



**Board of Riley County  
Commissioners  
Regular Meeting  
Minutes  
April 15, 2024**

115 North 4th Street  
Manhattan, KS 66502  
[www.rileycountyks.gov](http://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  |
| Cindy Kabriel     | Senior Administrative Assistant               | Present | 8:30 AM  |
| Clancy Holeman    | Counselor/Director of Administrative Services | Present | 8:30 AM  |
| Elizabeth Ward    | Human Resources Director                      | Present | 8:30 AM  |
| Breva Spencer     | Family Connections Supervisor                 | Present | 8:30 AM  |
| Anna Burson       | County Appraiser                              | Present | 8:30 AM  |
| Shelley Woodard   | Deputy County Counselor                       | Present | 8:30 AM  |
| Ashlyn Easterday  | Payroll Clerk                                 | Present | 8:30 AM  |
| Brittany Phillips | Budget and Finance Officer                    | Present | 8:30 AM  |
| David Adams       | EMS/Ambulance Director                        | Present | 9:05 AM  |
| Lori Bishop       | RSVP Director                                 | Present | 9:25 AM  |
| Russel Stukey     | Emergency Management Director                 | Present | 9:28 AM  |
| John Ellermann    | Public Works Director/County Engineer         | Present | 9:30 AM  |
| Cory Meyer        | IT/GIS Director                               | Present | 9:38 AM  |
| Shilo Heger       | Treasurer                                     | Present | 9:38 AM  |
| Jessie Hubbard    | Administrative Assistant II                   | Present | 10:31 AM |
| Brett Clark       | Adult Intensive Supervision Officer I         | Present | 10:31 AM |
| Evan McMillan     | Assistant County Engineer                     | Present | 10:33 AM |
| Amy Manges        | Register of Deeds                             | Present | 9:38 AM  |
| Vivienne Leyva    | PIO                                           | Present | 10:42 AM |
| Angela Fobes      | RSVP Board Treasurer                          | Present | 9:25 AM  |

**Pledge of Allegiance**

**Public Comment**

1. Public Comments

**Commission Comments**

## 2. Commission Comments

## Focke's Comments:

Friday, I had an early physical therapy session and then an appointment with my orthopedic surgeon. I will have another 2-3 weeks of physical therapy.

In the afternoon, I worked on and finished my taxes.

Saturday, I attended the Musical “Annie” play that was presented by the Fort Riley Middle School Drama/Theater class. The instructor is a friend of mine, and it was really well done, and a lot of work for everyone. They did performances on Friday night, Saturday, and Sunday afternoons. Later I went to dinner with friends.

Sunday, I attended church, did some yard work, and went through bills and the meeting documents for today’s meeting.

## McKinley's Comments:

Thursday, I attended a meeting at the new EMS location. It was a coordination meeting in preparation for the start of the project. The first work will be some utility relocations. The contractor went over the traffic plan once construction starts and how parking will be changed. I am looking forward to work starting on the project.

## Ford's Comments:

Thursday, I had my April National Teams call with NACo’s Veteran and Military Services Committee. After some brief opening remarks and comments from our Vice Chair, Siobhan Norris, Veteran Services Division Director, Wake County, North Carolina we then heard from Jessica Strong, PhD, Senior Director of Applied Research, Blue Star Families, and she gave us a very in-depth overview of the work and efforts of Blue Star Families and the efforts and support they provide to military families as a whole. Julia Cortina, Legislative Associate with the Veterans and Military Services Committee, NACo gave us a legislative update from Capitol Hill, and everything that is being worked on from the military and the defense sector side. Vice Chair Norris discussed the upcoming Annual Conference in Tampa, Florida

in July, presidential appointments, and lastly a general discussion and wrap up.

