



**Board of Riley County
Commissioners
Regular Meeting
Minutes
September 19, 2024**

115 North 4th Street
Manhattan, KS 66502
www.rileycountyks.gov

Cindy Kabriel
785-565-6200

Commission Chambers

9:00 AM

[District 1 – John Ford, Chair](#)

[District 2 – Greg McKinley, Vice Chair](#)

[District 3 – Kathryn Focke, Member](#)

9:00 AM

Call to Order

Attendee Name	Title	Status	Arrived
John Ford	County Commissioner	Present	9:00 AM
Kathryn Focke	County Commissioner	Present	9:00 AM
Greg McKinley	County Commissioner	Present	9:00 AM
Rich Vargo	County Clerk	Present	9:00 AM
Clancy Holeman	Counselor/Director of Administrative Services	Present	9:00 AM
John Ellermann	Public Works Director/County Engineer	Present	9:00 AM
Vivienne Leyva	PIO	Present	9:00 AM
Emma Loura	Manhattan Mercury	Present	9:00 AM
Anna Burson	County Appraiser	Present	9:00 AM
Bryant Parker	Deputy County Counselor	Present	9:00 AM
Brittany Phillips	Budget and Finance Officer	Present	9:09 AM
Ashlyn Easterday	Payroll Clerk	Present	9:12 AM
Gary Fike	County Extension Director	Present	9:52 AM
Brian Peete	RCPD Director	Present	9:56 AM
Vern Henricks	GMCF President/CEO	Present	9:57 AM
Michael Boller	Noxious Weed Director	Present	10:00 AM
Lance Sharp	Fair Board Chair	Present	10:00 AM
David Russell	Deputy Fire Chief	Present	10:19 AM
Jake Konrardy	Deputy Fire Chief	Present	10:19 AM
Russel Stukey	Emergency Management Director	Present	10:21 AM
Shilo Heger	Treasurer	Present	10:28 AM
Elizabeth Ward	Human Resources Director	Present	10:55 AM

Pledge of Allegiance

Public Comment

1. Public Comments

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

Move to add an executive session to the County Counselor'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:

I don't have a lot this week. Several of my meetings, including the ones this morning and afternoon, were either cancelled or postponed.

I spent a lot of time catching up on office issues in my home office and visiting with constituents.

I look forward to the building tour tomorrow and to the weekend. Keats has its Fall Festival on Sunday that I'm going to, plus several other events.

McKinley's Comments:

Tuesday was the update with the contractor for the EMS building. Very busy site. Blockwork should be done in two weeks and then they will start with exterior stone. Structural steel is going up in several places. Interior walls are going up in the north area.

Wednesday was the monthly meeting for the Juvenile Detention Center. We review the financials each month. We were introduced to the teachers that are starting the school program that the local school district dropped. Staff had brought the local school board members in for a tour. They showed them what the facility does, and board members had no idea what was done there.

Ford's Comments:

Monday afternoon we had the September meeting of the Riley County Law Enforcement Agency Law Board meeting at the City of Randolph.

After establishing a quorum, we passed the regular consent agenda as written which included the minutes from the last meeting and the current RCPD expenditures. General agenda items included public comments, several board member comments, two meritorious awards were presented to Human Resource Specialist Nicole Douhit and Payroll Technician Brenda Randall. We approved the 2024-25 Edward Byrne Memorial Justice Award Grant, had discussions on a possible revision to an ordinance in the City of Manhattan on parking on private property, discussed an Aggieville safety initiative and firearms as well as the director's memorandum to state legislators regarding local firearm violence, lastly, we had two executive sessions, one on matters of non-elected personnel and another on attorney client privilege. Next month's meeting will be in the City of Riley.

