



**Board of Riley County
Commissioners
Regular Meeting
Minutes
August 08, 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
John Ellermann	Public Works Director/County Engineer	Present	8:30 AM
Brittany Phillips	Budget and Finance Officer	Present	8:30 AM
Anna Burson	County Appraiser	Present	8:30 AM
Gina Snyder	Downtown Manhattan Director	Present	8:30 AM
Laurie Harrison	Emergency Management Coordinator	Present	8:30 AM
Bryant Parker	Deputy County Counselor	Present	8:30 AM
Ashlyn Easterday	Payroll Clerk	Present	8:30 AM
Michele Reid	Payroll, Benefits & Employee Relations Manager	Present	8:30 AM
Evan McMillan	Assistant County Engineer	Present	8:32 AM
Emma Loura	Manhattan Mercury	Present	8:49 AM
Daryn Soldan	Manhattan Area Chamber of Commerce	Present	9:45 AM
Christian Bishop	Manhattan Area Chamber of Commerce	Present	9:45 AM
Allison Muth	Manhattan Area Chamber of Commerce	Present	9:45 AM
Julie Gibbs	Health Department Director	Present	10:00 AM
Steve Schurle	Commercial Real Estate Analyst	Present	10:15 AM

Pledge of Allegiance

Public Comment

1. Public Comments

Ellermann said a structure replacement project on West 69th Avenue is scheduled to begin Monday, August 12, 2024. The project is located approximately 4/10ths of a mile north of Anderson Avenue. West 69th

Avenue will be closed to through traffic during construction from Anderson Avenue north to the intersection of North 48th Street. The project is expected to be completed by Friday, August 16, 2024, weather permitting.

Ellermann said they will be burning this week at the transfer station.

Commission Comments

2. Commission Comments

Focke's Comments:

Monday afternoon, I met with the County Appraiser in her office and over lunch.

Tuesday, I had several personal appointments and then a church committee meeting for several hours.

Wednesday, I attended the Military Relations Luncheon at Four Points by Sheraton. It was a good networking event, with many community leaders and Ft. Riley personnel. The main speaker, Garrison Commander Gerald Nunziato, was detained at an airport due to the hurricane, and was unable to attend. COL. Laudine Castillo-Rojas did his presentation on Irwin Army Hospital, where they serve about 15,000 soldiers, veterans and their families. It was a very interesting presentation.

After the luncheon, I came into the office and reviewed the agenda and documents for today's meeting and met with several people in my office.

McKinley's Comments:

Tuesday was the progress meeting for the EMS building. They are on schedule and a lot is going on at the site. Pouring concrete slabs, masonry work continuing, and plumber and electrical rough-in. The structural steel is coming in next week and the retaining wall along the creek is starting.

After the progress meeting, we had a meeting about the remodel for Emergency Management. They had three options for the floor plans and some cost estimates. There is a lot more about this to discuss but I will save it for the end of the meeting.

I received my RNR letter yesterday and so did others. I had a call from a resident asking if it was true we do not have to do a RNR hearing. I said it is true because we kept the budget in line. They said thank you which was nice to hear.

Ford's Comments:

Monday afternoon I had my monthly visit with the doctor. All is well and I think we are on the same page and right path once again as everything is showing progress as I am down nearly 20 lbs. from two months ago.

Tuesday evening, I watched the returns come in from the Primary Election. Congratulations to all the candidates that are moving along to the General Election in November and thanks to all of you who had the courage and inclination to put themselves out there for the betterment of the community and for democracy. I can also tell you by looking at returns from the State of Kansas we lost a handful of incumbent county commissioners as well, so there will be some new faces at KAC and other statewide events in January.

Wednesday afternoon I sat down and listened in on two key webinars from the National Association of Counties. One went through what is the rigorous process of working with the Department of Housing and Urban Development on potential low-cost and workforce housing, and the second dealt with the process of starting and moving forward on a Veteran Court in your local judicial district. Both webinars are prudent to the work and discussions taking place on both national steering committees I serve on.

Lastly and I need to confirm to make sure, but they have been trenching and laying conduit in my neighborhood for whom I believe is WTC, and if so, this is greatly appreciated and exciting at the same time. This finally will mean quality and local broadband to our area which is a win for everyone.

