



**Board of Riley County
Commissioners
Regular Meeting
Minutes
May 13, 2024**

115 North 4th Street
Manhattan, KS 66502
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
Rich Vargo	County Clerk	Present	8:30 AM
Clancy Holeman	Counselor/Director of Administrative Services	Present	8:30 AM
Bryant Parker	Deputy County Counselor	Present	8:30 AM
Vivienne Leyva	PIO	Present	8:30 AM
Brittany Phillips	Budget and Finance Officer	Present	8:30 AM
Anna Burson	County Appraiser	Present	8:30 AM
Amanda Webb	Planning/Special Projects Director	Present	8:30 AM
John Ellermann	Public Works Director/County Engineer	Present	8:30 AM
Jessie Hubbard	Administrative Assistant II	Present	9:15 AM
Megan Lewis	Interim Community Corrections Director	Present	9:15 AM
Elizabeth Ward	Human Resources Director	Present	9:15 AM
Amy Manges	Register of Deeds	Present	9:33 AM
Cory Meyer	IT/GIS Director	Present	9:51 AM
Katharine Hensler	Museum Director	Present	10:58 AM
Evan McMillan	Assistant County Engineer	Present	1:15 PM
Emily Wagner	Manhattan Emergency Shelter Director	Present	1:15 PM
Russel Stukey	Emergency Management Director	Present	1:35 PM
Laurie Harrison	Emergency Management Coordinator	Present	1:38 PM
Anne Smith	aTa Bus Director	Present	2:04 PM

Pledge of Allegiance

Public Comment

- Public Comments

Holeman introduced the new Deputy County Counselor, Bryant Parker.
Holeman said today is his first day.

Commission Comments

2. Commission Comments

Focke's Comments:

Friday, I spent some time in the office going over part of today's meeting and budget proposals. I also glanced through the Planning Department's applicants for the comprehensive plan update. Afterwards I spent time at home doing some yard work and mowed the grass.

Saturday, I cleaned the house and then went out for an early movie and dinner.

Sunday, I attended church services and went to lunch with a friend in Council Grove. Later that evening, I continued reviewing today's meeting and documents.

McKinley's Comments:

Ford's Comments:

First off Happy Belated Mother's Day to all the mom's out there, and congratulations to all the new graduates who graduated over the weekend as well.

Thursday afternoon I had my May national teams call with NACo's Veteran and Military Services Committee. After some brief welcomes from our Chair Trista Martinson, Commissioner, Ramsey County, Minnesota we heard from Judge Nichole Starr also from Ramsey County, Minnesota on the work and continued efforts on their Ramsey County Veterans Treatment Court and the direction in which they plan to continue to go with it. The second speaker we heard from were several individuals from the Anoka County, Minnesota Coroner's Office and they discussed the challenges in regard to getting and obtaining a veteran's death certificate through the Department of Defense and a letter of support to the Veterans Administration to shore up this process and make it faster and more convenient for the families to obtain. Lastly, we heard from Rachel Mackey our Legislative Assistant from NACo for the committee on an update from Capitol Hill

on all that is being worked on from the defense side of things in both the House and Senate. Chair Trista Martinson discussed the upcoming 2024 NACo Annual Conference that will be taking place in Tampa, Florida in July and then we wrapped up the meeting with some general dialog.

Friday, I met with the new CEO of Pawnee Mental Health Michael Rezkalla at AJ's Pizzeria for lunch. We had a really good conversation and continue dialog on the progress of their transition to the CCBHC model, new and expanded services, how Pawnee can better serve Riley County, and how to bridge some of the gaps we have here in the community in terms of programs and services moving forward. Certainly, going to have to follow back up on a couple of items in the near future but it was good to have this one-on-one time as he is continuing to get acquainted with the area.

Friday afternoon I had the May Pre-Law Board Meeting at the RCPD Law Enforcement Center. We spent some time discussing the FY2025 budget and what that continues to look like. We also chatted about several other items that will be discussed at future meetings and a couple items that will need to be discussed in executive session including the City of Manhattan's Special Alcohol funding for SROs. The Law Board meeting will take place Monday, May 20th.

Saturday, I joined both the Riley and Geary County Historical Museums, Amanda Brown and Nicole Beck from Stones of Honor, and Cindy Quinlan of the Friends of the St. Joesph's Church out at St. Joesph's Church on Lower McDowell Creek Road for a Headstone Cleaning Workshop. There were nearly 50 people in attendance from around the area and many including myself who have family buried there at the cemetery. It was a very educational and informative workshop and the before and after shots were just amazing. Thanks to all the volunteers and staff who made this happen and who helped provide materials, supplies, and lunch as well.