Also Monday afternoon I listened in on a collaboration from the Council on Foreign Relations and the Brookings Institution Foreign Policy Program who convened a panel of experts to discuss the foreign, security and economic policy challenges facing democratic governments in Europe and the United States. The panelists included Liana Fix, Fellow for Europe, Council on Foreign Relations; Matthias Matthijs, Senior Fellow for Europe, Council on Foreign Relations; Constanze Stelzenmiller, Senior Fellow, Center on the United States and Europe, The Brookings Institution; and Tara Varma, Visting Fellow, Center on the United States and Europe, The Brookings Institution. Presiding over the panel was Edward Luce, U.S. National Editor and Columnist of the Financial Times.

Tuesday afternoon I attended the Konza United Way 2024 Kickoff Campaign at Shamrock Zone at Bill Snyder Family Stadium. It was a very well attended event by a lot of community partners, VIPs, and sponsor agencies. As many are aware this is the 80th year of United Way here in the area and Tara Claussen, CEO of Konza United Way spoke on that and reflected on the last 80 years with a video, discussed the present with the awarded 2025 grant recipients and discussed the future with this year's kickoff campaign, she also discussed all of this year's pacesetters which of course included Riley County and our very successful Employee Campaign as well.

Wednesday afternoon we had the September meeting of the Metropolitan Planning Organization at the Manhattan Public Library. After some welcomes and introductions, we got a financial update through September 11th, other staff updates included the EV Readiness Plan, Transportation Demand Model, and the 2025 UPWP. We also got an update from KDOT and approved the minutes from the August meeting as well as approved Amendment #4 to the Unified Planning Work Program. We discussed in more detail a memo for the Junction City Commission as well as the public the ATIIP Grant and the EV Readiness plan. We tabled the executive session for the annual review

of the Planning Manager until October and then we adjourned.

It's been a busy week at work as well trying to keep caught up on production as we gear up towards inventory season.

Business Meeting

3. Certification of Unpaid Fees

Move to approve the Certification of Unpaid Fees and/or Charges for Utility Services on property located in Riley County, Kansas located at 5241 Terra Heights (Lot 22), Manhattan, Kansas in the amount of \$1,227.60. A special assessment will be placed against Doreen M Ray, Trust.

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

4. Notice to Township Board - Cereal Malt Beverage License for Chad Myers (Stagg Hill Golf Club)

Move to sign the Notice to Township Board - Cereal Malt Beverage License for Chad Myers (Stagg Hill Golf Club), 4441 Stagg Hill Road Manhattan, Kansas 66502.

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

5. Sign Riley County Employee Action Form(s)

The Board of County Commissioners signed Riley County Employee Action Forms for the following:

- Maddison Bridgers, a new hire, as a Temporary Election Day Worker, in the Election Department, at a Range Election.
- Lasheen Washington, a new hire, as a Temporary Election Day Worker, in the Election Department, at a Range Election.
- Dan Trechter, an EMT, in the EMS/Ambulance Department, for Separation from County Service, effective September 24, 2024.

6. Approve payroll/accounts payables (when completed)

Move to approve the payroll vouchers in the amount of \$723,284.91 and the following warrant vouchers for September 20, 2024:

2024 Budget

County General	\$ 807,106.34
Disaster Fund	1,360,335.04
Health Department	100,286.20
EMS Grants	299.90
Register Deeds Tech Fund	40.97
County Auction	1,602.28
P.A.T.F.	500.00
Motor Vehicle Operations	3,164.41
Capital Improvements Fund	304,712.99
Emergency 911	3,105.83
Solid Waste	324,580.20
County Building	13,651.02
Road & Bridge Cap Project	137,928.10
RCPD Levy/Op	25,398.20
Landfill Closure	2,222.00
Riley Co Fire Dist #1	14,649.76
University Park W&S	4,990.64
Keats Capital Project	8,700.00
Hunters Island Water Dist	1,525.54
Carson Sewer Benefit Dist	458.93
Deep Creek Sewer	418.01
Moehlman Bottoms	1,182.53
Valleywood Operations	749.81
Terra Heights Sewer	532.59
Konza Water Operations	2,661.37
Lakeside Heights Sewer	74.18
University Park Lagoon	4,572.95
KDOC Adult Services	13,769.07
KDOC Juvenile Services	4,553.96
KDOC Juv Reinvestment	1,114.95
BJA Grant	3,211.30
21st Jud Dist DC ADSAP	1,283.75
Kansas Fights Addiction	3,527.71
City Alcohol Funds	2,361.44
GMCF Grant	291.20
Daniel Keating Foundation	1,000.00

