



**Board of Riley County
Commissioners
Regular Meeting
Minutes
June 10, 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
Gary Olds		Present	8:30 AM
Vivienne Leyva	PIO	Present	8:30 AM
Emma Loura	Manhattan Mercury	Present	8:30 AM
Bryant Parker	Deputy County Counselor	Present	8:30 AM
Anna Burson	County Appraiser	Present	8:30 AM
Brittany Phillips	Budget and Finance Officer	Present	8:30 AM
Michele Reid	Payroll, Benefits & Employee Relations Manager	Present	8:36 AM
Evan McMillan	Assistant County Engineer	Present	8:36 AM
Shirley Eichem	Legal Secretary	Present	9:16 AM
Shilo Heger	Treasurer	Present	9:15 AM
David Adams	EMS/Ambulance Director	Present	9:21 AM
Cindy Kabriel	Senior Administrative Assistant	Present	9:23 AM
Captain Mark French	RCPD	Present	9:25 AM
Michael Boller	Noxious Weed Director	Present	9:28 AM
John Ellermann	Public Works Director/County Engineer	Present	9:28 AM
Ashlyn Easterday	Payroll Clerk	Present	9:29 AM
Elizabeth Ward	Human Resources Director	Present	9:29 AM
Lori Muir	Real Estate Specialist	Present	9:29 AM
Keirsten Cragg	Administrative Assistant I	Present	9:29 AM
Jessie Hubbard	Administrative Assistant II	Present	9:30 AM
Brett Clark	Intensive Supervision Officer I - Adult	Present	9:30 AM
Russel Stukey	Emergency Management Director	Present	9:30 AM
Julie Gibbs	Health Department Director	Present	10:17 AM
Captain Brad Jager	RCPD	Present	11:09 AM

Jennifer Reifschneider	RCPD Finance Manager	Present	11:09 AM
Joanna Lee	Intensive Supervision Officer I - Adult	Present	9:30 AM
Michael McNatt	Intensive Supervision Officer I - Adult	Present	9:30 AM

Pledge of Allegiance

Public Comment

1. Public Comments

Olds discussed the last three tax bills his family has received. Olds asked the Board of County Commissioners to keep in mind those individuals struggling when going through the budget process. Olds asked the Board to continue to be transparent in the budget process.

Holeman asked the Board of County Commissioners to add an executive session during his administrative time today.

Move to add an executive session to Holeman's administrative time today.

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

Commission Comments

2. Commission Comments

Focke's Comments:

Thursday afternoon, I attended a meeting of the Keats team, including Clancy Holeman, Bryant Parker, Amanda Webb, John Ellermann, Rich Vargo, and Brian Foster. Brian went over design requirements using the liner required and a future possibility of an irrigation system for excess water, required by KDHE.

It was a good meeting with lots of questions and information.

After that, I visited briefly with Bob Isaac in the planning department.

Friday, I met some constituents in my office for several hours, and then went up to the fourth floor to check on the progress of the Elections office space. It's amazing to see the transformation taking place.

I stopped by the Counselor's office to visit with Clancy Holeman and Bryant Parker and then went back to my office to go over today's meeting and documents. My computer mouse wasn't working, so IT came down and replaced it and the keyboard.

Saturday, I attended the Nelson Family Community Foundation Auction in Leonardville. There were a lot of people bidding on the silent and the live auctions.

McKinley's Comments:

Quiet weekend at home. Reviewed a lot of info for today's meeting and looked at the budget.

Ford's Comments:

Thursday afternoon I had a meeting with the Economic Growth and Strategic Plan team with the Manhattan Area Chamber of Commerce. This meeting was to discuss the metrics and deliverables on the assessment plan with their consultant Matt Tarleton. The plan and the metrics and data will be coming out soon and it will be a guide and direction for how to look at economic and population growth for the region moving forward.

Due to the prior meeting, I missed the monthly meeting of the Flint Hills Mental Health Task Force. I will try and get an update and provide those details here at a later time if need be.

Friday, I met with State Senator Usha Reddi at Flight Crew Coffee to talk and discuss the state legislative session and the upcoming special session that will be taking place next week. We discussed some items prevalent to Riley County specifically and where the state can be more of a partner moving forward. Certainly, appreciated the time and dialog.

Also, on Friday I came over for the American Red Cross Blood Drive and donated. Although the need for blood donations is improving the need is still critical in nature and very necessary and I urge you to take time to do so. The Red Cross has made it quick and easy to do with their Rapid Pass system and they provide updates and will let you know where your donation ends up and who they will help. Just remember these donations save lives.

