



**Board of Riley County
Commissioners
Regular Meeting
Minutes
September 05, 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
Anna Burson	County Appraiser	Present	8:30 AM
Michael Boller	Noxious Weed Director	Present	8:30 AM
Bryant Parker	Deputy County Counselor	Present	8:33 AM
Michele Reid	Payroll, Benefits & Employee Relations Manager	Present	8:38 AM
Ashlyn Easterday	Payroll Clerk	Present	8:39 AM
Brittany Phillips	Budget and Finance Officer	Present	9:05 AM
John Ellermann	Public Works Director/County Engineer	Present	9:19 AM
Cindy Kabriel	Senior Administrative Assistant	Present	9:26 AM
Emma Loura	Manhattan Mercury	Present	9:30 AM
Jason Hilgers	City of Manhattan	Present	10:30 AM
Kaylyn Speth	WIC Supervisor	Present	10:53 AM
Bruce McMillan	Baker McMillan Architects	Present	10:58 AM
David Adams	EMS/Ambulance Director	Present	11:00 AM

Pledge of Allegiance

Public Comment

1. Public Comments

Holeman asked the Board to add an executive session to his administrative time.

Move to add an executive session to the Holeman's administrative

time.

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, August 29th, I attended the Manhattan Technical College ribbon cutting and reception. It was very well attended, with the architects, construction, and other related industrial partners in attendance.

Saturday, I attended the KSU football game.

The rest of the weekend and Labor Day were spent doing outdoor projects, weeding and mowing and dinner with friends.

Tuesday, I spent some time in the office catching up on e-mails and messages.

Wednesday, I attended the Military Relations Committee and sat with the new commanding General, MG Rone and his wife. The speakers included members of the Wamego Honor Flight from Wamego High School who accompanied veterans to Washington DC to see their respective memorials. The Honor Flight pairs veterans with members of the Wamego High School Chapter of the National Honor Society, who act as student-guardians for respective veterans throughout the duration of the 2-day mission. They return to Wamego for a community welcoming celebration. General Rone spoke briefly about his family and their history and upcoming events, arrivals and departures of soldiers at Ft. Riley.

After the luncheon, I attended the monthly meeting of the Westloop Business Association. Presenters included Susan Adamchak, mayor of the City Commission; and a presentation by Steve Smethers and Eric Atkinson who did a presentation on the history of the two radio towers and the evolution of the radio station at K-State and the country. There will be a "Celebration at the Towers" on September 13th, from 10:00-11:00 AM, west of Nichols Hall.

McKinley's Comments:

Last Thursday afternoon I attended the ribbon cutting for the Advanced Technology Center building at MATC. Jim Genandt gave a good talk about what MATC means to the area and mentioned again that they were ranked #1 two year college in the country. He talked about their graduation rate and starting salaries. He of course had to make references to some 60's and 70's music. It is a great building.

Tuesday afternoon was our meeting with the contractor on the new EMS facility. They are still on schedule and budget. They had some questions about landscaping in a couple of areas. IT has been getting their rough in as construction progresses. More steel installation starting next week.

Tuesday evening, I attended the Leonardville City Council. They had their revenue neutral and budget hearings with some residents asking questions for clarifications and everything was approved. They were told about the upcoming law board meetings in Riley and Randolph.

Wednesday was the quarterly meeting of the Flint Hills ATA Bus board. Construction on the addition is 95% complete and they will have an open house on October 1st from 4:00 to 7:00 p.m. The three Ford Transits ordered in May of 2023 have arrived. These will be used for the demand response services because they do not require a CDL. Finding drivers is still an issue. For the fiscal year ending June 30th ridership was 168,000 which was down 9% from last year and over 40% down from pre-covid numbers. Part of the reduction since 2020 was K-State cutting back funding and reducing the number of buses used around campus. A survey will be coming out soon to see what needs are and satisfaction with services.

Ford's Comments:

Thursday afternoon I checked out KAC's August Webinar titled "Building Resiliency" John Gassman, FEMA Region 7 HMA Branch Chief discussed how you can help your county be prepared for all the natural disasters mother nature will give us here in Kansas and how FEMA can assist both counties and residents with grant funding opportunities including the Hazard Mitigation Grant Program, Building Resilient Infrastructure and Communities, and Flood Mitigation Assistance. Discussion included the requirements, processes, and type of project eligible for these grants.

