



**Board of Riley County
Commissioners
Regular Meeting
Minutes
June 06, 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
Vivienne Leyva	PIO	Present	8:30 AM
Tande Lentz	Assistant Vehicle Supervisor	Present	8:30 AM
Shilo Heger	Treasurer	Present	8:30 AM
Doug Russell	Assistant Fire Chief	Present	8:30 AM
Russel Stukey	Emergency Management Director	Present	8:30 AM
Laurie Harrison	Emergency Management Coordinator	Present	8:30 AM
Brittany Phillips	Budget and Finance Officer	Present	8:30 AM
Michele Reid	Payroll, Benefits & Employee Relations Manager	Present	8:32 AM
Evan McMillan	Assistant County Engineer	Present	8:36 AM
Elizabeth Ward	Human Resources Director	Present	8:55 AM
Bryant Parker	Deputy County Counselor	Present	8:59 AM
Michael Boller	Noxious Weed Director	Present	9:01 AM
Amy Manges	Register of Deeds	Present	9:23 AM
John Ellermann	Public Works Director/County Engineer	Present	9:32 AM
Bob Isaac	Planner	Present	10:14 AM

Pledge of Allegiance

Public Comment

1. Public Comments

Leyva presented the Leadership Candidates, Evan McMillan and Tande Lentz for the Flint Hills Regional Leadership and Doug Russell and Megan Lewis for the NACo High Performance Leadership Academy.

Russell thanked the Board of County Commissioners for the opportunity.

Commission Comments

2. Commission Comments

Focke's Comments:

McKinley's Comments:

Wednesday was the quarterly meeting of the aTa Bus board. They have hired a consultant to do a transit analysis study. The number of riders has gone down and they have had to shut down some routes because of staff shortages. They hope the study will see what needs to be done to improve the system.

The construction at the aTa Bus office building should be completed by the end of July. It was funded completely by federal and state grants.

WTC recently received a \$700,000 grant from the State of Kansas for broadband access. Part of the money is to be used for adding public Wi-Fi at the bus shelters.

Ford's Comments:

Thursday afternoon I had my monthly appointment with my doctor at Stormont Vail. Progress right now isn't going the way that I would like it too currently and we are trying to make some necessary adjustments to get the needle moving once again. More to come, moving forward once again hopefully.

Also Thursday afternoon I met with Vivienne Leyva, Riley County Public Information Officer. It seems as if June has become a month of speeches for me which I'm truly grateful for the opportunity to have but I wanted to get a second opinion and some help on putting those together so they go as well as they possibly can, and I'm certainly thankful for her assistance.

Tuesday afternoon I had a spur of the moment Teams call with Rich Vargo, Riley County Clerk and Elizabeth Ward, Riley County Human Resources Director to discuss questions and concerns I had with

today's discussion we will be having on the Employee Procedures Manual. Appreciate both the willingness to have that dialog at a moment's notice and to quickly make a few adjustments on the fly to satisfy those concerns.

Tuesday evening, I watched the Manhattan City Commission meeting via Facebook Live. First time in a long time I actually have watched a meeting. Wanted to take a moment to congratulate newly appointed Commissioner Jayme Minton and certainly look forward to working with her moving forward, and I did listen to the commission start working and discussing their early processes for their FY 2025 budget as well.

Wednesday afternoon I talked to Mike Matson, Director of External Affairs with the Manhattan Area Chamber of Commerce on a couple items including the upcoming public hearing on the Evergy Substation being proposed in the Ashland Bottoms area. Still trying to get some questions and concerns addressed in regard to this project and everybody including myself seems to have those issues it appears.

Congratulations goes out to WTC as they have been officially awarded 721,111 through their APDOT Application to be able to offer numerous community partners free public Wi-Fi to the economically distressed here in Riley County including places within the county structure itself. This project has identified and will deploy 124 public high-speed and Wi-Fi internet access points here in the near future. They will be coming out with more details on this project moving forward into the future. Looking forward to working with them on the project.

Business Meeting

3. 2025 Riley County Extension Appropriation Request

Move to approve the 2025 Riley County Extension Council appropriation request and sign the Riley County Extension Council Budget for 2025.

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

4. Mobile command post to Wamego for July 4 celebration

Move to approve deploying the mobile command post vehicle to Wamego for the July 4th celebration.

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

5. Transfer Station Truck Scale Contract

Move to approve the Contract Agreement with WH Scale for the Riley County Transfer Station Truck Scales in the amount of \$49,880.00.

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

6. Sign Riley County Employee Action Form(s)

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

- Loren Baldwin-Borella, a Human Resources Assistant, in the Clerk's Department, for Separation from County Services, effective May 31, 2024.
- Avery Kannady, a new hire, as an As Needed Volunteer Firefighter Stipend, in the Riley County Fire District #1, at a Range TASND.
- Blake Bowman, a new hire, as an As Needed Volunteer Firefighter Stipend, in the Riley County Fire District #1, at a Range TASND.
- Andrew Westerman, a new hire, as an As Needed Volunteer Firefighter Stipend, in the Riley County Fire District #1, at a Range TASND.
- Taylor Schall, a new hire, as Seasonal, in the Public Works/Parks Department, at a Range Seasonal, at \$15.07 per hour.
- Steven Kirk, a Facility Technician, in the Public Works Department, for Separation from County Service, effective June 3, 2024.

Review Minutes

7. Board of Riley County Commissioners - Regular Meeting - Jun 3, 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

8. Tentative Agenda

Press Conference Topics

9. Discuss Press Conference

Ford discussed not holding Riley County Commission Meetings in the small cities.

McKinley said the small cities do appreciate it.

Ford stated there is a lack of community attendance and the amount of staff time it requires.

Focke said it sends a message the communities are important.