Lastly on Friday I met with Amanda Webb and Bob Isaac in the Planning Department to go through some questions and concerns in regard to the Evergy Switching Station that is being proposed down in Ashland Bottoms and I provided a couple of thoughts and ideas in regard to the project as well. Of course, that hearing as we all know is coming up on July 8th.

The weekend was rather quiet, got caught up on a few things at home in order to get ready for the upcoming week.

Business Meeting

3. Agreement with Schwab-Eaton, P.A. for Bridge Inspections -Special 2024

Move to approve the Agreement for Professional Services with Schwab Eaton P.A. for bridge inspections in the amount of \$4,950.00.

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

- Carly Tyler, a Medical Reserve Corps Unit Leader, in the Health Department, for Separation from County Service, effective June 5, 2024.
- Corinna Hammon, a new hire, as an EMT, in the EMS/Ambulance Department, at a Range EMT, at \$17.20 per hour.

Review Minutes

5. Board of Riley County Commissioners - Regular Meeting - Jun 6, 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
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Review Tentative Agenda

6. Tentative Agenda

Press Conference Topics

7. Discuss Press Conference

9:00 AM Rich Vargo, County Clerk

8. Year to date budget and expenditure reports

Vargo presented the year to date budget and expenditure reports.

9:15 AM Shilo Heger, Treasurer

9. May 2024 Revenue Reporting - Riley County Treasurer

Heger presented the Treasurer's report.

9:30 AM Press Conference

10. Presentation of retirement plaque to Shirley Eichem - John Ford (3 minutes)

Ford presented Shirley Eichem a retirement plaque for 24 years of service to Riley County.

Eichem thanked Riley County for the opportunity.

9:40 AM Brittany Phillips, Budget and Finance Officer

11. 2nd Quarter CIP Work Session 2024

Phillips presented the 2nd quarter 2024 CIP work session.

Move to approve the following CIP requests (removing Pottorf Hall, reducing the museum lights to \$75,000, add three items for public works).

NW	EQUIP	Roadside Mower Tractor	\$135,000
NW	EQUIP	PTO Driven Mower	\$ 32,000
FCRC	FACILITY	Replace Roof	\$150,000
Museum	FACILITY	Replace HVAC system in attic	\$ 35,000
Museum	FACILITY	Display Lighting	\$ 75,000
LEC	FACILITY	Kitchen Floor Replacement	\$ 30,000
LEC	FACILITY	Jail Intake Shower	\$ 10,000
LEC	FACILITY	Jail Isolation Room	\$ 10,000
EMS	EQUIP	Ambulance	\$ 390,441
EMS	EQUIP	Zoll X Series Cardiac Monitor	\$ 46,000
EMS	EQUIP	Stryker PowerCot	\$ 30,807
PK	EQUIP	Aerator	\$ 11,000
PW	EQUIP	1/2 Ton 4x4 Ext. Cab Pickup	\$ 65,000
PW	EQUIP	550 Truck with Plow and Spreader	\$125,000
PW	EQUIP	3/4T 4X4 Ext, Cab Pickup w/Plow	\$ 75,000

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

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

12. Public Works Project Update

Ellermann presented the Public Works update.

10:25 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

13. Konza Space Discussion

Gibbs discussed the Konza Prairie Community Health and Dental Center discontinuing their lease later this year.

The Board of County Commissioners suggested reviewing it with the Riley County space needs analysis this fall.

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

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

10:45 AM Clancy Holeman, Counselor/Director of Administrative Services

10:45 AM 14. Administrative Work 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 Bryant Parker, Deputy 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.

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

11:00 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

15. Pending County Projects County Counselor

11:00 AM Katharine Hensler, Museum Director

16. Riley County Historical Museum - Staff Report

Hensler presented a Museum staff update.

11:15 AM Captain Brad Jager/Finance Manager Jennifer Reifschneider

17. Edward Byrne Memorial Justice Assistance Grant Program FY 2023 Local Solicitation - Certifications and Assurances by the Chief Executive of the Applicant Government

Reifschneider discussed the Edward Byrne Memorial Assistance Grant Application.

Move to sign the Edward Byrne Memorial Justice Assistance Grant Program FY 2023 Local Solicitation Certifications and Assurances by the Chief Executive of the Applicant Government.

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

Adjournment

Move to adjourn after the County Officials Luncheon.

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

AYES:	Ford, Focke, McKinley
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12:00 PM County Officials Luncheon

18. County Officials' Luncheon Agenda

The Board attended the County Officials Luncheon.

1:00 PM Adjourned.