Also, on Thursday I listened in on the Council of Foreign Affairs State and Local Officials Webinar “Protecting U.S. Waterways, Coastlines and Maritime Infrastructure”. Eric Doucette, Captain, U.S. Coast Guard and visiting Military Fellow at CFR discussed the primary mission of the Coast Guard including disaster management, protection of the United States ports and shorelines, and other areas where the Coast Guard cooperates with local officials domestically and internationally. Lastly a question-and-answer session followed his presentation.

Thursday evening, I attended the Little Apple Brigade Spring Social at the Strecker Nelson West Art Gallery here downtown. A very well attended event with lots of people from both the community including the City of Manhattan, the Chamber, K-State, the local business community, and of course Fort Riley. Always a great opportunity to chat and network with a new group of people and overall, just a great night of food, friends, and fellowship.

Friday, I came and donated some blood at the American Red Cross Riley County Blood Drive. With the country still fighting a shortage of blood these donations continue to be critical and are easy as ever to do with the new American Red Cross App and their Rapid Pass process. I believe I was in and out and done in less than 20 minutes.

Spent most of the weekend catching up on chores and items at home in preparation for the upcoming week and the trip down to Pittsburg, Kansas and KCCA.

### Business Meeting

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

|                  |                                    |
|------------------|------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>         |
| <b>MOVER:</b>    | Kathryn Focke, County Commissioner |
| <b>SECONDER:</b> | Greg McKinley, County Commissioner |
| <b>AYES:</b>     | Ford, Focke, McKinley              |

### 3. RCHD MCH Request to apply for additional funds

Spencer presented the request to apply for additional funds for the MCH Home Visiting Program.

Move to approve the request to apply for additional funding for the MCH Home Visiting Program.

|                  |                                    |
|------------------|------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>         |
| <b>MOVER:</b>    | Greg McKinley, County Commissioner |
| <b>SECONDER:</b> | Kathryn Focke, County Commissioner |
| <b>AYES:</b>     | Ford, Focke, McKinley              |

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

|                  |                                    |
|------------------|------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>         |
| <b>MOVER:</b>    | Kathryn Focke, County Commissioner |
| <b>SECONDER:</b> | Greg McKinley, County Commissioner |
| <b>AYES:</b>     | Ford, Focke, McKinley              |

4. 2024 Asphalt Overlay Project- Blue River Hills and Stockdale Roads

Move to approve the Contract Agreement with Shilling Construction Company, Inc., for the 2024 Asphalt Overlay Program in the amount of \$1,602,010.00.

|                  |                                    |
|------------------|------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>         |
| <b>MOVER:</b>    | Greg McKinley, County Commissioner |
| <b>SECONDER:</b> | Kathryn Focke, County Commissioner |
| <b>AYES:</b>     | Ford, Focke, McKinley              |

5. EAP Contract Renewal for 2024

Move to approve the Employee Assistance Program (EAP) Contract for Services with Pawnee Mental Health Services.

|                  |                                    |
|------------------|------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>         |
| <b>MOVER:</b>    | Kathryn Focke, County Commissioner |
| <b>SECONDER:</b> | Greg McKinley, County Commissioner |
| <b>AYES:</b>     | Ford, Focke, McKinley              |

6. Action on Mobile Device Reimbursement Form

Move to approve the Mobile Device Reimbursement Request Form.

|                  |                                    |
|------------------|------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>         |
| <b>MOVER:</b>    | Greg McKinley, County Commissioner |
| <b>SECONDER:</b> | Kathryn Focke, County Commissioner |
| <b>AYES:</b>     | Ford, Focke, McKinley              |

7. Proclamation for AmeriCorps Seniors RSVP Program 50th Anniversary

Move to sign the Proclamation for AmeriCorps Seniors RSVP Program Flint Hills Volunteer Center 50th Anniversary.

|                  |                                    |
|------------------|------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>         |
| <b>MOVER:</b>    | Kathryn Focke, County Commissioner |
| <b>SECONDER:</b> | Greg McKinley, County Commissioner |
| <b>AYES:</b>     | Ford, Focke, McKinley              |

