for the renovation project at 115 N. 4th Street, 4th floor of the Courthouse Plaza East Building.

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

11. Sign Riley County Employee Action Form(s)

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

- Sydney Wolgast, a new hire, as an As Needed Museum Assistant, in the Museum Department, at a Range TASND.
- James Bridgers, a new hire, as an Information Technology Specialist, in the IT/GIS Department, at a Range 12, at \$32.95 per hour.
- Kerry Kolzow, a new hire, as an EMT, in the EMS/Ambulance Department, at a Range EMT, at \$20.42 per hour.
- Sufian Khmous, a new hire, as an As Needed Election Worker, in the Clerk/Election Department, at a Range TASND.
- Kodi Smith, an EMT, in the EMS/Ambulance Department, for Separation from County Service, effective February 19, 2024.

Review Minutes

12. Board of Riley County Commissioners - Regular Meeting - Jan 29, 2024 8:30 AM

Move to approve the minutes.

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

Review Tentative Agenda

13. Tentative Agenda

Press Conference Topics

14. Discuss Press Conference

9:00 AM

Elizabeth Ward, Human Resources Director

15. Human Resources Monthly Update

Ward presented the Human Resources monthly update.

9:15 AM Judge Grant Bannister

16. Courthouse space needs

Bannister discussed the Courthouse space needs.

Bannister said the Courthouse construction was completed in 1906. Bannister stated it has served us well for 118 years. Bannister discussed giving some forethought on how court services can be improved with the many issues they serve. Bannister stated a modern courthouse would significantly improve service to the public.

Bannister discussed rain infiltration and bottom floor flooding issues during heavy rain.

Bannister stated there is no space for conference rooms.

Bannister said Pottawatomie, Dickinson, Lyon, Ellis, Leavenworth, and Douglas counties all have improved or are improving courthouse facilities.

9:30 AM Anna Burson, Appraiser

17. Appraiser's Office Staff Report

Burson presented the Appraiser's Office staff report.

9:45 AM Brittany Phillips, Budget and Finance Officer

18. Grant Opportunities

Phillips discussed grant opportunities for small communities and Riley County Fire District #1.

Move to approve for staff to move forward with preparing an application for the Assistance to Firefighters Grant.

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

9:55 AM

Julie Gibbs, Health Department Director

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

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

19. RCHD Out of State Travel Request

Gibbs presented the out of state travel requests.

Move to approve the Out of State Travel Requests for Kristi Legarreta, Kaylyn Speth, and Jennifer McCowan to attend the National WIC Association Annual Education and Training Conference in Chicago, Illinois in the amount of \$2,627.00 each to be funded by the WIC grant.

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

10:00 AM

Clancy Holeman, Counselor/Director of Administrative Services

20. Administrative Work Session

21. Signature of Order in Roger and Penny Nelson Fence View Application

Holeman presented for signature the Order in Roger and Penny Nelson

Fence View Application.

Move to approve the Order Assigning Partition Fence Responsibility for the Roger and Penny Nelson and BS Land LLC fence view.

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

10:20 AM **Shelley Woodard, Deputy County Counselor**

10:08 AM 22. 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 Shelley Woodard, Deputy County Counselor, and Clancy Holeman, 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 10:30 a.m.

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

10:30 AM Move the Board of County Commissioners come out of executive session.

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

10:32 AM

Adjournment

Move to adjourn.

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