Business Meeting

3. Plaza Reservation Request for Manhattan Symphony Orchestra on the Plaza for Downtown Manhattan, Inc.

Move to approve a Plaza Reservation Request for Manhattan Symphony Orchestra on the Plaza for Downtown Manhattan, Inc. for Saturday, September 7, 2024 from 6:00 - 8:00 p.m.

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

4. Change Order for Parallel Road Bridge

Move to approve the Change Order 1 with Ebert Construction Co., Inc. for Parallel Road culvert replacement project in the amount of \$11,034.08 for an adjusted contract price of \$296,357.22.

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

5. Sign Tax Roll Corrections

Move to approve the Tax Roll Corrections.

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:

- Jamie Casarez, a new hire, as a Customer Service Representative I, in the Treasurer's Department, at a Range 4, at \$18.21 per hour.
- Alicia Bartlett, a Records Assistant I, in the Register of Deeds Department, for Separation from County Service, effective July 26, 2024.
- Jake Konrardy, for a promotion, as a Deputy Fire Chief of Administration, at a Range 15.

7. Discuss Joint City/County/County Meeting Agenda

No items.

8. Approve payroll/accounts payables (when completed)

Move to approve the payroll vouchers in the amount of \$724,113.93 and the following warrant vouchers for August 9, 2024:

2024 Budget

County General	\$ 897,474.26
Disaster Fund	966.63
Health Department	112,863.48
Emergency 911	1,219.46
Solid Waste	4,150.79
County Building	11,111.37
Road & Bridge Cap Project	220.00
RCPD Levy/Op	2,962.92
Riley Co Fire Dist #1	12,611.65
University Park W&S	1,020.92
Hunters Island Water Dist	6.41
Moehlman Bottoms	3.07
Konza Water Operations	18.40
KDOC Adult Services	14,087.25
KDOC Juvenile Services	3,656.10
KDOC Juv Reinvestment	931.92
BJA Grant	7,414.60
Kansas Fights Addiction	3,527.71
City Alcohol Funds	2,133.71

TOTAL \$ 1,076,380.65

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

Review Minutes

9. Board of Riley County Commissioners - Regular Meeting - Aug 5, 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

10. Tentative Agenda

Press Conference Topics

11. Discuss Press Conference

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

12. Administrative Work Session

- 9:00 AM 13. 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, County Counselor, and Bryant Parker, Deputy 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 9:20 a.m. Elizabeth Ward, Human Resources Director; Brittany Phillips, Budget and Finance Officer; and Rich Vargo, Riley County Clerk, will be present during a portion of the executive session.

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

- 9:20 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

9:20 AM Michele Reid, Human Resources Manager

14. State Employee Health Insurance Contract Renewal

Reid presented the State Employee Health Insurance Renewal.

Move to approve the renewal contract with the Kansas State Employees Health Care Commission (HCC) for January 2025 - December 2027.

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

9:30 AM Shilo Heger, Treasurer

15. July 2024 Revenue Reporting - Riley County Treasurer

Heger presented the Treasurer's report.

Heger discussed the positive aspects of the new work schedule for the customers and staff.

Heger thanked the Board for the opportunity to use the new work schedule.

9:45 AM Daryn Soldan, Manhattan Area Chamber of Commerce

16. Economic development update

Soldan presented an economic development update.

Muth discussed local talent events.

Bishop discussed Fort Riley activities.

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

17. RCHD August Update

Gibbs presented the Health Department Monthly update.

18. RCHD Request to become a Family Resource Center

Gibbs presented the agreement to become a Family Resource Center.

Move to approve the Kansas Family Support Network Membership Agreement for the Riley County Health Department to become a Family Resource Center.

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

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

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

10:30 AM Anna Burson, Appraiser

19. Appraiser's Office August Staff Report

Burson presented the Appraiser's Office staff report.

Bryant discussed the legislatures work cleaning up the statutes regarding Agri-Tourism.

McKinley discussed the remodeling of the Emergency Management Building. He suggested the Board have a meeting to discuss how much we want to spend on the renovation.

The Board asked for Ellermann and Phillips to set up an update with the architects and BHS on the EMS/Ambulance Facility and EM renovation project.

10:54 AM **Adjournment**

Move to adjourn.

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