8. Sign Riley County Employee Action Form(s)

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

- Rosalee Saeman, a new hire, as a Paramedic, in the EMS/Ambulance Department, at a Range PARAM, at \$22.80 per hour.
- Thomas Young, a new hire, as a Volunteer Firefighter Stipend, in the Riley County Fire District #1 Department, at a Range TASND.
- David Hughes, a Solid Waste Operator II, in the Public Works/Solid Waste Department, for Separation from County Service, effective May 10, 2024.
- Ava Modin, an Election Clerical Assistant, in the Clerk/Election Department, for Separation from County Service, effective April 30, 2024.
- Kelly Lonker, an Election Clerical Assistant, in the Clerk/Election Department, for Separation from County Service, effective April 19, 2024.
- Molly Mathis, a new hire, as a Clerical Assistant, in the Planning and Development Department, at a Range TASND, at \$15.00 per hour.

9. Approve payroll/accounts payables (when completed)

Move to approve the payroll vouchers in the amount of \$710,731.52 and the following warrant vouchers for April 19, 2024:

**2024 Budget**

|                           |              |
|---------------------------|--------------|
| County General            | \$884,106.59 |
| Disaster Fund             | 252,556.71   |
| Health Department         | 115,173.28   |
| EMS Grants                | 735.94       |
| County Auction            | 305.63       |
| PATF                      | 1,408.77     |
| Motor Vehicle Operations  | 3,823.67     |
| Capital Improvements Fund | 85,906.94    |

|                                    |                |
|------------------------------------|----------------|
| Emergency 911                      | 3,428.61       |
| Solid Waste                        | 221,877.84     |
| County Building                    | 12,978.60      |
| Road & Bridge Cap Project          | 10,566.75      |
| RCPD Levy/Op                       | 27,102.02      |
| Landfill Closure                   | 1,577.64       |
| Riley Co Fire Dist #1              | 16,922.44      |
| Fire Dist Projects                 | 25,728.30      |
| University Park W&S                | 3,693.73       |
| Hunters Island Water Dist          | 1,158.25       |
| Carson Sewer Benefit Dist          | 1,180.45       |
| Deep Creek Sewer                   | 209.28         |
| Moehlman Bottoms                   | 190.39         |
| Valleywood Operations              | 227.76         |
| Terra Heights Sewer                | 403.51         |
| Konza Water Operations             | 4,513.41       |
| Lakeside Heights Sewer             | 74.44          |
| KDOC Adult Services                | 14,047.19      |
| KDOC Juvenile Services             | 5,854.90       |
| KDOC Juv Reinvestment              | 962.20         |
| BJA Grant                          | 1,921.01       |
| 21 <sup>st</sup> Jud Dist DC ADSAP | 311.96         |
| Kansas Fights Addiction            | 2,645.77       |
| City Alcohol Funds                 | 837.50         |
| Caroline Peine Grant               | 432.04         |
| GMCF Grant                         | 44.00          |
| TOTAL . . . . .                    | \$1,702,907.52 |

2023 Budget

|                 |             |
|-----------------|-------------|
| County General  | \$58,920.90 |
| TOTAL . . . . . | \$58,920.90 |

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

Review Minutes

10. Board of Riley County Commissioners - Regular Meeting - Apr 11, 2024 8:30 AM

Move to approve the minutes.

|                  |                                    |
|------------------|------------------------------------|
| <b>RESULT:</b>   | <b>ACCEPTED [UNANIMOUS]</b>        |
| <b>MOVER:</b>    | Kathryn Focke, County Commissioner |
| <b>SECONDER:</b> | Greg McKinley, County Commissioner |
| <b>AYES:</b>     | Ford, Focke, McKinley              |

### Review Tentative Agenda

11. Tentative Agenda

### Press Conference Topics

12. Discuss Press Conference

**9:00 AM**

### Shelley Woodard, Deputy County Counselor

13. Animal Control Resolution

Woodard presented the Resolution providing for the control of animals within Riley County in the unincorporated areas of Riley County.