Business Meeting

3. Solid Waste Management Plan - 5-Year Update

Move to approve "Resolution No. 051324-26, A Resolution by the Board of County Commissioners of Riley County, Kansas, adopting the five-year update of the Solid Waste Management Plan" formalizing the April 22, 2024 approval.

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

SECONDER:	Greg McKinley, County Commissioner
AYES:	Ford, Focke, McKinley

4. National Public Works Week Proclamation May 19-25, 2024

Move to approve the Proclamation for National Public Works Week May 19-25, 2024.

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

5. Sign Riley County Employee Action Form(s)

The Board of County Commissioners signed a Riley County Employee Action Form for Kaisha Lawrence, a new hire, as a Maternal Child Health (MCH) Intern, in the Health Department, at a Range TASND.

Review Minutes

6. Board of Riley County Commissioners - Regular Meeting - May 9, 2024 8:30 AM

Move to approve the minutes.

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

Review Tentative Agenda

7. Tentative Agenda

Press Conference Topics

8. Discuss Press Conference

9:00 AM Rich Vargo, County Clerk

9. Year to date budget and expenditure reports

Vargo presented year to date budget and expenditure reports.

9:15 AM Megan Lewis, Interim Community Corrections Director

10. Request to Fill On-call Juvenile Intake Officers

Hubbard presented the request to fill On-Call Juvenile Intake Officers.

Move to approve the Community Corrections Department advertise and hire additional JIAS On-Call Officers to add to the on-call roster.

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

The Board of County Commissioners signed a Riley County Position Action Form for On-Call Juvenile Intake & Assessment Officers (up to 420 hours), in the Community Corrections Department, at a Range 1.

11. County Special Alcohol Fund Allocations

Hubbard presented the County Special Alcohol Fund allocations recommendations.

Move to approve the following recommendations for funding.

USD #378 Riley County: \$1,500.00

USD #384 Blue Valley: \$1,000.00

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

9:30 AM Press Conference

12. Presentation of Proclamation for National Public Works Week May 19-25 - John Ford and John Ellermann (3-5 minutes)

Ford presented the Proclamation for National Public Works Week.

Ellermann thanked the staff for all their great work.

9:45 AM Amy Manges, Register of Deeds

13. 2025 Register of Deeds & Tech Fund Budget Requests

Manges presented the 2025 Register of Deeds & Tech Fund budget requests.

10:00 AM Cory Meyer, IT/GIS Director

14. Microsoft 365 Licensing Renewal

Myer presented the Microsoft 365 Licensing Renewal through ConvergeOne.

Move to approve the purchase of the Microsoft 365 Licensing Renewal through ConvergeOne.

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

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

15. Public Works Project Update

Ellermann presented the Public Works Project update.

16. Pottorf Hall Discussion

Ellermann presented the Pottorf Hall recommendation.

17. Court House Plaza East Windows

Ellermann presented the Courthouse Plaza East Building window replacement cost.

10:40 AM Clancy Holeman, Counselor/Director of Administrative Services

18. Administrative Work Session

19. Pending County Projects County Counselor

Holeman presented the Commission Projects List.

Holeman discussed the appeal of the First Christian Church facility.

11:00 AM Katharine Hensler, Museum Director

20. Riley County Historical Museum Staff Update

Hensler presented the Historical Museum staff update.

Clancy Holeman, Counselor/Director of Administrative Services

21. 2025 Riley County Counselor Budget Request

Holeman presented the 2025 County Counselor budget request.

11:21 Recessed for lunch.

11:30 AM Lunch**1:15 PM Evan McMillan, Assistant County Engineer**

22. 2025 Benefit Districts, Landfill, and Solid Waste Budget Requests

McMillan presented the 2025 Benefit Districts, Landfill, and Solid Waste budget requests.

1:30 PM Emily Wagner, Manhattan Emergency Shelter Director

23. 2025 Manhattan Emergency Shelter Appropriation Request

Wagner presented the 2025 Manhattan Emergency Shelter appropriation request.

1:45 PM

Russel Stukey, Emergency Management Director

24. 2025 Emergency Management, 911, Rural Fire District, Rural Fire Capital Outlay Budget Requests

Stukey presented the 2025 Emergency Management, 911, Rural Fire District #1, and Rural Fire Capital Outlay budget requests.

2:15 PM

Anne Smith, aTa Bus

25. 2025 ATA Bus Appropriation Request

Smith presented the 2025 aTa Bus appropriation request.

2:15 PM

Adjournment

Move to adjourn.

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