Also Thursday afternoon I attending the official ribbon cutting of the new Advanced Technology Center and the Manhattan Area Technical

College. Although I had already toured the facility this gave me another chance to check it out as it is opening for the academic school year as well. This was a very well attended event by the community and is the final product of many years of work and dedication and nearly two years of construction. This facility will be a gamechanger for training and education in this region for generations to come.

Friday afternoon I met with Morgan Zumbach, an Associate Professor in the K-State Animal Science Department, and a current mentoree in the Manhattan Area Chamber of Commerce mentor program through HYPE. We took some time to discuss “The Transparent Campaign Initiative” she is putting together and getting off the ground. It’s a civic engagement program steered to share real, accurate, and transparent information from state and local candidates in elections and then get that information out to the larger voting electorate to help guide, educate, and inform voters before they cast their ballots on any given election. She started this in May and is working through the dynamics to make both official and known by the larger base of local voters in the area.

Saturday morning, I attended the Habitat For Humanity of the Northern Flint Hills Home Dedication Ceremony No. 32 in Ogden. This ceremony represents the 2nd home built in Ogden and Executive Director Josh Brewer and several others went through a full ceremony including a ribbon cutting before handing the keys to the family who bought the home through their new “Pathways to Homeownership”. That followed an open house of the new home that always had refreshment and baked goods from the House Café there in downtown Ogden.

Saturday evening, I of course watched K-State depose of UT-Martin at home 41-6. Kind of started out a bit sketchy I thought, but the Wildcats finally put it into gear and won this game going away to start the season off 1-0. It gets real now with a road game at Tulane Saturday morning. Just glad to see a new season up and running once again.

The rest of the Labor Day holiday weekend I spent watching college football and catching up on several much needed projects at home, and working to get caught back up on production at work Tuesday and Wednesday.

Lastly this morning I went into the Treasurer’s Department to get my Kansas Driver’s License renewed. I wanted to see both their process for getting licenses renewed or done and it gave me a chance to see how the new flexible office schedule is working at 7:30 a.m. instead of 8 a.m. as well. Real easy process overall. I was in and out in a matter of minutes.

Business Meeting

3. Agreement for the Management of the Correctional Health Care Contract

Move to approve and authorize the Chairman to sign the “Business Associate Agreement, Riley County, Kansas” and the attached Agreement for the Management of the Correctional Health Care Contract with Advanced Correctional Healthcare (ACH) for the Riley County Police Department.

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

- Skylar German, an Emergency Response Coordinator, in the Health Department, for Separation from County Service, effective September 12, 2024.
- Joseph Kieffer, a Public Works Operator II, in the Public Works Department, for Separation from County Service, effective September 5, 2024.
- Sarah Smithson, an Appraiser I-Residential, in the Appraiser's Department, for Separation from County Service, effective September 10, 2024.
- Avery Kannady, a Volunteer Firefighter, in the Fire District #1 Department, for Separation from County Service, effective August 29, 2024.
- Tessa Prigge, a new hire, as an On Call Juvenile Intake and Assessment, in the Community Corrections Department, at a Range 1, at \$17.69 per hour.
- Emma LaLond, a new hire, as an On Call Juvenile Intake and Assessment, in the Community Corrections Department, at a Range 1, at \$17.69 per hour.
- Sean Bach, a Paramedic, in the EMS/Ambulance Department, for Separation from County Service, effective September 3, 2024.

5. Approve payroll/accounts payables (when completed)

Move to approve the payroll vouchers in the amount of \$715,637.97

and the following warrant vouchers for September 6, 2024:

2024 Budget

County General	\$ 787,224.51
Disaster Fund	81,434.82
Health Department	84,017.28
Capital Improvements Fund	87,249.00
Emergency 911	1,232.88
Solid Waste	278,512.13
County Building	4,648.88
RCPD Levy/Op	1,190.00
Riley Co Fire Dist #1	8,264.38
University Park W&S	2,812.22
Hunters Island Water Dist	2,832.42
Carson Sewer Benefit Dist	833.33
Deep Creek Sewer	100.00
Moehlman Bottoms	1,272.91
Terra Heights Sewer	863.32
Konza Water Operations	4,954.71
KDOC Adult Services	4,627.16
KDOC Juvenile Services	4,184.08
KDOC Juv Reinvestment	964.95
BJA Grant	10,278.98
City Alcohol Funds	72.81
Caroline Peine Grant	285.00

TOTAL. \$ 1,367,855.77

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

Move to approve the First Amendment to Real Property Option Agreement with E. Stanley Schurle, Trustee of the E. Stanley Schurle Trust.