TOTAL..... \$ 3,156,563.17

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

Review Minutes

7. Board of Riley County Commissioners - Regular Meeting - Sep 16, 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

8. Tentative Agenda

Press Conference Topics

9. Discuss Press Conference

9:30 AM Clancy Holeman, Counselor/Director of Administrative Services

- 9:30 AM 10. Administrative Work Session

Move the County Commission, including Chairman Ford, Vice Chairman McKinley, and Commissioner Focke, recess into executive session on potential litigation with Bryant Parker, Deputy County Counselor, and Clancy Holeman, 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 9:50 a.m.

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

9:50 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

9:50 AM

John Ellermann, Public Works Director/County Engineer

11. Auction of Surplus Property 2024

Ellermann discussed the County Auction of Surplus Property.

Move to approve the Notice of Intent to Sell Excess Personal Property and Contract Agreement with Ruckert Realty & Auction, LLC.

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

10:00 AM

Gary Fike, County Extension Director

12. New Fairgrounds Funding through GMCF

Fike discussed the Greater Manhattan Community Foundation private funding for a new fairground.

Sharp said one of the main questions is the ultimate goal of a new

fairgrounds.

Sharp stated they believe the best interest long-term is a new location with adequate space and new facilities.

Henricks said in fundraising people will not be interested in giving funding to fix something up and then see it torn down. Henricks stated new fairgrounds is discussed every 3-5 years. He said let us use the private and public funds responsibly.

McKinley stated to proceed with fundraising you would need a plan to show.

The Board discussed the new fairgrounds.

10:15 AM Brian Peete, RCPD Director

13. RCPD update

Peete presented a Riley County Police Department update.

10:30 AM Russel Stukey, Emergency Management Director

14. Fire Station 110 replacement (University Park)

Stukey presented the request to build Fire Station 110.

Move to approve waiving formal bid process and initiate negotiations for a contract with local builder (Riley Construction) who previously participated in the formal bidding process and successfully built Fire Station 102, to construct Fire Station 110 in University Park to be paid for with ARPA funds.

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

10:40 AM Shilo Heger, Treasurer

15. Request Approval to Correct Special Alcohol Fund Allocation

Heger presented the Special Alcohol fund correction.

Move to approve the transfer of \$14,221.40 to a Special Parks and Recreation Fund and \$14,221.40 to County General.

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

10:55 AM

Michael Boller, Noxious Weed/HHW Director

16. Commercial Pesticide Applicator Request to Fill

Boller presented the Commercial Pesticide Applicator request to fill.

Move to approve the request to fill the position of Commercial Pesticide Applicator.

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 Commercial Pesticide Applicator, in the Noxious Weed/HHW Department, at a Range 10.

11:00 AM

John Ellermann, Public Works Director/County Engineer

17. Out-of-State Travel Request

Ellermann presented the out of state travel request.

Move to approve an Out of State Travel Request for Eric Ziegenhirt to attend the 2024 APWA Snow & Ice Conference and National Snow Rodeo in Loveland, Colorado.

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

11:05 AM **Clancy Holeman, Counselor/Director of Administrative Services**

11:05 AM 18. 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 Bryant Parker, Deputy County Counselor, and Clancy Holeman, 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 11:25 a.m. Rich Vargo, County Clerk; Elizabeth Ward, Human Resources Director; Brittany Phillips, Budget and Finance Officer, will be present during a portion of the executive session to provide factual information.

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

11:25 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

11:29 AM **Adjournment**

Move to adjourn.

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