



**Board of Riley County
Commissioners
Regular Meeting
Minutes
July 11, 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
Cindy Kabriel	Senior Administrative Assistant	Present	8:30 AM
Clancy Holeman	Counselor/Director of Administrative Services	Present	8:30 AM
Brittany Phillips	Budget and Finance Officer	Present	8:30 AM
Susan Boller	Elections Manager	Present	8:30 AM
John Ellermann	Public Works Director/County Engineer	Present	8:30 AM
Amy Manges	Register of Deeds	Present	8:30 AM
Ashlyn Easterday	Payroll Clerk	Present	8:30 AM
Amanda Webb	Planning/Special Projects Director	Present	8:30 AM
Steve Schurle	Commercial Real Estate Analyst	Present	8:30 AM
Evan McMillan	Assistant County Engineer	Present	8:30 AM
Elizabeth Ward	Human Resources Director	Remote	8:30 AM
Bryant Parker	Deputy County Counselor	Present	9:00 AM
Gary Olds		Present	9:00 AM
Emma Loura	Manhattan Mercury	Present	8:55 AM
Christian Bishop	Military Relations Manager	Present	9:30 AM
Daryn Soldan	Chamber Economic Development Director	Present	9:30 AM
Julie Gibbs	Health Department Director	Present	9:57 AM
Vivienne Leyva	PIO	Present	10:28 AM

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Focke's Comments:

Tuesday, I attended the July meeting of the Riley County LEPC. Introductions of those there were made, minutes approved from April, and an announcement of the next tabletop exercise was announced. It will be on September 26th at the Manhattan Regional Airport. Reservations need to be made through the airport's website.

A report was given on the Westmoreland tornado volunteer experience. Many lessons were learned, especially readiness for the next disaster and the relationships developed with workers from our county and others. Also discussed were things that we can do better, especially in organizing and handling the volunteers that show up in any disaster to help. The next meeting will be on October 8th.

That evening, I attended the Fireside Chat program presented by the Riley County Museum staff. Featured was the DAR (Daughter's of the American Revolution) and the national exhibit that just ended at the Discovery Center. It closed here on July 9th and is in Topeka for the next week. The exhibit is traveling around the country.

Wednesday, I had a medical appointment and then came into the office to go over the agenda and documents for today's meeting.

McKinley's Comments:

Tuesday morning was the progress meeting for the EMS facility. Moving along on schedule. Finishing up concrete footings, laying up block walls and starting work on the detention structure. Submittals are being reviewed and the contractor and the architect are working together. A few minor change orders and one large one regarding the water lines and meters but still well within the contingency budget.

Tuesday evening was the Fire Advisory Board meeting. All things are working well. The big discussion was on the new insurance policy and changes to the retirement plan.

Wednesday was the ATA Board of Directors meeting. The main topic was approval of the 2025 budget. They are still short of drivers and are looking into more options for finding qualified applicants. Some routes have to be cancelled because of driver shortage. One option they are looking into is hiring students part time to fill in.

Wednesday evening was the Randolph City Council meeting. They also want our small town meetings to continue but need more advertising of them. They will stop charging for use of the building for our meetings and the Law Board meeting.

Ford's Comments:

Tuesday morning, I did KMAN's In Focus morning program for the full 1-hour show. I also brought in Riley County Clerk Rich Vargo to discuss elections and the recent changes in his office. I also discussed several items including projects that we are working on, the 2025 budget and the process that came with it, things we will be working on throughout the rest of 2024, and the upcoming Riley County Fair and even the STAR Bond proposal to possibly bring the Chiefs over to the Kansas side. Thought it went well as usual and once again nobody called in.

Tuesday evening, I attended the Riley County Republican Candidate Meet and Greet event held at Pottorf Hall over in CiCo Park. It was very well attended with nearly 70 people in attendance. We heard from candidates running in the Kansas Senate districts 18 and 22, Kansas House districts 51, 64, and 67 as well as several staffers from both Senator Jerry Moran and Congressman Tracey Mann's offices respectively.

Wednesday evening, I attended the July Business After Hours hosted by the Manhattan Area Chamber of Commerce at the Bluemont Hotel. Once again, a very well attended event with many members from the local business community and elsewhere. Always great to chat with old friends and have the opportunity to network and meet some new ones as well.

Also Wednesday evening I met with Tom Dobbin, Executive Account Director for MakeMyMove and Daryn Soldan, Economic Development Director for the Manhattan Area Chamber of Commerce to continue dialog about what they have to offer and how they can expand their services to the Manhattan and Riley County area. For Tom it was his first time in Manhattan as he traveled all the way from the Indianapolis area to be present for this meeting.