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

Review Minutes

6. Board of Riley County Commissioners - Regular Meeting - Aug 29, 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

7. Tentative Agenda

Press Conference Topics

8. Discuss Press Conference

9:00 AM Elizabeth Ward, Human Resources Director

9. Human Resources Monthly Update

Ward presented the Human Resources monthly update.

9:15 AM Michael Boller, Noxious Weed Director

10. Staff update

Boller presented the Noxious Weed/HHW update.

11. Bid Recommendation Mower Tractor

Boller presented the bid recommendation to move forward with the submitted bid by Rossville Truck and Tractor for Case Maxxum 125 tractor for bid amount of \$116,101.24.

Move to approve the low bid submitted by Rossville Truck and Tractor Co., Rossville, Kansas for a Case Maxxum 125 midsize 2024 tractor in the amount of \$116,101.24.

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

12. Bid Recommendation Pull Behind Mower

Boller presented the bid recommendation to move forward with the submitted bid by Rossville Truck and Tractor for Bush Hog 5110 mower for bid amount of \$26,125.00.

Move to approve the bid submitted by Rossville Truck and Tractor Co., Rossville, Kansas for a Bush Hog 5110 pull behind 10-foot mower in the amount of \$26,125.00 to be funded by CIP funds.

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

9:30 AM

John Ellermann, Public Works Director/County Engineer

13. Request to fill Public Works Operator Position

Ellermann presented the request to fill the Public Works Operator I or II position.

Move to approve the Public Works Department advertise to hire for the Public Works Operator position.

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

The Board of County Commissioners signed a Riley County Position Action Form for a Public Works Operator II (PW Operator I or II depending on qualifications), in the Public Works Department, at a Range 7.

9:35 AM Vivienne Leyva, PIO

14. 2025 Intergovernmental Luncheon Venue

Leyva & Kabriel presented the 2025 Intergovernmental Luncheon venue recommendation.

Move to accept the proposal from Rockin K's as the venue for Intergovernmental Luncheons in 2025 and for staff to proceed with scheduling and organizing the events.

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

9:45 AM Anna Burson, Appraiser

15. Request to Refill Residential Appraiser I or II

Burson presented the request to fill the Residential Appraiser I or II position.

Move to approve the request to refill the Residential Appraiser I or II.

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

The Board of County Commissioners signed a Riley County Position Action Form for an Appraiser II-Residential (Appraiser I or II depending on qualifications), in the Appraiser's Office, at a Range 8.

10:00 AM Amanda Webb, Planning/Special Projects Director

16. Planning & Development - Staff Update

Webb presented the Planning and Development staff update.

10:15 AM **Clancy Holeman, Counselor/Director of Administrative Services**

10:15 AM 17. Administrative Work Session

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, 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 10:30 a.m.

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

10:30 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 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

10:30 AM **Jason Hilgers, Interim Manhattan City Manager**

18. General update City of Manhattan

Hilgers presented the City of Manhattan update.

11:00 AM Kaylyn Speth, WIC Supervisor

19. Riley County WIC FY2025 Contract Approval

Speth presented the WIC FY2025 contract approval.

Move to approve Kansas WIC Local Agency Contract be approved for FFY2025 to continue WIC services to the Riley County, Fort Riley, and Pottawatomie County residents.

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

11:10 AM John Ellermann, Public Works Director/County Engineer

20. K-13 & K-113 Turn Back Agreements

Ellermann presented the KDOT Turn Back Agreements.

Move to approve the Project Authorization Agreements with KDOT for KDOT Project No. KA-5564-01 (K-13) and KDOT Project No. KA-5565-01 (K-113).

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

21. Court House Plaza East Window Replacement Project

Ellermann presented the CPE Windows Replacement project agreement with Baker McMillan Architects PA.

McMillan discussed alternate glazing with a higher level of protection in specific areas.

Move to approve the Agreement with Baker McMillan Architects PA for the Court House Plaza East Window Replacement Project.

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

11:30 AM David Adams, EMS/Ambulance Director

22. Request To Fill Open Position

Adams presented the request to fill the Paramedic position.

Move to approve the request to fill an open full time Paramedic 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 a Paramedic, in the EMS/Ambulance Department, at a Range Paramedic.

Holeman discussed an upcoming fence viewing.

11:39 AM Adjournment

Move to adjourn.

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