



**Board of Riley County
Commissioners
Regular Meeting
Minutes
August 26, 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
Donna Borgerding	Vehicle Supervisor/Deputy Treasurer	Present	8:30 AM
Tande Lentz	Assistant Vehicle Supervisor	Present	8:30 AM
Danny Williams	Assistant County Appraiser	Present	8:30 AM
Mark Claussen	ICON Structures	Present	8:30 AM
Bryant Parker	Deputy County Counselor	Present	8:30 AM
Michele Reid	Payroll, Benefits & Employee Relations Manager	Present	8:33 AM
Emma Loura	Manhattan Mercury	Present	8:50 AM
Megan Lewis	Interim Community Corrections Director	Present	9:30 AM
Jessie Hubbard	Administrative Assistant II	Present	9:30 AM
Elizabeth Ward	Human Resources Director	Present	9:38 AM

Pledge of Allegiance

Public Comment

1. Public Comments

Lentz reminded citizens with the last names that start with M, N, and O that their vehicle registrations are due this week by midnight Saturday.

Holeman asked the Board to add an executive session as a last item of today's agenda.

Move to add an executive session as a last item of today's agenda.

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

Commission Comments

2. Commission Comments

Focke's Comments:

Thursday afternoon I had a meeting with Vern Henricks with the Greater Manhattan Community Foundation to discuss childcare and the incubator program that they are working with.

Later that afternoon, I had a lengthy discussion with Bryant Parker regarding the Keats wastewater program.

Friday, I spent time in the office catching up on the week, following up on phone calls and e-mails, going over today's meeting and documents, and sorting out other information.

This weekend, I did yard work on Saturday morning and mainly indoor projects the rest of the weekend. Looking forward to the start of the football season this week.

McKinley's Comments:

Quiet weekend. Tried to do some yard work early in the day to beat the heat and stay in air conditioning the rest of the time.

Ford's Comments:

Thursday afternoon I listened in on the Council of Foreign Affairs State and Local Officials Webinar titled "The 2024 U.S. Presidential Nominations". James M. Lindsay, Senior Vice President, Director of Studies and Maurice R. Greenberg, Chair at Council of Foreign Affairs discussed the party nomination process as well as the electoral process here in the United States that makes up the Presidential elections and then they discussed the foreign policy view of candidate as well as each of their running mates as well. A question-and-answer session followed the discussion to wrap up the webinar.

Also Thursday afternoon we had the first Crisis Intervention Team

(CIT) meeting in quite some time here at the BOCC Chambers. We discussed the summer's CIT Training that took place here in Manhattan and CIT International that took place in Baltimore, Maryland. We discussed how we can better message for the new 988 hotline. We discussed how we can get mobile crisis moving forward and discussed some other basic challenges the area is facing in terms of crisis assistance and mental health.

Also happening on Thursday was the announcement of the 2024-2025 Flint Hill Regional Leadership Class. Very excited to have our very own Tande Lentz from the Treasurer's Department and Evan McMillan from the Public Works Department as members of this year's class. Congratulations to both and I'm glad to have both of them representing Riley County.

Lastly wanted to give a shout to the Zeandale community as after nearly two years of hard work and effort they officially opened their community pavilion yesterday afternoon. Work still continues on raising the necessary funds for a new community center, but this certainly is a wonderful and much needed addition to the community as well.

Business Meeting

3. Standing Up Together to Promote Mental Health in Construction Proclamation

Move to sign the Standing Up Together to Promote Mental Health in Construction Proclamation.

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

4. Action on Mobile Device Reimbursement Request Form

Move to approve the Mobile Device Reimbursement Request Form.

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

Review Minutes

5. Board of Riley County Commissioners - Regular Meeting - Aug 22, 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

Press Conference Topics

6. Discuss Press Conference

Review Tentative Agenda

7. Tentative Agenda

9:00 AM

John Ellermann, Public Works Director/County Engineer

8. Request for a Back-up As-Needed Security Officer

Ellermann presented the request to fill the As-Needed Security Officer.

Move to approve the Public Works Department advertise to hire a back-up As-Needed Security Officer position.

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

The Board of County Commissioners signed a Riley County Position Action Form for an As Needed Security Officer, in the Public Works Department, at a Range 2.

9:10 AM Clancy Holeman, Counselor/Director of Administrative Services

9. Administrative Work Session

10. Pending County Projects County Counselor

Holeman presented the Commission Projects list.

9:30 AM Press Conference

11. Presentation of Mental Health in Construction Proclamation - John Ford and Mark Claussen (3 -5 minutes)

Ford presented the Standing Up Together to Promote Mental Health in Construction Proclamation to Claussen.

Claussen thanked the Board for the Proclamation to bring attention to mental health awareness for construction workers.

12. Public Notice for Hohman Road and Ober Road - John Ellermann (1-2 minutes)

Ellermann said a culvert replacement project on Hohman Road is scheduled for Wednesday, August 28th.

Ellermann said a structure replacement projects on Ober Road is scheduled to begin today and expected to be completed on Friday.

13. Public Notice for Transfer Station - John Ellermann (1-2 minutes)

Ellermann said the Riley County Transfer Station will be closed Monday, September 2nd and will reopen at 7:00 a.m. Tuesday, September 3rd.

9:35 AM Megan Lewis, Community Corrections Interim Director

14. Monthly Staff Update

Lewis presented the Community Corrections staff update.

15. FY25 Adult Services Carryover Reimbursement Budget

Hubbard presented the FY25 Adult Services Carryover Reimbursement Budget.

Move to approve the FY25 Adult Services Carryover Reimbursement Budget in the amount of \$4,316.63 as presented.

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

16. FY25 Juvenile Services Carryover Reimbursement Budget

Hubbard presented the FY25 Juvenile Services Carryover Reimbursement Budget.

Move to approve the FY25 Juvenile Services Carryover Reimbursement Budget in the amount of \$16,318.51 as presented.

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

9:45 AM

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 with Clancy Holeman, County Counselor, 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 10:15 a.m. Rich Vargo, County Clerk; Brittany Phillips, Budget and Finance Officer; Elizabeth Ward, Human Resources Manager, will be present for a portion of the executive session to present factual information.

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

10:15 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

10:16 AM

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 with Clancy Holeman, County Counselor, 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 10:15 a.m. Rich Vargo, County Clerk; Brittany Phillips, Budget and Finance Officer; Elizabeth Ward, Human Resources Manager, will be present for a portion of the executive session to present factual information.

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

10:45 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

Adjournment

Move to adjourn.

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

12:00 PM

Intergovernmental Luncheon

17. Intergovernmental Luncheon Agenda