Move to approve "Resolution No. 041524-18, A Resolution providing for the control of animals within Riley County, Kansas in the unincorporated areas of Riley County."

|                  |                                       |
|------------------|---------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED AS AMENDED [UNANIMOUS]</b> |
| <b>MOVER:</b>    | Kathryn Focke, County Commissioner    |
| <b>SECONDER:</b> | Greg McKinley, County Commissioner    |
| <b>AYES:</b>     | Ford, Focke, McKinley                 |

**9:15 AM**

### David Adams, EMS/Ambulance Director

14. Staff Update

Adams presented an EMS/Ambulance update.

**9:30 AM**

### Press Conference

15. Presentation of the Proclamation for Americorps Seniors RSVP Flint Hills Volunteer Center 50th Anniversary - John Ford and Lori Bishop (3-5 minutes)

Ford presented the Proclamation for Americorps Seniors RSVP Flint Hills Volunteer Center Program 50th Anniversary.

Bishop thanked the commission.

Bishop said in 50 years they have never had less than 300 volunteers serving our communities.

Bishop said according to the Census Bureau by 2029 seniors will outnumber children and youth for the first time.

**9:40 AM**

**Elizabeth Ward, Human Resources Director**

16. Working session - Employee Procedures Manual proposal

Ward discussed the Employee Procedures Manual.

Discussion followed on elected officials' salaries.

Commissioner McKinley asked for a correction to the number of EMS stations listed.

The Board agreed by consensus to approve the procedures manual with the exception of the processes for new and expanded position requests and incoming elected official salaries.

**10:10 AM**

**Clancy Holeman, Counselor/Director of Administrative Services**

17. Administrative Work Session

18. Pending County Projects County Counselor

**10:10 AM**

19. 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.

|                  |                                    |
|------------------|------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>         |
| <b>MOVER:</b>    | Greg McKinley, County Commissioner |
| <b>SECONDER:</b> | Kathryn Focke, County Commissioner |
| <b>AYES:</b>     | Ford, Focke, McKinley              |

10:30 AM

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

|                  |                                    |
|------------------|------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>         |
| <b>MOVER:</b>    | Greg McKinley, County Commissioner |
| <b>SECONDER:</b> | Kathryn Focke, County Commissioner |
| <b>AYES:</b>     | Ford, Focke, McKinley              |

Move the record reflect no binding action was taken during the executive session.

|                  |                                    |
|------------------|------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>         |
| <b>MOVER:</b>    | Greg McKinley, County Commissioner |
| <b>SECONDER:</b> | Kathryn Focke, County Commissioner |
| <b>AYES:</b>     | Ford, Focke, McKinley              |

10:30 AM

**Jessie Hubbard, Administrative Assistant II****20. Out of State Travel Request**

Hubbard presented the out of state travel requests.

Move to approve the Out of State Travel Requests for Megan Lewis and Brett Clark to attend the National Drug Court Association RISE24! Conference in Anaheim, California in the amount of \$2,970.00 each to be funded by the BJA Grant and City Alcohol Funds - Adult.

|                  |                                    |
|------------------|------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>         |
| <b>MOVER:</b>    | Kathryn Focke, County Commissioner |
| <b>SECONDER:</b> | Greg McKinley, County Commissioner |

|              |                       |
|--------------|-----------------------|
| <b>AYES:</b> | Ford, Focke, McKinley |
|--------------|-----------------------|

21. Greater Manhattan Community Foundation Grant Agreements

Hubbard presented the request for Community Corrections to accept a grant.

Move for the Riley County Community Corrections Department to accept the 2024 Greater Manhattan Community Foundation Grant.

|                  |                                    |
|------------------|------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>         |
| <b>MOVER:</b>    | Greg McKinley, County Commissioner |
| <b>SECONDER:</b> | Kathryn Focke, County Commissioner |
| <b>AYES:</b>     | Ford, Focke, McKinley              |

10:35 AM

**Evan McMillan, Assistant County Engineer**

22. Request to Fill Position-Solid Waste Operator II

McMillan presented the request to refill the Solid Waste Operator II position.