Focke and McKinley said they would like to continue the small cities meetings.

9:00 AM Elizabeth Ward, Human Resources Director

10. Human Resources Monthly Update

Ward presented the Human Resources monthly update.

9:15 AM Michael Boller, Noxious Weed Director

11. Noxious Weed Department Staff Update

Boller presented the Noxious Weed staff update.

9:30 AM Elizabeth Ward, Human Resources Director

12. Working session - Employee Procedures Manual

Ward presented the Procedures Manual to review.

The Board agreed by consensus to broaden the description of childcare to dependent care and add language limited use of remote work.

Move to approve the New and Expanded Position Request process as presented and to approve the Remote/Hybrid Work Authorization process with two modifications: change “childcare” to “dependent care” and add a statement that “Riley County is not a remote employer and does not support permanent remote work.”

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

13. Administrative Work Session

14. KDOT Permanent Easement Request - "Roundabout Project" (K113 & US Hwy 24)

Holeman presented the KDOT Permanent Easement request.

Move to approve the Kansas Department of Transportation Grant of Permanent Easement, KDOT Contract for Conveyance of Real Estate by Grant of Permanent Easement, and the KDOT Disbursement of Proceeds Statement authorizing purchase of the permanent easement described in the amount of \$1,837.50.

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

10:20 AM Rich Vargo, County Clerk

15. Request to Fill - Human Resources part-time Clerical Assistant

Vargo presented the request to fill the part-time Human Resources Clerical Assistant.

Vargo stated this is the position for the 2025 Budget he asked to be changed to a full-time position, Human Resources Assistant at \$67,346. He asked the Board to approve the new full time position for the remainder of 2024. Vargo stated it would be an increase in cost of approximately \$30,000. He stated he would manage the 2024 Clerk budget to cover the cost for the remainder of the year.

Move to approve the position of part-time Human Resources Clerical Assistant for Riley County Clerk's office.

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

The Board of County Commissioners signed a Riley County Position Action Form for a part time Human Resources Clerical Assistant, in the Clerk's Department, at a Range Temporary and As-Needed (TASND).

10:25 AM Cory Meyer, IT/GIS Director

16. Nexsan Backup Storage Device

Meyer presented the Nexsan Backup Storage Device purchase.

Move to allow IT/GIS to proceed with this purchase.

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

10:30 AM Amanda Webb, Planning and Development Director

10:30 AM 17. Executive Session: Discussion of confidential data relating to financial affairs or trade secrets of corporations, partnerships, trusts, and individual proprietorships during interview of potential consultant for update of the Riley County Comprehensive Plan update

Move the County Commission, including Chairman Ford, Vice Chairman McKinley, and Commissioner Focke, recess into executive session to discuss confidential data relating to financial affairs or trade secrets of corporations, partnerships, trusts, and individual proprietorships during an interview of a representative or representatives of Stantec Consulting Services, Inc., a potential consultant for update of the Riley County Comprehensive Plan, with Clancy Holeman, County Counselor, and Bryant Parker, Deputy County Counselor, attorneys for the Commission; a discussion which would also be deemed privileged in the attorney-client relationship, an additional exception to the Kansas Open Meetings Act, the open meeting to resume in the County Commission Chambers at 11:30 a.m. Amanda Webb, Planning/Special Projects Director; Bob Isaac, Planner; and Vivienne Leyva, Public Information Officer, members of the consultant selection committee, will also be present.

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

11:30 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 no binding action was taken during the executive session.

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

11:30 AM

Amanda Webb, Planning and Development Director

11:30 AM

18. Executive Session: Discussion of confidential data relating to financial affairs or trade secrets of corporations, partnerships, trusts, and individual proprietorships during interview of potential consultant for update of the Riley County Comprehensive Plan update

Move the County Commission, including Chairman Ford, Vice Chairman McKinley, and Commissioner Focke, recess into executive session to discuss confidential data relating to financial affairs or trade secrets of corporations, partnerships, trusts, and individual proprietorships during an interview of a representative or representatives of Olsson Studio, a potential consultant for update of the Riley County Comprehensive Plan, with Clancy Holeman, County Counselor, and Bryant Parker, Deputy County Counselor, attorneys for the Commission; a discussion which would also be deemed privileged in the attorney-client relationship, an additional exception to the Kansas Open Meetings Act, the open meeting to resume in the County Commission Chambers at 12:30 p.m. Amanda Webb, Planning/Special Projects Director; Bob Isaac, Planner; and Vivienne Leyva, Public Information Officer, members of the consultant selection committee, will also be present.

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

12:30 PM

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 no binding action was taken during the executive session.

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

12:30 PM

Amanda Webb, Planning and Development Director

12:30 PM

19. Executive Session: Discussion of confidential data relating to financial affairs or trade secrets of corporations, partnerships, trust, and individual proprietorships and discussion of interviews with potential consultants for update of Riley County Comprehensive Plan update

Move the County Commission, including Chairman Ford, Vice Chairman McKinley, and Commissioner Focke, recess into executive session to discuss confidential data relating to financial affairs or trade secrets of corporations, partnerships, trusts, and individual proprietorships to discuss interviews held with a representative or representatives of potential consultants for update of the Riley County Comprehensive Plan, with Clancy Holeman, County Counselor, and Bryant Parker, Deputy County Counselor, attorneys for the Commission; a discussion which would also be deemed privileged in the attorney-client relationship, an additional exception to the Kansas Open Meetings Act, the open meeting to resume in the County Commission Chambers at 1:00 p.m. Amanda Webb, Planning/Special Projects Director; Bob Isaac, Planner; and Vivienne Leyva, Public Information Officer, members of the consultant selection committee, will also be present.

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

1:00 PM

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

1:01 PM

Adjournment

Move to adjourn.

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

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