Spent a good portion of the week getting caught back up at work from the backlog created by the Fourth of July holiday. Hopefully by the start of next week I will be back on track there.

Business Meeting

3. Temporary Construction and Grant of Permanent Easements for Kitten Creek Box Culvert Replacement

Move to approve the Temporary Construction Easement and the Grant of Permanent Easement with Byron L. Harris, Jr. Revocable Trust for Kitten Creek Road box culvert replacement.

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

4. Selection of Strategic Planning Retreat date

Webb discussed the possible date for the Riley County Strategic Planning Retreat in September.

The commissioners said they prefer Friday, September 20th; Friday, September 27th; or Wednesday, September 25th.

5. Preservation of Ballots and Election Records

Move to approve the Democratic Party Chair Carl Reed and the Republican appointee Marvin Rodriguez to observe the destruction of the 2022 State Primary Election votes.

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

- Colton Gatton, a new hire, as a Temporary Election Worker, in the Election Department.
- Julie McClure, a new hire, as a Temporary Election Worker, in the Election Department.
- Kristi Hoard, a new hire, as a Temporary Election Worker, in the

Election Department.

- Ryo Shigemitsu, a Volunteer Firefighter, in the Riley County Fire District #1 Department, for Separation from County Service, effective July 8, 2024.

7. Intergovernmental Luncheon Agenda

No topics.

8. Discuss Joint City/County/County Meeting Agenda

No topics.

9. Approve payroll/accounts payables (when completed)

Move to approve the payroll vouchers in the amount of \$732,238.72 and the following warrant vouchers for July 12, 2024:

2024 Budget

County General	\$1,841,904.08
Health Department	104,785.10
Motor Vehicle Operations	1,500.00
Capital Improvements Fund	263,629.23
Economic Development	30,507.00
Emergency 911	1,156.98
Solid Waste	7,362.19
County Building	15,463.57
RCPD Levy/Op	1,357,835.66
Riley Co Fire Dist #1	49,438.63
Fire Dist Projects	18,058.27
University Park W&S	549.60
Hunters Island Water Dist	12.52
Carson Sewer Benefit Dist	833.33
Moehlman Bottoms	5.99
Konza Water Operations	110.93
University Park Lagoon	18,198.00
KDOC Adult Services	15,803.99
KDOC Juvenile Services	6,048.64
KDOC Juv Reinvestment	931.92
BJA Grant	973.90
Kansas Fights Addiction	7,937.66

TOTAL \$3,743,047.19

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

Review Minutes

10. Board of Riley County Commissioners - Regular Meeting - Jul 8, 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

11. Tentative Agenda

Press Conference Topics

12. Discuss Press Conference

9:00 AM **Clancy Holeman, Counselor/Director of Administrative Services**

13. Administrative Work Session

Holeman said he doesn't have anything to report.

9:20 AM **Brittany Phillips, Budget and Finance Officer**

14. 2025 Budget Work Session

Phillips presented the final 2025 Budget Development Worksheets.

Move to approve the 2025 Budget Development Worksheets.

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

Phillips discussed the rest of the process of the 2025 budget.

Webb said she heard back from Shockey Consulting, and they said September 25th or 27th will work for them for the date of the retreat.

The commissioners agreed to go with Wednesday, September 25th as the date for the retreat.

9:45 AM Jason Smith, Manhattan Area Chamber of Commerce

15. Economic development update

Smith presented an economic development update.

Bishop presented a Fort Riley activity update.

10:00 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

16. RCHD Monthly Update

Gibbs presented a staff update.

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

10:30 AM Budget and Planning Committee - Brittany Phillips, Budget and Finance Officer

17. Monthly Cash Flow Report for June 2024

Phillips presented monthly cash flow reports.

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

- 10:40 AM 18. Executive session to discuss a performance matter involving non-elected personnel

Move that the Riley County Commissioners, including Chairman Ford, Vice Chairman McKinley, and Commissioner Focke, along with Clancy Holeman, Riley County Counselor and Bryant Parker, Deputy County Counselor, attorneys for the Riley County Commission; John Ellermann, Public Works Director/County Engineer; Elizabeth Ward, Human Resources Director; and Michele Reid, Payroll & Benefits Specialist and HR Associate, recess into executive session on a performance matter of non-elected personnel, an exception to the Kansas Open Meetings Act, for the purpose of hearing the appeal of a disciplinary action, and to protect the privacy of the employee, the open meeting to resume in the County Commission Chambers at 11:40 a.m.

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

- 11:40 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 following consensus reached in executive session.

The County Commission approves the disciplinary action reviewed today in executive session and the County Counselor shall notify the parties.

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

11:41 AM**Adjournment**

Move to adjourn.

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