Move to approve the request to refill the Solid Waste Operator II position in the Solid Waste Department.

|                  |                                    |
|------------------|------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>         |
| <b>MOVER:</b>    | Kathryn Focke, County Commissioner |
| <b>SECONDER:</b> | Greg McKinley, County Commissioner |
| <b>AYES:</b>     | Ford, Focke, McKinley              |

The Board of County Commissioners signed a Riley County Position Action Form for a Solid Waste Operator II, in the Public Works/Solid Waste Department, at a Range 7.

10:40 AM

**Elizabeth Ward, Human Resources Director**

23. Professional Appearance proposal

Ward presented and discussed the Professional Appearance Policy.

Move to approve the proposed Professional Appearance policy as presented.

|                  |                                    |
|------------------|------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>         |
| <b>MOVER:</b>    | Kathryn Focke, County Commissioner |
| <b>SECONDER:</b> | Greg McKinley, County Commissioner |
| <b>AYES:</b>     | Ford, Focke, McKinley              |

**10:50 AM**      **Clancy Holeman, Counselor/Director of Administrative Services**

10:50 AM      24.      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 Clancy Holeman, 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. Russel Stukey, Emergency Management Director; David Adams, EMS/Ambulance Director; and Cory Meyer, IT/GIS Director, will be present during a portion of the executive session, to provide factual information.

|                  |                                    |
|------------------|------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>         |
| <b>MOVER:</b>    | Greg McKinley, County Commissioner |
| <b>SECONDER:</b> | Kathryn Focke, County Commissioner |
| <b>AYES:</b>     | Ford, Focke, McKinley              |

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

|                  |                                    |
|------------------|------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>         |
| <b>MOVER:</b>    | Greg McKinley, County Commissioner |
| <b>SECONDER:</b> | Kathryn Focke, County Commissioner |
| <b>AYES:</b>     | Ford, Focke, McKinley              |

Move the record reflect no binding action was taken during the executive session.

|                  |                                    |
|------------------|------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>         |
| <b>MOVER:</b>    | Greg McKinley, County Commissioner |
| <b>SECONDER:</b> | Kathryn Focke, County Commissioner |
| <b>AYES:</b>     | Ford, Focke, McKinley              |

11:00 AM      Executive Session

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 Clancy Holeman, 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 11:10 a.m. Russel Stukey, Emergency Management Director; David Adams, EMS/Ambulance Director; and Cory Meyer, IT/GIS Director, will be present during a portion of the executive session, to provide factual information.

|                  |                                    |
|------------------|------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>         |
| <b>MOVER:</b>    | Greg McKinley, County Commissioner |
| <b>SECONDER:</b> | Kathryn Focke, County Commissioner |
| <b>AYES:</b>     | Ford, Focke, McKinley              |

11:10 AM

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

|                  |                                    |
|------------------|------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>         |
| <b>MOVER:</b>    | Greg McKinley, County Commissioner |
| <b>SECONDER:</b> | Kathryn Focke, County Commissioner |
| <b>AYES:</b>     | Ford, Focke, McKinley              |

Move the record reflect no binding action was taken during the executive session.

|                  |                                    |
|------------------|------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>         |
| <b>MOVER:</b>    | Greg McKinley, County Commissioner |
| <b>SECONDER:</b> | Kathryn Focke, County Commissioner |
| <b>AYES:</b>     | Ford, Focke, McKinley              |

11:11 AM

**Adjournment**

Move to adjourn.

|                  |                                    |
|------------------|------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>         |
| <b>MOVER:</b>    | Kathryn Focke, County Commissioner |
| <b>SECONDER:</b> | Greg McKinley, County Commissioner |
| <b>AYES:</b>     | Ford, Focke, McKinley              |

**12:00 PM      Law Enforcement Agency Meeting**

- 25.      Law Board Meeting Agenda